

JHARKHAND RAJYA GRAMIN BANK (JRG BANK), HEAD OFFICE, RANCHI

INVITES

TENDER FOR EMPANELMENT OF PRINTERS FOR PRINTING & SUPPLY OF STATIONERY

Tender No.Acct /05/2024-25

Dated:19.08.2024

The information contained in this Tender document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of Jharkhand Rajya Gramin Bank (Bank), is being 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 for submission of bids. The purpose of this Tender invitation is to provide the Bidder(s) with information to assist the formulation of their proposals. This Tender invitation does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender document and where necessary obtain independent advice. 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.

Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender documents. No contractual obligation whatsoever shall arise from the Tender process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Bidder.

NOTICE INVITING TENDERS

JHARKHAND RAJYA GRAMIN BANK is a Regional Rural Bank, sponsored by State Bank of India, and jointly established by Government of India, Government of Jharkhand and State Bank of India. Our Bank has 445 branches as of now and are operating in Eight regions viz. Ranchi, Singhbhum, Gumla, Palamu, Hazaribagh, Giridih, Deogarh & Godda in the State of Jharkhand. All the 445 branches have been functioning in a computerized environment on CBS platform.

The locations in Jharkhand State are:

S.No.	Region	Districts covered
1	Ranchi	Ranchi & Khunti
2	Singhbhum	East Singhbhum ,West Singhbhum & Seraikella -Kharsawan
3	Gumla	Gumla, Simdega ,Latehar &Lohardagga
4	Palamu	Palamu & Garhwa
5	Hazaribagh	Hazaribagh ,Chatra, Ramgarh & Koderma
6	Giridih	Giridih ,Dhanbad & Bokaro
7	Deogarh	Deogarh , Jamtara & Dumka
8	Godda	Godda , Sahebganj& Pakur
9	Head Office	Ranchi

Tender is invited by the undersigned from interested individuals / parties for printing & supply of General Items of Stationery, viz: Applications, Forms, Vouchers, Pass Books, Booklets, Registers etc to our 8 (Eight) Regional Offices & Head Office with following details:

Scope of work & Location	Printing & supply of General Items of Stationery, viz: Applications, Forms, Vouchers, Pass Books, Booklets, Registers etc to our 8 (Eight) Regional Offices, & Head Office at Ranchi
Estimated cost	Approximate Value- Rs. 1,50,00,000/- (Rupees One Crore Fifty Lakhs Only)
Specification of work	Please refer to the Annexure – SP enclosed with this document.
No of vendors to be empaneled	Min – 1 and Max – 4
Availability of tender documents	The tender notice with terms & conditions including tender schedule is available at Bank's website www.jrgbank.in
Tender availability start dates & time	7:00 PM on 21.08.2024
Tender availability end dates & time	4:00 PM on 12.09.2024
Last date and time of submission of tender	4:00 PM on 12.09.2024 <i>Tenders received after the said time and date will not be entertained.</i>

Address at which tender is to be submitted	Jharkhand Rajya Gramin Bank, Head Office, 3rd Floor, Zila Parishad Market Complex Kutchery Road, Ranchi-834001 Ranchi (Jharkhand)
Date of pre-bid meeting	11:00 AM on 29.08.2024
Address at which tender to be submitted	The General Manager, Jharkhand Rajya Gramin Bank, Head Office, 3rd Floor, Zila Parishad Market Complex Kutchery Road, Ranchi - 834001 Ranchi (Jharkhand)
Date and time of opening of Technical bid & Financial Bid	11:00 PM on 13.09.2024 <i>However, Bank at its sole discretion may change the date & time of opening of bids for some unavoidable circumstances.</i>
Eligibility Criteria	Please refer to the Annexure – EL enclosed with this document.
Tender Cost (Non-Refundable)	Tender Cost of Rs. 5000/- (Rupees Five Thousand Only) in favour of “JRG Bank” payable at Ranchi.
EMD detail	Earnest Money of Rs. 300000/- (Rupees Three Lakh Only) in favour of “JRG Bank” payable at Ranchi. <u>(Exempted for MSE Units).</u> <i>However, declaration as per Annexure – EMD to be submitted mandatorily. No interest will be payable on the Earnest Money Deposit.</i>
Performance Guarantee / Security deposit	Rs. 10,00,000/- (Rupees Ten Lakh Only) in form of fixed deposit issued from JRG Bank or Bank Guarantee issued by any Scheduled Commercial Bank. (To be split among printers)
Technical Bid	Technical Bid should contain the followings, duly signed: a) Tender Document b) Documents required as per eligibility criteria mentioned in Annexure - EL c) Tender Cost d) EMD/ EMD declaration, as applicable e) Application form f) Acceptance of draft Bank Guarantee g) General Undertaking <i>Documents have to be submitted duly signed by the competent to sign, in the prescribed format only</i>
Financial / Price / Commercial Bid	Financial Bid should contain the financial / price bid in prescribed format only

Supply period	Within 15 days
Validity of offer	120 days
Validity of contract	2 years
Deduction of income tax and S.T etc.	As per central / State government rules.
L-1 identification method	L-1 will be decided on Total Cost quoted for all stationery items* *Bidder will have to quote for all stationery items mentioned in the list (Annexure)
Address of Tender inviting Office	The General Manager, Jharkhand Rajya Gramin Bank, Head Office, 3rd Floor, Zila Parishad Market Complex Kutchery Road, Ranchi-834001 Ranchi (Jharkhand)
Contact details	Name: Manoj Kumar Choudhary Designation: Head of Department, Accounts Phone No.: +91 9939560992 E-mail Id: hoaccount@jrgb.in
Tenderer have to submit the tender in two part bid system i.e Technical Bid & Price / Commercial Bid.	
Bank reserves the right to change / cancel / withdraw the tender at its discretion without assigning any reason for the same.	
Bidders who wish to present during the pre-bid meeting & bid opening process, may attend the same. However, no separate intimation will be sent in this regard.	

