

REQUEST FOR PROPOSAL (RFP) FROM PROSPECTIVE PRINTERS FOR PRINTING VARIOUS BANK STATIONERY ITEMS

IMPORTANT DATES

DATE OF ISSUE OF RFP : 06.05.2022

LAST DATE AND TIME OF SUBMISSION OF RFP : 20.05.2022 up to 5:00 P.M

DATE OF OPENING OF BID : 23.05.2022 at 11:00 A.M

Dhanlaxmi Bank Limited,
Infrastructure Department,
Corporate Office,
Punkunnam, Thrissur , Kerala – 680 002
0487 7107237

| INDEX | | |
|---------|-----------------------------------|----------|
| Sl. No. | Particulars | Page No. |
| 1 | Notice inviting Tender | 3 |
| 2 | Scope of work | 3 |
| 3 | Mandatory Information | 3-4 |
| 4 | Tender opening process | 4 |
| 5 | Tender/Bid validity | 4 |
| 6 | Contract Period | 4 |
| 7 | Settlement of Disputes | 4-5 |
| 8 | Proforma of "Declaration" | 6-7 |
| 9 | Details of Printing / Papers etc. | 8-14 |
| 10 | Declaration | 15 |
| 11 | Terms & Conditions | 16 |

Important Clarifications:

Following terms are used in the document interchangeably to mean:

1. RFP means this "RFP document"
2. Recipient, Respondent and Bidder means "Respondent to the RFP document".
3. "RFP Document" means RFP response documents prepared by the Bidder and submitted to
Dhanlaxmi Bank.

This document is meant for the specific use by the firm / person/s interested to participate in the current RFP process. Dhanlaxmi Bank expects the bidders or any person acting on behalf of the bidders to strictly adhere to the instructions given in the document and maintain confidentiality of information.

Objectives:

The objective of this Request for Proposal is to select printers who are eligible, interested and capable of supplying on time, different types of Bank stationeries mentioned in Annexure 'II'.

1. **NOTICE INVITING TENDER FOR EMPANELMENT OF STATIONERY PRINTERS FOR 3 (THREE) YEARS**
2. **SCOPE OF WORK:**

Dhanlaxmi Bank, Infrastructure Department, Corporate Office, Thrissur invites Sealed Tenders for printing various Bank stationery items from Printers having experience of at least -5- years in printing Bank's stationery items and fulfilling all other terms mentioned in this notice for

- (A) Empanelment of Printers to print Bank stationery items for a period of 3 (Three) years and
- (B) Rate of printing and supply of stationery items for 1 (One) year

Printers having sound technical and financial capacity for empanelment to print and supply Bank stationeries as mentioned in this tender document may apply as under:

Envelope No.1 (Mandatory Information for Pre-qualification – Technical Bid)

The tenderer must submit the mandatory information strictly in Bank's prescribed format as per **Annexure-I**. Technical pre-qualification of the tenderer will be based on the mandatory information and supporting documents submitted along with the tender as well as Bank's scrutiny and/or inspection of work of the tenderer. **Envelope No.1 must not contain price bid or else the Bank will disqualify the tender without any further scrutiny.**

Envelope No.2 (Price Bids- Financial Bids):

Price Bid must be submitted in prescribed format as per Annexure-II. Bids submitted in any other format will be disqualified.

3. MANDATORY INFORMATION:

These sealed tenders should reach at the following address latest by 5.00 PM on 20.05.2022.

Assistant General Manager (Infrastructure)

Dhanlaxmi Bank, Corporate Office, Punkunnam, Thrissur – 680 002

In case of requirement of any clarification, please contact Manager (Printing & Stationery Department) over phone No.0487 7107237 or through e-mail id vinodkr@dhanbank.co.in on any working day during office hours.

Both the properly sealed envelopes should be clearly inscribe (super-scribed) on them as under:

(a) Envelope 1 – “Technical Bid”

(b) Envelope 2 – “Price Bid (Financial Bid)”

These two sealed envelopes should be enclosed in one large envelope having heading on it **“Tender for printing Bank Stationery Items”** and the same should be submitted to the above mentioned address.

4. TENDER OPENING PROCESS:

The cover containing Envelope No.1 & 2 so received shall be opened before Committee of Executives of the Bank at Corporate Office, Thrissur on 20.05.2022 at 11.00 AM and thereupon, the committee will open the Envelope No.1 (containing Technical Bid) in the same meeting. Only those bidders (printers) would be qualified for Price Bid who are found eligible in terms of pre-qualification criteria i.e. who fulfil Technical pre-qualification criteria given in this Tender Notice. For verification of data submitted in Technical Bids, Bank may take time for spot inspection, calling of further supporting documents, etc., if required. After processing Technical Bids, empanelment of Stationery printers shall be decided. Price Bids (Financial Bids) of only those bidders will be opened whose Technical Bids are accepted by the Bank.

