



ARYAVART BANK
A-2/46, Vijay Khand, Gomti Nagar
Lucknow

TENDER NOTICE

Printing of Bank's Diaries for the Year 2020

Aryavart Bank invites Tender from reputed Printers for printing and supplying of Corporate Diaries (32500+ 7500) as per the details given hereunder and subject to terms and conditions given below as per Annexure I.

1. Tender should be properly sealed and addressed to:

The General Manager,
Aryavart Bank
A-2/46, Vijay Khand
Gomti Nagar
LUCKNOW-226010

2. Mention enquiry number and due date over envelope and submit the same at above address.
3. Specimen of items to be printed is available for inspection at above address.
4. All other terms and conditions as per Annexure I.
- 5. Tender should be submitted on or before 2.00 PM on 20.11.2019 (Wednesday)**
6. The details of the diaries with specification is detailed as below:-

Annexure -I

S. N.	Specification	Corporate Diaries
1.	Size	Close: 9.0" (H) X 6" (W)
2.	Paper	80 GSM Natural Shade, cover as per Bank "s requirement.
3.	Quantity	40000 Diaries (32500+7500)
4.	Printing	Inside pages to be printed in one colour (both side printing) and water mark on each page Cover with four colour printing as per Banks requirement.
5.	Total pages	Normal Diaries- Approximately 191 leaves (166 leaves of 80 GSM +25 leaves for information + 2 papers of cinnar mass +cover) Staff Diaries- Approximately 203 leaves (166 leaves of 80 GSM + 37 leaves for information+ 2 paper of cinnar mass +cover)
6.	Binding	As per specimen , sewing with Perfect Binding
7.	Rate	Rate per copy and +/- 4 papers
8.	Delivery	Total 30 days from the date of proof approval
9.	Packing	As per specification (20 diaries in one packet.)
10.	Design	Layout , composing, designing ,Type setting etc. to be done by the bidder



INSTRUCTIONS TO PARTICIPATING BIDDERS

Tender shall contain the following: (a) a copy of the tender document with a certificate issued by the bidder accepting all the terms and conditions contained in the tender document (b) Part - I - Technical Bid as in 'Proforma A' of Annexure I which shall be enclosed in a separate sealed envelope and super scribed as "Tender for Printing Diaries 2020: Technical Bid" (c) Part -II - Commercial Bid as in Annexure-II which shall be enclosed in a separate sealed envelope and super scribed as "Tender for Printing Diaries 2020: Commercial Bid.

Documents to be enclosed in Part -I "Technical Bid"

- Technical Details as per Proforma-A
- **Bidders are required to have handled 3 single printing job work of minimum Rs.10 lacs.** All bidders must enclose the purchase orders of the recent past (FY 2016-17, FY 2017-18, FY 2018-19) for 3 single printing job of min Rs 10.00 lakh from any PSU / Banking institution/ Financial institutions.
- **The Bidder must have average annual turnover of Rs 300 lakh and above in past 3 years.** All bidders must enclose copy of last three year's audited balance sheet FY 2016-17, FY 2017-18, FY 2018-19 along with current year's projected balance sheet.
- **The Bidder must have executed single job work of printing and supplying at least 15000 diaries in last three financial years.** (Documentary evidence must be enclosed).
- The copy of GST certificate must be enclosed.
- Attested copies of Certificate of Registration
- List of Partners and Directors
- Attested copies of Certificate of Factory License
- Attested copies of Certificate of State and/or Central Sales Tax Registration along with Certificate for Sales Tax Clearance and Registration under Works Contract
- Acceptance Letter "Annexure III"
- EMD of Rs 100,000/- in a separate sealed envelope. NSIC certificate/MSME certificate is acceptable but must be enclosed in a separate envelope and must be a part of technical bid. Only NSIC and MSME certificate valid upto 31.03.2020 or after will be entertained.
- Sample of Diaries preferably with same specifications are to be enclosed
- Documentary evidence in support of Proforma-A

Documents to be enclosed in Part -II "Commercial Bid"

- Duly Filed Annexure -II

The two sealed envelope Part -I and Part II must be sealed and enclosed in a third envelope super scribed as "Tender for Printing Diaries 2020" and the same must reach the Bank's Head Office as per above mentioned address on or before 2.00PM on 20.11.2019.

