

THE MAHARASHTRA STATE CO-OPERATIVE BANK LTD MUMBAI.

(Incorporating the Vidarbha Co-operative Bank Ltd.,)

Plot No.10 Town Centre CIDCO Aurangabad

Regional Office, Aurangabad.

Terms and Conditions for Supply of printing and stationery

We invite sealed tenders for personalized Stationery, Stationery Articles & Printing and Stationery for our Bank's Regional Office Aurangabad.

Suppliers are requested to submit their "**Technical Bid**" and "**Commercial Bid**" in Two Bid System in separate sealed envelopes on following address.

Address:-

Manager,

THE MAHARASHTRA STATE CO-OPERATIVE BANK LTD., MUMBAI.

(Incorporating the Vidarbha Co-operative Bank Ltd.,)

Plot No.10 Town Centre CIDCO Aurangabad

Regional Office, Aurangabad.

Terms & Conditions :-

1) For all types of Papers Carbon Papers and Miscellaneous stationery articles and Registers and Forms as per specimen and specifications mentioned in the tender document which can be obtained by the Tenderers from the above office from. dt.13/ 06 /2019 to 19 /06 /2019 during office hours.i.e.10.30 A.M.

2) The Tenders to be submitted in Technical Tender (Technical Bid) as per Annexure - "A" as well as Financial Tender (Financial Bid) separately as per Annexure - "B"

3) The Tender documents should be accomplished with duly signed terms and conditions enclosed separately in tender forms for each groups.

4) Tender document about 1) The Stationery Items and 2) Printing, terms, mentioned in the tender form can be purchased at the cost of Rs.200/- each with GST Charges from the office OR obtained by Registered Post by remitting Rs.250/- (Including the Cost of Postage) with GST Charges. This amount is not refundable under any circumstances. Tender forms duly filled should be submitted to the above address on or before 17.00 hours dt. 19/06 / 2019

The right to accept or reject one or more or all the Tenders without assigning any reason is reserved by the bank.

5) All the Tender must be accompanied by an earnest money deposit of Rs.5000/- to be submitted with Technical bid in the form of Cash /Demand draft drawn on any Bank in Aurangabad in favour of M.S.C.Bank R.O.Aurangabad **OR**

Name of A/c The Maharashtra State Co-op Bank Ltd.,Branch Aurangabad. A/C NO. 5138116450000220, IFSC Code- MSCI0082064 by NEFT/ RTGS for each group i.e. Stationery and Printing, Earnest money will not carry any interest.

Submission of EMD in other than ' Technical Bid Envelope ' is liable to be rejected on grounds of non submission of EMD

The EMD of the Bidders not qualified under " Technical Bid " and " Commercial Bid " will be returned in due course after opening of the financial bid of the technically qualified bidders. EMD of successful bidders will be refunded by bank after the end of contract.

The EMD Will be forfeited:-

i) If the bidder withdraws or amends the Bid during the period of bid validity. Specified in this bid document.

ii) If the Selected bidder fails to sign the contract within 15 days or fails to furnish security deposit / bank guarantee in accordance with the terms & conditions of the accepted tenders.

6) Firm whose Tender has been accepted shall have to furnish a security Deposit of 10% (Ten percent) of the total cost of Tender amount, within a week from the date of receiving intimation, this amount will be refunded without interest after one month after full and final satisfaction as per specimen supplied of the material as per order.

7) Bank reserves the right to accept, reject and split any Tender without assigning any reason whatsoever for rejection or splitting of the Tender.

Stationery supplier has to submit the tender forms to the bank duly signed by the authorised signatories of tenderers with the seal of the Company / firm quoting Designations of authorised signatory Address and contact details. Bids can be submitted on firm's / companies forms along with Technical details specification & description as per tender forms.

All tenders should be duly signed by authorized person (with name designation, date and seal of the company, with signatures on all pages) Also any correction / overwriting / communication should be duly authorized otherwise Tender may be liable for rejection .

The tender not submitted as per form given in Annexure " A" for Technical Bid and Annexure " B " for Commercial Bid will not be entertained. The documents / certificate mentioned as per Annexure " A" to be enclosed with Technical Bid. The

" Commercial Bid " should contain rates as per Annexure " B " as per quantity & specifications mentioned in tender forms along with details if any, as dimension fit by the bidder. The Technical bid will be complete with all technical details .

8) Rate for Each and every item should be quoted separately in each set.

9) The supply made should be exactly in accordance with the specifications. Descriptions and specimen which will be available for inspection at Regional office, Supply will not be accepted if it is not found according to the aforesaid requirements and specifications of the Bank.

10) Delivery should be given at the cost of printer/supplier at our Regional office at the predetermined time and date.

11) The delivery of articles shall have been made within the stipulated time mentioned in the tender time is the essence of the contract.

