

TENDER Ref No. JKGB/GAD/STATIONERY/2022-23/ 8092 Dated: 29.03.2023



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**Printing/Supply of Bank's
Stationery/Security Forms for the
Financial Years 2023-24 & 2024-25**



(A) Disclaimer

The information contained in this Tender document or any information/documents provided subsequently to bidder(s) whether verbally or in documentary form by or on behalf of the Bank is provided to the bidder(s) on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided. This Tender is neither an agreement nor an offer and is only an invitation by Bank to the interested parties/Bidders for submission of bids. The purpose of this Tender is to provide the bidder(s) with information to assist the formulation of their proposals. While effort has been made to include all information and requirements of the Bank, this Tender does not claim to include all the information each bidder may require. The Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender. The Bank may in its absolute discretion, but without being under any obligation to do so, update, amend, supplement or annul the information in this Tender.

(B) Brief about J&K Grameen Bank:

“J&K Grameen Bank”, a Regional Rural Bank created by amalgamation of Jammu Rural Bank and Kamraz Rural Bank by Government of India while exercising power conferred by Sub-Section (1) of section 23(A) of the Regional Rural Bank's Act, 1976 vide notification dated 30th June 2009, issued by Ministry of Finance, Department of Financial Services, carrying on Banking Business, having its Head office at Narwal, Jammu, Pin-180006, Jammu and Kashmir, hereinafter referred to as the “Bank”. Detailed information about J&K Grameen bank is available at Banks website www.jkgb.in.

(C) Objective of Tender

Printing/Supply of Bank's Stationery/Security Forms for the Financial Years 2023-24 & 2024-25.

Sealed Tenders are invited from Bidders (Offset Printers only) for Printing/Supply of Bank's Stationery/Security Forms for the Financial Years 2023-24 & 2024-25.

The Tender documents can be downloaded from web site of the Bank www.jkgb.in .

Other details i.e. items to be printed, specification and terms and conditions will be available with the Tender documents, vis a vis on the official web site of the Bank www.jkgb.in .



(D) Schedule for Tender Process:

TENDER Ref. No.	JKGB/GAD/STATIONERY/2022-23/ 8092 Dated: 29.03.2023
Scope of Work	Printing/ Supply of Bank's Stationery/ Security Forms for the Financial Years 2023-24 & 2024-25
Mode of Tender Submission	Offline
Contact details for correspondence regarding this TENDER	Sh. Doger Lal Sharma General Administrative Department, J&K Grameen Bank Head Office, Narwal-180006, Jammu E-mail: stationery.hoj@jkgb.in Contact No. 9797127377/ 9797514100
Tender Type	Open
Base Currency	INR (₹)
Consortium	Consortium Bids are not allowed.
Bid Document Availability	Document can be downloaded from the Bank's website : www.jkgb.in w.e.f. 30.03.2023
Pre-bid Conference	07.04.2023 at 11:00 A.M. at JKGB Head Office, Narwal, Jammu
Last date and time for Bid submission	20.04.2023, upto 05:00 P.M.
Address for submission of Bids	The General Manager, J&K Grameen Bank Head Office, Near Fruit Complex Narwal-180006, Jammu
Technical Bid opening date	24.04.2023 at 04:00 P.M.
Commercial Bid opening date	To be communicated separately
Project Duration	Financial Years 2023-24 & 2024-25
Tender Fee	Non-refundable ₹1180- (Rupees One Thousand One Hundred Eighty Only) To be remitted through NEFT only
EMD (Earnest money Deposit) Amount (₹)	A bid security of ₹ 50,000/- (Rupees Fifty Thousands Only) in the form of CDR pledged to the General Manager J&K Grameen Bank, Head Office, Jammu



The details of the items in respect of size, specification, binding and paper to be used are given in the enclosed Annexure "A" & "B". The Tender should be addressed to the General Manager, J&K Grameen Bank, H.O. Narwal (Near Fruit Complex) Jammu.

(E) TERMS AND CONDITIONS:

The following terms and conditions will be binding on all the Bidders. These terms and conditions will also form a part of the purchase order, to be issued to the Successful Bidder and shall be applicable during the complete term of the agreement with the Successful Bidder/s:

1. The specimen for printing purpose of stationery items required to be supplied should invariably be seen in the office of the HOD, General Administrative Department, Head Office, Narwal Jammu on any working day from 10 AM to 5 PM. The Tenderers are advised not to quote rates without seeing the specimen as most of the items are to be printed in double color/both sides or to be numbered, ruled/or comprising of various leaves forming a set.
2. The rates should be quoted per single item i.e. Register/Pad/File/Set and in case of envelopes, voucher covers/Forms to be quoted per 100 including the cost of paper printing, compiling, stitching, pasting, ruling, numbering, perforation, punching, index, binding, delivery, unloading etc. Rates for Customized/Personalized Cheque Books of 25 Leaves, 50 leaves & 100 leaves with Branch name, party name and Account number should be quoted separately.
3. Tender fees (non- refundable) of Rs 1180 (One thousand one hundred and eighty only)to be remitted through NEFT only vide below mention details:
 - A/C No. : 3096010100000075
 - A/c Name: Parking account for NEFT/ RTGS
 - IFSC : JAKA0GRAMEN
 - Bank Name: J&K Grameen Bank
 - Branch Name: Narwal, Jammu
4. Any Tenderers interested to quote rate for one or more items can quote the rate in the same Tender/ commercial bid document.
5. Rates to be quoted should be exclusive of GST. Rates quoted by bidders for different items should include all other taxes/carriage, freight, packing, unloading etc. FOR Head Office,



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- Narwal Jammu. Any escalation in cost of procurement material, after signing of the contract by the supplier with the bank, shall not be entertained and the supplier shall be bound to fulfill the order at the contracted price only, during the entire period of the contract.
6. HSN code of each items mentioned in the Tender document to be provided along with rates.
 7. Printer/Supplier should present the Bill with GSTIN of both parties and HSN code of each item supplied.
 8. For printing of items mentioned in Annexure "A" Tenderers must use paper of BILT, JK, QUANTUM, SATIA or CENTURY PAPER , KHANNA MILL only for printing and supplying of stationery.
 9. For items mentioned under Annexure "B" the quality of paper used in printing should be as per specification given in the Annexure B and ink used for cheque book printing should be UV fugitive.
 10. Tenderers have to submit paper sample duly signed with GSM along with mandatory documents to be submitted with Tender. Offer without the same shall be treated as cancelled.
 11. The earnest money of Rs. 50,000/- (Rupees Fifty thousand only) in shape of CDR pledged to the GENERAL MANAGER, J&K Grameen Bank should be accompanied with the Tender. Any Tender without CDR will out rightly be rejected by the bank. The CDR may be of any branch of J&K Grameen Bank or any branch of a Scheduled Commercial Bank. Suppliers registered with Director General of Supplies & Disposals, National Small Industries Corporation, MSME/ Startups are exempted. Tender without EMD shall be considered incomplete and shall be rejected. In case a successful vendor/bidder fails to supply the goods/provide services within the prescribed timeframe, the earnest money shall be forfeited. Earnest Money shall be released after two months of the expiry period of the contract/ empanelment.
 12. **Performance Guarantee:** The performance guarantee shall be required to be submitted as Bank Guarantee for contracts above value of Rs. 2.50 lakh, performance guarantee of 10 percent of the value of contracts to be submitted by the successful bidder awarded the contract in the form of FDR or Bank Guarantee from Scheduled commercial bank which should be valid for a period of 60 days beyond the completion of all contractual obligations of the supplier including warranty. Failure of successful bidder to supply the goods/provide the services within the stipulated



- time shall entail invocation of performance Guarantee or forfeiture of FDR or any other form of deposit as the case may be.
13. The contract shall come into effect and binding on the approved printer/supplier from the date of empanelment.
 14. The supply should be made to the Bank within 30-45 days of placing the supply order which shall also be mentioned in the respective order/s.
 15. The Bidders will have to submit photocopy of the GST Registration Certificate and PAN Card along with the Tender. No Tender shall be accepted without PAN/GST Number.
 16. The Bidders will have to submit copy of Income Tax returns of the last three Financial Years (2019-20,2020-21 & 2021-22).
 17. The Bidders will have to submit copy of Financial Statements (Balance sheet and Profit & Loss Statement) for the last three Financial Years (2019-20, 2020-21 & 2021-22).
 18. The Tenderer / Bidder should be in profit for the last 3 years.
 19. TDS and GST/IGST TDS will be deducted from all Bills at the prescribed rates applicable from time to time.
 20. **The final printing has to be undertaken only after approval of the proof-reading from the HOD, General Administrative Department of the Bank.**
 21. The rates finalized shall remain operative for two Financial Years 2023-24 & 2024-25 and Bank shall place the order for printing the stationery items as and when the stationery item/s are required/ needed.
 22. **Packaging:** For items mentioned under Annexure "B", the supplies must be packed in shrink-proof polythene covered cardboard packing covered by hassi cloth duly cross strapped. Each box must bear Carton no., Name of Supplier, Quantity, Challan no./ Gr. no. positively. The Bank shall not accept any loose supply.
 23. The successful Tenderers shall supply the material within 30-45 days, failing which a penalty @10% of ordered amount shall be imposed. The bank deserves the right to deduct the penalty (as mentioned above) by any means. Further Bank shall be at liberty to cancel the contract of the bidder and assign the contract to other printer



whose rates fall on second lowest/third lowest (L2/L3) as the case may be to get the supplies in time and the earnest money of that defaulting supplier shall be forfeited without assigning any reason. Besides, the Bank shall be entitled to recover the loss/damages which the bank may incur or have incurred on account of getting the said supply from any other suppliers/printers from the defaulting printer/supplier.

24. The payment shall be made on receipt of entire supply and verification of the printed material. No part payment of any nature shall be made by the bank at any stage.

25. Bank if not satisfied with the quality of goods or services provided by the vendor/successful bidder i.e. paper/other material used in printing, binding, packing other than the specified paper/material mentioned in the Tender and defective printing found, may cancel the contract and invoke the Performance Guarantee/EMD and claim liquidated damages amounting to 10% of the supply order.

26. The Bank reserves the right to accept/reject any Tender/or all Tenders without assigning any reason thereof.

27. The conditional Tenders shall be rejected out rightly and no correspondence of any nature shall be entertained.

28. Important: Order shall be placed with only those printers/suppliers who have their own offset printing setup/sufficient infrastructure, registration certificate, valid declaration certificate issued by the Competent Authority, possess the technical competence, financial resources, equipment's and other physical facilities, managerial capability, reliability, experience and reputation and the personnel to perform the contract, should have legal status to enter into the procurement contract are not insolvent ,in receivership ,bankrupt or being wound up, their affairs are not being administrated by a court or a judicial officer, their business activities have not been suspended and they are not the subject of legal proceedings for any of the foregoing, have fulfilled their obligations to pay taxes levied by the concerned statutory authorities from time to time, have not been convicted of any criminal offence related to their professional conduct or the making false statement or misrepresentation as to their qualifications to enter into a procurement contract or have not been otherwise disqualified pursuant to administrative suspension or



disbarment.

29. The Bidder should also provide Declaration regarding not-being blacklisting or otherwise and Declaration that the documents attached in response to this bid are genuine and bonafide. (Annexure-C).
30. Bank may disqualify the supplier or contractor if at any time; it is found that any information submitted by the bidder/vendor/service provider as mentioned in the Tender document is false or materially inaccurate/incomplete.
31. **Dispute:** If a dispute of any kind, whatsoever ,arises between the Bank and vendor/successful bidder in connection with or arising out of the contract of supply of goods/providing of service, whether before or after the repudiation or termination of the contract, including any disagreement by either party with any action, in-action, determination; matter in dispute shall be referred to the Internal Dispute Resolution Tribunal of the Bank and if not acceptable to vendor/service, it shall then be referred to Arbitrator of the Bank. The decision of Internal Dispute Resolution Tribunal or Arbitrator of the Bank as the case may be , shall be final and binding on the parties.
32. **Arbitration:** All disputes between the parties after the repudiation/cancellation, termination, or abandonment thereof shall be referred to a sole arbitrator for adjudication through arbitration, if reference thereof to Dispute Resolution Tribunal is not acceptable to the vendor/service provider as the case may be.The arbitration shall be conducted in accordance with the provisions of the J&K Arbitration & Reconciliation Act 1997, Arbitration and Conciliation Act 1996. The Courts in Jammu alone shall have jurisdiction over such arbitration proceedings.
33. The resultant contract will be interpreted under Indian & J&K UT Laws.
34. Bidders are not permitted to alter or modify their bids after expiry of the deadline for the receipt of bids.
35. Insurance of goods against loss or damage incidental to manufacture or actuation, transportation, storage and delivery shall be at risk and responsibility of the vendors/bidders.



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36. The Tenderer should sign & affix his/her firms stamp on each page of the Tender and all its related documents as the acceptance of the offer made by the Tenderer will be deemed as a contract and a formal agreement will also be drawn regarding the contract.
37. Bank shall have the right to call upon the information regarding status of work at any point of time.
38. **Sensitive Information:** Any information considered sensitive must be protected by the printer / supplier from unauthorized disclosure, modification or release or access. The Successful Bidder has to sign a Non-Disclosure Agreement with the Bank.
39. The Tenderers are advised to submit both the Technical & Commercial Bids in separate sealed envelopes & superscribe on the envelope “Tender for Printing/Supply of Bank’s Stationery/Security Forms for the Financial Years 2023-24 & 2024-25 “ & shall also indicate their telephone numbers and valid email address.

Note: - Items mentioned in the Tender are presumptions and its actual execution depends upon the demand based on the consumption of stock in hand at present and even if any Tenderers even though quoting lowest rates may not be placed order for printing the stationery item/s in case there is no requirement of such items as stated above.

F. MINIMUM ELIGIBILITY CRITERIA:

1. The Bidder should be a registered Indian Firm / Company.
2. For Items mentioned under Annexure “B” (Security Forms/ MICR instruments) the Bidder should be approved by Indian Banks Association (IBA) / Reserve Bank of India (RBI) as a Security Form Printers as on date of applying for this Tender. (Certificate of IBA to be enclosed).
3. For Items mentioned under Annexure “B” the Bidder/s shall have to qualify the CTS 2010 Sample Test of NPCI, as and when required by NPCI.
4. The Bidder should have Average Annual Turnover of Rs 10 Lakh during last three years. (Certificate to be enclosed)
5. The Bidder should not have been blacklisted by the Deptts./ Ministries of Govt. of India/ PSUs/Autonomous Bodies/Banks etc. Undertaking to be provided by the bidder.
6. The Bidders applying for Security Forms should be able to print and supply all types of items mentioned in Annexure “B”.



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7. The Bidder should have experience of minimum 3 years doing similar printing work with PSU/Govt./Semi Govt. Organizations/Financial Institutions.

G. DOCUMENTS TO BE SUBMITTED ALONG WITH TECHNICAL BID:

- Copy of Registration Certificate.
- Certificate of IBA / RBI (for items mentioned under Annexure "B").
- Copy of PAN.
- Copy of GST Registration Certificate.
- Earnest Money.
- Receipt of Tran/UTR no. of Tender Fee.
- Paper Sample.
- Financial Statements (Balance sheet and Profit & Loss Statement) for the last three Financial Years (2019-20, 2020-21 & 2021-22).
- Income Tax Returns for the last three Financial Years (2019-20, 2020-21 & 2021-22).
- Declaration regarding not-being blacklisting or otherwise and Declaration that the documents attached in response to this bid are genuine and bonafide. (Annexure-C)
- Experience Certificate for the last 3 years for doing similar printing work with PSU/Govt./Semi Govt. Organizations/Financial Institutions.

H. DOCUMENTS TO BE SUBMITTED ALONG WITH COMMERCIAL BID:

- **Price Bid as per Annexure "A" and Annexure "B" only. (No other document is required to be submitted with the Commercial Bid)**

Note: All documents should be stamped and signed by the Bidder.

Interested security printers fulfilling the above mentioned eligibility criteria and agreeable to abide by the terms and conditions are required to submit their bids on or before last date, as per Annexure "A" & Annexure "B".

If any information is found false, the application will be rejected out rightly.