



STATE BANK OF TRAVANCORE
(Associate of State Bank of India)
HEAD OFFICE : THIRUVANANTHAPURAM
STATIONERY DEPARTMENT : VAZHUTHACAUD

Telephone : 0471 - 2335367

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No:STAT/

DATE: 19/11/2009

To.....

QUOTATION No. 2009031	DATE: 19/11/2009
CLOSING DATE: 19/12/2009 5 PM	OPENING DATE: 22/12/2009 2.30 PM

1. RTGS/NEFT/GRPT APPLICATION FORM (CODE No.2170)

QUANTITY: 1,00,000 PADS OF 25 NUMBERS

2. DD REQUISITION SLIP: (CODE No.2078)

QUANTITY: 1,00,000 PADS OF 25 NUMBERS

We invite quotations in sealed covers from Bank's approved printers for printing and supply of the captioned items as per the specifications provided in the annexure. The quotation in the prescribed format, should be addressed to the **Chief Manager, State Bank of Travancore, Stationery Department, T.C. No: 15/1630, Chembikalam Building, Vazhuthacaud, Thycaud P.O., Thiruvananthapuram, Kerala – Pin-695 014.**

TENDER TERMS:

EARNEST MONEY:

Every tenderers have to submit **earnest money deposit (EMD)** of Rs. **25,000/-** (Rupees Twenty Five Thousands only) by way of demand draft or Bankers cheque favouring State Bank of Travancore payable at Thiruvananthapuram, along with the tender. EMD of a tender will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. The earnest money of the successful bidder which constitute security deposit will be returned only after the execution of the order to our satisfaction.

Quotation received without EMD is liable for rejection.

The quotation superscripted with QUOTATION No. 2009027 Due on 19.12.2009 5 PM. should be lodged in the quotation box kept for the purpose at the department premises in front of the CM (Stationery) cabin or through registered post so as to reach us on or before **19.12.2009, 5 PM.** The tenders will be opened at **2.30 PM on 22.12.2009** in the cabin of the General Manager, (Treasury) State Bank of Travancore, Head Office, Poojappura Thiruvananthapuram-695012.

The tenderers if so desire, either themselves or by authorised representatives can be present at the time of opening the tenders at the prescribed time/venue.

DISQUALIFICATION:

Offers containing unauthorized cuttings, over-writings and illegible or undecipherable figures shall be disqualified. Offers containing ambiguous terms/description of system and unqualified costs/amounts; counter conditions will be disqualified without seeking any clarifications at the sole discretion of the purchase committee. Bids containing quotes other

than for the brands/specifications prescribed in tender notice shall be disqualified at the sole discretion of the purchase committee.

Corrections if any, should be fully authenticated . No whitener / correction fluid should be used.

No staples should be used for closing the covers. Covers with staples are liable for rejection. The covers containing the quotations shall be pasted and sealed.

If only one bidder qualifies, Bank will go for re-tender.

A Specimen of the item (if paper, full size sheet, noting therein the name of the Manufacturer, its Grade and the GSM for each of the item quoted should accompany your Quotation, **(for paper, Colour Card specimen as per details above to be furnished.)**

The rate quoted should be inclusive of cost of paper , printing charges ,all taxes, freight transit insurance etc. without any additional charges to the account of the bank.

The rates quoted should be firm and should not be subject to any revision during the period of supply.

The rates should be for delivery of the item at our Thiruvananthapuram and Ernakulam Depots free of all charges.

The rate quoted by the participants will be evaluated to fix L1. In the event of L1 backing out there will be re tendering and L1 will forfeit the earnest money deposited by him. When more than one bidder have quoted the same rate depending upon the size of the order it will be evenly distributed between or among them.

Where the quoted prices of Public Sector enterprises is within 10% of the lowest price, other things being equal, purchase preference will be granted to the Public Enterprise at the lowest valid price bid.

If you fail to supply the requirement or stop supplying the material in between your security deposit will be forfeited with out any intimation and you shall be barred from participating in tenders in future.

The printed items should be supplied properly packed in convenient lots and labeled indicating the name of the articles, number of copies, date of supply and the name of supplier. The printer's name and date of supply together with the total number of books should be shown on the inside back cover.

The supply will have to be effected through reputed IBA approved transporters/courier complying with the relevant guidelines of RBI/IBA in this regard.

The transport way bill should be drawn on "Freight paid door delivery basis' including insurance for the transit period without any additional charges to the account of the bank.

DELIVERY SCHEDULE

The proof should be submitted within 5 days of the date of the order.

The approximate time required for the delivery of the articles, after the proofs are finally approved, should be:45 DAYS

You should be in a position to procure the requisite quantity of paper to carry out the order in time.

