

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 of 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.18th May- 2017 to 07th -June-2017 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 from the office OR obtained by Registered Post by remitting Rs.250/- (Including the Cost of Postage) 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.07-June-2017

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- MSC10082064 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 alongwith 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 dimensioned 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 .

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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	07.06.2017
Opening of Technical Bid/ Tender	08 th .06.2017 – 2.00 P.M to 3.00 P.M.
Opening of financial Bid/ Tender	08 th .06.2017 - 2.00 P.M. to 3.00 P.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)

Financial Bid

Annexure B

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

Regional Office,Aurangabad.

Tender for - Registers

Sr No	Name Of the Articles	Quantity to be purchased	Rate Rs.	Amount
1	2	3	4	5
1	Postage book (General Outward)Book No 12 :- (R.O.)SIZE 8 ½ “ X 13 ½ ” 17’x 27”= 300 Pages each 8.9 Kgs -60 G.S.M White Ballarpur Printing Paper chit paper cloth Binding RBH (As per specimen)			
2	General Inward Book No 19 :- SIZE 8 ½ “ X 13 ½ ” 500 Pages each 17’x 27”- 8.9 Kg. 60 G.S.M White Ballarpur printing paper chit paper cloth Binding(As per specimen)			
3	Cheque book issuing Register book No.8:- 100 Pani each, 70 G.S.M. Ballarpur Ledger printing paper cloth Chit paperbinding (As per specimen)			
4	Counter Cash Received Book No.26:- 200 Pages each 100 G.S.M.Ledger Ballarpur printing paper leather Binding (As per Specimen)			
5	Insurance ledger Book No.132:- 400 Pages each -100 G.S.M Ballarpur Printing paper leather Binding (As per specimen)			
6	Clearing House Register (Inword/ Outword) Br. :- 200Pani 80, G.S.M White Ballarpur Ledger Paper cloth chit paper ledger Binding (As per specimen)			
7	R.C. Book form No.41 (C) size 8 1/2" x 13 1/2 " Pads 200 Pani cash 17 "x27" 8.9 Kg. 60 G.S.M. white Ballarpur Printing Paper rulings etc. (As per pecimen)			

(Signature)

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Sr No	Name Of the Articles	Quantity to be purchased	Rate Rs.	Amount
1	2	3	4	5
8	Short Margin Register Book :- 200 Pages each 70 G.S.M. White Ballarpur Cloth Chit Printing Paper (As per Specimen)			
9	Drawal Register.:- 200 Pages each 60 G.S.M. White Ballarpur Printing Paper Cloth Chit binding (As per Specimen)			

10	Document Register Book No.			
11	Token Register Br.			
12	Postage Book No.12 Branch			
13	Postage Book No.12 B.R.I.O.			
14	<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)			
15	<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)			
16	Nomination Register for Deposit form D.S.1,2,3			
17	Quarterly interest cum- Recurring deposit Book No.166			
18	<u>Counter Cash paid Book No.27</u> 200 Pages each 100 G.S.M Ledger Printing paper Leather binding (As per specimen)			
19	<u>Document Register Book No.146</u> 200 Pages each 100 G.S.M .Ballarpur Ledger Printing paper, Leather binding (As per specimen)			
20	Demand Draft Payable Register Book No.140			

(Signature)

Financial Bid

Annexure-B

The Maharashtra State Co-operative Bank Ltd.Mumbai
Regional Office,Aurangabad.
Tender for - Forms

Sr NO	Name Of the Articles	Quantity to be purchased	Rate Rs.	Amount
1	2	3	4	5
1	<u>T.A.D.A. Dairy Form</u> :-Set of , 7 form , 70 G.S.M white Ballarpur printing paper (As per specimen)			
2	<u>Label form No,113</u> :-100,G.S.M. White Ballarpur printing paper 100 pani Pade each Size(As per Specimen)			
3	<u>Indent book</u> :- 60 G.S.M White Ballarpur paper 100 x 2 first copy per ported both copies printing (As per Specimen)			
4	<u>Promissory Note form No.F- 201</u> :-			