Annexure – SP**SPECIFICATION OF WORK**

The selected / empaneled printer (s) shall print & supply to destinations (Head Office, Regional Offices or Branches) in all the above districts and to Head Office at Ranchi.

Tentative Requirements

- ❖ Quantity to print– Please refer Annex - Quantity
- ❖ **The quantity can be + or – 25%**
- ❖ The actual Number of Stationery items to be printed may vary from the projected quantity as per the requirement of the Bank.

TYPE OF PAPER TO BE USED:

GRADE– A MILLS viz; Ballarpur, Century Pulp, International Paper APPM, ITC, Seshasayee, TNPL, JK Paper, KR Pulp & West Coast

1. White paper–60, 64, 70, 80 GSM–Brightness more than 80%
2. Ledger Paper–70, 75, 80 GSM–(Yellowish Green)
3. Kraft Paper–80 GSM
4. Pass Book Cover–ART CARD 210 GSM
5. Booklet Cover–ART CARD 300 GSM
6. Color Paper – 60, 64 GSM

TIME OF SUPPLY:

- Forms & Vouchers– 15 Days
- Applications – 15 days
- Pass Books & Booklets– 15 days

Note: Orders may be placed in split quantities, more or less quantities noted in this tender and as & when required.

DELIVERY DESTINATIONS:

Deliveries should be made to 9 different locations through authorized Transporters on “**TO PAY**” and “**DOOR DELIVERY**” basis.

RATES TO QUOTE–TOTAL COST OF OWNERSHIP (TCO):

The bank requires bidders to quote competitive rates unit-wise inclusive of all charges (e.g. packing, transportation, Perforation, Folding, Gumming, Pinning, Pasting, Padding, Gathering Numbering etc. (list not exhaustive) for individual items.

Annexure – quantity
Tentative requirement schedule is as below:

SN	Stationery Items	Size	Paper Color	Type	Paper quality	Tentative Quantity
	FORMS	(in cm)			GSM	
1	SB Withdrawal	18 x 10.50	Blue	Pad	60	50000
2	Deposit slip	27 x 9	White & perforated	Pad	60	65000
3	KCC withdrawal	27 x 9	White & perforated	Pad	70	13000
4	Debit Voucher	18 x 10.50	White	Pad	60	11000
5	Credit Voucher	18 x 10.50	Blue	Pad	60	11000
6	NEFT/RTGS Form	27 x 9	White	Pad	60	7000
7	SB A/c opening form with CKYC page	27 x 22 (4 pages Both side)Total 8 page	White	Pc.	70	600000
8	SB No-Frill A/c opening form with CKYC page	27 x 22 (2 pages Both side)	White	Pad	70	50000
9	SHG A/c opening form	27 x 22 (3 Pages Both side)Total 6 page	White	Pc.	70	20000
10	CKYC Declaration form	27 x 22	White	Pad	64	1000
11	15G	27 x 22 - Both side	White	Pad	64	500
12	15H	27 x 22 - Both side	White	Pad	64	500
13	PMSBY	27 x 22 - Both side	White	Pad	64	10000
14	PMJJBY	27 x 22 - Both side	White	Pad	64	7000
15	APY	27 x 22	White	Pad	64	6000
16	Multi-request form	27 x 22	White	Pad	64	6000
17	DP note & delivery letter	32 x 21	Ledger paper	Pad	80	225
18	KYC form	27 x 22	White	Pad	64	4000
19	Aadhar seeding request	27 x 22	White	Pad	64	3000
20	Letter head	A4	Single Colour	Pad	70	10
21	Letter head	A4	Multicolour	Pad	90	10
22	Leave application	27 x 22	White	Pad	64	450
23	TA bill	27 x 22	White	Pad	64	200
24	Revival letter	27 x 22	White	Pad	64	800
25	Arrangement letter	27 x 22	White	Pad	64	100

26	Single side form (for any new form)	27 x 22	White	Pad	64	100
27	Both side form (for any new form)	27 x 22	White	Pad	64	100
	PASSBOOK					
28	Saving Passbook with cover	20 Pages - 21 x 18	Cover & Forward in multicolour Art paper & other inner pages B/W	Passbook	210/70	600000
29	KCC loan passbook with cover	10 Pages - 21 x 11	Cover & Forward Art Board (White) & other inner pages in B/W (Ledger)	Passbook	120/70	55000
30	Loan passbook	12 Pages - 21 x 11	Cover & Forward in white art board & other inner pages in White	Passbook	120/70	8000
31	Student Passbook	2 Pages - 21 x 18	Forward in multicolour Art paper	Passbook	170	5000
32	KCC Booklet	40 Pages - 32 x 20	Cover & Forward in sky blue Maplitho (02 page) & other inner pages B/W Maplitho (18 pages) & Ledger (18 pages) Cloth binding	Booklet	120-Maplitho /80 Maplitho & Ledger	100000
33	SHG Booklet	52 Pages - 32 x 20	Cover & Forward in White Maplitho (02 page) & other inner pages B/W Maplitho (30 pages) & Ledger (18 pages) Cloth binding	Booklet	120-Maplitho /80 Maplitho & Ledger	30000
REGISTERS (Standard Size – 32 cm x 21 cm otherwise mentioned)						
34	A/c opening register.	200 Pages	Ledger paper with page numbering	Register	70	500
35	BMDP Register	200 Pages - A3 (100 + 100)	White – perforated	Register	70	500
36	System Suspense control register	200 Pages - 32 x 42	White with page number	Register	70	500
37	Valut reg. (200 page)	200 Pages	Ledger paper with page numbering	Register	70	500
38	Daily Cash Book reg. (200 page)	200 Pages	Ledger paper with page numbering	Register	70	500

39	BD register	100 Pages	Ledger paper with page numbering	Register	70	500
40	Passbook issue register (200 page)	200 Page	Ledger paper with page numbering	Register	70	500
41	Write off register	200 Page	Ledger paper with page numbering	Register	70	500
42	Demy Register	200 Pages	Ledger paper with page numbering	Register	70	2500
43	Demy Register	100 Pages	Ledger paper with page numbering	Register	70	2500
44	Loan application received & Disposed off register	200 Pages (100 folio)	Ledger paper with page numbering	Register	70	500
45	Document Execution Register	200 Pages	Ledger paper with page numbering	Register	70	500
46	EM/Title deed Register	200 Pages	Ledger paper with page numbering	Register	70	50
47	Suit filed Register	200 Pages	Ledger paper with page numbering	Register	70	500
48	Compromise Register/OTS register	200 Pages	Ledger paper with page numbering	Register	70	500
49	Cheque Book Issue Register	200 Pages	Ledger paper with page numbering	Register	70	500
50	Nomination Register	200 Pages	Ledger paper with page numbering	Register	70	500
51	Fixed Assets Register	200 Pages	Ledger paper with page numbering	Register	70	500
52	Register of Activation of Dormant/In-operative Accounts	200 Pages	Ledger paper with page numbering	Register	70	500
53	Inspection Register	200 Pages	Ledger paper with page numbering	Register	70	500

Note:

- 1 Pad = 100 leaf
- Please ensure verifying the specification of stationery by your own.

ELIGIBILITY CRITERIA

The following is the bidders' eligibility criteria:

1. The bidder should be from the State of Jharkhand. (Certificate showing relevant proof is to be submitted – **(Factory license / MSME certificate / Udyog Aadhar etc. confirming the same fact)**)
2. The bidder should submit **Tender cost** and **EMD**.
3. Self-declaration letter for not having Blacklisted by any Bank or Govt. Organization - **(Format in Annexure – General Undertaking)**
4. The applicant requires furnishing copy of their PAN card, GST Registration, of firm.
5. The applicant requires furnishing registration details of Firm / Company etc. along with Authority letter / Board resolution / Deed to transact on behalf of firm / Company. **(Authority letter / Board resolution / Deed is to be submitted)**
6. The bidder should be a profitable **company/ firm** for last 3 years. **(Audited P&L / Auditor certificate is to be submitted)**
7. Average Sales turnover for the last 3 years – Rs. 200 lakhs & above **(Audited Balance Sheet and P&L or Auditor's certificate is to be submitted)**
8. Bidder should have experience of at least 3 years in printing industry with at least one work order above Rs. 10 Lakh. **(Work order is to be submitted)**

Note: Audited financials for last three financial years 2020-21, 2021-22, 2022-23 has to be mandatorily submitted.

GENERAL TERMS & CONDITIONS

All under mentioned terms and conditions for vendors, who participate in this bid, are binding on all. These terms and conditions will also form part of the print order / contract, to be issued to the successful Bidder. All the terms and conditions in the tender document should be signed and attached with the Technical Bid as acceptance of set terms and conditions.

GENERAL EVALUATION

- The Bank will examine the bids against Bidder's Eligibility Criteria mentioned in the RFP.
- The Bank will examine the bids to determine whether the bids are generally in order, complete, are free from any computational error and are properly signed.
- The Bank may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any other bidder.
- Prior to the detailed evaluation, the Bank will determine the substantial responsiveness of each bid against this RFP. For purposes of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the RFP without material deviations.
- During evaluation of the bids, the Bank may, at its discretion, ask the bidder for providing clarification on any point mentioned in its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
- Commercial bids of only those vendors will be opened, who are technically qualified and fulfill all other requirements as enlisted in the RFP.
- The bidders are requested to submit the duly filled tender documents. All pages of the tender documents, Technical and Price Bid are to be signed by the authorized signatory of the tenderer. The JRG Bank reserves the right to reject the incomplete tenders.
- The JRGB reserves the right to accept or reject any or all the tenders without assigning any reason thereof. In case of exigency and depending upon the suitability, the Bank may as well accept more than one proposals to suit its total requirements.
- Canvassing in any form will disqualify the tenderer.
- The Bank will be free to either reduce or increase the quantities to be printed on the same terms and conditions. The bank reserves the right to alter the quantities.
- The bank reserves its right for placing the orders as per the requirement.
- Bidder will have to quote for all the stationery items mentioned in the list.

BIDDER'S DISQUALIFICATION

Any bidder not complying with the any of the conditions and / or bidding process is liable for disqualification at any stage without assigning any reason. Decision of the Bank in this regard shall be final, conclusive and binding on the bidder.

RFP AND BID SUBMISSION

Withdrawal/Amendment to RFP Contents: The bank reserves the right to accept or reject any / all proposal(s), to revise the tender, to request one or more resubmissions or clarifications from one or more vendors, or to cancel the process in part or whole. The Bank also reserves the right to amend the RFP at any time prior to the last date for bid-submission. The Bank may, for any reason, whether it is own initiative or in response to clarification(s) requested by a bidder, modify the RFP contents by amendment. Amendment/Corrigendum will be notified on the Bank's website/ portal and will be binding on all participating bidders. The Bank shall not be liable for any communication gap. In order to provide prospective bidders, reasonable time to take the amendment into account for preparation of their bid, the Bank may, at its discretion, extend the last date for bid-submission.

The Bank shall not consider any request for date-extension for bid-submission on account of late submission / downloading of RFP by any bidder.

This tender consists of two parts viz. the **Technical Bid** having terms and conditions, details of offer and the **Price Bid**. The Technical Bid and Price Bid for the proposal should be submitted separately in sealed envelopes super scribing the contents.

PROCEDURE OF OPENING OF TENDER

After the last date of submission of the tenders, the Bank will open the technical bids on **prescribed time** and evaluate by verifying the eligibility documents submitted:

1. The Tender cost and EMD will be verified first. Those **not** submitting the Tender Cost and **EMD DD (In Original)** to JRG Bank will be rejected ab-initio.
2. Other eligibility documents will be verified. Vendors should take Care to submit all the eligibility requirements and it will be at the Bank's discretion to allow or not to allow to ask for any further documents for evaluation.
3. Price bids will be considered for only those vendors who have qualified in the technical verification.

Bank reserves the right to, open or not to open the financial bid of any vendor based on the acceptance/rejection of technical bid and past performance.

