

यूको बैंक



UCO BANK

सम्मान आपके विश्वास का HONOURS YOUR TRUST
HEAD OFFICE, PRINTING & STATIONERY DEPARTMENT

Date:25/08/2020

Corrigendum in the RFP No.-H.O/PtgSty/Tender/01/2020-21 dated 10/08/2020 for selection of vendors for end to end stationary management under Print Management Solution (outsourcing model of stationery management) in the Bank.

Followings are the Clause of RFP for which corrigendum has been made.

| S.no. | RFP-Existing Clause | RFP-modified clause |
|-------|--|--|
| 1. | Page no.17 of RFP point no.3.3 scope of work Clause no. v states that "Invoice should be drawn with the break-up of total amount indicating separately Taxes, Freight charges etc. The total cost of any item excluding taxes should be the same as agreed/finalized by the bank. GST guidelines are to be observed scrupulously." | This clause should be read as:- 'GST will be charged on or after final packaging and dispatching of the materials' . |
| 2. | Page no.41 of RFP clause no. 4.6.3 states that" Payment will be made for the actual weight of the stationery items only. Vendor shall not add the packing weight to the actual weight of the stationery items. Bank will NOT consider the packing weight, whatsoever, for payment, under any circumstances" | As prices for items would be quoted inclusive of the cost of all materials, labour, packing as per requirement, transport cost, transit insurance, loading and unloading at delivery location, i.e. landed cost excluding applicable GST. 'Hence, This clause should be treated as deleted.' |
| 3. | Page no.56 of RFP Annexure B point no.3 states that "In respect to your RFP mentioned above, we submit our Bid Document herewith. As desired in the RFP, we are submitting our bids in two separate sealed envelopes, one containing Technical Bid and other Financial Bid, both together in one envelope." | This Clause should be read as : "In respect to your RFP mentioned above, we submit our Bid Document herewith. As desired in the RFP, we are submitting our bid in one sealed envelope containing Technical Bid only. Financial Bid uploaded in e-tender website ." |

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| | | K of the RFP in relates with size and color of the items. (separate sheet of Annexure K is enclosed) |
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| ANNEXURE "K" OF RFP REFERENCE NO. H.O/Ptg & Sy/01/2020-21 Dated 10.08.2020 | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---------|--|--|--------------------|------------------|---|------------------------|-------------------------|-------------------------|----------------------------|----------------------------|--------------------------------|-----------------------------|-----------------------------|----------|-----------------|-------------------|-------------------|--------------------------------------|----------------------|---|---|--|---|
| Specifications of All Stationery Items with approximate consumption details | | | | | | | | | | | | | | | | | | | | | | | | |
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| Sr. No. | Code no | Name Of Item | Forms/Registe r/Pad/Book/V oucher/Envel op/Misc | Unit | Measure (UoM) | Approx Consumption per year as per IoM | Finished Size in cm | No Of Inner Pages | No Of Outer Pages | Paper Type For Cover | Paper Type For Inner | Paper Type | GSM For Cover Page | GSM For Inner Page | GSM | Binding Side | Printing Cover | Printing Inner | Total No. of Printing Pages | Printing color | Fabrication/ Specification | Other Operations/ Remarks | Packing | |
| 1 | D-1 | Account opening form non-individual(English/Hindi) | Booklet | 1 | 1 | 1,00,000 | 29X22 | NA | NA | 9 | NA | White Maplitho | NA | NA | 70 | NA | NA | NA | 17 | Single color (Black) | Stapler stitching(Using two stapler pin) | NA | Packet of 100 booklet should be wrapped & packed with Kraft paper. | |
| 2 | D-2A | Specimen signature card for non-individual account holder. | Card | 1 | 1 | 1,00,000 | 21.5X14 | NA | NA | NA | NA | White M.G Cover | NA | NA | 170 | NA | NA | NA | 2 | Single color (Black) | NA | NA | Packet of 100 Cards should be wrapped & packed with Kraft paper. | |
| 3 | D-50A | Recurring Deposit Passbook | Booklet | 1 | 1 | 5,00,000 | 12.25X10 | 1 | 2 | Blue M.G Cover | White Maplitho | Blue M.G Cover/Maplitho | 170 | 70 | 170 & 70 | | NA | 1 | 4 | 5 | Bi-color for cover page(Black & Blue)/Single color for inner | Folding/Special thread stitching per book | Plastic Lamination of cover page. | Packet of 100 Passbook should be wrapped & packed with Kraft paper. |
| 4 | DS-1A | Account opening form for individual (English/Hindi) | Booklet | 1 | 1 | 40,00,000 | 29X22 | NA | NA | 7 | NA | White Maplitho | NA | NA | 70 | NA | NA | NA | 12 | Single color (Black) | Stapler stitching(Using two stapler pin) | NA | Packet of 100 booklet should be wrapped & packed with Kraft paper. | |
| 5 | DS-1B | Saving account specimen signature card | Card | 1 | 1 | 60,00,000 | 18X11.25 | NA | NA | NA | NA | White M.G Cover | NA | NA | 170 | NA | NA | NA | 2 | Single color (Black) | NA | NA | Packet of 100 Cards should be wrapped & packed with Kraft paper. | |
| 6 | DS-1C | Fixed and Time deposit application form | Form | 100 Forms Per Pad | 1 | 50,000 | 29X22 | NA | NA | NA | NA | White Maplitho | NA | NA | 70 | Shorter | NA | NA | 100 | Single color (Black) | Simple Pad with Gluing at shorter side. | NA | Packet of 10 pad should be wrapped & packed with Kraft paper. | |
| 7 | DS-2 | Pay-in-slip | Voucher | 25 voucher Per Pad | 1 | 20,00,000 | 27.5X10 | NA | NA | 25 | NA | Cr. Wove D/Demy | NA | NA | 54 | Shorter | NA | NA | 50 | Single color (Black) | 1. Simple Pad with Gluing at shorter side. 2. Vertical Perforation For Counterfoil | NA | Packet of 50 pad should be wrapped & packed with Kraft paper. | |
| 8 | DS-3 | Withdrawal Slip | Voucher | 25 voucher Per Pad | 1 | 25,00,000 | 15X10 | NA | NA | 25 | NA | Blue printing D/Demy | NA | NA | 47 | NA | NA | NA | 50 | Single color (Black) | Simple Pad with Gluing at shorter side. | NA | Packet of 50 pad should be wrapped & packed with Kraft paper. | |
| 9 | DS-5A | Saving a/c. Passbook | Booklet | 100 Forms Per Pad | 1 | 60,00,000 | 12.25X10 | 2 | 8 | 10 | White M.G Cover | White M.G Cover/White Maplitho | 170 | 70 | 170 & 70 | | NA | 2 | 8 | 10 | Bi-color for cover page(Black & Blue)/Single color for inner | Folding/Special thread stitching per book | Plastic Lamination of cover page. | Packet of 100 Passbook should be wrapped & packed with Kraft paper. |
| 10 | G-11 | Credit Voucher | Pad | 100 Forms Per Pad | 1 | 20,000 | 18X11.5 | NA | NA | 100 | NA | White Maplitho | NA | NA | 70 | Shorter | NA | NA | 100 | Single color (Red) | Simple Pad with Gluing at shorter side. | NA | Packet of 25 pad should be wrapped & packed with Kraft paper. | |
| 11 | G-12 | Debit Voucher | Pad | 100 Forms Per Pad | 1 | 20,000 | 18X11.5 | NA | NA | 100 | NA | White Maplitho | NA | NA | 70 | Shorter | NA | NA | 100 | Single color (Black) | Simple Pad with Gluing at shorter side. | NA | Packet of 25 pad should be wrapped & packed with Kraft paper. | |