12) If quotation is approved and final order is placed with the printers/supplier he shall have to accept the same failing which, not only security deposit and tender deposit shall stand forfeited but also suitable legal action may be initiated, for the costs and consequences for which the printer/ suppliers shall be held responsible.

..3..

13) The supplier shall have to supply full quantity of the order placed for, and no part payment will be made for part quantities supplied by him.

14) No advance will be paid under any circumstances against supply.

15) No enhancement in rates will be allowed for any reasons what so ever & will be valid to the contract period or the new tender contract which ever is earlier .

16) Acceptance of tender will be communicated within three months from the date of opening of the tenders or as earlier as the Bank may deem fit.

17) Schedule Tender Process is as under :-

Sale of tender form	
Last date of submission duly filled Tenders	dt.19.06.2019
Opening of Technical Bid/ Tender	21 06 .2019 – 2.00 P.M to 3.00 P.M.
Opening of financial Bid/ Tender	21.06.2019 - 3.00 P.M. to 4.00P.M.
Place of Submission tender and Opening of Tender.	The Maharashtra State Co-operative Bank Ltd., Mumbai. Regional Office, Aurangabad Plot No.10 Town Centre CIDCO, Aurangabad

I/We have read the terms and conditions in this regards and I/We accept the same.

(Signature of the Tenderer)

Annexure "A"

TECHNICAL BID

1	Name of the Unit :-	
2	Office Address	
	Telephone No. / e-mail ID	
	Press/ Factory	
3	Name Designation Telephone No. email / ID of contact person:-	
4	List of the Bank to whom personalized (enclose the list) Stationery has been supplied by your company	
5	Pan No- GST NO- (Xerox Copy)	
6	Sales Tax No (Xerox Copy)	
7	IBA Approval Certificate Copy	
8	Balance Sheet Copy with I.T. return Xerox Copy	
9	Previous experience	
10	Major supply to the reputed institutes & Banks	
11	Signed Copy of Terms & conditions as per Tender Document	
12	EMD- RS-5000/-	

(Please furnish addresses of the Units)

AUTHORISED SIGNATORY
of Company & Seal

Financial Bid

Annexure B

**The Maharashtra State Co-operative Bank Ltd.Mumbai
(Incorporating the Vidarbha Co-operative Bank Ltd.)
Regional Office,Aurangabad. Including with GST Price
Tender for – Printing & Stationary (Registers)**

Sr No	Name Of the Articles	Quantity to be purchased	Rate Rs.	GST	Amount
1	2	3	4	5	6
1	Cheque book issuing Register book No.8:- 100 Pani each, 70 G.S.M. Ballarpur Ledger printing paper cloth Chit paperbinding (As per specimen)	5 Nos			
2	<u>Token Register :-</u> 200 Pages each 70 G.S.M.Ledger Ballarpur printing paper Cloth chit Binding (As per Specimen)	5 Nos			
3	<u>Pay Sleep Issued Register Book No 204 A</u> 300 Pages each -100 G.S.M Ballarpur leather Printing Paper cloth chith paper Binding (As per specimen)	5 Nos			
4	<u>Muster Book No.18</u> SIZE 17 “ x 13 ½ ” = 24 Folio each 17’x 27”- 100 G.S.M. Ballarpur Ledger paper with card cover 22" x28, 14-2 Center Thread chit ching lables (As per specimen)	10 Nos			
5	<u>Plain Register Book No.157</u> 200 Pages each 70 G.S.M. Ballarpur Ledger Printing paper cloth chit paper binding (As per specimen)	15 Nos			
6	<u>Cash Summary Book No 15</u> 200 Pages each 70 G.S.M Ledger Printing paper Leather binding (As per specimen)	6 Nos			
7	<u>Stock Register BRIO Book No.5</u> 200 Pages each 70 G.S.M .Ballarpur Ledger Printing paper, Leather binding (As per specimen)	12 Nos			
8	<u>Stock Register BRIO Book No.4</u> 200 Pages each 70 G.S.M .Ballarpur Ledger Printing paper, Leather binding (As per specimen)	10 Nos			

(Signature)

Financial Bid**Annexure-B****The Maharashtra State Co-operative Bank Ltd.Mumbai****Regional Office,Aurangabad.****Tender for - Printing & Stationary (Forms)**

