



# Uttar Bihar Gramin Bank

Head Office, Kalambagh Chowk, Muzaffarpur

**Tender for Empanelment of Vendors for supply of Stationary items  
and Printing materials in offices of Uttar Bihar Gramin Bank**

**Last date of submission :: 29.03.2022 (upto 3.00 PM)**

**Tender Open:-: 29.03.2022 at 3.30 PM**

**Tender reference No.HO/GAD/14/2021-22/1186 Dt. 01.03.2022**

**Start date of tender :: 01.03.2022**

**Cost of the application  
(Tender Fee)::**

**Rs.2000/- ( Non refundable )  
Favouring "Uttar Bihar Gramin  
Bank" payable at Muzaffarpur**

**Address of communication ::**

**General Manager  
Uttar Bihar Gramin Bank, Head Office,  
Kalambagh Chowk, Sharma Complex, Muzaffarpur**



Tender Ref No:-HO/GAD/14/2021-22/1186

Uttar Bihar Gramin Bank invites **sealed tenders for empanelment of vendors/firms/printers for supply of stationary items and printing material** for branches in 18 districts of Bihar namely Araria, Saran, Darbhanga, Gopalganj, Vaishali, Madhubani, Madhepura, Muzaffarpur, Purnea, Saharsa, Sitamarhi, Siwan, Sheohar, East Champaran, West Champaran, Katihar, Kishanganj, Supaul of **Uttar Bihar Gramin Bank**.

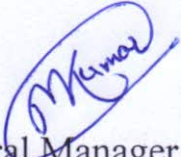
Tender Start Date::- 01-03-2022

Last Date of Submission::-29-03-2022 upto 3:00 PM

Tender Open Date::- 29-03-2022 at 3:30 PM

Tender Fee::-2000/- (Two thousand only) Non-Refundable fav of "Uttar Bihar Gramin Bank", payable at Muzaffarpur

EMD::- Rs. 1,00,000.00 (Rs. One lac only) fav of "Uttar Bihar Gramin Bank", payable at Muzaffarpur

  
General Manager  
Uttar Bihar Gramin Bank  
Head Office-Muzaffarpur



### NOTICE FOR EMPANELMENT OF VENDORS/PRINTERS

1. Uttar Bihar Gramin Bank, Head Office-Muzaffarpur invites Applications from reputed /well-established, resourceful and experienced printing presses /firms situated at in Bihar involved for printing of stationery items for the general use of Bank for empanelment as Printer. Applicant for empanelment must be enlisted with at least one Nationalized bank/Nationalized Insurance Company/ other PSU, at least for last 3 years and have experience of execution of similar works under client Nationalized bank/Nationalized Insurance Company during last 3 years.

2. Interested parties can download the empanelment document format from our website: [www.ubgb.in](http://www.ubgb.in).

The application completed in all respects along with

EMD demand draft for Rs. 1,00,000.00 (Rs. One lac only) favoring "Uttar Bihar Gramin Bank", payable at Muzaffarpur has to be submitted with tender application form. Relevant eligibility criteria documents to be attached. Application as per format along with EMD should be sealed in an envelope to be super scribed **"Application for Empanelment of Vendors/Printers for Stationary items and printing materials"** and shall show name and address of the applicant will be submitted to the address given in para 3 below so as to reach on or before 29-03-2022.

3. Eligibility Criteria:

- A. Applicant firm must have proper/full-fledged office and printing/technical set up in Bihar (Applicant to produce pertinent office address proof like electricity bill/telephone bill/Municipal tax receipts/Rent Receipts in the name of the firm for that address).
- B. The firm must have been established for at least 5 years as on 01.01.2022
- C. Firm should be empanelled and worked under PSU / Nationalized Banks / Nationalized Insurance Company for last three years and have work experience under such clients (documentary proofs like empanelment letter, work order etc to be produced).
- D. Firm must have expertise of having successfully executed similar printing works as mentioned below during last 5 year :
  - A. 6 jobs of Rs. 1.00 lacs each (in a single year) or,
  - B. 3 jobs of Rs. 2.00 lacs each or,
  - C. 2 jobs of Rs. 3.00 lacs each or,
  - D. 1 job of Rs. 5.00 lacs
- E. There should not be any adverse report about the applicant firm from its clients.
- F. The applicant firm must have Trade License, GST Number. Also it should have PAN number and have filed IT Return. Copy of all the above documents to be attached.



