

**GRAMIN BANK OF ARYAVART**

HEAD OFFICE, A – 2/46, VIJAYKHAND, GOMTINAGAR  
LUCKNOW (U.P.) - 226010

**TENDER FORM**

The Bank intends to print and supply loans documents and other office stationeries for its branches and Regional Offices. The bid tender document in detail is being published on our Website: <http://www.aryavart-rrb.com>.

**For this purpose Bank invites competitive rates from the empanelled printers fulfilling the following criteria's:**

1. The Printer must have at least 5-6 years of experience in the printing stationeries of PSU/financial institution.
2. The Printers must have average annual turnover min of Rs 3.00 crore in last three financial years.
3. The Printer must have printed and supplied the stationeries to PSU/financial institution in Uttar Pradesh.
4. The Printer must have taken single printing job min of Rs 30.00 lakh/ two orders each of Rs 15.00 lakh / three orders of Rs 10.00 lakh from PSU/financial institution in last financial year in Uttar Pradesh.

The tender should be submitted in sealed covers with following documents:-

**A Cover I must be titled as “Technical Bid for printing and supplying Loan Documents and offices stationeries”**

1. GST registration no.
2. Press License No. along with its copy
3. Purchase Order depicting the supply of stationeries to PSU/financial institution in Uttar Pradesh
4. Single Purchase order of Rs 30.00 lakh/ two order each of Rs 15.00 lakh / three order of Rs 10.00 lakh each in last financial year in Uttar Pradesh.
5. Purchase order depicting the experience min of 5-6 years in printing and supplying stationeries to any PSU/financial institution.
6. The vendor must enclose the sample of all the requisite papers supposed to be used in printing the mentioned stationeries.
7. An EMD in the form of Demand Draft of Rs 1.00 lakh payable at Lucknow in favour of Gramin bank of Aryavart.
8. Copy of Audited Balance Sheet of last three financial years.
9. Annexure-A

In case any of the above listed documents are not found attached with the technical bid, the technical bid will be rejected.

**B Cover II must be titled as “financial bid for printing and supplying of loan documents and office stationeries”**

1. Only Financial Bid enclosed as Annexure-B
2. The Financial Bid in any format other than enclosed Annexure -B will be rejected outright.



The above two sealed envelopes cover I and Cover II must be put in a third envelope and should be submitted the same to Gramin Bank of Aryavart, Head Office, A-2/46, Vijay Khand, Gomti Nagar, Lucknow-226022 on or before 2.00pm on 11.02.2019.

Contact Person:

Shri V C Agrawal- 7388800788

- Last date for submission of tender:  
The sealed tender must reach at the above address on or before  
11.02.2019 (Monday) by 2.00 P.M.

**A pre bid meeting is scheduled on 30.01.2019 (Wednesday) at 11.00 AM, all vendors are requested to visit Gramin Bank of Aryavart, Head Office Lucknow, A&S Department, Gomti Nagar, Lucknow to clarify their doubts/problems if any.**

**Please note that this is only an enquiry without any commitment on the part of the Bank to place the order with you and / or purchase the said items. Please also note that the Bank reserves the right to accept/reject any proposal without assigning any reasons thereof.**

- Date and time of opening of Technical bids: 11.02.2019 (Thursday) at 3.30 P.M. (subject to the availability of Tender committee members). In case of due date of tender happens to be a holiday, the tender will be opened on next working day at the same place and time.

**No issue/doubts and problems will be entertained after 30.01.2019**

**The order must be completed within three months from the opening of financial bids, the vendor who fails to complete the order as per the awarded work order will be penalized @ 1% per week (maximum upto 10%) of the billed amount after the allotted time in the purchase order.**

***The order will be placed in the batches as per need basis***

1. The Bank and the concerned bidder shall make every effort to resolve any disagreement or dispute amicably, arising in connection with the agreement, by direct and informal negotiation between the designated Officer of the Bank and designated representative of the concerned bidder. If designated Officer of the Bank and representative of concerned bidders are unable to resolve the dispute within a reasonable period as deemed fit by the Bank, they shall immediately escalate the dispute to the senior authorized personnel designated by the Bank and concerned bidder respectively. In the case of lapse of a reasonable period as deemed fit by the Bank, after the commencement of such negotiations when both the parties are unable to resolve contractual dispute amicably, the Bank can refer the dispute or disagreement to formal arbitration by appointing a sole Arbitrator under the provisions of Arbitration & Conciliation Act, 1996. The venue for such Arbitration shall be Lucknow.

