



Tender No. : RFP/GAD/NON-SECURITY PRINTING/03/2019, DT.16/03/2019

Request for Proposal (RFP) For Empanelment of Non-Security Printing Press/Printers for printing items

Odisha Gramya Bank (hereinafter referred to as OGB/ the Bank) is a Regional Rural Bank, constituted under the Regional Rural Bank Act, 1976 and have its Head Office at Gandamunda, Po-Khandagiri, Dist-Khurda, Bhubaneswar-751030, Odisha with branches covered in 13 districts namely- Puri, Khurda, Nayagarh, Dhenkanal, Angul, Cuttack, Jajpur, Kendrapara, Jagatsinghpur, Balasore, Bhadrak, Mayurbhanj & Keonjhar.

INVITATION TO BID

PART 1:

OGB invites Application for empanelment of reputed Printing Press/Firms for supply/Printing of various forms, leaflets, register & notices for its Head Offices, all Regional Offices and Branches.

The Bidding Document can be obtained from the Bank as under or downloaded from Bank's Website www.odishabank.in under **Tender** and the BID should be submitted to the under mentioned office directly or by post.

Bank reserves the right to change the dates mentioned in this RFP document, which will be communicated to the Printers/Press.

The information provided by the Printers in response to this RFP document will become the property of OGB and will not be returned. OGB reserves the right to amend, rescind or reissue this RFP and all amendments will be advised to the Printers and such amendments will be binding on them.

Please note that all the information desired needs to be provided. Incomplete information may lead to disqualification/ non-consideration of the proposal.

DISCLAIMER

PART – 2

The information contained in this Request for Proposal (RFP) document or information provided subsequently to Printers(s) or applicants whether verbally or in documentary form by or on behalf of Odisha Gramya Bank (Bank), is provided to the Printers(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP 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 RFP is to provide the Printers(s) with information to assist in formulation of their proposals. This RFP does not claim to contain all the information each Printers may require. Each Printers should conduct its own investigations and analysis and should check the accuracy, reliability and completeness

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

SCHEDULE

1	Bid Document Availability	Bidding document can be downloaded from website from 16/03/2019 to 09/04/2019
2	Pre-technical bid meeting	Time: From 1500 hrs. to 1600 hrs. Date : 25/03/2019 Place : H.O.-Odisha Gramya Bank, At. Gandamunda, PO. Khandagiri. Bhubaneswar-751030
3	Last date of submission of technical bids	1200 hrs. on 09/04/2019
4	Opening of Technical Bids	1500 hrs on 09/04/2019 Authorised representatives of Printers may be present during opening of the Technical Bids. However Technical Bids would be opened even in the absence of any or all of the Printers's representatives.
5	Empanelment of vender	Intimation to the Printers who qualify in the Technical bid.
Contact Details		
6	Address for Communication and submission of bid.	The General Manager, GAD Odisha Gramya Bank, Head Office, At. Gandamunda, PO: Khandagiri, Bhubaneswar:751030
7	Telephone & Mobile No.	0674-2353009, 0674-2353041 9861555362/9438318850/9681611177
8	All correspondence relating to this RFP should be sent to following email- ID	gad@odishabank.in

The duly completed Application Form in the prescribed format with all necessary supporting documents shall be sealed in a cover and superscribed as “**APPLICATION FOR EMPANELMENT OF NON-SECURITY PRINTING PRESS -2019**” and shall be submitted to the above mentioned office on or before **09/04/2019** upto **1200 hours**.

PART – 3

INSTRUCTION FOR PRINTERSS

Scope of Work

To prepare a panel of Non-security Printing Press/Printers for Supply of Forms, Notices, Leaflet & Registers etc.

Duration of contract.

The contract will be valid initially for a period of **three years** from the date of intimation of letter, subject to satisfactory performance on review. The Bank reserves the right to curtail the validity of contract.

Duration of Empanelment:

Those Vendors who qualify in pre-qualification and Technical evaluation will be eligible for empanelment in the Bank for a period of three years from the date of intimation of letter, subject to satisfactory performance on review. The Bank reserves the right to curtail the validity of contract. The vendor has to submit their acceptance of offer /consent in writing for working with Bank as per the Terms and Conditions of this RFP in their Company letter head, sealed and signed by the authorized person (**Annexure- II**).

Eligibility Criteria:

Each of the following criteria should be fulfilled for further evaluation of technical bid. Not fulfilling any one of the criteria will result in rejection of bid:

- 1) The Printers should have their Registered Office/Press at either Cuttack or Bhubaneswar.
- 2) Printer should be Proprietary, Partnership or Limited Company.
- 3) Should be registered with GSTIN.
- 4) Should have minimum 10 years experience in the line of printing. (Please enclose details with name of client and value of work).
- 5) The annual turnover average for last 3 financial years should not be less than Rs.30.00 lacs.
- 6) The firm should not have been Black listed by any Govt./Public sector undertaking.
- 7) The firm should be profit earning and have a minimum capital of Rs.5.00 lacs.
- 8) **Value of Contracts-** may be less than Rs.2.00 lacs at single instance. However, we may place repeat orders during the year.
- 9) **Solvency Certificate:** The vendor should have latest solvency certificate of Rs.10 lakhs (Rupees Ten lakhs only) certified by a scheduled Bank. It should not be older than six months from the date of submission.
- 10) Copy of work order received from public sector undertaking, including at least one Regional Rural Bank during last 2 years, value of supply order received along with satisfactory completion certificate and the contact numbers of the organizations.
- 11) The Printers or any of its directors who have been black listed/ de-listed/ de-empanelled by any Government/ Semi Government/ Nationalized Public Sector Banks/ Public Sector Undertaking (PSUs) / Financial Institutes (FIs)/ Corporate Offices will not be considered for Empanelment. An undertaking to this effect must be submitted with application.
- 12) The Printing press profile to be submitted as per the format at **Annexure-I**.
- 13) A non-refundable application/BID money of Rs.5000/- (Rupees five thousand only) in the form of a **Demand Draft drawn in favour of Odisha Gramya Bank payable at Bhubaneswar**, should be enclosed with the Tender. The envelope containing application/BID money should have proper encryption on top.
- 14) **Earnest Money Deposit (EMD)**
 - i. **All bidder should submitted to the Bank an EMD after empanelment in form of DD in the name of Odisha Gramya Bank payable at Bhubaneswar of Rs.50000.00 (Rupees Fifty Thousand only).**
 - ii. The Proforma of the EMD is given at **Annexure-III**.
 - iii. Non submission of EMD by any Printers after empanelment will result in disqualification of Printers leading to de-empanelment.
 - iv. The EMD of the unsuccessful Printers shall be returned within 30 days from the date of award of contract to successful Printers and no interest shall be payable on EMD of unsuccessful renderers.
 - v. The successful Printers EMD of Rs.50000/- (Rupees fifty thousand only) will be converted in to security deposit.
 - vi. The EMD may be forfeited:
 1. If a Printers makes any statement or encloses any form which turns out to be false / incorrect at any time prior to signing of contract; or after signing of the contract the concerned printer will be de-empaneled.
 2. In the case of a successful Printers, if the Printer fails, to sign the contract, to furnish security deposit the concerned printers will be de-empaneled.

Testimonials to be submitted along with the Application Form

1. Copy of GSTN Registration Certificate.
2. Copy of last 3 years Audited Balance sheet.
3. Copy of IT returns for last 3 financial years.
4. Copy of DIC, PMT Registration Certificate.
5. Copy of PAN card.
6. Solvency Certificate for Rs.10.00 lacs.
7. Copy of work order received from public sector undertaking, including at least one Regional Rural Bank during last 2 years, value of supply order received along with satisfactory completion certificate and the contact numbers of the organizations.
8. The Printers or any of its directors who have been black listed/ de-listed/ de-empanelled by any Government/ Semi Government/ Nationalized Public Sector Banks/ Public Sector Undertaking (PSUs) / Financial Institutes (FIs)/ Corporate Offices will not be considered for Empanelment and undertaking to this effect must be submitted with application.
9. The Printing press profile to be submitted as per the format at **Annexure-I**.
10. A non-refundable application/BID money of Rs.5000/- (Rupees five thousand only) in the form of a **Demand Draft drawn in favour of Odisha Gramya Bank payable at Bhubaneswar**, should be enclosed with the Tender. The envelope containing application/BID money should have proper encryption on top.
11. **All bidder should submit to the Bank an EMD after empanelment in form of DD in the name of Odisha Gramya Bank payable at Bhubaneswar of Rs.50000.00 (Rupees Fifty Thousand only).**

General Rules and Instructions to Intending Applicants.