OTHER TERMS & CONDITIONS

1. Any letter or document accompanying the qualification form shall be submitted in duplicate.



2. Tenders containing false and/or inadequate information are liable for rejection.
3. The Bank depending on the response to this notice will decide the criteria for selection and Bank's decision in this regard shall be final. No correspondence in this regard shall be entertained.
4. Clarifications, if any required, may be obtained from the Chief Manager, A & S department, Head-office, Lucknow. 7388800788, 7388800600, email- ho.ans@aryavartbank-rb.com
5. Quantity of Diaries may increase or decrease.
6. Tenders will be opened on 20.11.2019. at 3.30 PM at bank's Head Office A-2/46, Vijay Khand, Gomti Nagar, Lucknow -226010. All the tenderers are requested to attend the tender process opening on 20.11.2019 at 3.30 PM (subject to the availability of tender committee members). No separate information / invitation will be given to any bidder.
7. Decision of the Bank regarding finalization of bidder(s) for printing of Diary will be final. Bank is not bound to assign any reason thereof.
8. Tender with counter condition will not be entertained.
9. Tender will be valid for atleast 180 days from the date of opening of financial bid.
10. It may be noted that once the order is accepted, the successful tenderer(s) will be bound to execute it within the period specified and no request for increase in rate subsequently or any excuse for not executing the order on account of non-availability of paper will be entertained. Bank will not pay any advance to any bidder/supplier against our order (if any) placed.
11. Rates should be quoted (for the Diary) as per the specifications mentioned in our enquiry.
12. If after the delivery, it is discovered that the paper quality and specifications of Diaries are not exactly in accordance with our specifications/quality stipulated, such supply will be rejected at the suppliers' cost.
13. In case of failure/delay in supply either fully or partially, the Bank will be at liberty to get the same printed through other sources at its sole discretion or the difference in cost, if any, will be recoverable from defaulting party.
14. In case of delay, the Bank reserves its right to impose penalty @ 2% per week of the billed amount maximum up to 10% of the billed amount.
15. Successful delivery stands the delivery of Diaries at the Head Office, GM Offices, and Regional Offices of the Bank.
16. Delivery date is the date of delivery of Diaries certified by the Head Office, GM Offices, and Regional Offices.
17. In case the date of delivery of items (as described above) is beyond the stipulated date, the executing firm will be imposed with penalty as stated above.
18. Printed material must be properly delivered at our Regional offices i.e. Hardoi, Unnao, Kannauj, Farrukhabad, Barabanki, Lucknow, Mainpuri, Firozabad, Agra, Etah, Aligarh, Hathras, Lakhimpur, Orai, Mirzapur, Sitapur, Biswan, Bahraich, Bhinga, Banda, Chitrakoot and Mahoba as per our instructions.
19. The Bank need not necessarily accept the lowest tender and the decision of the Bank in this regard will be final. Bank reserves the right to ask for the Bank (performance) guarantee, for the proper execution of the order.
20. Bidder(s) who does not deliver the Diaries within the prescribed time will be liable for penalty, all damages/detriment or losses to the Bank and in case, despite warning, they continue to be late in deliveries, they will forfeit all rights to claim any payment from the bank and may be disqualified for further inquiries/entrustment of work. No extra charges will be payable by the bank for Diaries delivered at our Regional offices i.e. Hardoi, Unnao, Kannauj, Farrukhabad, Barabanki, Lucknow, Mainpuri,



Firozabad Agra, Etah, Aligarh, Hathras , Lakhimpur, Orai, Mirzapur, Sitapur, Biswan, Bahraich, Bhinga, Banda, Chitrakoot and Mahoba as per our instruction.