**Applicable law and jurisdiction of court**

2. The agreement with the bidders shall be governed in accordance with the Laws of India for the time being in force and will be subject to the exclusive jurisdiction of Courts at Lucknow, with the exclusion of all other Courts.

**Right to content of the Bids**






3. All the responses, Bids, accompanying documentation, correspondence by the Bidders etc., once opened and the reports resulting out of the activities of the bidding process will become the property of Bank and will not be returned to the Bidders. The Bid documents which are not opened for any reasons as elaborated in other sections of this RFP will be returned to the Bidders.
4. Bank is not restricted in its rights to use or disclose any or all of the information contained in the Bid, and can do so without compensation to the Bidder. Bank shall not be bound by any language in the Bid indicating the confidentiality of the Bid by the Bidder or any other restriction on its use or disclosure.
5. The information provided by the Bidders in response to the RFP, including any clarifications provided by the Bidder against the queries from Bank during the bidding process, is deemed to be valid till the end of the contract period, in case the contract is awarded to the Bidder.

**Fraudulent and Corrupt Practice**

6. Bank will reject a Bid for award if it determines that the Bidder recommended for award has engaged in corrupt, fraudulent or coercive practices in competing for, or in executing, the project(s)
7. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of the project and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the Bank of the benefits of free and open competition
8. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of project execution
9. "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.
10. Intellectual Property means any patents, trademarks, service marks, trade names, registered designs, copyrights, rights of privacy and publicity and other forms of intellectual or industrial property, knowhow, inventions, formulae, confidential or secret processes, trade secrets, any other protected rights or assets and any licences or other rights to use or to grant the use of any of the foregoing or to be the registered proprietor or user of any of the foregoing and permissions in connection there with, and all applications and all rights to apply for registration including all rights to apply for such protection under any international treaty in connection with the foregoing; and all rights to have any of the foregoing registered or granted up on application; in each and any part of the world and whether or not registered or registrable and for the full period thereof, and all extensions and renewals thereof, and "IPR" "Intellectual Property Rights" shall be construed accordingly.
11. All the rights under Intellectual Property shall remain the property of the Bank and the bidder undertakes not to use, modify or not infringe any Intellectual Property Rights held by the Bank or any third party.
12. The Bank also reserves the right to reject all the bid without assigning any reason.
13. The rates quoted by the vendors will remain valid for one year from the opening of financial bid.

  
V.C. Agrawal  
(Chief Manager)



Annexure-A

Letter to the Bank on the vendor's Letter Head

To,  
Gramin bank of Aryavart  
A-2/46, Vijay Khand,  
Gomti Nagar,  
Lucknow-226022

Dear Sir,

**Sub: Response to RFP in connection with Printing and supplying of office stationeries and loan documents**

With reference to the above RFP, having examined and understood the instructions, terms and conditions, we hereby enclose our offer for the printing and supplying of offices stationeries and other loan documents as detailed in your above referred inquiry.

We confirm that the offer is in conformity with the terms and general conditions as mentioned in your above referred RFP. We further confirm that the information furnished in the proposal, annexure, formats, is correct. Bank may make its own inquiries for verification and we understand that the Bank has the right to disqualify and reject the proposal, if any of the information furnished in the proposals not correct.

**We also confirm that the prices offered shall remain fixed for the period of one year from the date of first supply order.** We also understand that the Bank is not bound to accept the offer either in part or in full. If the Bank rejects the offer in full or in part the Bank may do so without assigning any reasons therefore. We also adhere to the penalty clause stated in the tender notice.

Technical Bid- One sealed envelope containing requisite documents duly signed (with all requisite documents) and for commercial bid another sealed envelope containing financial bid duly signed.