1. The Printers are advised to enclose photo copies of all relevant documents as mentioned in the list of testimonials and other required documents wherever necessary.
2. Each page of Application Form shall be signed. The application shall be signed for & on behalf of the Firm/Organization by authorized signatories.
3. If the space in the proforma is insufficient for furnishing full details, the information shall be supplemented in separate sheet of paper stating therein the part of the statement and serial number. Separate sheet shall be used for each part.
4. While deciding upon the selection of suppliers/Presses emphasis will be given on the ability and competence of applicants to complete the work within a reasonable time.
5. The decision of the Committee with regard to selection of Firm/Printing Press for issue of prequalification of firm will be final. The Committee is not bound to assign any reason thereof.
6. Applications received after due date and time or incomplete in any respect are liable to be rejected.
7. The Committee reserves the right to reject any or all the applications without assigning any reason thereof. The Committee also reserves the right to restrict number of applications for tendering at its sole discretion. Committee's decision in this regard shall be final and binding on all concerned.
8. The decision of the committee in selection of Printers/ Presses for empanelment will be final. The Committee reserves the right to shortlist the Printers by relaxing the set criterias or inclusion of criterias. The Committee is not bound to assign any reason thereof. The empanelled press/printers will only be informed in this regard.
9. The date of collection of tender papers will be intimated to empanelled press /Printers only.
10. Cost incurred by the applicant in applying, in providing necessary clarifications or attending discussion, site visit will not be reimbursed by Bank.
11. If information and details furnished by applicants are found to be false/inadequate at any point of time in future or any information is withheld which comes to the notice of

the bank at a later date, the empanelment of such applicant will be cancelled immediately.

12. The panel will be in force for a period of 3(three) years from the date of intimation of letter to the successful bidders, subject to satisfactory performance on review.
13. The Bank reserves the right to discontinue the panel at any time without assigning reasons thereof. The bank's decision in this regard shall be binding & final.
14. Notwithstanding the empanelment and/or any provision contained herein, the Bank reserves the sole right to invite price quotations from any/all/none of the empanelled Printers.
15. The Printers must be agreed to deliver the printed materials at Head Office, Regional Offices and Branches, at their own cost as directed by the Bank.

APPLICATION FOR EMPANELMENT OF NON-SECURITY PRINTERS [TECHNICAL DETAILS]

From:		To The General Manager General Administration Department. At.-Gandamunda, Po-Khandagiri Dist- Khurda, Bhubaneswar -751030, (Odisha), Phone: 0674-2353031/32/09/41 e-mail: gad@odishabank.in ; website: www.odishabank.in									
Dear Sir, I/ We request you to empanel our firm in your approved list of printers for which I/ We am/are furnishing the following particulars duly supported by necessary documents as advised in the empanelment notice Ref.....dated.....											
1	Name of the Applicant										
2	Address										
		City									
		State									
		District									
		PIN									
		Mob. No									
		Tel No.									
		Residence No.									
		Office No.									
		Telefax									
		Email ID									
3	Status of the Firm: (Whether Company /Partnership/proprietary/subsidiary)										
4	Name of the Proprietor/Partners /Directors :										
5	Year of Establishment	D	D		M	M		Y	E	A	R
6	Whether Registered with Registrar of Companies /Firm. If, So No. & Date:										
7	Registration with Tax Authorities										
8	Registration details (Enclose a self-attested photocopy of proof for the following, whichever is applicable, failing which empanelment application is liable to be rejected.)										
9	GST Identification Number (GSTIN)										
	GST Type (Please tick)	<input type="checkbox"/> Registered <input type="checkbox"/> Composition <input type="checkbox"/> SEZ <input type="checkbox"/> Un-registered									