21. **The bidder will have to deposit / submit an earnest money deposit of Rs.1,00,000/- with the Bank by way of Demand Draft/Pay Order favouring Aryavart Bank and payable at Lucknow** to ensure timely and proper execution of the order. This amount is payable by Demand draft / pay order at the time of submitting the tender. The amount will be returned to the unsuccessful tenderers within a week from the date of opening of the tenders and to the successful tenderer after final payments of the bills of Diaries. No interest will be paid on the earnest money so deposited. The EMD so deposited will be entertained as security deposit for the delivery period. Bank reserves its right to deduct penalty from the EMD so deposited.
22. Please also note that Diaries are required to be delivered to the Bank's Regional offices i.e. Hardoi, Unnao, Kannauj, Farrukhabad, Barabanki, Lucknow, Mainpuri, Firozabad, Agra, Etah, Aligarh, Hathras, Lakhimpur, Orai, Mirzapur, Sitapur, Biswan, Bahraich, Bhinga, Banda, Chitrakoot and Mahoba within 30 days after the approval of Final Copy.
23. This letter is neither an order nor an assurance to award the job to you. The Bank reserves its right to reject any or all the tenders received without assigning any reasons. The Bank reserves the right to cancel the order at any point of time.
24. **The Bank reserves its right to split the order in the ratio 60:40 between L1 and L2 bidders provided L2 bidder agrees to match the price of L1. In case L2 bidder does not agree to match the price of L1. L3 bidder may be approached to match the price of L1.**
25. Rates must be quoted on the prescribed format (Annexure – II)

Resolution of disputes and Arbitration

26. 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

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

Right to content of the Bids

28. 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.

29. 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
30. 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

31. 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)
- "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
- "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
- "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.


(Rajendra Prasad)
General Manager




Proforma -A

1.	Company/ Firm Name	
2.	Registration Number, Tan and Date of Registration	
3.	Current GSTIN (enclose copy of certificate)	
4.	Factory License No. (enclose copy of certificate)	
5.	Address for communication (with Fax and email) Name of Contact Person	
6.	Annual Turnover (Rs in Lakhs) in as per the Income Tax returns of last three years as shown in the audited balance sheet	2016-17: 2017-18: 2018-19: (Provisional if accounts are yet to be finalised)
7.	Profits after Tax in last three years (in lakh)	2016-17: 2017-18: 2018-19: (Provisional if accounts are yet to be finalised)
8.	Contract amount of at least THREE previous work orders and payments made there against (preferably of this quantity)*	1. 2. 3.
9.	Maximum no. of diaries printed for a single client in a year.	Diaries: 2016-17 2017-18 2018-19 Documentary evidence to be enclosed stating execution of printing and supply of 15000 diaries in a single order.
10.	List of major clients during the last two years	
11.	1-2 Samples of diaries printed by you in the past. (preferably of same specifications)	Samples to be submitted along with the bid.

@ Minimum Average Annual Turnover needs to be Rs 3.00 crore or above in last three FY(2016-17, 17-18, 18-19). Please enclose copy of Annual audited Balance Sheet and Profit and Loss Account for the three years indicated in items 6.

* Each amounting to about Rs 10 lakh or more. Please enclose a copy of the contract award and payment received there against for the three orders.

It is certified that the above particulars are true.

Date:
Place:

Signature of Authorised Signatory

(Name of company/firm)
Seal of Company/firm



Annexure – II

Type	Item	Rate per copy (exclusive of GST)	Cost (No. of Diaries X Rate per copy) C= A*B	GST applicable (in %)	Total Cost E= C+D
	A	B	C= A*B	D	E= C+D
Diaries	Cost of Printing 32500 Normal Diaries				
	Cost of Printing 7500 Staff Diaries				

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

I/We confirm that the rates quoted are F.O.R. Head Office, Lucknow, GMO Aligarh, Bank's Regional offices i.e. Hardoi, Unnao, Kannauj, Farrukhabad, Barabanki, Lucknow, Mainpuri, Firozabad, Agra, Etah, Aligarh and Hathras which is inclusive of all types of charges, levies, freights etc. and GST extra.

The rate of GST is.....

I/We am/are well aware that quantity may increase or decrease.

Date.....

Signature

Firm.....

(With stamp)



Annexure-III

(On company's Letter Head only)

CERTIFICATE OF ACCEPTANCE

"Certified that we have read and understood all the terms and conditions in the Tender Document and that our company/firm, namely, do hereby unconditionally accept all the Term and Conditions set out in the Tender Document and annexures therein".

Date:

Signature of Authorised Signatory

Place:

(Name of company/firm)
Seal of Company/firm