	200 pani pad 80 G.S.M Ledger Ballarpur printing paper ruling etc (As per Specimen)			
5	<u>Application Member Ship (B Class Form)</u> ;- 100 G.S.M Ballarpur Ledger printing paper (As per Specimen)			
6	<u>Saving & current , Term deposit Account opening set of form</u> 100 GSM white Ballarpur Printing paper as per (As per specimen)			
7	<u>Saving A/c Paying slip book No. FA-8</u> a book consisting of 10 pages each both side Ballarpur Printing paper as per (As per specimen)			
8	<u>Recurring A/c opening from No -FA-</u> 100 GSM Ballarpur ledger printing paper (As per specimen)			

(Signature)

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Sr. No.	Name Of the Articles	Quantity to be purchased	Rate Rs.	Amount
1	2	3	4.00	5.00
9	<u>Current A/c paying Slip form No .A - 6 (E)</u> 100 pani each in 60 G.S.M white Ballarpur printing paper (As per specimen)			
10	<u>Society Paecimen Signature Card From-No.A-20</u> :-100G.S.M white Ballarpur printing paper (As per specimen)			
11	<u>Saving bank Withdrawal Slip :-</u> 100 Pani 60 G.S.M. White printing paper Ballarpur (As per Specimen)			
12	<u>White rough block of 100 pani each :-</u> 60 G.S.M. White Ballarpur paper A-4 size (As per Specimen)			
13	<u>Letter Head (thick) Big size- :-</u> 200 pani Each pad 80 G.S.M. white Royal Executive Bond paper A-4 size (As per Specimen)			
14	<u>Continuation sheet (Thick) big size :-</u> 200 pani Each pad 80 G.S.M. white Royal Executive Bond paper A-4 size (As per Specimen)			
15	<u>From No-L 74 Promissory Note</u> 80 GSM 200 Pani each pad Ballarpur Printing Paper (As per Specimen)			
16	<u>Safe Deposit vault SF-6</u> 100 GSM pad Ballarpur Printing Paper (As per Specimen)			
17	<u>Memorandum for lease of safe deposit vault locker from No. SF-7 :</u>			
18	<u>Deed of Hypothecation from No.16 as per 80 GSM</u> pad Ballarpur Printing Paper (As per Specimen)			

19	Individual Specimen Signature card from No.A-20 (S) 100 GSM Ballarpur Printing Paper (As per Specimen)			
20	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)			
21	Weekly stock statement BRIO/SSK Ltd No.F-G/K- 1 :-60 G.S.M.white Bllarpur printing paper (As per Specimen)			

(Signatuer)

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Sr No	Name Of the Articles	Quantity to be purchased	Rate Rs.	Amount
1	2	3	4	5
22	Intake memo F-19 (M)o/ O/ F - 45 :- 60 G.S.M.White Bllarpur printing paper pad of 200 pani each patta binding (As per Specimen)			
23	Delivery order challan No. GK-2 Green paper 200 pani each putta Binding (As per Specimen)			
24	Safe diposit locker Rent Form SF- 5 80 G.S.M Ledge Ballarpur Printing Paper (As per specimen)			
25	Deed of pledge from 80 GSM Ballarpur Ledger Printing Paper (As per specimen)			
26	Annexre No.7 To Daily Statement 60 GSM 200 Pani each Pad White Ballarpur Printing Paper (As per specimen)			
27	Debit Voucher Single Form No.A-14 SIZE 8 ½ ”x 4 ½ ” paper 17’x 27” 8.9 kg-60 G.S.M. Red A.V.M. Ballarpur printing paper one side printing of 200 pani each (As per specimen)			
28	Debit Voucher Duplicate Form No.CD 65 B SIZE 8 ½ ”x 4 ½ ” paper 17’x 27” 8.9 kg-60 G.S.M. White Ballarpur printing paper one side printing of 100 x 2 both copies printed in Red ink only (As per specimen)			
29	Debit Voucher Triplicate Form No.CD 65 B SIZE 8 ½ ”x 4 ½ ” paper 17’x 27” 8.9 kg-60 G.S.M. White Ballarpur printing paper one side printing of 100 x 3 all copies printed in Red ink only (As per specimen)			
30	Credit Voucher Triplicate Form No.CD 65 B SIZE 8 ½ ”x 4 ½ ” paper 17’x 27” 8.9 kg-60 G.S.M. Green A.V.M.Ballarpur printing			