- G. The firm must have annual turnover of at least Rs. 1.00 crore during each of the last 3 years, balance sheet copy to be enclosed.

(Applicant has to satisfy each and every criteria as above)

4. The applications with all pertinent documents and EMD in sealed covers should be submitted to Uttar Bihar Gramin Bank on or before **29-03-2022** by 3.00 pm at following address :

General Manager  
Uttar Bihar Gramin Bank  
Head Office-Muzaffarpur  
Kalambagh Chowk  
Muzaffarpur Bihar-842001

5. In case the applicant's close relatives are associated with Bank, details like name designation shall be furnished and informed. Non-disclosure of such critical information will lead to disqualification if it comes to light at a future date.

5.1 Pre-qualification document should contain the following:-

- i. Application in prescribed format.
- ii. Documentary proof of orders executed under PSU/Nationalized Bank/Nationalized Insurance Companies, empanelment letter/certificate of works from Nationalized Bank/PSU/Nationalized Insurance Companies.
- iii. Earnest money deposit in the shape of DD for Rs.1,00,000/- (Rs one lac only) in favor of "Uttar Bihar Gramin Bank", payable at Muzaffarpur. Those applicants who will be empanelled will latter have to keep a security deposit of Rs. 1,00,000/- during the empanelment period.
- iv. Copy of Partnership Deed or Registration Certificate as applicable.
- v. Balance Sheets and Profit & Loss Accounts for 3 years.
- vi. GST Registration Certificate.
- vii. Details of Plant and Machinery evidencing proof of machinery in use.
- viii. Copy of Pan No.
- ix.) Address Proof of office/press (electricity/telephone bill or municipal tax receipt of the applicants / firms given address)

5.2 Method of Submission:

The Application with required documents and EMD shall be sealed in an envelope and The envelope shall be super scribed as " **Application for Empanelment of Vendors/Printers for Stationary items and printing materials**", and shall show name and address of the applicant and will be submitted to the address given on above so as to reach on or before date specified there in.

- 5.3 Each page of pre-qualification document shall be duly signed by the Applicant or his authorized representative.
- 5.4 Incomplete applications or application in any other format are liable to be rejected.



5.5 For any clarification, following may be contacted:

**Mr. Arvind Kumar Tiwari**

**Senior Manager-General Administrative Department**

**Mob:-8102913036**

**Email Id- smgad@ubgb.in**

5.6 If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.

5.7 If the application is made by a limited company it shall be signed by a person duly authorized by the Board of Directors of the Company. A copy of the authorization document complying with the above to be enclosed.

5.8 The information furnished must be sufficient to show that the applicant is capable in all respects to successfully complete the execution of the orders.

6. Evaluation of Application

A. The applications shall be examined so as to ascertain whether the applications:

- i) meet the eligibility requirements;
- ii) have been properly prepared and signed;
- iii) contain all the details called for and are in proper format
- iv) are accompanied by required authorization, and
- v) are otherwise generally in order.

B. The decision of the Bank to accept or reject any/all application will be final.

Empanelment will be subjected to satisfactory physical inspection of the unit.

General Manager  
Uttar Bihar Gramin Bank  
Head Office-Muzaffarpur



**General Terms & Conditions for**  
**Empanelment of Vendors/Printers for Supply of Stationary items and printing materials**

**1. Scope of Work: -**

- a. The Authorized representative of Vendors for supply of various stationary items, and printing materials such as printing Bank's various small value publications / Visiting Cards / Letter Heads / Book Binding Work / Spiral Binding / formatting and designing of pages / printing of registers, note books, Various forms, Booklets, Passbook etc. for Uttar Bihar Gramin Bank daily on all working days and also on holidays if there are some urgent requirements.
- b. **Penalty Clause:** In case of delay in delivering the ordered stationary items and printing materials within specified period, the Bank may, without prejudice to any other steps it may take in this regard, impose penalty as under;

- 1% deduction of total work order charges for delay up to one day from the date of order.

- An incremental 0.5% per day penalty in applicable charges shall be imposed for delay on subsequent days except in case of "force majeure" as defined below.

**FORCE MAJEURE:**

Neither party shall be liable for any delay in performing obligations or for failure to perform obligations if the delay or failure results from any of the following (whether happening in India or elsewhere) FORCE MAJEURE, Act of God or any governmental Act, fire, earthquake, explosion, accident, industrial dispute, civil commotion or anything beyond the control of either party. The parties hereto shall make all reasonable endeavor's to minimize any such delay. Upon cessation of the event giving rise to the delay, the parties shall, in so far as may be practicable under the circumstances, complete performance of their respective obligations as described in these terms and conditions.

**2. Applicable Law and Jurisdiction: -**

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Courts at Muzaffarpur.

**3. Process for evaluation of Pre-Qualification Bid:**

Pre-Qualification bids shall be opened by a committee constituted by the Bank for the evaluation of the applications/Bids. After evaluation of the Pre-Qualification bids, a list of applicants who are eligible for further processing of the bids shall be prepared by the Bank based on the pre-qualification criteria prescribed by the Bank. Pre-Qualification Bids shall be evaluated based on the documents / information furnished by the applicants / bidders, eligibility criteria prescribed by the Bank. The decision of Uttar Bihar Gramin Bank in this regard shall be final and binding on the applicants / bidders. In case of any variations / conditions / deviations stipulated by the applicants / bidders in their Pre-Qualification bid, the same will not be accepted by the Bank.



#### **4. DELIVERY SCHEDULE, LIQUIDATED DAMAGES**

The stationary item for which work order is issued should be supplied in our offices as per the time schedule prescribed by the Head Office/Bank. No extension of time from the due date stipulated in individual orders shall be granted. Non-adhering to the supply schedule will attract penalty that may be charged by the Bank from time to time, at its discretion, apart from initiating necessary action that may be considered necessary by the bank.

In case printer fails to supply the said stationery items due to quantity or fails to supply the said stationery items as per the specified delivery schedule/ if the quality of the finished product/ paper used/ design/ specification etc., is/are not as per the tender terms/ as per the specimen given, (even if defect is found in one of the specimens) the Bank shall be at liberty to cancel the entire order for the undelivered number of stationery, if any, besides, de-listing the printer from the empaneled list and seize the EMD amount and also denying them any future empanelment in the Bank.

#### **5. WARRANTY:**

I) The stationery to be printed and supplied shall be under printer's comprehensive all-inclusive warranty for a period of one year from the date of satisfactory supply.

II) During the warranty period the printer shall at his/her own cost replace any defective stationery, free of cost to the Bank. Any defect including defective stitching, gumming, fading of printed matter, fading of colours/ art work, defective arrangement of paper, any other defects etc., should be replaced by the printer at his/her own cost.

III) Any defect in quality or shortfall in the quantity of stationery supplied will be intimated to the printer by the Bank and the printer shall rectify the defect or make good the shortfall within 15 days of such reporting. If the defects could not be rectified within the said period of 15 days the printer should replace the same free of cost. Transportation and other costs in this regard, if any, shall be borne by the printer.

IV) Failure to attend to complaints within 15 days will attract penalty as per liquidated damages. The penalty shall be recovered from the printer's bills or from the performance security deposit.

#### **6. Presentation of bills:**

a) The vendor shall present the bills to the Head Office Muzaffarpur. The bills should clearly indicate the details of the supplies made such as name of the item, quantity, rate (MRP), indent No. with date, receiving etc. and any other information required by the Bank.

b) The bills submitted should be supported by the original indent and must be in a printed format mentioning clearly the name of the vendor, his/ her address and Contact Number, PAN/TAN/GST No. etc. and must be certified by the concerned official in UBGB before presenting for payment.

c) Incomplete bills not accompanied by any of the particulars mentioned in (a) and (b) above will not be entertained.