The decision of the Bank shall be final and binding on the vendor in the matter of interpretation of any clause included in this tender or any dispute arising out of the execution of tender. Bank can also terminate the tender without assigning any reason.

COST OF BIDDING-VENDOR TO BEAR

The bidder shall bear all costs associated with the preparation and submission of its bid and the Bank will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

EARNEST MONEY DEPOSIT

The bidder has to submit EMD while submitting the tender. In case of successful bidder / bidders, earnest money deposit will be forfeited by the Bank if: -

- (a) After submission of the tender, if the tenderer fails/refuses to comply with any / all of the terms & conditions of the Tender,
- (b) The Tenderer withdraws /alters the offer during the validity period,
- (c) Security Deposit is not submitted within the stipulated time,
- (d) The tender is accepted by the Bank but the contractor fails to enter into a formal agreement,

EMD will be returned to successful bidder after submission of performance guarantee / security deposit and execution of agreement. No interest will be payable on Earnest Money Deposit (EMD).

SECURITY DEPOSIT / PERFORMANCE GUARANTEE

The successful bidder/s will have to submit the Security Deposit / Performance Guarantee and will be held by the Bank throughout the contract period of the tender. No interest shall be payable on the Security Deposit.

The Security Deposit will be returned to the contractor after one month from the date of expiry of the agreement provided that there are no defects or loss or damage caused to the Bank by the vendor to the satisfaction of the Bank and all dues to the Bank and all other liabilities under any law or otherwise arising out of or in connection with or in respect of the services are fully settled.

Security deposit will be forfeited if the bidder, after empanelment, fails to perform his / her duties in accordance with this document or any contract executed in this regard.

Defect Liability Security Deposit: Bank shall forfeit the Security Deposit if the material supplied is not as per the specifications. This however, does not preclude the Bank from seeking replacement of the goods supplied in case of extreme damage or errors in printing.

RATES QUOTED

The rates quoted should be inclusive of all charges, expenses etc. but exclusive of GST. No condition should be stipulated in the charges.

However, the consignments should be invariably addressed, **Door-Delivery (to-pay)** at the **Destinations** noted above (various Regions & Head Office).

Prices quoted shall be expressed in the Indian Rupees only and the Prices quoted by the bidders should be:

- (a) Inclusive of cost of Paper,
- (b) Printing,
- (c) All binding operations
- (d) Packing,
- (e) Transportation up to Transport Office & up to destination,
- (f) Insurance during transit until reaching the destination,
- (g) All other charges but excluding GST.

The Bank shall neither pay nor consider any other cost apart from approved L-1 rates.

RATES VALIDITY PERIOD

The Rates quoted shall be valid for a period of **24 months / TWO year** from the date of entering into rate contract / Agreement. A bid submitted for a shorter period shall be rejected by the Bank as non-responsive.

PENALTY

The Bank reserves the right to levy penalty for delay in supply beyond the stipulated time. In any case, the total delay cannot be beyond **7 days** in addition to delivery time stipulated through work order / agreement, beyond this it will attract penalty of **0.2%** of the bill amount per day subject to maximum of **10%** of the bill amount.

The Bank reserves its right to recover these amounts by any mode, which includes adjusting from any payment to be made by the Bank to the supplier. Bank may cancel the order in such case in its absolute discretion.

DELIVERY OF ITEMS

The vendor shall be responsible for delivery of the ordered item(s) at the destination within stipulated time / days as noted above and in purchase order. The vendor should arrange for appropriate insurance to cover the ordered item(s) for the transit period and till the time of its receipt by the Bank at the respective destination. The cost of the insurance will be borne by the vendor.

CANCELLATION OF ORDER

In case of serious discrepancy in the item supplied, the Bank may cancel the entire purchase order and return the item(s) back to the vendor at vendor's costs & risks which will be adjusted from the bills due or Security deposit / Performance guarantee. The vendor shall give acceptance within 24 hours from the time of order. Bank has right to cancel the order, if the same is not accepted within the stipulated period from the date of order.

The Bank reserves the right to cancel the purchase order in the event of one or more of the following situations (not limited): -

1. Delay in supply, beyond the specified period & delay time limit
2. Serious discrepancy in quality of supplied item
3. In the event of order cancellation for faulty/ mis-printed items supplied, the vendor shall be responsible to take back the items, at their own cost & expenses.

PAYMENT TERMS

No advance / mobilization amount will be paid to the vendors. Bill will be paid only on:

- a) Production of acknowledgements of receipt of the item ordered at the destinations, as per specifications and quantity & in good condition.
- b) Receipt of Bill along with Delivery Challans from the recipients duly authenticated & stamped for having received the item
- c) The total Bill amount noted in the bill should clearly state:
 - (i) The actual cost of the product
 - (ii) Tax component (GST etc.)

FLUCTUATIONS IN MARKET PRICES OF PAPER

No subsequent pleas/excuses for non-performance/execution of the order placed on them during the contracted period of **two years** shall be considered, showing the "**increase in market prices of the paper**" as the cause. Once the acceptance letter is submitted and

agreement is entered, the vendor is bound to print & supply all of the items mentioned in the list till the currency of the contract period. Any reluctance on the part of the vendor shall be considered rejection of the order and shall tantamount to breach of the contract and shall be liable for forfeiture of the security deposit amount and also penalty for delay.

FURTHER ORDERS

The Bank may continue to place further orders beyond the valid period, by mutual agreement between the Bank and the vendor on the same approved rates.

FORCE MAJEURE

The vendor shall not be liable for forfeiture of its performance security / security deposit, liquidated damages or termination for default, if and to the extent that it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

For purposes of this Clause, "Force Majeure" means an event beyond the control of the Vendor and not involving the vendor's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, fire, floods, strikes, lock-outs and freight embargoes. If a Force Majeure situation arises, the vendor shall promptly notify the Bank in writing of such conditions and the cause thereof within 15 calendar days. Unless otherwise directed by the Bank in writing, the vendor shall continue to perform its obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

RESOLUTION OF DISPUTES

The Bank and the vendor shall make every effort to resolve amicably, by direct in formal negotiation, any disagreement or dispute arising between them under or in connection with the contract.