5. TENDER/BID VALIDITY:

The bid submitted by the bidders will be valid for the period of 90 days from the date of opening of price bid. The L-1 price as quoted and accepted by the bank shall be valid for the entire contract period.

6. CONTRACT & VALIDITY PERIOD:

The successful bidder shall be required to execute necessary agreement and document within a period of 15 working days from the date of acceptance by the Bank & if the said agreement is not completed within the aforementioned period then the same shall be treated as breach of contract.

The contract is valid for a period of one year from the date of execution. However, the Bank also reserves the right to extend the period of contract with the successful bidders for a period not exceeding one year after the expiry of validity period as above.(or may discontinue the contract if work is not as per the prescribed specification and within the time period set by the Bank)

The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and the decision of the Bank will be final. Bank may allot the work to more than one security printers on L-1/ negotiated rates and in such case the total quantum of work shall be divided amongst the printers as per requirement of the bank.

7. SETTLEMENT OF DISPUTES:

- (i) Should any dispute or difference of any kind whatsoever arise between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such disputes or difference by mutual consultation.
- (ii) If after 30 days the parties fail to resolve their disputes or difference by such mutual consultation, then either the Bank or the Vendor may give notice to the other party of Page 8 of 21 its intention to commence arbitration, as hereinafter provided, as to the

matter in dispute. No arbitration in respect of this matter may be commenced unless such notice is given.

- (iii)** Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this clause shall be settled in accordance with the Arbitration and Conciliation Act, 1996.
- (iv)** Arbitration proceedings shall be held at Bank's office i.e. Head Office that placed the order and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.
- (v)** The process of arbitration shall be conducted by a sole Arbitrator appointed by the Bank.
- (vi)** The cost of Arbitration proceeding will be borne by both the parties equally.
- (vii)** During the arbitration, the vendor has to ensure delivery of its services till the finalization of the proceedings.

Annexure - I

8. TECHNICAL BID (PROFORMA)

Mandatory information required for pre-qualification of the bidder for empanelment of Stationery printers. (Note: This is a proforma containing mandatory questions to be replied in details. So please use sufficient paper sheets / additional sheets required to furnish your details)

| Sl. No. | Description | Details |
|----------------|---|----------------|
| 1 | Name of the Bidder | |
| 2 | Year of establishment | |
| 3 | Constitution (Proprietorship / Partnership / Pvt. Ltd. / Public Ltd.) | |
| 4 | Office Address (with name of contact person, phone numbers & e-mail address) | |
| 5 | Press (factory) Address (with name of contact person, phone numbers & e-mail address) | |
| 6 | Name & Addresss of Proprietor / Partners / Directors) | |
| 7 | Registration number and date with Registrar of Companies / Firms PAN (attach copy) Sales tax number (attach copy) | |
| 8 | Whether ISO certificate obtained (attach copy in case of "Yes") | |
| 9 | Empanelment with other Bank / Companies (Please specify) | |

I/We have read and understood the terms and conditions in the tender document including the process of technical short listing.

I/We certify that the details provided about the firm and the documents enclosed are correct and we are liable to be disqualified in case any information therein is found to be false at any stage of the tender process.

The undersigned is a duly authorized representative of the company/firm to sign these documents and also to enter into negotiations/agreements with the bank.

Date:

Place:

(Signature with stamp of firm / seal of Co.)

Note: Please sign in full with stamp of Firm / seal of Company on all pages of "Technical Bid" including additional sheets / annexure attached thereto including documents mentioned at (a) to (g) above.

Please refer "Specifications" and other sections given in this tender document before filling in rates and cost.

Please do not change/alter the format. Quote as per format only. Quotation with illegible writing, cutting and overwriting will be rejected.

Annexure-II

9. FINANCIAL/PRICE BID (PROFORMA) (To be submitted on company's letter head)

(Please quote your rates exclusive of GST as applicable)

Sir,

We quote our rates for Bank stationery Items as under:

| Sl. No. | Item No. | Name of item | Specifications | Unit | Quantity | Printing Rate (Rs.) |
|----------------|-----------------|--------------------------------------|--|-------------|-----------------|----------------------------|
| 1 | I-33 | PLAIN REGISTER) | 32x20.5 cm, 200 pages, ledger paper, Black colour printing, calico binding | 1 book | 2000 | |
| 2 | I-44 | CASH IN TRANSIT REGISTER | 20x16.5 cm, Black colour printing, 50 pages, ledger paper, calico binding | 1 book | 150 | |
| 3 | I-58 | GOLD LOAN JOINT CUSTODY REGISTER | 20x16.5 cm, Black colour printing, 50 pages, calico binding, ledger paper, rexin fancy binding | 1 book | 200 | |
| 4 | I-70 | CASH DENOMINATION BOOK | 24x18 cm, 160 folios, Balck colour printing, ledger paper | 1 book | 400 | |
| 5 | I-80 | SAFE DEPOSIT VAULT DUE DATE REGISTER | 20x16.5 cm, Black colour printing, 50 folios, calico binding, ledger paper | 1 book | 50 | |

| | | | | | | |
|----|--------|--|--|----------------------|---------------|--|
| 6 | I-81 | SAFE DEPOSIT VAULT DAILY ACCESS REGISTER | 20x16.5 cm, 100 folios, ledger paper, Black colour printing | 1 book | 200 | |
| 7 | I-82 | SAFE DEPOSIT VAULT REGISTER) | 20x16.5 cm, 100 folios, ledger paper, Black colour printing | 1 book | 200 | |
| 8 | II-309 | FORM NO:60 | 80 GSM Maplitho paper, A4 size, double side Black colour printing | 1 pad (50 leaves) | 600 pad | |
| 9 | IV-129 | LOAN DOCUMENT COVER-PLASTIC | 28.5x38cm plus 7.5 cm flap with velcro, 0.18 mm clear satin plain white, single colour printing | 1 cover | 25000 | |
| 10 | IV-156 | FLAT FILE WITH LOGO | Office file, 500 GSM colour board, tag with eyelit | 1 file | 15000 | |
| 11 | IV-31 | CREDIT OFFSET | 19x11 cm, 60GSM Colour glove (Pink)paper, single side Black colour printing | 1 pad (50 leaves) | 20000 pads | |
| 12 | IV-32 | DEBIT OFFSET | 19x11 cm, 60GSM Colour glove paper, single side Black colour printing | 1 pad (50 leaves) | 20000 pads | |

| | | | | | | |
|----|--------|--|---|-------------------|-------------|--|
| 13 | IV-39A | TERM DEPOSIT COVER | 9.25x6.5 inches, window envelope, two colour printing, 80 GSM Maplitho paper | 1 cover | 100000 | |
| 14 | IV-83 | TDB (TRAVANCORE DEVASOM BOARD) CHALLAN | A4 size, 60 GSM Pink paper, double side Black colour printing | 1 pad (50 leaves) | 1000 pads | |
| 15 | I-32A | ATTENDANCE REGISTER | 32x20.5 cm, 25 folios, Double colour printing, Calico binding | 1 book | 300 | |
| 16 | II-350 | MONEY TRANSFR APPLICATION FORM | 70 GSM Maplitho paper, A4 size, single side Purple colour printing | 1 pad (50 leaves) | 10000 pads | |
| 17 | II-351 | COMMON REMITTANCE CHALAN | 28x9.5 cm, 60 GSM Maplitho paper, double side Purple colour printing, 1 perforation | 1 pad (50 leaves) | 100000 pads | |

| | | | | | | |
|----|---------|---|--|--------|--------|--|
| 18 | II-416 | RELATIONSHIP FORM | 80 GSM Maplitho paper, A3 size, double side Black colour printing, 1 Barcode numbering, bundled in 100 forms | 1 form | 100000 | |
| 19 | II-416B | RELATIONSHIP FORM FOR LEGAL ENTITY | 80 GSM Maplitho paper, A3 size, double side Black colour printing, 1 Barcode numbering, bundled in 100 forms | 1 form | 20000 | |
| 20 | II-417 | SERVICE REQUEST FORM | A4 size, 80 GSM Maplitho paper, double side Black colour printing, bundled in 100 forms | 1 form | 100000 | |
| 21 | II-420 | PRODUCT APPLICATION FORM FOR NON INDIVIDUAL | A3 size, 80 GSM Maplitho paper, double side double colour printing, 1 barcode numbering, bundled in the units of 100 forms | 1 form | 20000 | |

| | | | | | | |
|----|---------|--|---|---------------------------|---------------|--|
| 22 | II-426 | SELF HELP GROUP ACCOUNT OPENING FORM | A4, 80 GSM Maplitho, double side single colour printing, 1 barcode numbering, bundled in the units of 100 forms | 1 form | 5000 | |
| 23 | II-430 | ACCOUNT OPENING FORM - INDIVIDUAL | A3 size, 80 GSM Maplitho paper, double side Black colour printing, 2 barcode numbering, bundled in the units of 100 forms | 1 form | 100000 | |
| 24 | III-11A | SB RESIDENT WITHDRAWAL FORM | 20x11 cm, 80 GSM Maplitho paper, 1 perforation, 1 numbering, 100 leaves, cover, binding | 1 book (100 leaves) | 5000 books | |
| 25 | IV-171 | COMPUTERISED SB PASS BOOK | 19x9 cm, 12 page, cover 4 page with lamination, centre stitching, single colour printing, bundled in the units of 100 books | 1 book | 150000 | |

| | | | | | | |
|----|--------|---------------------|--|------------|--------|--|
| 26 | IV-200 | LETTER PAD A4 SIZE | A4 size, 100 GSM, TWO COLOUR PRINTING, Packets of 100 no.s | 1 no. | 25000 | |
| 27 | IV-201 | WHITE COVER | 80 GSM Maplitho, 24x10.5 cm, single colour printing, packets of 100 covers | 1 envelope | 200000 | |
| 28 | IV-202 | WHITE WINDOW COVER | 80 GSM Maplitho, 24x10.5 cm window envelope, single colour printing, packets of 100 covers | 1 envelope | 150000 | |
| 29 | IV-203 | WHITE COVER A4 SIZE | A4 size, 80 GSM Maplitho, single colour printing, bundled in the units of 100 envelopes | 1 envelope | 150000 | |
| 30 | IV-23A | VOUCHER FLAP | 24x13 cm (closed), 250 GSM grey board, Office file, two filing holes without tag , packing: 100 files each | 1 no. | 100000 | |

| | | | | | | |
|----|--------|------------------------|---|---------|--------|--|
| 31 | IV-58A | GOLD LOAN POUCH (4x5) | 4x5inches plus 1.5 inch flap, 100 Micron, single colour printing, packets of 100 pouches | 1 pouch | 150000 | |
| 32 | IV-58B | GOLD LOAN POUCH (5x8) | 8x5inches, double audit, 75 Micron, single colour printing, packets of 100 pouches | 1 pouch | 150000 | |
| 33 | IV-58D | GOLD LOAN POUCH (8x10) | 8x10 inches plus 1.75 inches flap, double audit, 100 Micron, single colour printing, packets of 100 pouches | 1 pouch | 50000 | |

We agree to abide by the terms and conditions as laid down in the Tender document. The rates are inclusive of all charges, taxes and duties etc excluding GST. We confirm that the rates are valid for two years from the date of approval, extendable for further one year in case required by the Bank.

(Signatures with firm's stamp / seal of co.)

Date:

Name: _____

Place:

Designation _____

10. DECLARATION

(Declaration to be given on Letter Head)

The Assistant General Manager (Infrastructure Department)

Dhanlaxmi Bank

Corporate Office,

Punkunnam, Thrissur – 680 002

Dear Sir 1.

1. I / We hereby submit the quotation in your prescribed proforma and understand that if any information is found to be false at a later date, contract made between ourselves and Dhanlaxmi Bank, will be treated as invalid.
2. I / We agree that the decision of Dhanlaxmi Bank in selection of tenders will be final and binding on me / us.
3. All the information furnished in the attached forms is correct to the best of my / our knowledge.
4. Bank shall have the authority to verify all the information provided by us.
5. All supporting documents shall be provided by us in authenticity of the information furnished.

Signature :

Place :

Name & Designation :

Date :

Organization :

11. TERMS & CONDITIONS:

1. If at any point of time after opening the tender it is found that the information in Technical Bid submitted by the bidder/s is false, the Financial Bid submitted by the said bidder, even though he is L-1 bidder, is liable to be rejected by the Bank and no orders will be placed with such bidder/s.
2. The printer shall keep confidential all Art-work provided for printing of Stationery items. The relevant Art work will be returned or destroyed after completion of the contract as per instruction of the Bank.
3. Tenderer awarded printing order shall be required to execute Agreements / Indemnity Bonds as per Bank's format within a period of 15 working days, failing which the bank shall treat it as a breach of Contract.
4. Bank may transfer the order to other printer in case of delay / non-execution of order and Bank may allot quantity in part / full to other bidder/s with L-1 rate. The decision of the Bank will be final.
5. Bank is authorized to depute official from any branch / office for verification of printing of security forms at the press at any time. Any discrepancy found from the order placed will have to be rectified at printer's cost without prejudice to any rights/claims of Bank.
6. The payment to the printer shall be made by HO of the Bank after verifying the details of bills claimed by the printers.
7. In case of any loss due to the breach of any agreed term & condition between the Bank & the printer then the printer shall be liable to indemnify for all the loss to the bank. Further the bank may initiate any appropriate proceeding before Appropriate Authority/ Court at jurisdiction of Thrissur only.
8. All disputes are subject to Thrissur jurisdiction only.

Last Date for submission of Tender: 20.05.2022 up to 5 PM.