Yours faithfully

Authorized Signatories

(Name, Designation and Seal of the Company/Firm)

Date:





S N	ITEM	DETAIL	QUANTITY	Rate of GST in %	Rate quoted per item (excl. GST)	Total Amount
1	CHA – I (Rev)	Paper size 22 cm x 34 cm, document set of eight papers ( numbering from 1 to 16 ), both side printing in English and Hindi , paper to be used 80 GSM Century /JK/ Ballarpur ledger paper, packed in packet of 50 documents. ( Each packet will consist of 50 documents)	2600 documents		Per document	
2	CHA – II ( Rev)	Paper size 22 cm x 34 cm, document set of eight papers ( numbering from 1 to 16 ) both side printing in English and Hindi , paper to be used 80 GSM Century /Ballarpur/ JK ledger paper, packed in packet of 50 documents. ( Each packet will consist of 50 documents)	1900 documents		Per document	
3	OD - 194	Paper size 22 cm x 34 cm, document set of six papers ( numbering from 1 to 12 ) , both side printing in English and Hindi , paper to be used 80 GSM Century /Ballarpur/ JK ledger paper, packed in packet of 50 documents.( Each packet will consist of 50 documents)	57,700 Documents		Per document	
4	CHA – V,	Paper size 22 cm x 34 cm, document set of three papers ( numbering from 1 to 6 ) , both side printing in English and Hindi, paper to be used 80 GSM Century /Ballarpur/ JK ledger paper, packed in packet of 25 documents.( Each packet will consist of 25 documents)	12000 Document		Per document	
5	L – 514(Rev) *	Paper size 22 cm x 34 cm,2 paper ( numbering from 1 to 4 ) both side printing in English, paper to be used 80 GSM Century /Ballarpur/ JK ledger paper, pad of 50 documents, with	7000 documents		Per document	



		yellow hard board pad.( Each pad will consist of 50 documents)				
6	L-444C	Paper size 22 cm x 34 cm,1 paper ( numbering from 1 to 2 ) both side printing in English and Hindi, paper to be used 80 GSM Century /Ballarpur/ JK ledger paper, pad of 100 documents, with yellow hard board pad. ( Each pad will consist of 100 documents)	19000 Pads		Per pad	
7	L-444CC	Paper size 22 cm x 34 cm, 2 papers ( numbering from 1 to 4 ) both side printing in English and Hindi, paper to be used 80 GSM Century /Ballarpur/ JK ledger paper, pad of 25 documents, with yellow hard board pad. ( Each pad will consist of 50 documents)	800 pads		Per pad	
8	IFD - 1	Paper size 22 cm x 34 cm, document set of four papers( numbering from 1 to 8 ) , both side printing in English and Hindi, paper to be used 80 GSM Century /Ballarpur/ JK ledger paper, packed in packet of 25 sets. ( Each packet will consist 25 set)	2000 document		Per document	
9	L-435	Paper size 18 cm x 22 cm, one side Printing in English, paper to be used 70 G.S.M. century/JK in pad of 100 Papers, with yellow hard board pad.( Each pad will consist of 100 paper)	3300 Pads		Per pad	
10	Debit authority letter	Paper size 18 cm x 22 cm, one side Printing in English, paper to be used 70 G.S.M. century/JK , in pad of 100 Papers, with yellow hard board pad.( Each pad will consist of 100 paper)	2800 Pads		Per pad	
11	SHG I+II+III	Paper size 22 cm x 34 cm, document set of seven papers ( numbering from 1 to 14 ) , both side printing in Hindi , paper to be used 80 GSM Century /Ballarpur/ JK paper, packed in packet of 25 sets.( Each packet will consist of 25 sets )	10100 forms		Per form	
12	L- 515	Paper size 22 cm x 34 cm, one paper (	2000 pads		Per pad	