	paper one side puda binding etc. pads of 200 pani each (As per specimen)			
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31	<u>Credit Voucher Single Form No.A-13</u> SIZE 8 ½ ”x 4 ½ ” paper 17’x 27” 60-G.S.M. Green A.V.M.Ballarpur printing paper one side puda binding etc. pads of 200 pani each (As per specimen)			
32	<u>Credit Voucher Duplicate Form No.CD 65 B</u> SIZE 8 ½ ”x 4 ½ ” paper 17’x 27” 8.9 kg-60 G.S.M. Green A.V.M.Ballarpur printing paper one side printing Both Copies printed with puda binding pads of 100x2 each (As per specimen)			
33	Overdraft / Fixed Loan application form No.202			
34	Cash Verification From			
35	<u>Note Bundle Cover</u> 100 pani each pad 60 G.S.M. white Ballarpur printing paper (As per specimen)			
36	Guest House Charges Receipt Form			
37	Reason or Cheque return From No.A+31			
38	Saving Bank Pass Book			
39	Continuing guarantee form No.202 A-			
40	<u>Yellow block A-4 size (Big Size)</u> 100 pani each pad 60 G.S.M. Yellow Ballarpur paper printing margined with Red ink stitched with one side putta cover (As per specimen)			
41	Monthly inspection report (BRIO) SSG			
42	<u>Out door duty forms (O/D Slip Form</u> As per Specimen 100 pani each			
43	<u>F.D. Slip</u> 60 G.S.M. Red Ballarpur printing paper putta binding 200 pani each pad (As per specimen)			
44	<u>F.D.Application form</u>			
45	<u>Agreement Forms</u>			

(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 :- MISCELLANEOUS STATIONARY

Sr No	Name Of the Articles	Quantity to be purchased	Rate Rs..	Amount
1	2	3	4	5
1	Stapler pin 24/6 size :- KANGAROO brand , 1000 pin each big Size			
2	Pin Boxes of 40 grams :- (Vikram brand)			
3	Pin Cushions :- (As per specimen)			
4	Daters :- (As per specimen)			
5	Rubber brand (Thick) :- big size 100 Grams (As per specimen) Nylon			
6	Clip (Big) :- (As per specimen)			
7	Duster (thin)18x18 (Cotton) :- (As per specimen)			
8	Pencil Black (Nat raj brand)HB :-			
9	Scale (Plastic) "12 Length :- (Superior quality)			
10	Sponge Spot. (As per Specimen)			
11	Stapler Machine Diamond tuch :- 24/6 Joti Industries			
12	Calendar Stand (brite desik) Plastic			
13	Punching Machine :- (Small) Kangaroo brand			
14	Poger (Steel Body :- (Superior quality)			
15	Loose lace :- White (Cotton) per bundle 100			
16	Rulld Book :- (Plane Register Four quire) Full Size			
17	UClips(Vikram brand):- small box of 100 Nos			
18	Stamp pad :- (Camel) Small			
19	Stamp pad (Camel) Big			

(Signature)

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20	Pencil Rubber (Camel)			
21	Waste paper basket :- (As per Specimen)			
22	Two quire registered 1/2 size :- (Full size) (Superior quality)			
23	Stapler Machine small :- (Kangaroo brand)			
24	Stapler Machine Pin small :- (Kangaroo brand)			
25	Ledger markers (flag) (As per specimen) per bundle 100			
26	Cello tape 1.1/2" size Big			