Sr NO	Name Of the Articles	Quantity to be purchased	Rate Rs.	GST	Amount
1	2	3	4	5	6
1	Label form No,113 :- 100,G.S.M. White Ballarpur printing paper 100 pani Pade each Size(As per Specimen)	10 Pad			
2	Indent book :- 60 G.S.M White Ballarpur paper 100 x 2 first copy per ported both copies printing (As per Specimen)	12 Nos			
3	Promissory Note form No.F- 201 :- 200 pani pad 80 G.S.M Ledger Ballarpur printing paper ruling etc (As per Specimen)	6 Pad			
4	Saving A/c Paying slip book No. FA-8 a book consisting of 10 pages each both side Ballarpur Printing paper as per (As per specimen)	3000 Form			
5	Duplicate memo book A4 size 200 Pani each 60 GSM white Ballarpur printing paper cloth chif biding (As per specimen)	8 Nos			
6	Saving bank Withdrawal Slip :- 100 Pani 60 G.S.M. White printing paper Ballarpur (As per Specimen)	50 Pad			
7	White rough block of 100 pani each :- 60 G.S.M. White Ballarpur paper A-4 size (As per Specimen)	50 Pad			
8	Letter Head (thick) Big size- :- 200 pani Each pad 80 G.S.M. white Royal Executive Bond paper A-4 size (As per Specimen)	120 Pad			
9	Continuation sheet (Thick) big size :- 200 pani Each pad 80 G.S.M. white Royal Executive Bond paper A-4 size (As per Specimen)	160 Pad			
10	Daily stock statement BRIO/SSK Form No.G.K-3 :- 200 pani Each pad 60 G.S.M. white Ballarpur printing paper with putta binding (As per Specimen)	50 Pad			

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11	<u>Weekly stock statement BRIO/SSK Ltd No.F-G/K- 1:-</u> 60 G.S.M.white Ballarpur printing paper (As per Specimen)	300 forem			
12	<u>Intake memo F-19 (M)o/ O/ F - 45 :-</u> 60 G.S.M.White Ballarpur printing paper pad of 200 pani each patta binding (As per Specimen)	60 Pad			
13	<u>Delivery order challan No. GK-2</u> Green paper 200 pani each putta Binding (As per Specimen)	50 Pad			
14	<u>Annexure No.7 To Daily Statement</u> 60 GSM 200 Pani each Pad White Ballarpur Printing Paper (As per specimen)	10 Pad			
15	<u>Monthly Inspection Report BRIO SSG 60 GSM 5 page white</u> Ballarpur Printing Paper (As per specimen)	200 Set			
16	<u>Yellow block A-4 size (Big Size)</u> 100 pani each pad 60 G.S.M. Yellwo Ballarpur paper printing margined with Red ink stitched with one side putta cover (As per specimen)	35 Pad			
17	<u>Under teking form No2</u> 60 G.S.M F/S Legal printing paper (As per specimen)	100 form			
18	<u>F.D. Slip</u> 60 G.S.M. Red Ballarpur printing paper putta binding 200 pani each pad (As per specimen)	12 pad			

(Signature)

Financial Bid

Annexure-B

The Maharashtra State Co-operative Bank Ltd.Mumbai
(Incorporating the Vidarbha Co-operative Bank Ltd.)

Regional Office,Aurangabad.

Tender for- Printing & Stationary (Stencil Carbon papers)

Including with GST Price

Sr No	Name Of the Articles	Quantity to be purchased	Rate Rs.	GST	Amount
1	2	3	4	5	6
1	Stampad ink Blue (110 ML)	8			
2	Stampad ink Red (110 ML)	6			
3	Camlin Errazer :- Correcting fluid & diluter whitener 15 ml bottle / Pen	30 Nos			
4	Gum Bottle :- (plastic Container)300 ML Camel	05 Nos			
5	Pencil corbon ¼ size :- (Blue) small size Koreas Supphire 100 sheet each Box	06 Nos			
6	Sketch pen Box :- (one Box 12 Nos each) Camel	06 Nos			

(Signature)

Financial Bid

Annexure-B

The Maharashtra State Co-operative Bank Ltd.Mumbai
(Incorporating the Vidarbha Co-operative Bank Ltd.)

Regional Office,Aurangabad.

TENDER FOR :- Printing & Stationary
MISCELLANEOUS STATIONARY

13	Name Of the Articles	Quantity to be purchased	Rate Rs..	GST	Amount
1	2	3	4	5	6
1	<u>Stapler pin 24/6 size :-</u> KANGARO brand , 1000 pin each big Size	60 Packet			
2	<u>Pin Boxes of 40 grams :-</u> (Vikram brand)	25 Box			
3	<u>Pin Cushions :-</u> (As per specimen)	--			
4	<u>Daters :-</u> (As per specimen)	15 Nos			
5	<u>Rubber brand (Thick) :-</u> big size 100 Grams (As per specimen) Nylon	25 Packet			
6	<u>Duster (thin)18x18 (Cotton) :-</u> (As per specimen)	100 Nos			
7	<u>Pencil Black (Nat raj brand)HB :-</u>	120 Nos			
8	Sponge Spot. (As per Specimen)	20 Nos			
9	<u>Stapler Machine Diamond tuch :-</u> 24/6 Joti Industries	12 Nos			
10	<u>Punching Machine :-</u> (Big) Kangaroo brand	12 Nos			
11	<u>Poger (Steel Body :-</u> (Superior quality)	--			
12	<u>Loose lace :-</u> White (Cotton) per bundle 100	30 Bundle			

13	<u>Rulld Book</u> :- (Plane Register Four quire) Full Size	15 Nos			
14	<u>UClips(Vikram brand):</u> _small box of 100 Nos	30 Nos			
15	<u>Stamp pad</u> :- (Camel) Small	6 Nos			
16	<u>Stamp pad</u> (Camel) Big	8 Nos			
17	<u>Two quire registered 1/2 size</u> :- (Full size) (Superior quality)	20 Nos			
18	<u>Stapler Machine small :-</u> (Kangaroo brand)	40 Nos			
19	<u>Stapler Machine Pin small :-</u> (Kangaroo brand)	60 Nos			
20	<u>Cello tape 1.1/2" size Big</u>	24 Nos			
21	Scissor (Big)	3 Nos			
22	Pin Box of 100 G.M Vikram	30 Nos			
23	Exercise book 200 Pages	12 Nos			
24	Cello Tape 1 Small	15 Nos			
25	Pointed Poger (Table)	6 Nos			

(Signature)

Financial Bid **Annexure-B**
The Maharashtra State Co-operative Bank Ltd.Mumbai
(Incorporating the Vidarbha Co-operative Bank Ltd.)
Regional Office,Aurangabad.

TENDER FOR Printing & Stationary

TENDER FOR:- ENVELOPES/FOLDER/INSURED COVER/PUDA COVER/FILES ETC.

Sr No	Name Of the Articles	Quantity to be purchased	Rate	GST	Amount
1	<u>White envelops 9.1/2" x 4. 1/2 " size</u> white maplitho paper 70 grams with bank s name and address printing and be supplied in boxes of 500 each per bundle 100 x 5=500 (As per Specimen)	4000 Nos			
2	<u>Manila Window 9.1/2" x 4. 1/2 " size Brown</u> (As per Specimen) in Boxes 500 each Gallatin window grams with Bank name and address printed 500 each per bundle 100 x 5=500 (As per Specimen)	4000 Nos			
3	<u>Insured Cover 9.5X 14 Size</u> Andhra libbed craft paper posted with canvas with bank name address printed per bundle 100 (As per Specimen)	600 Nos			
4	<u>Puda Cover</u> Green paper pasted with canvas 20 " x 30 "= 42 x 6 Ledger paper 70 grams craft papers	3000 Nos			
5	<u>Forur flap folder</u> (As per Specimen)	24 Nos			
6	<u>Head Office Pocket</u> size 12 x 16 (As per Specimen)	600 Nos			
7	<u>White Plastic folder</u> (HRDM Dept.) (As per Specimen)	35 Nos			
8	<u>Brown plastic folder</u> (A/c & Br. Dept) with Bank name printed (As per Specimen)	35 Nos			
9	<u>Blue plastic folder</u> (CAF/ AIC Dept.) with Bank name printed (As per Specimen)	35 Nos			
10	<u>Red plastic folder</u> (Cash Credit Dept.) with Bank name printed (As per Specimen)	35 Nos			

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11	<u>Chocolaty plastic folder</u> (Recovery Dept.)with Bank name printed (As per Specimen)	35 Nos			
12	FDR Plastic cover with bank name Printing	1500 Nos			
13	Clip File (As per Specimen)	50 Nos			
14	Less File With Less	100 Nos			

(Signature)

Financial Bid

Annexure-B

The Maharashtra State Co-operative Bank Ltd.Mumbai
(Incorporating the Vidarbha Co-operative Bank Ltd.)
Regional Office,Aurangabad.

Tender for - Printing & Stationary (Papers)

Sr No	Name Of the Articles	Quantity			
			Rate Rs.	GST	Amount
1	2	3	4	5	6
1	<u>Zerox paper A/4 size</u> 70 G.S.M. B2B Copier (one rim 500 Nos)	250 Rim			
2	<u>Computer print paper's 15" x 12</u> <u>" size</u> <u>(Big Size)</u> 70 G.S.M. Computer paper's Bank Logo printed Bank name, per Bundle 1000 Papers (As per specimen)	10,000			
3	<u>Computer print paper's 10 x 12</u> <u>" size</u> <u>(small Size)</u> 70 G.S.M. Computer paper's Bank Logo printed Bank name, per Bundle 1000 Papers (As per specimen)	20,000			
4	Ledger Paper <u>1/4</u> Size reputed Brand (Legal Size)	6 Rim			
5	<u>Typing Paper plen</u> 50 G.S.M. rim 500 Nos	30 Rim			

(Signature)