	(Rev)	numbering from 1 to 2 ) both side printing in Hindi and English, paper to be used 80 GSM Century /Ballarpur/ JK ledger paper, pad of 50 documents, with yellow hard board pad.( Each pad will consist of 50 documents)				
13	AG - 15	Paper size 18 cm x 22 cm, one side Printing in English, paper to be used 70 G.S.M. century, in pad of 50 Papers, with yellow hard board pad. ( Each pad will consist of 50 papers)	1900 Pads		Per pad	
14	D.P.Note	Paper size 18 cm x 22 cm, one side Printing in English, paper to be used 120 GSM orient mill card sheet , in pad of 50 Documents, with yellow hard board pad.( Each pad will consist of 50 Documents )	1700 pads		Per pad	
15	MSME – Applicati on up to Rs 25 lac	Paper size 22 cm x 29 cm, 3 paper ( numbering from 1 to 6) both side printing in English, paper to be used 80 GSM century / orient paper, packet of 25 set in one packet.( Each packet will consist of 25 sets)	3600 sets		Per set	
16	Applicati on for loan against TDR and Governm ent securities	Paper size 22 cm x 34 cm, application set of two papers( numbering from 1 to 4 ) , one side printing in English and on other side in Hindi , paper to be used 80 GSM Century / orient mill white paper, packed in packet of 25 sets. ( Each pad will consist of 25 paper	2900 pad		Per pad	
17	OD -159	to be printed on a white colour paper size 22 cm. x 34 cm., printing on one side in English and on other side in Hindi , in a pad of 50 paper , paper to be used 80 GSM century / orient mill paper in pad of 50 papers with yellow hard board pad	1900 pad		Per pad	
18	Mudra Applicati on cum	Paper size 22 cm x 29 cm, 02 paper ( numbering from 1 to 2) both side printing in English, paper to be used 80 GSM century /	4200Pad		Per pad	



	proposal, shishu	orient paper with Yellow hard board pad of 50 form in one packet.(Each pad will consist of 500 forms)				
19	Mudra Kishore /Tarun	Paper size 22 cm x 29 cm, 03 paper ( numbering from 1 to 4) both side printing in English, paper to be used 80 GSM century / orient paper Each packet will consist of 50 forms)	6900 document		Per document	
20	ANNAPU RNA LOAN BOOKLET	(1) Cover of 130 GSM orient paper mill card sheet of light pink colour, printing on one side in one colour. (2)White card sheet of 110 GSM of J.K. / Ballarpur paper mill , size 21.5 cm x 15 cm one side printing in one colour (3) Three white paper of 70 GSM century mill , size 21.5 cm x 15 cm , one side printing in one colour (4)White paper of 70 GSM of century / Ballarpur mill , paper size 21.5 cm x 33.5 cm (i) No of papers = 8 (ii)Both side printing = 5 (iii) One side printing = 3 (5)Ledger paper of 80 GSM of ballahar / century mill, size 21.5 cm x 33.5 cm. (i) No of papers = 12 (ii)Both side printing = 12 (iii) One side printing = 0	41500 booklet		Per booklet	





21	AUTOFIN LOAN BOOKLET	(1) Cover of 130 GSM orient mill card sheet of red colour, printing on one side in one colour. (2) White card sheet of 110 GSM of J.K. / Ballarpur paper mill, size 21.5 cm x 15 cm one side printing in one colour (3) Three white paper of 70 GSM century mill, size 21.5 cm x 15 cm, one side printing in one colour (4) White paper of 70 GSM of century /JK mill, paper size 21.5 cm x 33.5 cm (i) No of papers = 13 (ii) Both side printing = 7 (iii) One side printing = 6 (5) Ledger paper of 80 GSM of Ballarpur /JK/ century mill, size 21.5 cm x 33.5 cm. (i) No of papers = 15 (ii) Both side printing = 15 (iii) One side printing	1400 booklet	Per booklet	
22	DAIRY LOAN BOOKLET	(1) Cover of 130 GSM orient card sheet of white colour, printing on one side in one colour. (2) White card sheet of 110 GSM of J.K. / Ballarpur paper mill, size 21.5 cm x 15 cm one side printing in one colour (3) Two white paper of 70 GSM century mill, size 21.5 cm x 15 cm, one side printing in one colour (4) White paper of 70 GSM of century, paper size 21.5 cm x 33.5 cm (i) No of papers = 9 (ii) Both side printing = 4 (iii) One side printing = 5 (5) Ledger paper of 80 GSM of Ballarpur/ century mill, size 21.5 cm x 33.5 cm. (i) No of papers = 16 (ii) Both side printing = 16	40150 booklet	Per booklet	



		(iii) One side printing = 0 (6) White paper of 60 GSM of century /JK mill, size 21.5 cm x 28.5 cm with one side printing = 8			
<b>23</b>	KCC( ABOVE ONE LAC) LOAN BOOKLET	(1) Cover of 126 GSM orient card sheet of light green colour, printing on one side in one colour. (2) White card sheet of 110 GSM of J.K / Ballarpur paper mill , size 21.5 cm x 15 cm one side printing in one colour (3) Two white paper of 70 GSM century mill , size 21.5 cm x 15 cm , one side printing in one colour (4) White paper of 70 GSM of century / Ballarpur mill , paper size 21.5 cm x 33.5 cm (i) No of papers = 11 (ii) Both side printing = 6 (iii) One side printing = 5 (5) Ledger paper of 80 GSM of century mill, size 21.5 cm x 33.5 cm. (i) No of papers = 16 (ii) Both side printing = 16 (iii) One side printing = 0 (6) White paper of 60 GSM of century mill, size 21.5 cm x 28.5 cm with one side printing = 8 (7) Perforation on 8 papers required	48000 booklet	Per booklet	





24	KCC( BELOW ONE LAC) LOAN BOOKLET	(1) Cover of 130 GSM orient card sheet of dark green colour, printing on one side in one colour. (2) White card sheet of 110 GSM of J.K. / Ballarpur paper mill , size 21.5 cm x 15 cm one side printing in one colour (3) Two white paper of 70 GSM century / Ballarpur mill , size 21.5 cm x 15 cm , one side printing in one colour (4) White paper of 70 GSM of century mill , paper size 21.5 cm x 33.5 cm (i) No of papers = 11 (ii) Both side printing = 6 (iii) One side printing = 5 (5) Ledger paper of 80 GSM of Ballarpur / century mill, size 21.5 cm x 33.5 cm. (i) No of papers = 10 (ii) Both side printing = 10 (iii) One side printing = 0	43500 booklet	Per booklet	
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25	RURAL HOUSING LOAN BOOKLET	(1) Cover of 130 GSM orient card sheet of dark blue colour, printing on one side in one colour. (2) White card sheet of 110 GSM of J.K. / Ballarpur paper mill, size 21.5 cm x 15 cm one side printing in one colour (3) Two white paper of 70 GSM century mill, size 21.5 cm x 15 cm, one side printing in one colour (4) White paper of 70 GSM of century/ JK mill, paper size 21.5 cm x 33.5 cm (i) No of papers = 7 (ii) Both side printing = 3 (iii) One side printing = 4 (5) Ledger paper of 80 GSM of ballahar / century mill, size 21.5 cm x 33.5 cm. (i) No of papers = 17 (ii) Both side printing = 17 (iii) One side printing = 0 (6) White paper of 60 GSM of century mill, size 21.5 cm x 28.5 cm with one side printing = 8 (7) Perforation on 8 papers required.	16650 booklet	Per booklet	
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26	SWAROJ GAR CREDIT CARD LOAN BOOKLET	14360 booklet	Per bookel	
27	EDUCATI ON LOAN BOOK LET	1800 booklet	Per booklet	

- (1) Cover of 130 GSM orient card sheet of light grey colour, printing on one side in one colour.
- (2) White card sheet of 110 GSM of J.K./ Ballarpur paper mill , size 21.5 cm x 15 cm one side printing in one colour
- (3) Two white paper of 70 GSM century mill , size 21.5 cm x 15 cm , one side printing in one colour
- (4) White paper of 70 GSM of century/ JK mill , paper size 21.5 cm x 33.5 cm
- (i) No of papers = 9
- (ii) Both side printing = 6
- (iii) One side printing = 3
- (5) Ledger paper of 80 GSM of Ballarpur / century mill, size 21.5 cm x 33.5 cm.
- (i) No of papers = 16
- (ii) Both side printing = 16
- (iii) One side printing = 0

Cover of 130 GSM orient card sheet of yellow colour printing on one side in one colour.

White card sheet of 110 GSM of JK/Century paper mill ,size 21.5 cm x15 cm one side printing in one colour(DP note)

one white paper of 70 GSM century mill size 21.5 cm x 15 cm one side printing in one colour 9Bearer letter)

four white paper of 70 GSM century/JK/ ,paper size 21.5cm x33.5 cm

Number of paper -2-bothside printing(Sanction letter)

L487 Ledger paper 4with both side printing.

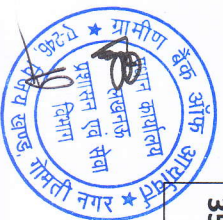
CBD-23 –one white paper size 21.5 cm x33.5cm one side printing

L-514 ledger paper 80 GSM 4 both side printing

L-515 ledger paper 1 80 GSM both side printing



28	Account Opening Form	L-194 ledger paper 6 80GSM both side printing 80 GSM maplitho white paper (ballarpur / century. Account opening form of size 21.00 cm x 30.00 cm, 9 leaves with both side printing in one colour	269300 forms	Per form	
29	SB Withdra wl	49GSM shreyans pink colour printing 7" *3.5" Both Sides in Hindi and English with bank's logo	174500 pads	Per pad	
30	KCC Withdra wl	60gsm century paper 7" *3.5" Both Sides in Hindi and English with bank's logo	55804 pads	Per pad	
31	Passbook s	Pass book cover of 220 GSM Cinnar mass/ J.K. art paper, 80 GSM maplitho white paper (ballarpur / century) is to be used. Passbook size 19.25 cm x 9.25 cm, with ten leaves (both side printing) outer side cover page printed in four colours, front cover's inside page printed in Hindi and English. Back cover page single with all inner pages printed in one colour with both side printing. Stitching work is to be of silk thread.	310000 books	Per book	
32	Paying Slips	70 GSM white century super 12" *4.25" both sides in Hindi and English with perforation with one staple with duly numbering	50000 pads	Per pad	
33	Payment Scroll	80 GSM ledger, JK Book size 17 cm X 21 cm, 300 pages good quality cloth binding, colour paper on good quality yellow hard board.	3000 registers	Per registers	
34	Receipt Scroll	80 GSM Ledger, JK Book size 21xm X 34 cm, 300 pages, good quality cloth binding. Red colour paper covers on good quality yellow hard board.	1250 registers	Per registers	
35	Cash In and Cash	80 GSM ledger, JK Book size 17 cm X 21 cm, 300 pages good	1400 registers	Per registers	





	out registers	quality cloth binding, colour paper on good quality yellow hard board.			
36	Receipt Book	80 GSM Ledger, JK Book size 21xm X 34 cm, 300 pages, good quality cloth binding. Red colour paper covers on good quality yellow hard board	2500 registers		Per registers
37	Payment Book	80 GSM Ledger, JK Book size 21xm X 34 cm, 300 pages, good quality cloth binding. Red colour paper covers on good quality yellow hard board.	1500 registers		Per registers
38	Addition al Deposit Forms	70 GSM Century 17 * 27 ¼, both side printing, pad of 100 leaves with hard board	5000 pads		Per pad
39	Cheque Book Issue Register	80 GSM Ledger, JK Book size 21 cm X 34 cm, 300 pages, good quality cloth binding, light green colour paper on good quality yellow hard board.	800 registers		Per register
40	Daily Cash Balance Book	80 GSM Ledger, JK Book size 21 cm X 34 cm, 300 pages, good quality cloth binding, light green colour paper on good quality yellow hard board	1100 registers		Per book
41	NEFT/RT GS Slips	70GSM white century 12"*4.25" both sides in Hindi and English with perforation with one staple with duly numbering pad of 100 leaves	35000 pads		Per pad

I/ We accept all the terms and conditions mentioned in tender notice.

I/We confirm that the rates quoted are FOR at Regional offices and are inclusive of all type of costs, charges, and taxes.

I/We also confirm the rates will be valid from the date of opening of financial bids.

Encl: - Sample paper

Signature

Firm.....

Date.....