#### **7. Payment of Bill:**

Payment of the bill presented will normally be settled within 30 days from the date of presentation of the bill. However, no interest/damages shall be payable by the Bank in case the payment is delayed beyond 30 days



for any reasons. The payments shall be made through NEFT for which vendor should give requisite details of bank address, name of the branch, account number, IFSC Code etc.

#### **8. Non-disclosure:**

The vendor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems/ equipment etc., which may come to the possession or knowledge of the vendor or its employees during the course of discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The vendor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The vendor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The vendor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The vendor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

#### **9. Indemnity:**

The successful bidder(s) will agree to indemnify and hereby keep the Bank indemnified against all claims, losses, damages, cost, expenses which Bank may suffer or incur on account of any acts of omission or commission, negligence, fraud, default or misconduct, breach of duties and obligations, breach of covenants, breach of representations and warranties, breach of confidentiality, on the part of vendor or on the part of its employees, agents, constituents for their respective duties or obligations in terms of this Arrangement.

#### **10. Termination Policy:**

a) The Bank reserves the right to levy penalty for reasons such as poor/ deficient service, delay in delivery of order fraudulent activities, deficiency in the quality of items, material, hygiene, etc. as mentioned Para-1 (b). In case of any dispute in this regard, the decision of the Bank shall be final and binding.

b) The Bank also reserves the right to remove the vendor from empanelment by giving a notice of 30 days without assigning any reasons thereof.

c) **Mutual Termination:** The vendor(s) who wish to exit from the empanelment shall give a notice by assigning the reason(s) thereof. On acceptance by the Bank, the vendor(s) shall be removed from the list after a period of 30 days from the day of acceptance by the Bank.

#### **11. Contacting the Bank**

Any effort by a bidder to influence the Bank in evaluation of the Bank's bid, bid comparison or contract award decision may result in the rejection of the Bidders' bid. Bank's decision will be final and without prejudice and will be binding on all parties.

#### **12. SIGNING OF CONTRACT**

The successful bidder(s) shall be required to enter into an empanelment contract with UBGB, within 7 days of the notification of empanelment or within such extended period as may be specified by Uttar Bihar Gramin Bank, Head Office, Sharma Complex, Kalambagh Chowk, Muzaffarpur, Bihar, 842001, on the basis of the Tender Documents, the



RFP/Tender of the successful bidder, the letter of acceptance and such other terms and conditions as may be determined by the Bank to be necessary for the due performance of the work in accordance with the Bid and the acceptance thereof, with terms and conditions shall be contained in a Memorandum of Understanding to be signed at the time of execution of the Form of Contract. Signed copy of this RFP documents shall form part of the contract documents.

### **13. CONFIDENTIALITY**

The bidder(s) agree to maintain confidentiality and secrecy of all information received by them and/or their personnel, employees, staff, agents, representatives, tangible or intangible, either directly or in the course of dealing with each other and or its employees and/ or its clients. The Vendor further undertake to utilize such information only for the normal course of business purpose of this Agreement/RFP and not for any other purpose, or which may prove detrimental to the interest of the Parties and/or its employees and/ or its clients.

### **14. Assignment: -**

The successful bidder(s) shall not assign, in whole or in part, its obligations to perform under the contract, except with the Bank's prior written consent.

### **15. NON DISCLOSURE & USE OF CONTRACT DOCUMENTS AND INFORMATION**

The successful bidder(s) shall not, without the Bank's prior written consent, make use of any document or information provided by Supplier in Bid document or otherwise except for purposes of performing contract.

16. All the expenses required for execution of the agreement shall be borne by the vendors/suppliers/agency.

17. The empanelment shall remain valid for three years from the date of coming into existence subject to periodical review of performance. Any empanelled vendor with poor review may be removed from the panel without any claim for compensation and may also be liable to be debarred from participating in any tender or dealings with the Bank for a period of three years.

18. Applications not submitted as per the guidelines stated above and/or applications containing false or inadequate information are liable for rejection. Decision of the Bank in this regard shall be final.

19. All pages of the application including all enclosures should be numbered, duly filled in, signed and stamped by the bidder or by his authorized representative, must be submitted. Offers received without signature and seal on all pages are liable to be rejected.

20. Applicants are requested to see the tender site [www.ubgb.in](http://www.ubgb.in) regularly before the due date of submission for changes, if any, which may be uploaded subsequently in respect of this tender.

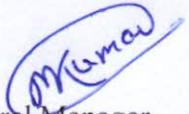
21. Bank reserves the right to reject any or all the applications without assigning any reason thereof and reserves the right to reissue tender if required.



22. In case the contract is terminated prematurely by the act/omission on the part of the vendor, he shall make temporary arrangement for the services provided by him for a period of 3 months or till Bank appoints new vendors or whichever is earlier.
23. In the scenario of vendors not responding to the orders by UBGB on three occasions, they may be delisted by the Bank.
24. UBGB reserves the right to seek clarification from any vendor at any point of time.
25. If information provided by the bidder is found incorrect at any point of time during tendering process and even after award of the tender and empanelment arrangement will be immediately terminated and the vendor shall be delisted.
26. **Printers**, who are already in our panel should also submit their applications afresh for Empanelment along with all required enclosures.
27. The vendors shall be solely responsible for compliance with the provisions of all central and state laws, various taxes (Income tax, etc.), labour and industrial laws, such as minimum wages, compensation, EPF, bonus, gratuity, etc. such as Contract Labour (R&A) Act 1970, Contract Labour (Regulation and Abolition) 8 Central Rules, 1971; Child labour (Prohibition and Regulation) Act, 1986; Minimum Wages Act (Central) Rules, 1950; Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employee Liability Act, 1938; Employees' Act, 1923; Industrial Dispute Act, 1947; Maternity Benefit Act 1961, and any other act/rules of state/central Government, /Municipal Corporation prevailing under the jurisdiction, relating to persons deployed for providing services to Uttar Bihar Gramin Bank.
28. The whole of the works as per the work order shall be executed by the bidder and the bidder shall not directly or indirectly transfer, assign or sublet the work or any part, share or interest therein without written consent of the Bank. Notwithstanding the above, the decision of the Bank's to grant such permission shall be final and binding on the bidder.
29. The Bank does not accept any conditional bids. If there are any conditions in the bid submitted by the vendor, the bid shall be rejected without assigning any reason thereof.
30. The staff/ employees deployed by the vendor as delivery staff for supplying the requirements do not confer any right to be the employees of Uttar Bihar Gramin Bank. In any event, there shall be no employer-employee relationship between the Bank and the bidder/the persons deployed for the purpose of providing services to the Bank.
31. The vendor shall not make any changes, additions or alternations in the orders placed. Prior permission shall be obtained before making changes (if any).
32. The Bank may for any reasons whatsoever or without assigning any reason thereof discontinue the empanelment arrangement before the expiry of the period mentioned in this agreement by issuing a notice of 30 days to the vendors. However, the Bank reserves right to place order during the notice period and the vendor shall be liable to supply the material as required by the Bank.



33. Original documents should be produced to the bank, on request, in case it is needed for cross-verification of information by the Bank, failing which empanelment application is liable to be rejected
34. The printer should be in possession of [a] PAN, [b] VAT/ CST/ TIN/GST [c] Service Tax Registration Number and [d] permission/ license to carry on business at the address furnished in the application. Self-attested photocopy of all these certificates should be enclosed to the empanelment application.
35. The Bank reserves the right to add/delete /modify any terms and conditions besides reserving the right to accept or reject the applications. Accepting the application by the Bank would not guarantee the award of work.

  
General Manager  
Uttar Bihar Gramin Bank  
Head Office-Muzaffarpur



TENDER APPLICATION (On letter head)

Description: Application for Empanelment of Vendors/Printers for Stationary items and printing materials

To  
The General Manager  
Uttar Bihar Gramin Bank  
Head Office-Muzaffarpur  
Kalambagh Chowk  
Muzaffarpur Bihar-842001

Dear Sir,

This is in response to your tender notice reference Ref. No.

Dated .

Having examined the Tender document, we hereby submit all the necessary information and relevant documents for empanelment as Vendors/Printers for supply of Stationary items and printing materials.

It is certified that the information furnished in this document is authentic. We hereby authorize Uttar Bihar Gramin Bank to make independent enquiries to verify the information furnished by us.

We understand that Bank reserves the right to reject any or all applications without assigning any reason thereof.

Date :

Signatures with seal/capacity

- Encl.: 1) Schedules duly filled in the prescribed form.  
2) Demand draft for Rs.1,00,000/- being the EMD amount & Tender Fee.  
3) Copy of Partnership Deed or Registration Certificate.  
4) Balance Sheets and Profit & Loss Accounts for 3 years.  
5) Sales Tax Registration (GST) Certificate.  
6) Trade license no.& date of issue.  
7) Name of Banks/PSUs whose printing work are being done along with their Performance certificates  
8) SSI Registration number,if any  
9) Copy of empanelment enlisted with nationalized bank/Nationalized Insurance Company/other PSU  
10) Address Proof (Electricity Bill / Telephone Bill / Rent Receipt /Municipal Tax Receipt etc in the name of firm reflecting the address.



Annexure-I

Description: Application for Empanelment of Vendors/Printers for Stationary items and printing materials

DETAILS OF ORGANISATION      General Information:

1. Name and address of the Firm
2. Address of Office and Press.
3. Contact Person :
4. (a) Telephone :                      (b) Mobile :
5. (c) Fax :                      (d) E-mail :
6. Place of incorporation/ registration
7. Year of Incorporation/ registration

II. Name and address of Owners/Partners/Directors:


III. Number of Employees;

	Regular	Parttime
Skilled	---	---
Unskilled	---	---

IV. Structure and Organization

A. The applicant is a Limited Company/Corporation/Partnership/Proprietorship

B. Number of years of experience in similar work

C. Were you ever required to suspend the activity for a period of more than six months continuously? If so, give details

D. Have you ever left any orders placed with you incomplete? (If so, give details and reasons for not executing the orders)

E. Give details of your experience in execution of printing jobs of Institutional customers (PSU Bank / Insurance Company)

F. Have your firm been debarred or Black listed for tendering in any organization? If so, give details.



Annexure-II

Description: Application for Empanelment of Vendors/Printers for Stationary items and printing materials

FINANCIAL STATEMENT:

**B. General:**

Name of Applicant

Name of Banker

Address of Banker

Telephone  
information

Contact person with Designation. Financial  
Previous three financial years (Rs. In lacs)

2018-19      2019-20      2020-21

1. Total Assets
2. Current Assets
3. Total liabilities
4. Current liabilities
5. Profits before taxes
6. Profits after taxes
7. Net Worth
8. Working Capital

Note:

1. Applicants should provide financial information to demonstrate that they access to adequate financial resources to meet the cash flow requirements of the proposed works and other existing commitments. Each applicant must fill in the form. If necessary, use separate sheets to provide complete information.
2. Copies of the audited balance sheets with profit and loss accounts for the last 3 years to be attached.

**C. ANNUAL TURN OVER DATA FOR LAST THREE YEARS**

YEAR TURNOVER IN RS. LAKHS.

2018 – 2019

2019 – 2020

2020 – 2021

AVERAGE ANNUAL TURNOVER

Note:1. All individual firms must complete the information in this form. The information furnished should be the annual supply turnover in terms of the amount billed to clients for each year for Job done during each of the last three years.



**Annexure-III**

Description: Application for Empanelment of Vendors/Printers for Stationary items and printing materials

PLANT AND MACHINERY OWNED BY THE ORGANISATION

Name of Applicant

Sr no	P & Machinery	Year manufacture	Of capacity	Number

Description: Application for Empanelment of Vendors/Printers for Stationary items and printing materials

DECLARATION

I/We, the undersigned, do hereby declare that the statements made in the pre- qualification questionnaire forms and in the required attachments are true and correct.

The undersigned hereby authorize (s) and request (s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the BANK to verify this Statement or regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information, may be requested and agrees to furnish any such information at the request of the Bank.

\_\_\_\_\_  
(Signed by an Authorized Officer of the Company/Firm)

\_\_\_\_\_  
(Title of Officer)

\_\_\_\_\_  
(Name of Firm)

\_\_\_\_\_  
(Date)