

STATE BANK OF INDORE

518, Sheelnath Camp,
Opposite Kalyanmal Mill,
INDORE (M.P.).

Enquiry No. 05/2009-10

Date : 09/06/2009

Last Date of Submission : 23/06/2009 at 2.00
p.m.

TENDERER TO STAMP & SIGN EACH PAGE**QUOTATION FOR SUPPLY OF COMPUTER STATIONERY TENDER NO. 05/09-10****DATED 09. 06.2009**

Sealed quotations are invited for supply of computer stationery EZR/other stationery of different sizes to our office. Suppliers/Printers other than suppliers/printers registered with the bank can also furnish Quotations/Tenders fulfilling the following criterion –

- (1) Capital Investment Rs. 10 Lacs.
- (2) Minimum experience in the line 5 years.
- (3) SSI Unit should have NOC issued by Pollution Board.
- (4) SSI Registration is compulsory in the case of SSI UNIT.

Such tenderers should enclose balance sheet and other evidence in a separate envelop prominently mentioning there on "DOCUMENTS RELATING TO TENDER NO.05/09-10." to enable the bank to verify the above criterion. In absence of required documents QUOTATION WILL NOT BE OPENED.

2. The size of the paper and other specification are as under:-

S. No.	Mills Approved	Size & Printing Specifications		Quality Specifications		Quoted Rates for 1000 Sheets	
		Printing	Size	Paper	Grammage GSM	Mills Name	Rupees
1	Century, Bellarpur or TNPL Mills Paper only to be used.	EZR with Bank's name/logo as per sample (enclosed)	15x12x1 [132 Col.]	Cream Wove	70 [Net]	CENTURY	
					70 [Net]	BELLARPUR	
					70 [Net]	T.N.P.L.	
Paper sample should be enclosed with Tender.							

EZR STATIONERY:-

1. Bank's name, logo and Serial No. form part of the standard stationery, no printing or other charges shall be paid extra.
2. Quoted/approved rates shall be valid for 06 months.
3. Rates should be inclusive of all taxes/expenses present or future (e.g. including Sales Tax, VAT, Excise, Entry Tax etc.) and F.O.R. Door Delivery- Delivery - Direct at INDORE. No other charges direct/indirect such as Octroi/toll tax/coolie etc. shall be paid extra. A certificate to this effect that rates quoted by you are inclusive of all taxes/levies/duties, should be incorporated in your quotation letter. In normal circumstances, a minimum order of 1000 packets shall be placed by Stationery Department. Expected total orders in 06 months duration is expected 2000 packets (one packet containing 1000 sheets). Orders will be placed from time to time as per requirement. The total purchases may vary. Bank reserves it right to place order on the successful bidders till fresh tenders are invited.

4. Each bid should be accompanied with a Bank Draft of Rs. 10,000/- (Rupees Ten Thousand only) in the name of the Chief Manager, State Bank of Indore, Stationery Department, Indore as earnest money deposit (EMD). Quotations received without EMD shall be rejected out rightly. If bidder is maintaining security deposit of Rs. 10,000/- (Rupees Ten Thousand only) with us, he need not deposit EMD.
5. Latest audited Balance Sheet for preceding 2 years should accompany the quotations. Besides also mention the value of supplies made to major clients each year during the last two years. The bidder who is on bank's panel need not furnish these details.
6. A sample of each size of the stationery for which rates are quoted should be enclosed. This sample should specify the name of the supplier, their telephone no., the name of the Mill of whose paper is used and the gram mage.
7. Supplies are to be made in packing of 1000 sheets shrink packed form and each page is to be serially numbered, name of the supplier, their telephone no., the Mill name of which paper is used and the gram mage of the papers should invariably appear on each sheet between the edge and the perforated area (sheet only) and packing. Bank reserves its rights to get the paper tested from CPPRI, Institute of paper Technology, Saharanpur or Indian Institute of Packaging, New Delhi, at the cost of the supplier, if required and or send the paper to the concerned mill for verification. The paper must be used of only Paper Mills specified by the Bank i.e. (1) Century (2) Bellarpur and (3) TNPL. Any paper used, other than these mills, will not be accepted. Any deviation whatsoever, from the Bank's specifications shall be treated as breach of terms of tender and shall make the supplier/firm liable to be black listed/delisted and forfeiture of their, EMD/Security Deposit.
8. Delivery time - 15 days, F.O.R. INDORE.
from the date of issue of order.
9. The Bank has the exclusive right to allot the supply order to more than one supplier as per its. requirement.
10. The Tenderes or their authorized representative may be present at the time of opening of the tenders.
11. Bank Reserves its right to reject any or all the quotations at its sole discretion without assigning any reason whatsoever. The decision of the Bank's Purchase Committee will be final and binding.
12. Supplies should be made before the date fixed for each item, failing which the order will be treated as cancelled and Supplier will be held responsible for any loss suffered by the Bank.
13. Quotation once submitted will not be permitted to be backed out, and failure to execute the order in time will be seriously dealt with.
14. If any point need clarification do not hesitate to call at this Office during the working hours.

15. The successful bidders shall have to deposit a security deposit of Rs. 10,000/- (Rupees Ten Thousand only) & or 10% of value of goods within 7 days from the finalization of the tender to enable us to place orders on them. In case of failure to do so, the offer of supply on L-1 rates shall be passed on to the next bidder without any further reference. No correspondence in this regard shall be entertained. **The bidder maintaining Rs. 10,000/- as Security Deposit with us are exempted from this condition.**

16. The sealed cover containing Bid should be super scribed with the words:-

QUOTATION FOR COMPUTER STATIONERY

and address to :- Chief Manager
STATE BANK OF INDORE
Stationery Department,
518, Sheelnath Camp.
Opp. Kalyan Mill, INDORE (M.P.)

So as to reach this office on or before 23-06-2009 at 2.00 p.m. and will be opened on 23-06-2009 at 3.00 p.m. at Head Office in presence of tenderers and/or their representative.

17. Default Clause: There should be no breach of any terms and conditions by the vendor as agreed between the parties by this document. In case of any breach of terms and conditions narrated above which included delayed delivery, supply of defective/inferior quality material, inadequate quantity etc. the Bank may resort to impose any of the following:

- (i) Recover penalty for delayed delivery @ 10% of value of goods beyond the stipulated period as per para (8) Supplies should be made before the date fixed, failing which the order will be treated as cancelled.
- (ii) Debar the supplier for any period of time/back list the suppliers and or forfeit security deposit held with us.
- (iii) Impose appropriate penalty for supply of inferior quality paper or paper other than the mills specified in para (7).

The decision of the Chief Manager with regard to default committed or not committed and the quantum of penalty determined by him shall be final in all respect.

CHIEF MANAGER,(STN DEPTT.)

As per Enquiry No.05/2009-10 dated 09.06.2009

Our Rates are given

For.....

PROP./PARTNER.