

Tender No UCO/PTG&STY/06/2016-2017

20.10.2016

Dear Sirs,

REG: NOTICE INVITING TENDERS FOR SUPPLY OF XEROX PAPER AT CONTRACT RATE

Sealed tenders are invited from existing empanel paper supplier /authorised dealers for supply of Xerox Paper to be supplied different departments of Head Office – I and Head Office – II at Kolkata , under Two Bids System. The yearly consumption of xerox paper is about 10000 reams.

- (1) Technical Bid(pre-qualificaion criteria) - as per as per terms and conditions stipulated at Annexure-I.
- (2) Financial Bid – as per Annexure II – For Xerox Paper

EMD/Security Deposit	The Bidder has to deposit EMD of Rs. 1, 00,000/- along with application in the form of DD which shall be later accepted as security deposit in the shape of FDR in favour of , UCO Bank, Head Office , Ptg & Sty. Department from any branch of UCO Bank, in case of successful bidder.
Time and last date of collecting tender proforma	Tender document can be downloaded from Bank's website www.ucobank.in Tender Document can be obtained from our Printing and Stationery department at 2,India Exchange Place,Kolkata-1, till 10 .01.2017 up to 4.00 pm.
Time and last date of submission of both bids	On10.01.2017 up to 4.00 pm. through Registered Post /Courier / By hand addressed to The Deputy Gen Manager, General Administration , Printing & Stationery Department, UCO Bank 2, India exchange Place , Kolkatan-01, Super scribing on the envelope "Tender for supply of Xerox Paper- 2016"
Time & Date of opening of Technical Bid	13.01.2017 at 12.30 pm.
Time & Date of opening of Financial Bid	Financial bid of only those bidders will be opened whose technical bids are accepted by the bank. The date and time of opening of financial bids shall be intimated immediately after opening of technical bids
Opening Place	The Tender will be opened in our Office at Printing & Stationery Dept. 2, India Exchange Place Kolkata-01.

Conditions of the Technical and Financial Bids along with "Special Conditions of Tender" and "General Terms& Conditions" are applicable for the tender. The representatives of the bidders who wish to be present during course of opening of both bids are welcome.

Thanking you.
Yours faithfully,

Chief Manager
Contact No 033 22319041

NOTICE INVITED TENDERS FOR Xerox Paper

Tender No UCO/PTG&STY/00 /2016-2017

Dated - .12.2013

ANNEXURE-1

GENERAL TERMS & CONDITIONS

1) Pre Qualification Criteria

The bidder shall furnish the following documents along with their Application on letter head under seal and signatures of authorised signatory;

- 1) Certificate of incorporation/partnership deed.
- 2) Sales tax/VAT registration certificate & latest income tax clearance certificate (ITCC). (Please quote your PAN _____).
- 3) Latest audited balance sheet.
- 4) Annual turnover of the tenderer should not be less than Rs50 lacs as per last audited balance sheet.
- 5) Tenderer should have complete infra-structure, network for supplying the tendered material at godowns of Printing & stationery Deptt at Head Office, Different departments of Head Office in Head Office-I and Head Office – II at their demand.
- 6) List of corporate clients and other major institutional clients.
- 7) EMD of Rs. 1 Lac in the form of DD favouring "UCO Bank".
- 8) Name of Existing Banker.
- 9) All the previous/earlier years' vendors are required to submit an undertaking that all the orders received during contractual period (original as well as extended period) have been/were complied with to entire satisfaction of Bank/PSCs/SDCs concerned, and no order is/was kept pending.

Bids AS PER ANNEXURE I shall be opened and examined first and if necessary, verification shall be made and financial bids of only the technically eligible bidders shall be opened on the date and time mentioned earlier.

2) FINANCIAL BID

Please submit financial bid strictly in the enclosed Performa/format (Annexure-I) provided with this document, otherwise the bid will not be considered by the bank.

Quote your rate for Xerox papers including unloading charges to different department in H.O – I & H.O.-II including all taxes & government levies, if any. Any Govt. levies/taxes, if paid by the bank, shall be recovered from supplier's bill.

Suppliers should have awareness of the govt. levies, if any, at the stations and it will be their sole responsibility to include the same in the quoted rates.

SPECIAL CONDITIONS OF CONTRACT

- 1) "Special conditions" shall supplement various instructions/terms & conditions.
- 2) The Bidder will submit duly superscripted on the envelope (i) **Technical Bid - Tenders for Xerox Paper** and ii) **Financial bid tenders for xerox Paper** separately in two sealed envelopes. Further, both the above envelopes in turn will be put in another third envelope duly sealed, superscripting 'Tenders for xerox paper' on it.
- 3) Rates should be quoted on our prescribed format at Annexure-I enclosed. Please note that the format for Financial Bid should not be changed in any manner. Addition/deletion of the text therein by the vendor will automatically render the tender invalid and offer will be summarily rejected by the bank. There should not be any cutting in the bid.

INSTRUCTIONS TO BIDDERS & GENERAL TERMS & CONDITIONS

- 1) Incomplete tenders, not accompanied by Earnest Money along with the technical bid, will be summarily rejected and their financial bids will not be opened.
- 2) Bank reserves the exclusive right to reject any or all tenders without assigning any reason whatsoever and without any cost & compensation there for. Bank also reserves the right to form a panel of manufacturers/suppliers and distribute the work on L-1 rates among more than one supplier in case of its requirements.
- 3) Rates should be quoted including delivery charges, all taxes & government levies, if any. Any Govt. levies/taxes, if paid by the bank, shall be recovered from supplier's bill. Suppliers should have awareness of the govt. levies, if any, and it will be their sole responsibility to include the same in the quoted rates.

Bank shall not be responsible in any way if at a later stage supplier faces any difficulty in executing the orders placed by the different department /offices of the banks as mentioned above on his account.

- 4) The quoted rates should be inclusive of all taxes and no extra payment will be made by the bank over the above rates.

The delivery of the Xerox paper will be immediate and the payment of bills will be made against delivery only.

"Tender for supply of Xerox Paper" with the name of vendor, address and contact number written on the envelope.

Other Terms and Conditions:

01. Security Deposit required: Rs 1,00,000/- (Rupees One Lac only) by way of FDR from any branch of UCO Bank, favouring UCO Bank, Head Office Ptg. & Sty Department, Kolkata. This will have to be a fresh deposit irrespective of any previous deposits made with the bank. Security Deposit should be compulsorily deposited within two days by the successful bidder.

02. Tender with counter condition will not be entertained.

03. The rates quoted by you will be valid for one year from the due date specified by the Bank and to be extended for a further period if Bank so desire.

04. It may be noted that once the order is accepted, you will be bound to execute it within the period specified and no request for increase in rate subsequently nor any excuse for not executing the order on account of non-availability of material will be entertained. We shall not grant any advance to you against our order, if any, placed with you.

05. The rates invited will be considered on annual rate contract basis.

06. If after the delivery of Xerox paper, it is discovered that the material supplied, is not exactly according to our specification/quality stipulated, such supply will be rejected at the cost of supplier.

07. In case failure / delays in supplied fully or partially the Bank is at liberty to get the same procured through other sources at its sole discretion and difference in cost, if any will be recovered from defaulting party.
08. Vendors who do not affect supplies according to the delivery schedule will be liable for all damages/ detriment or losses to the Bank and in case despite warning, they continue to be too late in deliveries, they may be disqualified for further inquiries/ entrust of work.
- 09 The suppliers have to execute orders placed by this department as well as Head Office- I & Head Office-II within 8 days from date of placement of order failing which penalty shall be imposed as per the following penalty clause.
- | | |
|-----------------|-------------------------------------|
| Delay in Days | Percentage Penalty(of order value) |
| 7 days delay - | 5% penalty |
| 15 days delay - | 10% penalty |
| 21 days delay - | 15 % penalty |
- After 21 days delay, bank reserves the right to procure the Xerox paper from the open market and additional cost if paid by the bank shall be recovered from the security deposit of the supplier and contemplate penal action as per the agreed terms & conditions.
- 10.If there is any dispute on the interpretation of any clause in terms of contract, the matter will be referred to the Sole Arbitration the General Manger (GA) Head Office UCO Bank, GAD at Kolkata or any person nominated by him whose decision will be final and binding in the matter. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.
- The venue of arbitration proceeding shall be the office of the General Manager (GA) Head Office, GAD, UCO Bank, KOLKATA or such other places as the arbitrator may decide.
11. Bank is not bound to accept the lowest offer and reserves the right to accept or reject in part or full any or all the bidder/vendor without assigning any reason whatsoever and without any cost or compensation therefor. Any decision of UCO Bank in this regard shall be final, conclusive and binding on the bidder/vendor.
12. The job may be awarded to one or more agencies duly splitting the work is at the entire discretion of the Bank. The quoted rate shall hold good for such an eventuality. Bank shall be entitled to split up the order / supplies mentioned in the enquiry and the tender shall be deemed to be accepted only for supplies as may be ordered from time to time by placing a regular order.
- The quotations in the prescribed format are to be submitted in sealed envelopes to the Chief Manager, UCO Bank, Printing & Stationery Department, Head Office, 2, India Exchange Place, Kolkata 700001 on or before 10/01/2017 up to 4.00 p.m.
13. a) Bank shall have the right to terminate the contract at any time at its own convenience by serving a prior a prior written notice of 5 days to the selected bidder/ vendor without assigning any reason and without cost or compensation therefor.
- b) In case of termination of contract for default of vendor, Bank is entitled to forfeit the security money deposited and such other penalties as it

deems fit and proper without prejudice to its other rights and contentions available under the law for the time being in force.

c) Selected bidder /vendor execute a letter of indemnity in favour of Bank to indemnify and save the Bank from any loss of damage assigning out the acts of omission or commission to the selected bidder/vendor and/or their agent.

d) Neither the subject matter of the contract nor any right arising out of the contract shall be transferred, sub-contracted, assigned or delegated to any third party by the selected bidder/vendor without prior written consent of the Bank.

14. The work order shall be issued only after execution of formal agreement between the Bank and selected bidder/vendor.

All received quotation will be opened on 00/00/2016 at 4.00 p.m. The vendors desirous to attend the Tender Opening meeting may remain present at the above venue at the given time.

CHIEF MANAGER
Printing & Stationery Dept.
2, India Exchange Place
Head Office, Kolkata -1

NOTICE INVITED TENDERS FOR Xerox Paper

Format for Financial Bid for Xerox Paper(On company/Firm's letter head)

(For Destination / Station including delivery, all taxes and Govt. Levies) (Rate in Rs.PerPacket of 10 REAMS)

Sr.no	Station/ Destination	Xerox Paper(JK/BILT/Trident) GSM						Ledger Paper(Green) (JK/BILT/KORES) in GSM			
		<u>A4</u>		<u>A3</u>		<u>FS</u>		<u>A4</u>		<u>FS</u>	
		70	75	70	75	70	75	70	75	70	75
1	All Departments in Head Office-I , Braborne Road & Head Office- II , Salt Lake , Kolkata										

Signature with Designation/Auth/ seal/date

(On letter head)
TENDERS FOR A-4 XEROX PAPER

(NIT.No UCO/PTG&STY/05/2013-2014)

Chief Manager,
UCO BANK,
Printing & Stationery Department,
2, India Exchange Place
Kolkata,1

Dear Sir,

Having examined the Tender document, we hereby submit all the necessary information and relevant documents for participating in the tender process for supply of Xerox Paper

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.: