

निविदाकर्ता प्रत्येक पृष्ठ पर मोहर लगाकर हस्ताक्षर करें।

	<p>स्टेट बैंक ऑफ इन्दौर लेखन सामग्री विभाग 518, शीलनाथ कैम्प, इन्दौर (म.प्र.)-452003</p>
	<p>पूछताछ क्रमांक 22/2009-10 दिनांक 02/03/2010 निविदा उपरोक्त पते पर 16/03/2010 को भा.मा.स. 14:00 बजे तक स्विकार की जावेगी। निविदा प्र.का. 5 व्हाय.एन. रोड़, इन्दौर पर 16/03/2010 को भा.मा.स. 15:00 बजे खोली जावेगी।</p>

इस सलग्न प्रारूप में नहीं दिये गए भावपत्र स्विकार्य नहीं होंगे।

बैंक में पदस्त अधिकारियो एव पंचाट कर्मचारियों की वरिष्ठता सुचि – 01- 01 –2010

के छपाई एव प्रदाय हेतु सिलबंद भावपत्र आमंत्रित है

अनुलग्नक लिखे बस्तुओं के प्रदाय हेतु सिलबंद निविदाएं आमंत्रित है बैंक में पंजीकृत छपाईकर्ताओं के अलावा वे भी निविदा प्रस्तुत कर सकते है जो निम्न मापदंड पूरे करते हो।

- 1) पुंजी निवेश 25 लाख से कम न हो।
- 2) छपाई क्षेत्र में कम से कम 5 वर्ष का अनुभव।
- 3) समय पर आर्डर पूर्ण करने की क्षमता।

ऐसे निविदाकर्ता साथ में एक लिफाफे में बेलेन्सशिड तथा अन्य दस्तावेज जो उनके पात्रता दावे की पुष्टि करते हो को एक लिफाफे में जिसपर लिखा हो “पूछताछ क्र.22/09-10” से संबंधित दस्तावेज। इसके तथा अर्नेस्ट मनी के रु. 10,000/- के इन्दौर पर भुगतान योग्य डिमाण्ड ड्रॉपट/बैंकर्स चैक की अनुपस्थिती में उनके द्वारा प्रस्तुत वित्तीय बोली/भावपत्र का लिफाफा नहीं खोला जावेगा व निरस्त किया जावेगा।

प्राप्त निविदाएं स्टेट बैंक ऑफ इन्दौर प्र.का. 5 व्हाय.एन. रोड़, इन्दौर पर 16/03/2010 को अपरान्ह 3:00 बजे निविदाकर्ताओं/उनके अधिकृत प्रतिनिधियों की उपस्थिती में खोली जावेगी। अगर वे नहीं आते है तो भी खोली जा सकेगी। किसी अपरिहार्य कारणों से समय-तारीख व स्थान में परीवर्तन किया जा सकेगा।

मु.प्र. (ले.सा.वि.)

सलग्न प्रारूप

TENDERER TO STAMP AND SIGN EACH AND EVERY PAGE

STATE BANK OF INDORE
STATIONERY DEPTT
518,SHEELNATH CAMP
INDORE [M.P.] 452003

Enquiry No. 22/2009-10 Dt 02/03/2010

Closing date/time for acceptance of tender:
16/03/2010, 14.00 hrs. [IST] at above address

Tenders will be opened on 16/03/2010, 15.00 hrs
[IST]. At H.O, 5,Y.N.Road, INDORE

QUOTATIONS NOT IN THE ENCLOSED FORMAT WILL NOT BE ACCEPTED

SEALED QUOTATIONS ARE INVITED FOR PRINTING & SUPPLY OF SENIORITY LIST OF SUPERVISING STAFF AS ON 01.01.2010./SENIORITY LIST OF AWARD STAFF AS ON 01.01.2010.

Sealed quotations are Invited for supply of item mentioned in the annexure. Suppliers/Printers other then

suppliers/printers registered with the bank can also furnish Quotations/Tenderes fulfilling the following criterion –

1. Capital Investment Rs. 25 Lacs.
2. Minimum experience in the line 5 years.
3. Capable to Execute order within stipulated period.

They should furnish balance sheet and other evidence in a separate envelope mentioning there “DOCUMENTS RELATING TO ENQ. NO. 22/2009-10” to enable the bank to verify their eligibility. In the absence envelope containing documents to verify claim of eligibility and D.D./Banker’s cheque of Rs 10000/= payable at Indore,as earnest money tender envelope containing financial bid/ rate quotation will not be opened and the tender will be summarily rejected .

Received tenders will be opened at State Bank of Indore, Head Office, 5 Y.N. Road, INDORE on 16.03.2010 at 3.00 p.m. in presence of tenderers/their authorized representatives, if present., or in absentia if not present. Due to inevitable reasons the date and time may be changed.

Chief Manager,
Stationery Deptt.

Encl: Format

Annexure to State Bank of Indore Tender Enquiry No.22/2009-10 dated 02.03.2010 for Printing & Supply of SENIORITY LIST OF SUPERVISING STAFF AS ON 01.01.2010./SENIORITY LIST OF AWARD STAFF AS ON 01.01.2010.