If after thirty days from the commencement of such informal negotiations,

- a) the Bank and the Vendor are unable to resolve amicably a contract dispute;
- b) either party may require that the dispute be referred for resolution by formal arbitration.

All questions, disputes or differences arising under and out of, or in connection with the contract, shall be referred to two Arbitrators: one Arbitrator to be nominated by the Bank and the other to be nominated by the Vendor.

In case of the said Arbitrators not agreeing, then the matter will be referred to an umpire to be jointly appointed by the Arbitrators in writing before proceeding with the reference. The award of the Arbitrators and in the event of their not agreeing, the award of the Umpire appointed by them shall be final and binding on the parties.

The Arbitration and Reconciliation Act, 1996 shall apply to the arbitration proceedings and the venue & jurisdiction of the arbitration shall be Ranchi.

TERMS AND CONDITIONS

- Proposal Ownership -The bid and all supporting documentation submitted by the bidders shall become the Bank's property and the Bank reserves the right to accept or

reject any request made by any bidder to return or destroy the bid and accompanying documentation. The Bank reserves the right to reject any/all tender(s), without assigning any reason(s) thereof.

- In case of failure / delay in supply or partial supply, the Bank shall be at liberty to get the same items for stationery printed through other source(s) at its sole discretion.
- Once the rates as quoted in the bid as per the aforesaid tender is accepted, the bidder will be bound to execute the printing orders, so placed with the bidder, within the specified period and no request for increase in rate(s) subsequently nor any excuse for non-execution of the printing order on account of non-availability of paper and / or any other reason(s) will be entertained.
- Printed stationery must be properly labeled and packed accordingly to our usual requirement and be delivered as per our instructions.
- The Bank does not bind itself to accept the lowest tender i.e. L1 and decision of the Bank in this regard will be final and reserves the right to reject any or all the tenders received without assigning any reason.
- Printer(s) who do/does not effectively deliver the printed items (as mentioned in this letter) according to the delivery schedule will be liable to all damages/detriment for loss/losses to the Bank which will be recovered from the bills due to the bidder and / or security deposit submitted by the vendor and in case even after warning, he / she / they continue to be late in delivery, he / she / they may be disqualified for further inquiry entrustment of the work.

Date: / /2024

Place:

I/ We have read and understood the RFP as detailed in the above pages right from the Introduction, Scope of work, Tentative requirements, Bidding Process, Terms & Conditions, Payment Terms, EMD, Security Deposit, Penalty, the Force Majeure clause & Resolution of disputes etc. I/We offer the quotes / rates in **Annexure-Fin** for printing & supply of the required items as per terms & conditions in the RFP.

Seal of the bidder

Signature

ANNEXURE-Application

(Ref: Tender Notice No. _____ /2024-25 dated _____)

BIDDERS GENERAL INFORMATION

EMPANELMENT OF PRINTERS

FOR PRINTING & SUPPLY OF STATIONERY ITEMS

S. No	Specifications	Particulars
1	Name of the Unit/Firm with full address with Telephone / Mobile/FAX. No s/Email Address etc.,	
	Administrative Office:	
	Factory Address:	
	Whether ISO certified /IBA/RBI/SBI/approved Unit(if so, enclose copy of relative certificate issued)	
2	CONSTITUTION (Enclose evidence like Certificate of Commencement of Business /memorandum of Articles of Association/ Partnership Deed Etc)	
3	Year Of Establishment / Experience in line of activity: (Please see Annexure-I) Eligibility criteria for category wise minimum length if experience required)	Year of establishment: _____ (As per Unit Registration Certificate) Experience in years of the Proprietor/ partner /Director of the unit : _____ years
4	Name of the Proprietor/Mg. Partner/Mg. Director etc	
5	Name and addresses of the Bankers /Phone Numbers	BANK: _____ BRANCH: _____ A/c No: _____ IFS Code: _____

6	Whether registered for GST purposes? (Mention GST No. and furnish Xerox copies)	
7	Whether an Assesse of Income Tax(Enclose copies of IT Return for the last 3 years with all enclosures)	PAN No: _____ TAN No: _____
8	Annual Turnover for the last 3 years (Balance Sheets to be enclosed)	Rs. in lakhs Fin.Year 2020-21 Rs. _____ Fin.Year 2021-22 Rs. _____ Fin.Year 2022-23 Rs. _____
9	Details of Machinery , with brief description of its output per day : (Enclose separate paper if space is not sufficient)	Capacity of printing.....(No. of prints per day)
10	Whether you have the capacity to take up MULTICOLOUR printing jobs?	
11	Whether you accept to execute the order as per the specifications of paper (GSM) and make of Grade-A Mills , mentioned in the RFP , through-out the validity of the Agreement period?	
12	Whether you are ready to accept to Print & Supply at the L-1 approved rates for a period of two years without interruption for whatever reason?	
13	Names of Institutions/Govt. Agencies/Banks,reputed companies etc., to whom your unit is executing works and maintained their against the turnover in the last year	You should submit Orders & Completion Certificates
14	Detailed description of works undertaken	
15	Were you removed / black listed at any time in any Bank / Govt. organization? If yes mention details	YES/NO _____ Self-declaration Letter enclosed

Compliance Statement

Declaration:

We hereby undertake and agree by all the terms and conditions stipulated by the Bank in the Tender Document.

Place:

Date:

Stamp/Seal

Signature & Designation

(Letter to the Bank on the firm's letterhead)

To,
The General Manager,
JHARKHAND RAJYA GRAMIN BANK,
Head Office: RANCHI,
3rd Floor, Market Complex,
Zila Parishad parisar,
Near Kutchery Chowk , Ranchi-834001

Date:

LETTER OF INTENT / ACCEPTANCE

Dear Sir,

EMPANELMENT OF PRINTERS

Ref: Tender Notice No. /2024-25 dated _____ for Empanelment of Printers for printing & supply of Stationery items

With reference to the above Tender, I/We accept to print & supply all the items mentioned there in, at the L-1 rates. We have examined and understood the instructions, terms and conditions forming part of the tender forms, we hereby enclose our offer for the supply of Stationery as detailed in your above-referred tender notice

I/We intend to sign the Agreement as stated in the tender document and accept all Terms & Conditions contained therein. The agreement shall be valid for a period of two years after execution.

I/We undertake to continuously print & supply to all the purchase orders placed on me/us for any of the items noted in the Commercial Bid and as per specifications of paper, binding, time of supply, etc., mentioned in the RFP, without giving scope for compromise in quality / quantity or delay during the currency of the agreement or beyond with mutual consent.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the tender form.

We understand that either the Bank is not bound to accept the offer in part or in full and that, the Bank has the right to reject the offer in full or in part without assigning any reason whatsoever.

Yours faithfully,

Authorized signatory
Seal & sign of the bidder

ANNEXURE-General Undertaking

(Letter to the Bank on the firm's letterhead)

Date:

To
The General Manager
Jharkhand Rajya Gramin Bank,
Head office,
3rd Floor, Zila Parishad Market Complex
Kuthchury Chowk, Ranchi - 834001 Jharkhand

Dear Sir,

Ref: Tender Notice No. /2024-25 _____ dated _____ for Empanelment of Printers for printing & supply of Stationery items.

With reference to the above RFP, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for Empanelment of Printers for printing & supply of Stationery items as detailed in your above referred RFP vide RFP No. _____ dated _____.

I/ We confirm that we have not been disqualified / Black listed by any Scheduled commercial bank / Financial Institutions for

I/ We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP. These conditions are fully acceptable and binding on us.

I/ We also confirm that the offer shall remain valid for a period of 120 days from the date of opening the technical bid and also the price finalized shall remain valid for a period of two years from the date of such finalization.

I/ We hereby undertake to provide Performance Bank Guarantee / Security of _____ with a validity period of two years.

I/ We understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has right to reject the offer in full or in part without assigning any reasons whatsoever.

I/ We understand that any deviation/exception in any form may result in rejection of bid. We, therefore, certify that we have not taken any exceptions / deviations anywhere in the bid and we agree that if any deviation / exception is mentioned or noticed, our bid may be rejected.

I/ We enclose Demand Draft of _____ favoring Jharkhand Rajya Gramin Bank and payable at Ranchi, towards Non-refundable Tender Cost.

I/ We enclose Demand Draft of _____ favoring Jharkhand Rajya Gramin Bank and payable at Ranchi, towards Earnest Money Deposit / Earnest Money Deposit declaration.

I / We have read the instructions appended and all terms and conditions and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Jharkhand Rajya Gramin Bank, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.

I / We agree that the decision of **JRG Bank (Jharkhand Rajya Gramin Bank)** in selection of contractors will be final and binding to me / us.

I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.

All the information furnished by me hereunder is correct to the best of my knowledge and belief.

Yours faithfully,

Authorized Signatories

(Seal of the firm)

Name:

Designation:

Date:

ANNEXURE-Authorisation

Letter of Authorization

Ref. No. _____ dated _____ 2024

General Manager
JRG Bank (Jharkhand Rajya Gramin Bank),
Head Office: RANCHI,
3rd Floor, Market Complex,
Zila Parishad parisar,
Near Kutchery Chowk ,Ranchi-834001

Dear Sir,

Tender Ref.No: /2024-25 dated _____

I/ We M/s _____ who are established and reputed
printers of various stationery items, viz; Forms, Applications, Vouchers, Pass Books, Booklets
_____ etc., having
factories at _____

do hereby authorize Sri / Smt _____(Name) to offer our
tender / quotation, negotiate and conclude the contract with you against the above invitation
for offer.

The above representative shall be responsible for answering any query and authenticate as
required during the process of tender opening for smooth conclusion.

Yours faithfully,

For
and on behalf of M/s (Name of Printer / manufacturer)

Signature of the Authorized Person

EARNEST MONEY DEPOSIT DECLARATION

(Letter to the bank on the bidder's letterhead)

To
The General Manager,
Jharkhand Rajya Gramin Bank,
Zila Parishad Premises, Market Complex,
3rd Floor, Near Kutchery,
Ranchi – 834001

Dear Sir,

Sub: Earnest money deposit declaration.

Whereas I/We (name of agency) _____ have submitted bid
for _____ for tender No. _____ dated

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

- (a) If after the opening of tender, I/We withdraw and / or modify my / our bid during the period of validity of tender (including extended validity of tender) as specified in the tender documents.
- (b) If, after the award of work, I/We fail to sign the contract, or to submit performance guarantee / security deposit before the deadline defined in the tender documents.

I/We shall be suspended for one year and shall not be eligible to bid for JRG Bank tender from date of issue of suspension order.

Yours faithfully,

(SIGNATURE OF AUTHORISED PERSON WITH SEAL)

(NAME & DESIGNATION)

DATE:

PLACE:

Seal & sign of the bidder

DRAFT FORMAT OF BANK GUARANTEE IN LIEU OF SECURITY DEPOSIT

(To be executed on non-judicial stamp paper of appropriate value purchased in the name of the issuing bank)

B.G. No. _____ Value Rs. _____ Date: _____

To
The General Manager,
Jharkhand Rajya Gramin Bank,
Zila Parishad Office Premises, Market Complex,
3rd Floor, Near Kutchery Chowk,
Ranchi – 834001

Dear Sir,

Bank Guarantee of Rs. _____ towards Security Deposit / Performance Guarantee

FOR EMPANELMENT OF PRINTERS FOR PRINTING & SUPPLY OF STATIONERY ITEMS

WHEREAS _____
(Name and address of contractor/ vendor) (hereinafter called the Agency or Contractor) having its registered office at _____ have entered into contract for printing & supply of Stationery items to Jharkhand Rajya Gramin Bank (JRG Bank), having its Head office at 3rd Floor, Zila Parishad Premises, Market Complex, Near Kutchery Chowk, Ranchi – 834001 as mentioned vide Jharkhand Rajya Gramin Bank letter no. _____ dated _____, agreement dated _____ and tender bearing RFP no. _____ dated _____ relating thereto which is hereinafter referred to as "the said contract" the Contractor has now agreed to produce a Bank Guarantee of Rs _____ (Rupees _____ only), to JRG Bank for performing their part of the contract obligations.

AND WHEREAS in terms of said contract, the contractor is required to furnish to Jharkhand Rajya Gramin Bank (JRG Bank), Head Office, Ranchi a Guarantee of a Scheduled Commercial Bank for a value of Rs _____ (Rupees _____) to be valid up to _____ (date).

AND WHEREAS _____ (Name of Bank and its branch) having its office at _____ (address) (hereinafter referred to as "the Guarantor", which expression shall, unless it be repugnant to the subject,

meaning or context thereof, be deemed to mean and include its successors and assigns), at the request of the contractor hereby furnishes a Bank guarantee in favour of Jharkhand Rajya Gramin Bank (JRG Bank), and Guarantees in the manner hereinafter appearing. In consideration of the premise, we _____ (name of Bank and its branch) having our office at _____ (address) here after called the "Guarantor" (which expression shall include its successors and assigns) hereby expressly, irrevocably & unreservedly undertaken and guarantee under that if the Contractor fails to execute the work according to his / her / its obligations under the said contract, then notwithstanding any dispute between JRG Bank and the contractor, the Guarantor shall, on demand without demur and without reference to the contractor pay to Jharkhand Rajya Gramin Bank immediately any sum claimed by Jharkhand Rajya Gramin Bank under the said contract up to a maximum amount of Rs. _____ (Rupees _____ only).

In case the amount demanded by Jharkhand Rajya Gramin Bank is not paid within 48 hours of receipt of demand, the Guarantor agrees to pay the aforesaid amount of Rs. _____ (Rupees _____ only).

Such payment shall be notwithstanding any right the contractor may have directly against Jharkhand Rajya Gramin Bank or any disputes raised by the Contractor with Jharkhand Rajya Gramin Bank or any suits or proceedings pending in any competent court or before any arbitrator. Jharkhand Rajya Gramin Bank's written demand shall be conclusive evidence to the Guarantor that such payment is payable under the terms of the Contract and shall be binding in all respect on the guarantor.

The Guarantor shall not be discharged or released from the undertaking and Guarantee, by any arrangement, variations made between Jharkhand Rajya Gramin Bank and the Contractor and or indulgence shown to the contractor by Jharkhand Rajya Gramin Bank, with or without the consent and knowledge of the guarantor or by alterations in the obligations of the contractor by any forbearance, whether as to payment, time performance or otherwise.

This guarantee shall remain valid until or as may be caused to be extended by the contractor or until discharged by Jharkhand Rajya Gramin Bank in writing whichever is earlier.

This guarantee shall be a continuing guarantee and shall not be revocable during its currency except with the previous written consent of Jharkhand Rajya Gramin Bank.

This guarantee shall not be affected by any change in the constitution of the contractor, by absorption with any other body or corporation or dissolution or otherwise and this guarantee will be available to or enforceable against such body or corporation.

In order to give effect to this guarantee Jharkhand Rajya Gramin Bank will be entitled to act as if the Guarantor were the Principal debtor and the Guarantor hereby waives all and any of its rights or surety ship. This guarantee shall continue to be in force notwithstanding the discharge of the contractor by operation of law and shall cease only on payment of the full amount by the Guarantor to Jharkhand Rajya Gramin Bank of the amount hereby secured.

This guarantee shall be in addition to and not in substitution for any other guarantee or security for the contractor given or to be given to Jharkhand Rajya Gramin Bank in respect of the said contract.

Any notice by way of request and demand or otherwise here under may be sent by post or any other mode or communication to the guarantor addressed as aforesaid and if sent by post it shall be deemed to have been given at the time when it would be delivered in due course of post and in providing such notice when given by post it shall be sufficient to prove that the envelope containing the notice was posted and a certificate signed by an officer of Jharkhand Rajya Gramin Bank that the envelope was so posted shall be conclusive.

These presents shall be governed by and constructed in accordance with Indian Law.

Notwithstanding anything contained hereinbefore the liability of the guarantor under this guarantee is restricted to a sum of Rs. _____.

This guarantee will remain valid up to _____ unless a demand or claim under this guarantee is made in writing against us within three months from that date, i.e. on or before _____, the guarantor shall be discharged from all liability under the guarantee thereafter.

We have power to issue this guarantee in your favour under the Memorandum and Articles of Association of our Bank and the undersigned has been duly authorised by the _____ (bank issuing the Bank Guarantee) to execute this Guarantee Deed.

Dated the _____

SIGNED AND DELIVERED For & on behalf of _____

For & on behalf of _____
(Bankers Name & Seal)

(Signature/s with designation/s of signatories) (Banker's seal)

FINANCIAL BID

PRINTING OF GENERAL STATIONERY ITEMS

SN	Stationery Items	Size((in cm)	Paper Color	Type	Paper quality / GSM	Tentative Quantity	TOTAL COST (RS)
	FORMS						
1	SB Withdrawal	18 x 10.50	Blue	Pad	60	50000	
2	Deposit slip	27 x 9	White & perforated	Pad	60	65000	
3	KCC withdrawal	27 x 9	White & perforated	Pad	70	13000	
4	Debit Voucher	18 x 10.50	White	Pad	60	11000	
5	Credit Voucher	18 x 10.50	Blue	Pad	60	11000	
6	NEFT/RTGS Form	27 x 9	White	Pad	60	7000	
7	SB A/c opening form with CKYC page	27 x 22 (4 pages Both side)Total 8 page	White	Pc.	70	600000	
8	SB No-Frill A/c opening form with CKYC page	27 x 22 (2 pages Both side)	White	Pad	70	50000	
9	SHG A/c opening form	27 x 22 (3 Pages Both side)Total 6 page	White	Pc.	70	20000	
10	CKYC Declaration form	27 x 22	White	Pad	64	1000	
11	15G	27 x 22 - Both side	White	Pad	64	500	
12	15H	27 x 22 - Both side	White	Pad	64	500	
13	PMSBY	27 x 22 - Both side	White	Pad	64	10000	
14	PMJJBY	27 x 22 - Both side	White	Pad	64	7000	
15	APY	27 x 22	White	Pad	64	6000	
16	Multi-request form	27 x 22	White	Pad	64	6000	
17	DP note & delivery letter	32 x 21	Ledger paper	Pad	80	225	