27	Paper weight plane glass :- (As per specimen)			
28	Shopner (Nat raj)			
29	Pin Box of 100 G.M			
30	Exercise book 100 Pages			
31	Exercise book 200 Pages			
32	Cello Tape 1 ½ Small			
33	Sootali			

(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 - Papers

Sr No	Name Of the Articles	Quantity to be purchased		
			Rate Rs.	Amount
1	2	3	4	5
1	<u>Zerox paper A-3 (Statement) size</u> 70 G.S.M. Easy Copier(one rim 500 Nos)			
2	<u>Zerox paper A/4 size</u> 70 G.S.M. Easy Copier(one rim 500 Nos)			
3	<u>Computer print paper's 15" x 12 " size (Big Size)</u> 70 G.S.M. Computer paper's Bank Logo printed Bank name, per Bundle 1000 Papers (As per specimen)			
4	<u>Computer print paper's 10 x 12 " size (small Size)</u>			

	70 G.S.M. Computer paper's Bank Logo printed Bank name, per Bundle 1000 Papers (As per specimen)			
5	Ledger Paper 1/2 Size			

(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:- ENVELOPES/FOLDER/INSURED COVER/PUDA COVER/FILES ETC.

Sr No	Name Of the Articles	Quantity to be purchased	Rate	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)			
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)			
3	<u>Insured Cover 12 X 10 Size</u> Andhra libbed craft paper posted with canvas with bank name address printed per bundle 100 (As per Specimen)			
4	<u>Puda Cover</u> Green paper pasted with canvas 20 " x 30 "= 42 x 6 Ledger paper 70 grams craft papers			
5	<u>Lace files</u> Size 14. 1/2 " 10.1/2" + 32 putta with superior white 30 lace chit paper posting (As per Specimen)			
6	<u>Clip files</u> Yellow color 50-15 putta with Spring file (31.5) Bank name printed size 14 x 10 (As per Specimen)			
7	<u>Box files</u> Files with Kangaroo clip superior quality with index 14" x 11" (As per Specimen)			

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8	<u>White Plastic folder</u> (HRDM Dept.) (As per Specimen)			
9	<u>Brown plastic folder</u> (A/c & Br. Dept) with Bank name printed (As per Specimen)			
10	<u>Blue plastic folder</u> (CAF Dept.) with Bank name printed (As per Specimen)			
11	<u>Red plastic folder</u> (Cash Credit Dept.) with Bank name printed (As per Specimen)			
12	<u>Chocolaty plastic folder</u> (Recovery Dept.)with Bank name printed (As per Specimen)			
13	Plastic file brown			
14	FDR Plastic cover with bank name Printing			
15	Specimen Signature card cover with bank name printed (big size)			
16	Specimen Signature card cover with bank name printed (small size)			

(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 - Stencil Carbon papers

Sr No	Name Of the Articles	Quantity to be purchased	Rate Rs.	Amount
1	2	3	4	5
1	Camlin Errazer :- Correcting fluid & diluter whitener 15 ml bottle / Pen			
2	<u>Gum Bottle :-</u> (plastic Container)700 ML Camel			
3	<u>Gum Bottle :-</u> (plastic Container)300 ML Camel			
4	<u>Pencil carbon ¼ size :-</u> (Blue) small size Koreas Supphire 100 sheet each Box			
5	<u>Typing Carbon ¼ size :-</u> (Black) small size korus 100 sheets each box			
6	<u>Computer ribbon 13 mm x :-</u> 10 mtr. ABEE printer Ribbon			
7	<u>Sketch pen Box :-</u> (one Box 12 Nos each) Camel			
8	Muster Folder Cover			

(Signature)

Annexure "A"

TECHNICAL BID

1	Name of the Unit :-	
2	Office Address	
	e ; - Mall I D	
	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- (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	

(Please furnish addresses of the Units)

AUTHORISED SIGNATORY
of Company & Seal