10	Income Tax/GIR/Permanent Account No. (PAN)									
11	Turnover of the Company /Firm (Please Attach copy of audited Balance Sheet and Profit and Loss account for 3 years.									
	Sl N o	Year				Turn over (Rs. In Lacs)				
	1	2017-18								
	2	2016-17								
	3	2015-16								
12	Registration with Government /Public Sector Banks /Institutions									
	Sl N o	Name of the organization			Nature of Works		Value of Works		Date of Registration	
	1									
	2									
	3									
	What are your fields of core competence? Mention the fields on preference basis:									
	i)									
	ii)									
13	Details of the qualifying works executed (please mention only such works which qualifies for the category / class for which you have applied)									
	Sl	Name of the Work	Work executed for (Name of the organization with address, concerned office & telephone Nos.		Natur e of Work	Location of the work	Actual value of the works	Stipulate d time for completi on	Actual time for completion	If work left incomplete or terminated (Furnish reasons)
	1									
	2									
	3									
14	Key Personnel permanently employed in your organization;									

Sl	Name	Educational qualifications	Experience	Particulars of work done	Employed in your firm since	Any others
1						
2						
3						
15	Furnish the names of the 3 responsible clients /persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.					
	Name of the official		Organization address		Contact Numbers	

DECLARATION

1. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
2. I /We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/documents.
3. I /We agree that the decision of Odisha Gramya bank in selection of empanelment will be final and binding to me/us.
4. I /We have read the instructions appended to the proforma and I/We understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the Bank.

Applicant's Signature

Letter No:

Date:

**The General Manager,
General Administrative Department,
Odisha Gramya Bank
Head Office, Bhubaneswar-30**

Dear Sir,

**EMPANELMENT OF NON-SECURITY PRINTING PRESS
FOR PRINTING OF STATIONERY ITEMS IN ODISHA GRAMYA BANK,**

ACCEPTANCE OF OFFER

With reference to above, We hereby agree to abide by all terms and conditions laid down in RFP document and also agree to the following:

- i)..... We forward herewith a security money deposit of Rs..... We also agree to the fact that the Security Deposit (SD) will be held in Current A/c. of OGB and will not carry any interest thereon till the time it is returned to us.
- ii) The empanelment will continue, subject to satisfactory performance of the contract.
- iii) We also confirm that mere empanelment does not ensure us the right to be invited to participate in all/any bids/ quotations/tenders/ projects and/or to get work.
- iv) We also confirm that various registration certificate as applicable will be renewed in time and renewed copies of the same should be submitted to the Bank for the record.
- v) We also confirm that we will respond to the enquiries by the Bank without fail, as & when sent to us. If we do not respond, our firm will be delisted from Bank's list of empanelment without any further notice.
- vi) We also certify that the information /data/particulars furnished in our bids are factually correct. We also accept that in event of any information/ data/ particulars proven to be incorrect the Bank will have the right to disqualify and de-empanel us and in event of any details submitted turned out to be false during the tenure of contract, the Bank is at discretion to forfeit the Security money deposit towards performance security and terminate the Contract.

Yours faithfully,

(Signature of the Security Printers/Press)

Name and Address of the Press. Stamp

FORMAT FOR EMD

(To be furnished on Printers' letter head)

To:

**The General Manager,
Odisha Gramya Bank
General Administrative Department,
Head Office, Bhubaneswar-30**

Dear Sir,

**EMD FOR PARTICIPATION IN TENDERING PROCESS FOR EMPANELMENT OF
NON-SECURITY PRINTING PRESS IN ODISHA GRAMYA BANK**

With reference to the captioned subject, we intent to participate in the tender process for empanelment of Printers for Non-security printing press for printing & supply of printing materials at Odisha Gramya Bank branches/offices in the State of Odisha on contract basis/outsourcing basis.

1. As per the terms and conditions of RFP, we submit draft No. _____ dated _____ for a sum of Rs. _____/- (Rupees _____ Only) as EMD.
2. We undertake that in the event of not performing the obligations as per the terms and conditions of the RFP or committing any breach thereof, which conclusion shall be binding on us, the EMD will be forfeited.

Yours faithfully,

For and on behalf of Authorized official.

Seal Date: