

HO/PTG&STY/TENDER/04/2016-17

20.10.2016

NOTICE FOR EMPANELMENT OF NON SECURITY PRINTERS

1. UCO BANK invites Applications from reputed /well-established, resourceful and experienced printing presses /firms situated at in & around Kolkata involved in printing of Non-security stationery items for the general use of Bank, for empanelment as Non Security Printers. Existing empaneled Non security printers in the bank's panel of Non-security printers should also apply.

Interested parties can download the pre qualification document format from our website: www.ucobank.com. The pre-qualification documents completed in all respects along with EMD Demand Draft for Rs. 100000.00 (Rs. One lakh only) favouring UCO Bank, payable at Kolkata has to be submitted before 00.00.2016.

Technical bid documents along with EMD draft of Rs 100000/= (Rs one lakh only) should be sealed in one envelop to be super scribed "**Application for Empanelment of Non Security Printers' and shall show name and address of the Applicant.**" will be submitted to the address given in para 3.00 below so as to reach on or before date specified there in.

Tenders will be opened on **11.01.2017 at 11.00 am** at the same venue, where you may remain present, if so desired.

2.0. Eligibility Criteria:

- 2.01. Applicant press should be a Reputed printing press entity in and around Kolkata, should have been established in the business for a minimum period of last 3 years (documentary proof in this regard to be submitted.)
- 2.02. Applicant Printers should have registered under West Bengal Value Added Tax and possessing TIN/CST No.
- 2.03. Applicant should have an average annual turnover of **Rs.500 Lakh** for the last three financial years as on 31.03.2016.
- 3.00. The applications in sealed covers should be submitted to The Chief Manager on or before **10.01.2017 upto 4.00 pm** at following address.

The Chief Manager,

UCO BANK,

Ptg. & Sty. Department,

2,India Exchange Place

Kolkata,700 001

- 3.01. Tenders will be opened on **11.01.2017 at 11.00 am.** in the presence of applicants present there at the same venue.

4.00 Pre-qualification Document should contain the following:-

- i. Tender application in prescribed format.
- ii. Documentary proof of orders executed to PSBs/PSUs/Private Reputed firms
- iii. Earnest Money Deposit in the shape of Demand draft for Rs.100000- (Rs one lakh only) in favour of UCO BANK, payable at Kolkata.
- iv. Copy of Partnership Deed or Registration Certificate as applicable.

- vi. Balance Sheets and Profit & Loss Accounts for 3 years.
- vii. Sales Tax Registration (Value Added Tax) Certificate.
- viii. Details of Plant and Machinery
- ix. Copy of Pan No.

4.2 Method of Submission :

The Tender Application with required documents for technical qualification shall be sealed in an envelope and The envelope shall be super scribed as "Application for Empanellment of Non Security Printers", and shall show name and address of the Applicant and will be submitted to the address given in para 3.00 above so as to reach on or before date specified there in.

- 4.3 Each page of pre-qualification document shall be duly signed by the Applicant or his authorized representative.
- 4.4 Incomplete applications are liable to be rejected
- 4.5 For any clarification, following may be contacted:

Chief Manager,
UCO BANK, HEAD OFFICE,
2, INDIA EXCHANGE PLACE KOLKATA- 700 001
Ph.no 033-2231-9041, Mobille 9635462459/
hoptgsty.calcutta@ucobank.co.in

- 4.6 If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.
- 4.7 If the application is made by a limited company it shall be signed by a person duly authorized by the Board of Directors of the Company. A copy of the Authorisation document complying with the above to be enclosed.
- 4.8 The information furnished must be sufficient to show that the applicant is capable in all respects to successfully complete the execution of the orders.
- 4.9 Empanelment will be valid for three years from date of finalization & approval of the competent authority.
- 4.10 The selected printer for empanelment has to make security deposit of Rs. 2,00,000/- (Rs.Two Lac) in the form of FDR for three years in favour of the printer issued by any branch of UCO Bank. FDR will be marked under lien of the Bank duly discharged by the printer.
- 4.11 The selected Printer will have to execute a letter of indemnity in favour of Bank to indemnify the Bank from any loss/damage assigning out of the acts of omission or commission of the selected printer/or their agent.

5.0 **Evaluation of Application**

- 5.1 The applications shall be examined so as to ascertain whether the applications:

- i) meet the eligibility requirements;
- ii) have been properly prepared and signed;
- iii) contain all the details called for and are in proper format
- iv) are accompanied by required authorization, and
- v) are otherwise generally in order.

- 5.3 The decision of the Bank to accept or reject any application will be final. Empanelment will be subjected to satisfactory physical inspection of the unit.
- 5.4 The Bank reserves the right to reject any or all application without assigning any reason and without any cost or compensation therefor.
- 5.5 Empaneled press will be required to keep the paper supplied for printing in safe godowns under insurance cover. A monthly stock statement to be submitted to bank.
- 5.6 In case the applicant's close relatives are associated with Bank and in particular the Stationary section or General Administration wing of the Bank, details like name, designation etc. shall be furnished and informed. Non-disclosure of such critical information will lead to disqualification if it comes to light at a future date.

Chief Manager,
UCO BANK,
Printing & Stationery Department
2,India Exchange Place,
Kolkata-700 001

TENDER APPLICATION (On letter head)

Description: APPLICATION FOR EMPANELMENT OF NON SECURITY PRINTERS

The Chief Manager,
UCO BANK,
Ptg.& Sty. Dept.
2,India Exchange Place,
Kolkata -1

Dear Sir,

This is in response to your tender no HO/PTG &STY/TENDER/04/2016-17 dated 20.10.2016

Having examined the Tender document, we hereby submit all the necessary information and relevant documents for empanelment as non-security printers.

It is certified that the information furnished in this document is authentic. We hereby authorize UCO Bank to make independent enquiries to verify the information furnished by us.

We understand that Bank reserves the right to reject any or all applications without assigning any reason thereof.

Date :

Signatures with seal/capacity

- Encl.: 1) Schedules duly filled in the prescribed form.
- 2) Demand draft for Rs.100000- being the EMD amount. Printers on existing panel and having S.D of Rs one lakh only with bank are exempted.
- 3) Copy of Partnership Deed or Registration Certificate.
- 4) Balance Sheets and Profit & Loss Accounts for 3 years.
- 5) Sales Tax Registration (Value Added Tax) Certificate
- 6) Trade license no.& date of issue.
- 7) Name of Banks/PSUs whose printing work are being done along with their Performance certificates
- 8) SSI Registration number ,if any

Description: APPLICATION FOR EMPANELMENT OF NON SECURITY PRINTERS

SCHEDULE "A"
DETAILS OF ORGANISATION General Information:

1. Name and address of the Firm.

2. Address of godown.

3. Contact Person :

4. (a) Telephone : (b) Mobile :

5. (c) Fax : (d) E-mail :

6. Place of incorporation/ registration

7. Year of Incorporation/ registration

II. Name and address of Owners/Partners/Directors:

III. Number of Employees;

	Regular	Parttime
Skilled	---	---
Unskilled	---	---

IV. Structure and Organization

- A. The applicant is a Limited Company/Corporation/Partnership/Proprietorship

- B. Number of years of experience in similar work

- C. Were you ever required to suspend the activity for a period of more than six months continuously? If so, give details

- D. Have you ever left any orders placed with you incomplete? (If so, give details and reasons for not executing the orders)

- E. Give details of your experience in execution of printing jobs of Institutional customers/ PSBs

- F. Have your firm been debarred or Black listed for tendering in any organization? If so, give details.(Undertaking to be given

Description: APPLICATION FOR EMPANELMENT OF NON SECURITY PRINTERS

SCHEDULE "B"
FINANCIAL STATEMENT:

A. General;

Name of Applicant

Name of Banker

Address of Banker

Telephone

Contact person with Designation.

Financial information

Previous three financial years (Rs. In lacs)

2013-14

2014-15

2015-2016

1. Total Assets
2. Current Assets
3. Total liabilities
4. Current liabilities
5. Profits before taxes
6. Profits after taxes
7. Net Worth
8. Working Capital

Note:

1. Applicants should provide financial information to demonstrate that they access to adequate financial resources to meet the cash flow requirements of the proposed works and other existing commitments. Each applicant must fill in the form. If necessary, use separate sheets to provide complete information.
2. Copies of the audited balance sheets with profit and loss accounts for the last 3 years to be attached.

B. ANNUAL TURN OVER DATA FOR LAST THREE YEARS

YEAR

TURNOVER IN RS. LAKHS.

2013 – 2014

2014 – 2015

2015 – 2016

AVERAGE ANNUAL TURNOVER

Note:1. All individual firms must complete the information in this form. The information furnished should be the annual supply turnover in terms of the amount billed to clients for each year for Job done during each of the last three years.

Schedule C

PLANT AND MACHINERY OWNED BY THE ORGANISATION

Name of Applicant

Sr no	P & Machinery	Year Of manufacture	capacity	Number

Description: APPLICATION FOR EMPANELMENT OF NON SECURITY PRINTERS

DECLARATION

I/We, the undersigned, do hereby declare that the statements made in the pre-qualification questionnaire forms and in the required attachments are true and correct.

The undersigned hereby authorize (s) and request (s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the BANK to verify this Statement or regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information, may be requested and agrees to furnish any such information at the request of the Bank.

(Signed by an Authorized Officer of the Company/Firm)

(Title of Officer)

(Name of Firm)

(Date)