

NOTICE**Re: Tender for Printing of Account Opening Form**

Bank of India Ahmedabad Zone invites Tender from our approved printers (in empanelled list of Bank) for printing of under mentioned item as per details given hereunder and subject to terms and conditions given below as per Annexure I.

Particulars of Stationery Items:

Item Code	Item Description	Total Quantity
KYC	Account opening Form	400000 Forms
	Specifications	
	Size A/4	
	Paper 70 GSM – White Bellarpur Maplitho Paper (or equivalent paper)	
	Printing All pages will be printed in one colour. Hindi on front and English obverse.	
	Pages: There are in all 14 pages (7 Sheet).	
	First set will be of 8 Pages (4 Sheet) i.e. Main Account opening Form	
	Second set will be of 4 pages (2 Sheet). Additional information Form	
	Last page will be of 2 page (1 Sheet) Customer Profile Sheet for Individual on front side and for Organization on back side)	
	Folding: 8 pages Form to be centrally pined. Remaining pages to be stapled with Main Account Opening Form.	

To be supplied in labeled Kraft paper packets of 100 Forms each and the Forms should be tied with the string before they are packed in the craft paper.

Note: Final size of the Form after cutting/trimming should be as mentioned above.

Delivery Schedule:**Delivery Quantity**

100000

150000

150000

Delivery in Days

Within 30 days from the date of final approval of proof

Within 60 days from the date of final approval of proof

Within 75 days from the date of final approval of proof

Quotation Fee Rs.500/- (Five Hundred only) non refundable

Tender should be submitted on or before **22.10.2013 before 17 pm..**

Proof of Checking: Zonal Stationery Department, Bhadra, Ahmedabad

To be delivered at 1st floor, Stationery Department, Bhadra, Ahmedabad.

Please submit Technical & Financial Bid in separate cover.

Technical Bid: Submit the following in one cover

- i) Paper sample specifying the name of Mill, Paper GSM on Paper duly signed & stamped by the printer
- ii) Terms & conditions as per annexure I duly signed & stamped by printer.
- iii) Earnest Money Deposit Rs.5000/- by way of Pay order favouring Bank of Inida.

Financial Bid

- i) Submit Quotation as per Annexure II in a separate cover

First we will open covers for Technical Bid and covers for financial bid will be opened for those printers who satisfy requirement about quality of paper and requirement as mentioned under Technical Bid.

Please quote including cost of paper/ Labour charges and Taxes. No advance payment will be given. No separate bill for paper and labour charges will be paid. Tenders will be opened on 23.10.2013 at Zonal office, Bhadra, Ahmedabad at 3.30 pm. Bidders desirous of attending may remain present.

Tender should be properly sealed, addressed to:

The Zonal Manager

Bank of India, Zonal Stationery Cell,

Ahmedabad Zone, 1st Floor, Bank of India Building

Bhadra, Ahmedabad-380 001.

3. Subscribe Tender Number and due date over envelope and drop at above address.
4. Specimen of items to be printed is available for inspection at above address.
5. All other terms and conditions as per Annexure I.
6. Tender to be submitted as per Annexure ``II`` format only.

Chief Manager (CS)

OTHER TERMS & CONDITIONS

1. Tender with counter condition will not be entertained.
2. Your Tender should be valid for 90 days from the due date specified. Quotation should be for labour charges inclusive of all other charges viz. insurance, packing/forwarding, delivery etc. and Tender should be signed by authorized signatory/agent with stamp/seal of the Firm/Company. Please note to submit Tender along with sample paper as per our specification duly signed and stamped and Pay slip for earnest money in closed cover. If it is found that the sample submitted is not as per our specification, the concerned printer will be debarred from the further enquiry for printing of stationery items without assigning any reason thereof.
3. It may be noted that once the order is accepted, you will be bound to execute it within the period specified and no request for increase in rate subsequently nor any excuse for not executing the order on account of non-availability of paper will be entertained. **We shall not pay any advance to you against our order, if any, placed with you.**
4. The rates should be quoted for the item/items as per the specification mentioned in our enquiry/as per the specimen.
5. If after the stationery/item is delivered, it is discovered that the material supplied /used, is not exactly according to our specification/quality stipulated, such supply will be rejected at the supplier's cost.
6. In case of failure/delays in supplies fully or partially the Bank is at liberty to get the same printed through other sources at its sole discretion and difference in cost, if any, will be recoverable from defaulting party.
7. Printed stationery must be properly labeled and packed according to our requirement and delivery to be effected as per our instructions.
8. The Bank need not necessarily accept the lowest quotation and the decision of the Bank in this regard will be final. Bank reserves the right for the Bank (performance) guarantee, for the proper execution of the order.
9. Printers who do not affect supplies according to the delivery schedule will be liable for all damages/detriment or losses to the Bank and in case despite warning, they continue to be too late in deliveries, they may be disqualified for further inquiries/entrustment of work.
10. **Penalty** for delayed supplies will be on prorata basis i.e. 2% for one month (or part thereof) delay, 3% for two months delay and so on, at the discretion of Bank, which please note.
11. **The bank shall be entitled to split up the order/supplies mentioned in the enquiry and the Tender shall be deemed to be accepted only for supplies as may be ordered from time to time by placing a regular order.**
12. **Bank reserves its right to reject any/all Tenders, without assigning any reasons for cancellation.**
13. **Delivery Schedule as mentioned in our Tender Notice dated 12.10.2013. payment will be made as per execution of order as specified in delivery schedule.**
14. **The printer who is allotted printing work shall submit copy of order placed for purchase of Paper with Paper Merchant and copy of Bill for purchase of paper for the said job of printing from Paper Merchant duly authenticated by the printer.**

Annexure II

To,
 The Zonal Manager
 Bank of India
 Stationery Department
 Ahmadabad Zone
 Bhadra, Ahmedabad-380 001.

From:

Tender No: BOI/STY/2012-13/7 dated 12.10.2013
Last date of submission of quotation: 22.10.2013 before 17 p.m.

We refer to your above Tender Notice and given below our rate for the job.

Sr.	Particulars						
1.	Name of Document: Account opening Form						
	Item Code: KYC						
	Quantity: 400000 Forms						
	Paper (Please clearly specify name of Mill, paper proposed to be used by printer): 70 GSM – White Bellarpur Maplitho Paper or (equivalent paper)						
	Size: A/4						
	Printing: All pages will be printed in one colour. Hindi on front and English obverse						
	Packing: To be supplied in labeled Kraft paper packets of 100 Forms each and the Forms should be tied with the string before they are packed in the craft paper.						
	Pages: 14 Pages (7 sheets) – First Set-8 Pages, Second Set – 4 pages, Last 2 page (1Sheet) Customer Profile Sheet for Individual on front side and for Organization on back side) Folding: 8 pages Form to be centrally pinned. Entire 14 pages to be pinned.						
	<table border="1"> <thead> <tr> <th></th> <th align="center">Amount (Rs.)</th> </tr> </thead> <tbody> <tr> <td>Total Cost including Paper/Printing/Labour/Tax/Delivery Charges etc</td> <td></td> </tr> <tr> <td>Rate per Form:</td> <td></td> </tr> </tbody> </table> <p>(In Words Rs. _____)</p>		Amount (Rs.)	Total Cost including Paper/Printing/Labour/Tax/Delivery Charges etc		Rate per Form:	
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Rate per Form:							

The above rates are submitted as per your specifications and terms and conditions. We are aware that if the tenders are not submitted in the prescribed format the same are liable for rejection.

Date:
 Place:

AUTHORISED SIGNATORY