The delay in execution of the order will attract penalty as under

- i. Delay of one month : 0.50% per week- Maximum: 2%
- ii. Delay beyond 30 days to 60 days : 5%
- ii. Delay beyond 60 days to 90 days : 7%
- iv. Delay beyond 90 days to 120 days : 8%
- v. Delay beyond 120 days : 10%

Higher penalty or any other action, as deemed fit, will be taken for delay beyond 120 days by the Bank.

TERMS OF PAYMENT

The bills should be submitted to us in duplicate together with receipted copies of the delivery challans / acceptable evidence of delivery, for payment.

1. The payment of the bill shall be made after verification of the stocks as regards to quantity/ quality.
2. The payment of the bill shall be made by means of crossed cheques payable at par at the place where the printers/suppliers are located, normally within 30 days from the date of receipt of the bill. Where ever the supplier opts for ECS/EFT mode of payment, it shall be acceded to:
3. Income Tax/Taxes as applicable from time to time will be deducted at source at the time of payment of the bill.

A few specimen of the supply made together with a certificate to the effect that the subject supply conforms to the specification mentioned in the relevant order should invariably accompany the bill. In case the specimen fails the laid down specification / standard penalty shall be levied as under

Variations in parameters:

1. For variation up to 4% : NIL
2. For variation beyond 4% & up to 5% : 2%
3. For variations beyond 5% and Up to 10% : 3%
4. For variation beyond 10% : 5% or Rejection of lot.

Higher penalty or any other action, as deemed fit, will be taken for variation above 10% by the Bank.

Penalty for using/supplying the items of different brands other than approved:

Cases where it is noticed that the items of stationery have been supplied by using different brand paper, other than the approved one, the appropriate authority can impose higher penalty not exceeding 25% of total value of the contract.

YOU SHOULD DISCLOSE YOUR RELATIONSHIP IF ANY WITH ANY MEMBER OF STAFF OF THE BANK. Please note that if no disclosure is made, the Bank shall have the right to terminate the contract without notice, in case it is later proved that you are a near relative of any member of staff.

All disputes are subject to Trivandrum, Kerala jurisdiction only.

The Bank reserves the right to accept or refuse any or all the quotations without assigning any reason whatsoever.

The very participation in the tender shall be construed as acceptance of the participants to the above terms and conditions including penal clauses in regard to the delivery schedule and discrepant printing.

CHIEF MANAGER (STATIONERY)

Format of the quotation

From.....

To

The Chief Manager,
State Bank of Travancore,
Stationery Department, Head Office,
T.C.15/1630, Chembikalam Building,
Vazhuthacaud, Thiruvannathapuram – 695 014.

Quotation No.	2009031	Due Date 19.12.2009, 5 PM
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1. RTGS/NEFT/GRPT APPLICATION FORM (CODE No.2170)

QUANTITY: 100,000 PADS OF 25 NUMBERS

1. SPECIFICATION:

DEMY 1/6TH SIZE –PRINTNG ON BOTH SIDES IN ENGLISH & HINDI USING COMPUTER TYPESETTED MATTER AND OFFSET PRINTING ON 6 KG PALE YELLOW AMARAVATHY OR THE LIKE MAPLITHO PAPER (47 GSM) – COUNTERFOIL TO BE SEPARATED BY CLEAR NEEDLE PERFORATION FOR EASY REMOVAL- SUPPLY IN PADS OF 25s WITH KRAFT PAPER COVER – SIZE STRICTLY TO CONFORM TO THE SPECIFICATION.

Paper		Printing & other charges in Rs.	Total in Rs.	Remarks
Quantity	Cost Rs:			

2. DD REQUISITION SLIP (CODE No.2078)

QUANTITY: 100,000 PADS OF 25 NUMBERS

1. SPECIFICATION:

DEMY 1/6TH SIZE –PRINTNG ON BOTH SIDES NGLISH HINDI & MALAYALAM USING COMPUTER TYPESETTED MATTER AND OFFSET PRINTING ON 6 KG PINK COLOUR AMARAVATHY OR THE LIKE OR THE LIKE MAPLITHO PAPER (47 GSM) – COUNTERFOIL TO BE SEPARATED BY CLEAR NEEDLE PERFORATION FOR EASY REMOVAL- SUPPLY IN PADS OF 25s WITH KRAFT PAPER COVER – SIZE STRICTLY TO CONFIRM TO THE SPECIFICATION.

Paper		Printing & other charges in Rs.	Total in Rs.	Remarks
Quantity	Cost Rs:			

DELIVERY PERIOD: 50 DAYS FROM THE DATE OF ORDER.

**DETAILS OF EARNEST MONEY DEPOSIT BY WAY OF ONLY :
DD/BANKER'S CHEQUE - No. & DATE :**

No																			DATE	
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NAME AND ADDRESS OF THE FIRM:
NAME OF THE PROPRIETOR/
MANAGING DIRECTOR
TELEPHONE NUMBER
E-MAIL ID:

All terms and conditions accepted

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Authorised signatory (with SEAL of the firm)