Name of the Item	Quality	Size	Weight (GSM) Not Less Than	Leaves	Binding/Printing Specification	Quantity	RATE QUOTED BY TENDERER.
PRINTING OF SENIORITY LIST OF OFFICERS. AS ON 01.01.2010 COVER PAGE ON COLOUR CARD SHEET OF 200 GSM WITH MULTI COLOUR PRINTING. INNER PAGE BOTH SIDE PRINTING. A BOOK OF 157 LEAVES (314 PAGES) WITH COVER.	* "A" GRADE MILLS WHITE MAPLITHO PAPER ONLY. CARD SHEET DULY LAMINATED FOR COVER PAGE.	LEGAL SIZE	70 GSM INNER LEAVES 200 GSM CARD SHEET FOR COVER	155 LVS. 02 LVS. ----- 157 LEAVES WITH COVER LEAVES.	A BOOK OF 157 LEAVES (314 PAGES) WITH COVER. 155 LEAVES (310 PAGES) INNER LEAVES BOTH SIDE PRINTING IN BLACK COLOUR PRINTING ON WHITE MAPLITHO PAPER OF 70-GSM. COVER ON COLOURED CARD SHEET OF 200 GSM. FRONT AND BACK COVER PAGE WITH MULTI COLOUR PRINTING AS PER SPECIMEN. A BOOK OF 157 LEAVES WITH COVER. (PRINTING/BINDING AS PER BANK'S SPECIMEN/PATTERN). PLEASE QUOTE RATE (+ -) PAGE	150 COPIES.	Rs. (In Words) Rupees.....
PRINTING OF SENIORITY LIST OF AWARD STAFF AS ON 01.01.2010 COVER PAGE ON COLOUR CARD SHEET OF 200 GSM WITH SINGLE COLOUR PRINTING. INNER PAGE BOTH SIDE PRINTING. A BOOK OF 92 LEAVES (184 PAGES) WITH COVER.	* "A" GRADE MILLS WHITE MAPLITHO/ LEDGER PAPER ONLY. CARD SHEET DULY LAMINATED FOR COVER PAGE.	LEGAL SIZE	70-GSM INNER LEAVES - DO - 200 GSM CARD SHEET FOR COVER.	65 LVS. 25 LVS. 02 LVS. 92 LEAVES WITH COVER LEAVES.	A BOOK OF 92 LEAVES (184 PAGES) WITH COVER. 65 LEAVES (130 PAGES) INNER LEAVES BOTH SIDE PRINTING IN BLACK COLOUR PRINTING ON WHITE MAPLITHO PAPER OF 70-GSM FOR LIST OF NON SUBORDINATE AWARD STAFF EMPLOYEES. 25 LEAVES (50 PAGES) INNER LEAVES BOTH SIDE PRINTING IN BLACK COLOUR PRINTING ON LEDGER PAPER OF 70-GSM FOR LIST OF SUBORDINATE AWARD STAFF EMPLOYEES. COVER ON COLOURED CARD SHEET OF 200 GSM. FRONT PAGE WITH SINGLE COLOUR PRINTING AS PER SPECIMEN A BOOK OF 92 LEAVES WITH COVER. (PRINTING/BINDING AS PER BANK'S SPECIMEN/PATTERN). PLEASE QUOTE RATE (+ -) PAGE	150 COPIES.	Rs. (In Words) Rupees.....

* Note: - 'A' Grade Mill: Bellarpur/J.K./Sirpur/Century/Orient/Amlai

TERMS AND CONDITIONS:

- The rates should be quoted under QUOTED RATES COLUMN of his format/ enquiry only, and submitted in a sealed cover, duly mentioning the Enquiry number of the bank. Tenders not given on this format, and /or after closing date/time will not be considered. Open tender submitted on Fax/E mail will not be accepted.
- Earnest money DD/BC of Rs.10,000/- (Rupees Ten Thousand Only) should be in the name of the "Chief Manager, State Bank of Indore, Stationery Department, Indore". If supplier is maintaining, security deposit of Rs.10,000/- (Rupees Ten Thousand Only) with us he need not deposit EMD, but should maintain details of EMD.
- 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.
- Bank's name, logo and Serial No. Form part of the standard stationery, no printing or other charges shall be paid extra.
- Rates should be inclusive of all taxes/expenses present of 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.
- Quotation once submitted will not be permitted to be backed out, and failure to execute the order in time will be seriously dealt with.
- Sample of paper along with Mill name mentioning GSM should be enclosed.

8. Specimen can be seen at our department during the working hours between 11 a.m. to 2.00 p.m. on bank working days.
9. Any clarification, if any may be sought from Chief manager, Stationery Deptt. State Bank of Indore, 518, Sheelnath Camp, Indore 452003, Phone 0731-2540867/2546092 before submission of tender.
10. Conditional quotations will not be accepted.
11. Part payment will not be made.
12. Supplies should be according to our specification normally within 15 days from the date of order.
13. Quotation shall be in force for 12 months from the date of this enquiry.
14. Supply orders may place according to requirements of the bank in more than one lot.
15. Supplies should be made before the date fixed, failing which the order may be cancelled by the bank and supplier will be required to make good the loss suffered by the bank.
16. Part deliveries are accepted in special circumstances; however the payment will be made after execution of complete order to the satisfaction of the bank.
17. Stocks/items found unsatisfactory after supply will be returned at the cost of the supplier and the supplier has to make good the loss.
18. Delivery after the stipulated time will be at banks discretion and subject to minimum 10% penalty.
19. In its absolute discretion bank may reject any or all the tenders without giving any reason, what so ever.

Received tenders will be opened at State Bank of Indore, Head Office, 5, Y.N. Road, INDORE on 16.03.2010 at 3.00 p.m. in presence of tenderers/their authorized representatives, if present, or in absentia if not present. Due to inevitable reasons the date and time may be changed.

Tenderer's name and full address, with telephone number,

Fax number and E – Mail address be mentioned here.

For Enq. No 22/2009-10 Dated 02.03.2010

We accept terms & Submit above rates.

For M/s.....

Director/Manager/Authorized Signatory