SN	Stationery Items	Size((in cm)	Paper Color	Type	Paper quality / GSM	Tentative Quantity	TOTAL COST (RS)
18	KYC form	27 x 22	White	Pad	64	4000	
19	Aadhar seeding request	27 x 22	White	Pad	64	3000	
20	Letter head	A4	Single Colour	Pad	70	10	
21	Letter head	A4	Multicolour	Pad	90	10	
22	Leave application	27 x 22	White	Pad	64	450	
23	TA bill	27 x 22	White	Pad	64	200	
24	Revival letter	27 x 22	White	Pad	64	800	
25	Arrangement letter	27 x 22	White	Pad	64	100	
26	Single side form (for any new form)	27 x 22	White	Pad	64	100	
27	Both side form (for any new form)	27 x 22	White	Pad	64	100	
	PASSBOOK						
28	Saving Passbook with cover	20 Pages - 21 x 18	Cover & Forward in multicolour Art paper & other inner pages B/W	Passbook	210/70	600000	
29	KCC loan passbook with cover	10 Pages - 21 x 11	Cover & Forward Art Board (White) & other inner pages in B/W (Ledger)	Passbook	120/70	55000	
30	Loan passbook	12 Pages - 21 x 11	Cover & Forward in white art board & other inner pages in White	Passbook	120/70	8000	
31	Student Passbook	2 Pages - 21 x 18	Forward in multicolour Art paper	Passbook	170	5000	

SN	Stationery Items	Size((in cm)	Paper Color	Type	Paper quality / GSM	Tentative Quantity	TOTAL COST (RS)
32	KCC Booklet	40 Pages - 32 x 20	Cover & Forward in sky blue Maplitho (02 page) & other inner pages B/W Maplitho (18 pages) & Ledger (18 pages) Cloth binding	Booklet	120- Maplitho /80 Maplitho & Ledger	100000	
33	SHG Booklet	52 Pages - 32 x 20	Cover & Forward in White Maplitho (02 page) & other inner pages B/W Maplitho (30 pages) & Ledger (18 pages) Cloth binding	Booklet	120- Maplitho /80 Maplitho & Ledger	30000	
REGISTERS (Standard Size – 32 cm x 21 cm otherwise mentioned)							
34	A/c opening register.	200 Pages	Ledger paper with page numbering	Register	70	500	
35	BMDP Register	200 Pages - A3 (100 + 100)	White – perforated	Register	70	500	
36	System Suspense control register	200 Pages - 32 x 42	White with page number	Register	70	500	
37	Valut reg. (200 page)	200 Pages	Ledger paper with page numbering	Register	70	500	
38	Daily Cash Book reg. (200 page)	200 Pages	Ledger paper with	Register	70	500	

SN	Stationery Items	Size((in cm)	Paper Color	Type	Paper quality / GSM	Tentative Quantity	TOTAL COST (RS)
39	BD register	100 Pages	Ledger paper with page numbering	Register	70	500	
40	Passbook issue register (200 page)	200 Page	Ledger paper with page numbering	Register	70	500	
41	Write off register	200 Page	Ledger paper with page numbering	Register	70	500	
42	Demy Register	200 Pages	Ledger paper with page numbering	Register	70	2500	
43	Demy Register	100 Pages	Ledger paper with page numbering	Register	70	2500	
44	Loan application received & Disposed off register	200 Pages (100 folio)	Ledger paper with page numbering	Register	70	500	
45	Document Execution Register	200 Pages	Ledger paper with page numbering	Register	70	500	
46	EM/Title deed Register	200 Pages	Ledger paper with page numbering	Register	70	50	
47	Suit filed Register	200 Pages	Ledger paper with page numbering	Register	70	500	
48	Compromise Register/OTS register	200 Pages	Ledger paper with page numbering	Register	70	500	
49	Cheque Book Issue Register	200 Pages	Ledger paper with	Register	70	500	

SN	Stationery Items	Size((in cm)	page numbering Paper Color	Type	Paper quality / GSM	Tentative Quantity	TOTAL COST (RS)
50	Nomination Register	200 Pages	Ledger paper with page numbering	Register	70	500	
51	Fixed Assets Register	200 Pages	Ledger paper with page numbering	Register	70	500	
52	Register of Activation of Dormant/In-operative Accounts	200 Pages	Ledger paper with page numbering	Register	70	500	
53	Inspection Register	200 Pages	Ledger paper with page numbering	Register	70	500	
						TOTAL	

Note:

- 1 Pad = 100 leaf
- Please ensure verifying the specification of stationery by your own.

FINANCIAL BID

PRINTING OF GENERAL STATIONERY ITEMS

TOTAL COST (in words):	Rs. _____/-
	(Rs. _____)

Note:

L-1 will be decided on the basis of total cost quoted for above all items

*Bidder will have to quote for all stationery items mentioned in the list (Annexure)

Signature of the Authorized Person
(Seal of firm)

Vetted by

Nitesh Kumar
(Law Officer)

APPROVED BY

Manoj Kr Choudhary
(HoD Accouts)

Sanjay Kumar
(Asst. Gen. Manager)

R. K. Sinha
(Asst. Gen. Manager)

Rajkumar Gupta
(General Manager)

S. K. Pani
(General Manager)
Chairman of the Committee

Seal & sign of the bidder