

<u>सम्मान आपके विश्वास का Honours your trust</u>

अंकानदिल्ली ZOND/ साप्रवि GAD/2019-20/1601

दिनांक Date: 06-08-2019

यूको बैंक 🕜 UCO BANK

<u>सामान्य प्रशासन विभाग, अंचल कार्यालय, 5, संसद मार्ग, नई दिल्ली - 110001</u>

नॉन-सेक्युरिटी स्टेशनरी सामग्री के प्रिंटिंग प्रेस / फर्म को सुचीबद्ध करने हेत् निविदा आमंत्रित

बैंक के नई दिल्ली अंचल कार्यालय को बैंक के सामान्य उपयोग की स्टेशनरी सामग्री की आपूर्ति करने के लिए नई दिल्ली या आसपास स्थित नॉन-सेक्युरिटी स्टेशनरी छापने वाले प्रतिष्ठित, साधन संपन्न एवं अन्भवी प्रिंटिंग प्रेस / फर्म को सूचीबद्ध करने हेत् उनसे निविदा आमंत्रित करता है।

निविदा दस्तावेज एवं फार्म हमारे अंचल कार्यालय के उपर्युक्त पते से अथवा बैंक की वेबसाइट www.ucobank.com से प्राप्त किए जा सकते हैं। उक्त पते पर दिनांक 23.08.2019 (शुक्रवार) को अपराहन 4.00 बजे तक प्राप्त हुए मुहरबंद निविदाओं पर ही विचार किया जाएगा।

अंचल प्रबंधक

यूको बैंक 🕜 UCO BANK

GAD, Zonal Office, 5, Parliament Street, New Delhi - 110001

Bids Invited for empanelment of printing press/firms for non-security stationery items

Bids are invited for empanelment of General Stationery (non-security) printers from reputed, well established, resourceful and experienced printing press / firms situated in or around New Delhi engaged in printing of non-security stationery items for general use of Bank.

Tender Document and forms may be obtained from the said address or from Bank's website www.ucobank.com. The bids received in sealed cover till 4.00 pm on 23.08.2019 (Friday) at the above address will be entertained only.

Zonal Manager



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प्रधान कार्यालय: 10, बीटीएम सरणी, कोलकाता - 700001

Head Office: 10, BTM Sarani, Kolkata - 700001

प्रस्ताव के लिए अनुरोध (आरएफपी)

सामान्य लेखा सामग्री (नॉन सेक्यूरिटी) की आपूर्ति के लिए मुद्रकों की सूचीबद्धता हेतु

REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF PRINTERS FOR SUPPLY OF GENERAL STATIONERY (NON-SECURITY) ITEMS

मुद्रण एवं लेखा सामग्री कक्ष, सामान्य प्रशासन विभाग, यूको बैंक, अंचल कार्यालय, 5, प्रथम तल, संसद मार्ग, नई दिल्ली 110001 Printing & Stationery Cell, General Administration Department, UCO Bank, Zonal Office, 5, Sansad Marg, New Delhi 1100001

यूको बैंक, सामान्य प्रशासन विभाग, अंचल कार्यालय, 5, संसद मार्ग, नई दिल्ली -110001 UCO Bank, General Administration Dept., Zonal Office, 5, Sansad Marg, New Delhi110001-फोन Phone: 011-49498247 ई मेल-E-mail: <u>zonewdelhi.gad@ucobank.co.in</u>



सम्मान आपके विश्वास का Honours your trust

मुद्रण एवं लेखा सामग्री कक्ष, सामान्य प्रशासन विभाग, यूको बैंक, अंचल कार्यालय, 5, प्रथम तल, संसद मार्ग, नई दिल्ली 110001 Printing & Stationery Cell, General Administration Department, UCO Bank, Zonal Office, 5, Sansad Marg, New Delhi-1

सामान्य लेखा सामग्री (नॉन सेक्यूरिटी) की आपूर्ति के लिए मुद्रकों की सूचीबद्धता के लिए प्रस्ताव हेतु अनुरोध RFP FOR EMPANELMENT OF PRINTERS FOR SUPPLY OF GENERAL STATIONERY (NON-SECURITY) ITEMS

विषय सूची (आरएफपी दिनांक 01.04.2019) INDEX (RFP dated 01.04.2019)

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<u>आरएफपी दिनांक RFP Date: 01-04-2019</u>

सामान्य लेखा सामग्री के कागज सहित मुद्रण की दरों के लिए व्यापक निविदा आमंत्रण नोटिस (विस्तृत) Notice Inviting Open Tender for printing Rates of General Stationery Items with paper (Detailed)

UCO Bank invites tender for the rates of printing from reputed, well-established, resourced and experienced printers operating in Delhi for supply of 29 General Stationery (Non-security) Items with paper as per list attached herewith for regular utilization by the branches situated in New Delhi, Ajmer, Jaipur, Jodhpur, Bhopal, and Indore zones of our Bank throughout the year.

It is prominent to take note that we invite for only one type of printing rate (With paper provided by the Printer) for the printing of non-security items.

Please quote your lowest printing rates inclusive of paper cost, all applicable taxes and delivery charges to our central store situated at 5, Sansad Marg, New Delhi as per the specimens available in our office at the same address.

The orders have to be executed and supplied strictly as per the norms mentioned in the Tender Document.

Interested parties can download the pre-qualification document format from our website: <u>www.ucobank.com</u>. The pre-qualification documents (Technical Bid) completed in all respects along with **non-refundable Tender Cost in the form of Demand Draft for Rs.1000.00** (Rs. One thousand only) in favour of UCO Bank, payable at New Delhi.

1. पात्रता मानदंड Eligibility Criteria:

Interested parties should have executed satisfactory supplies of general stationery (nonsecurity) items to Public Sector Banks / Public Sector Undertakings / Reputed Private Companies etc. during the preceding financial year and documentary proof relating to execution of order is to be enclosed with the application.

1.1. Applicants must have established in printing business for a minimum period of last 3 years having an office/press within Delhi NCR documentary proof of which should be submitted along with the application.

1.2. Applicants must have GST registered unit (not under composite scheme).

1.3. Applicants must have an average annual turnover of Rs.1.00 crore for last 3 financial years as on 31.03.2019.

1.4. The lowest rate will be rationalized and approved by the Bank. The approved L-1 rate will be offered to only L-1, L2, L3, L4 for execution of the Job, at L-1 rate.

1.5. The approved rate will be valid for 3 years.

1.6. <u>YOUR QUOTATIONS SHOULD BE INCLUSIVE OF ALL TAXES if any and delivery charges to the</u> address : UCO Bank, Zonal Office, 5, Sansad Marg, New Delhi-110001.

1.7. Tender opening date, time and venue will be intimated after the last date of receiving the tender.

1.8. Bank reserves the right to accept / reject any or all offers without assigning any reason.

2. प्रस्तुति प्रक्रिया Method of Submission:

Bid documents filled in completely along with **Security Deposit of Rs.100,000/-** (Rs. One lakh only) in the form of Bank Guarantee issued by any nationalized bank other than UCO Bank (in enclosed format of Bank Guarantee as per Annexure 3) should be sealed in one envelop to be super scribed **"Application for empanelment for supply of General Stationery (Non-security) Items"**, and shall show name, address, contact numbers and e-mail address of the Applicant and **should be submitted at the address below on or before 16.04.2019 at 5.00 pm:-**

General Administration Dept., UCO Bank, Zonal Office, 5, Sansad Marg, New Delhi-110001.

3. पूर्व पात्रता दस्तावेज में ये होने चाहिए Pre-qualification Document should contain the following:-

3.1.1. Tender application in prescribed format.

3.1.2. Documentary proof of orders executed to PSBs/PSUs/Private Reputed firms.

3.1.3. True copies copies/certified copies of necessary legal permissions issued by local government authorities.

3.1.4. True copies/certified copies of Partnership Deed or Registration Certificate as applicable.

3.1.5. Balance Sheets and Profit & Loss Accounts for 3 years.

3.1.6. True copies/ certified copies of PAN No.

3.1.7. Each page of pre-qualification document shall be duly signed by the Applicant or his authorized representative.

3.1.8. Incomplete applications are liable to be rejected.

3.1.9. For any clarification, following may be contacted:-

Chief Manager, Ptg. & Sty. Cell, GAD, UCO Bank, Zonal Office, 5, Sansad Marg, New Delhi 110001

3.2. If the application is made by a partnership firm, a certified copy of the partnership deed, Certificate of Registration, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application. 3.3. 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 authorization document complying with the above should be enclosed.

3.4. 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. आवेदन का मूल्यांकन Evaluation of Application:

4.1. All applications shall be examined so as to ascertain whether the applications:

- 4.1.1. meet the eligibility requirements;
- 4.1.2. have been properly prepared and signed;
- 4.1.3. contain all the details called for and are in proper format;
- 4.1.4. are accompanied by required authorization; and

4.1.5. are otherwise generally in order.

4.2. All applications which meet the above requirements will be considered for selection of empanelment for supply of general stationery (non-security) items. Empanelment finalized will be valid for 3 year subject to yearly review of the performance ending every financial year. 4.3. The decision of the Bank to accept or reject any application will be final.

4.4. The Bank reserves the right to reject any or all application without assigning any reason.

4.5. In case the applicant's close relatives are associated with Bank and in particular the Stationery 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.

5. निरस्तीकरण मानदंड की शर्तें Rejection Criterion is subject to:

5.1. Tender documents do not contain all required documents.

5.2. Conditional Tenders will not be considered.

5.3. Tender Cost and Security Money in the form of Bank Guarantee not deposited.

5.4. Not fulfilling the eligibility criteria as mentioned in "Eligibility Criteria".

5.5. Tender documents received after date and time specified for such purpose.

6. बैंक इन बातों में अपने अधिकार सुरक्षित रखता है Bank reserves the right to the following:

Bank reserves its rights, without giving any reason whatsoever and without any cost or compensation therefore, to:

6.1. Reject any or all proposals received in response to the RFP.

6.2. Reject the proposals received in response to the RFP containing any deviation from the payment terms stipulated in.

6.3. Waive or Change any formalities, irregularities, or inconsistencies in proposal format delivery.

6.4. Extend the time for submission of proposal.

6.5. Modify the RFP document by an amendment that would be notified on the Bank's website.

6.6. Independently ascertain information from the Banks and other institutions/ companies to which the bidder has already extended IFRS/ Converged Indian Accounting Standards (IND-AS) Services for similar assignment.

6.7. Modify the time period stipulated above for completion of assignment during the execution of assignment if it deems fit.

7. कर एवं शुल्क Taxes & Duties:

7.1. The bidder will be entirely responsible to pay all taxes whatsoever in connection with delivery of the services at the sites including incidental services and commissioning.

7.2. Wherever the laws and regulations require deduction of such taxes at the source of payment, Bank shall effect such deductions from the payment due to the vendor. The remittance of amount so deducted and issue of certificate for such deductions shall be made by Bank as per the laws and regulations in force.

7.3. Nothing in the contract shall relieve the vendor from his responsibility to pay any tax that may be levied in India/abroad on income and profits made by the vendor in respect of this contract.

8. मूल्य PRICE:

The total price shall be as quoted in the Financial Bid.

8.1. The prices quoted shall be deemed to include all taxes and duties, local levies packing, transportation, handling, transit insurance premium and clearing charges etc.

If the Tenderer fails to include such taxes and duties in the tender, no claim thereof will be entertained by the Bank afterwards.

8.2. Price should not be subject to fluctuation of the rupee against foreign currencies or for any other reason(s). The price shall remain firm throughout the period of this contract.

8.3. In case there is a change in the Government norms, taxes etc before supply or presentation of invoices to the Bank, whichever is later, the same shall be borne by the printer.

8.4. Price quoted shall remain firm <u>for acceptance</u> for 90 days from the last date for submission of filled in tenders.

9. सुपुर्दगी DELIVERY

9.1. On acceptance of tender, Bank shall issue a Letter of Intent (LOI) to the successful bidder and the bidder shall accept the same within one week of the date of issue of LOI.

9.2. Order will be placed by the Bank, only after the successful bidder accepts LOI and enter into the Agreement as per Bank's format.

9.3. Time is the essence of this contract. The printing of entire lot as instructed by Bank shall be completed within stipulated period from the date of issue of confirmed print order/ final approval of the proof by the Bank.

9.4. In case the printer fails to print the stationery item under stipulated period of work order, the Bank shall be at liberty to cancel the order and besides de-listing the printer from the panel and also to deny any future empanelment in the Bank.

9.5. If the printer fails to deliver the printing items and on the event of such cancellation, the Security Deposit of the printer shall stand forfeited and the printer shall not be entitled to any compensation but the printer shall continue to carry out all his obligations under this contract, including warranty in respect of the printed material that may have already been supplied before cancellation.

9.6. If the Bank, at its sole discretion, decides to accept the delayed supply of any lot of printing items, liquidated damages will be charged to the printer as Bank deems fit.

The amount of damages so calculated shall be deducted at the time of making any payment after successful completion of supply of the printing items and the cost of transportation and other costs thereon shall also be borne by the printer.

9.7. The decision of the Bank in regard to cancellation of the Print Order, levy of liquidated damages and forfeiting the Security Deposit shall be final.

9.8. In case of delivery of printing items, where Road Permit is required for transportation of goods, it is the responsibility of printer to procure the same by making all arrangements required well in advance. However, if Bank is supposed to provide any letter/document

required by the printers for getting the permits, the Bank shall not be responsible for any delay on this account nor will any additional time be allowed for completion of supply.

10. वारंटी WARRANTY

10.1 The printing items are under printer's comprehensive (all inclusive) warranty for a period of one year from the date of satisfactory supply.

10.2. During the warranty period the printer shall, at his own cost, replace any defective printing item free of cost to the Bank.

10.3. Any defect or shortfall of the printed material will be intimated to the printer by the Bank and printer shall rectify the defect or make good the shortfall within 7 days of such reporting.

10.4. If the printing items cannot be made serviceable within the period stated above, the printer shall replace the printing items, free of cost. Transportation and other costs in this regard, if any, shall be borne by the Printer only.

10.5. Failure to attend the complaints within 7 days will attract penalty of Rs. 1000/- for each day's delay. The penalty shall be recovered from the printer's bills or from his Performance Guarantee.

11. सौंपा गया कार्य ASSIGNMENT

The whole work included in the contract shall be executed by the tenderer and shall not directly or indirectly transfer, assign or sublet the contract or any part, share or interest therein without written consent of the Bank.

12. भुगतान PAYMENT

12.1 The Bank will not pay any advance for printing items. The bills and invoices shall be prepared by the printer and submitted to UCO Bank, Zonal Office, 5, Sansad Marg, New Delhi after satisfactory delivery of printed materials. Invoice amount will be paid by the bank within 30 days from the date of submission of the bill, subject to compliance of the following:-

12.2. Supplying the printing items of appropriate quality as per the parameters mentioned in the Technical bid, general terms and conditions of the tender with full satisfaction of the Bank.

12.3. Producing relevant document pertaining to the delivery of the printing item.

11.4. Various parameters set out by the Bank and duly committed by the printer, while participating in the tender process, must be complied with. If the printed items do not conform to the specifications as per technical bids, the order stands automatically cancelled and the printer shall not be entitled for any payment and the printing items shall be taken back at the cost, risk etc. of the printer. Further in such an event the EMD furnished by the printer while participating in the tender process shall be forfeited.

12.5. Tax deduction at source (TDS) as per relevant provisions of Finance Act from time to time.

13. बीमा और जोखिम INSURANCE AND RISKS:

The printer shall arrange Insurance cover for all printing items being handed over to the bank as per the order given by the bank for all the risks (fire, burglary, natural calamities such as earth quake, flood etc) including transit risk. The Insurance shall be for an amount equal to 110% of the CIF value of the goods delivered.

14. प्रवर्तनीयता ENFORCEABILITY:

The decision of the Bank in arriving at the conclusion of breach of conditions and/or default of printer will be accepted by the printer without any demur and the Bank will be at liberty to enforce these conditions/rights.

15. चूक होने पर निरस्तीकरण Termination for Default(s):

The Bank at its option without prejudice to its rights under the Contract is entitled to terminate the Contract of empanelment / cancel the order placed at any time by giving 07 days' written notice to the Contractor in the event of, but not limited to, one or more of the following situations:-

15.1. in case the Bidder does not comply with any of his obligations/undertakings under this Contract;

15.2. if the design, specifications of the items printed and supplied by the bidder to the Bank do not conform to the approved technical specifications and other requirements specified in this contract or agreed to by the bidder.

15.3. if the Bidder refrains from implementing any of the instructions received from the Bank within the stipulation of this Contract;

15.4. in case of any breach of the terms and conditions of this contract by the printer.

15.5. un-necessary or unwarranted delay in execution of the work allotted.

15.6. Delay in providing the requisite manpower at the Bank's site.

15.7. Delay in submission of reports beyond the stipulated periods.

15.8. Breach of trust is noticed during any stage of the consultancy assignment.

15.9. The selected bidder commits a breach of any of the terms and conditions of the bid.

15.10. A selected bidder goes in to liquidation voluntarily or otherwise.

15.11. An attachment is levied or continues to be levied for a period of 7 days upon the effects of the bid.

15.12. If it is found at any stage that the bidder has concealed any important information or has submitted any false information or declaration particularly regarding any pending legal action or blacklisting status.

15.13. The Bank reserves the right to recover any dues payable by the selected vendor from any amount outstanding to the pending bills and security deposit, if any, under this contract or any other contract/order.

15.14. If there is any conflict of interest.

15.15. If the Printer becomes bankrupt or insolvent or causes or suffers any receiver to be appointed for its business or any assets thereof, compounded with its Creditors, or being a corporation, commence to be wound up for the purpose of amalgamation or reconstruction, or carry on its business under a Receiver for the benefit of its Creditors, the Bank shall be at liberty to terminate the contract forthwith upon coming to know of the happening of any such

event as aforesaid by notice in writing to the Printer or to the Receiver or Liquidator or to any person in whom the Contract may become vested or give such Receiver, Liquidator or other person the option of carrying out the Contract subject to his providing guarantee for amount to be specified by the Bank.

15.16. In addition to the cancellation of work order / termination of Empanelment in such events, the Bank reserves the right to appropriate the damages from the earnest money deposit (EMD) (if any) provided by the selected bidder and/or forfeit the Performance Bank Guarantee furnished by the vendor without prejudice to its rights and conditions available under the Law for the time being in force. In such events the order shall be, if the Bank so desires, passed to any other empanelled vendor at the match prices and other terms & conditions of the Bank. The Bank shall have also the right to deny any future empanelment to the defaulter vendor.

13. क्षतिपूर्ति INDEMNITY

The printer will indemnify to protect and save Bank against all claims, losses, costs, damages, expenses, action suits and other proceeding resulting from infringement of any patent, trademarks, copyrights etc or such other statutory infringements in respect of all Stationery Items supplied to the Bank.

14. निरीक्षण INSPECTION

The Bank reserves the right to get the printing press inspected by its own technical personnel and / or by any other organization / persons engaged for the purpose and the printer shall have no objection and shall cooperate and provide necessary details/information required for such inspection.

15. विवादों का निपटारा SETTLEMENT OF DISPUTES

Should any dispute or difference of any kind whatsoever arise between the Bank and the printer in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such disputes or difference by mutual consultation in the following manner:-

15.1. The party raising a dispute shall address to the other party a notice in writing requesting an amicable settlement of the dispute within seven (7) days of receipt of the notice.

15.2. The matter will be referred for negotiation between designated officials of the Bank/ Purchaser and the Authorized Official of the Bidder. The matter shall then be resolved between them and the agreed course of action documented within a further period of 15 days.

15.3. If after 15 days the parties fail to resolve their disputes or difference by such mutual consultation, then either the purchaser or the printer may give notice within 20 days of the failure of negotiations to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute. No arbitration in respect of this matter may be commenced unless such notice is given.

15.4. The "Arbitration Notice" should accurately set out the disputes between the parties, the intention of the aggrieved party to refer such disputes to arbitration as provided herein, the name of the person it seeks to appoint as an arbitrator with a request to the other party to appoint its arbitrator within 45 days from receipt of the notice. All notices by one party to the other in connection with the arbitration shall be in writing and be made as provided in this tender document. The arbitrators shall hold their sittings at Delhi.

15.5. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this clause shall be settled in accordance with

the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof.

15.6. The arbitral tribunal shall consist of 3 arbitrators one each to be appointed by the Purchaser and the Printer. The third Arbitrator shall be chosen by the two Arbitrators so appointed by the Parties and shall act as Presiding Arbitrator. In case of failure of the two arbitrators appointed by the parties to arrive at a consensus within a period of 30 days from the appointment of the Arbitrator appointed subsequently, the Presiding Arbitrator shall be appointed by the Indian Bankers' Association, which appointment shall be final and binding on the parties.

15.7. If one of the parties fails to appoint its arbitrator within 30 days after receipt of the notice of the appointment of its Arbitrator by the other party, then the Indian Banks' Association shall appoint the Arbitrator.

15.8. Arbitration proceedings shall be held at UCO Bank, Zonal Office, 5, Sansad Marg, New Delhi-110001. India and the language of the arbitration proceedings and that of all documents and communications between the parties shall be Hindi or English.

15.9. The decision of the majority of arbitrators shall be final and binding upon both the parties. The cost and expenses of Arbitration proceedings will be paid as determined by the Arbitral Tribunal. However, the expenses incurred by each party in connection with the preparation, presentation etc. of its proceedings as also the fees and expenses paid to the arbitrator appointed by such party or on its behalf shall be borne by each party itself.

15.10. Notwithstanding any reference to arbitration herein,

15.10.1. the parties shall continue to perform their respective obligation under the contract unless they otherwise agree; and

15.10.2. the purchaser shall pay the printer any monies due to the printer unless the dispute is relating to such payment.

16. छूट WAIVER:

Non-enforcement by either party of any of the provisions of this Contract shall not construe or constitute as a waiver of the provision itself or any subsequent breach thereof. The validity of the Contract shall not be affected, should one or more of its stipulations be or become legally invalid and such stipulation is severable from and not fundamental to the obligations of either party to this Contract. In such a case, the parties shall negotiate in good faith to replace the invalid clause by an agreed stipulation which is in accordance with the applicable Indian Law and which shall be as close as possible to the party's original intent.

17. संवैधानिक एवं अन्य नियमन STATUTORY AND OTHER REGULATIONS:

The Printer shall comply with all the statutory obligations of the Government of India / State Governments and local authorities applicable and the Bank shall not be liable for any action under the statutes applicable due to non-compliance of statutory obligations by the Printer.

18. लागू कानून APPLICABLE LAW:

The Contract shall be interpreted in accordance with the laws of India. Any dispute arising out of this contract will be under the jurisdiction of Courts of Law in New Delhi.

19. क्षेत्राधिकार JURISDICTION:

This agreement shall be subject to the jurisdiction of the Courts in New Delhi.

20. प्रचार Publicity:

Any publicity by the vendor in which the name of Bank is to be used should be done only with the explicit prior written permission of Bank. The vendor will not make or allow anyone to make a public announcement or media release about any aspect of the Contract, unless Bank first gives the vendor its prior written consent. (निविदा के लिए यह आवेदन अपने लेटर हेड पर दें Present this Tender Application On your Letter Head)

गैर सेक्यूरिटी लेखा सामग्री के मुद्रकों की सूचीबद्धता हेतु आवेदन-पत्र APPLICATION FOR EMPANELMENT OF NON-SECURITY PRINTERS

महाप्रबंधक यूको बैंक अंचल प्रबंधक <u>5. संसद मार्ग, नई दिल्ली 110001</u>

महोदय,

आपके निविदा आमंत्रण पत्र क्र. अंकानदि / साप्रवि / 2018-19 दिनांक के उत्तर में यह आवेदन प्रस्तुत है।

निविदा दस्तावेज को पढ़ने के बाद हम आपके बैंक के गैर सेक्यूरिटी लेखा सामग्री के मुद्रकों की सूची में शामिल होने के लिए जरूरी जानकारियों सहित संबंधित दस्तावेज प्रस्तुत कर रहे हैं।

प्रमाणित किया जाता है कि इस आवेदन में प्रस्तुत जानकारियां प्रामाणिक हैं। हम यूको बैंक को हमारे द्वारा प्रस्तुत जानकारियों की स्वतंत्र जांच करने के लिए अधिकृत करते हैं।

हम समझते हैं कि बैंक किसी अथवा सभी आवेदनों को बिना कारण बताए रद्द करने का अधिकारी सुरक्षित रखता है।

<u>दिनांक : मुहर / पदनाम सहित हस्ताक्षर</u>

<u>संलग्नक:</u>

 1) पूरी तरह से भरा गया निर्धारित निविदा फार्म
 2) ईएमडी राशि रु.100000/- का मांग ड्राफ्ट। मौजूदा सूची में शामिल प्रिंटरों को इससे छूट, यदि उनकी रु.1 लाख की सुरक्षा जमा हमारे पास मौजूद है।
 3) भागीदारी विलेख या पंजीकरण प्रमाण-पत्र
 4) 3 वर्षों के तुलन-पत्र एवं लाभ-हानि खाते
 5) बिक्री कर पंजीकरण (वैट/जीसटी) प्रमाण-पत्र
 6) जारी होने की तारीख सहित व्यापार लाइसेंस नंबर
 7) निष्पादन प्रमाण-पत्र के साथ उन बैंक/पीएसयू के नाम, जिनके लिए मुद्रण का काम अभी कर रहे हैं।

8) एसएसआई पंजीकरण नंबर, यदि हो।

The General Manager, UCO Bank, Zonal Office, <u>5, Sansad Marg, New Delhi 110001</u>

Dear Sir, This is in response to your tender no. ZOND/GAD/2018-19 dated

Having examined the Tender Document, we hereby submit all the necessary information and relevant documents for our empanelment in your Bank's panel of non-security Stationery 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: Signature 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.1 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.

गैर सेक्यूरिटी लेखा सामग्री के मुद्रकों की सूचीबद्धता हेतु आवेदन-पत्र APPLICATION FOR EMPANELMENT OF NON-SECURITY PRINTERS

अनुसूची "क" SCHEDULE "A"						
संगठन का विवरण : सामान्य जानकारियां						
	DETAILS OF ORGANISATION : GENERAL INFORMATION					
1	व्यवसाय प्रतिष्ठान का नाम एवं पता Name and address of the Firm					
2	Name and address of the Firm गोदाम का पता Address of godown					
3		र्की का नाम Name of Contact				
4	•	फोन Telephone				
5	टलाफान Telephone मोबाइल Mobile					
6	माबाइल Mobile ई-मेल E-mail					
7		स्थापित / पंजीकृत है				
		ce of Incorporation / registra	ition			
8		पना/पंजीकरण का वर्ष				
	Yea	nr of Incorporation / registra				
9		स्वामी/भागीदार/निदेध		स्वामी/भागी	स्वामी/भागीदार/निदेशक का पता	
		Name of Owners / Part	ners / Directors	Address of Owne	rs / Partners / Directors	
	1					
	2					
	3					
	4					
10	कर्म	चारियों की कुल संख्या Total	Number of Employee	es		
			नियमित	अंशकालिक	कुल Total	
			Regular	Part time	-	
		कुशल Skilled				
		उ अकुशल Unskilled				
11	संग	अकुशल Unskilled ठन की संरचना Structure of	-			
11	संग 1	उ अकुशल Unskilled ठन की संरचना Structure of आवेदक एक लिमिटेड कंपनी	/ निगम / भागीदारी प	-		
11	1	अकुशल Unskilled ठन की संरचना Structure of आवेदक एक लिमिटेड कंपनी The applicant is a Limited	। Company / Corporat	ion / Partnership firm / P	· ·	
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	1 2 3 4 5	अकुशल Unskilled ठन की संरचना Structure of आवेदक एक लिमिटेड कंपनी The applicant is a Limited समान कार्य करने का वर्षों क यदि आपको कभी अपनी गतिवि Were you ever required to If so, give details. यदि आपको कभी किसी कार you ever left any orders pl executing the orders) संस्थागत ग्राहकों के लिए मु Give details of your exper यदि आपके व्यवसाय प्रतिष्ठान	/ निगम / भागीदारी प Company / Corporat त अनुभव है। Number o विधियों को लगातार छह म o suspend the activity र्य आदेश को अधूरा छोड़ laced with you incom द्रण कार्य करने के आप ience in execution of को कभी किसी संस्था द्व	ion / Partnership firm / P f years of experience ाह से अधिक के लिए रोकना क for a period of more than ज्ना पड़ा हो तो उसका कारण plete? (If so, give details के अनुभवों का विवरण दें। printing jobs of Institution गरा अयोग्य ठहराया गया हो /	e in similar works. मड़ा हो तो विवरण दें। a six months continuously? म सहित विवरण दें। Have and reasons for not onal Customers.	

गैर सेक्यूरिटी लेखा सामग्री के मुद्रकों की सूचीबद्धता हेतु आवेदन-पत्र APPLICATION FOR EMPANELMENT OF NON-SECURITY PRINTERS

अनुसूची "ख" SCHEDULE "B"

वित्तीय विवरण FINANCIAL STATEMENT

सामान्य जानकारियां GENERAL INFORMATION								
1								
2								
3	बैंकर का पता Address of Ba	nker						
4	बैंकर के संपर्की का नाम							
	Name of Banker's contact per	rson	पदनाम Des	ignation	टेलीफोन नंबर	टेलीफोन नंबर Telephone No.		
	विनन	ीग जान	ाकारियां FINAN(TAT INFORM	ΜΑΤΙΟΝ			
	•					years (Rs. In lakh)		
1	071			2015-16	2016-17	2017-18		
2								
3								
4								
5								
7								
8								
नोत	NOTE: 1) आवेदकों को वित्तीय	जानकारि	यां इस दृष्टि से उपल	न्ध करानी चाहिए	क प्रस्तावित कार्य अ	ौर अन्य मौजुदा		
अन्	बंधों को पूरा करने के लिए जरूरी नव	न्दी आदि	की व्यवस्था करने	के लिए उनके पास	। पर्याप्त वित्तीय संसाध	धन मौजूद हैं। हर		
-	दक को यह फार्म जरूर भरना है। जर							
	OTE: 1) Applicants should prov			••		o adequate		
	ancial resources to meet the cas							
	ch applicant must fill in the for			-	—	formation.		
	ट 2) पिछले 3 वर्षों के लेखापरीक्षि	-						
NC	TE: 2) Copies of the audited b	alance	sheets with profit	and loss accou	ints for the last 3 ye	ears to be attached.		
			वर्षों की वार्षिक वि		•			
	ANNUAL		OVER DATA					
	वर्ष YEAR	वााषव	क बिक्री / कारोब		ਸ			
			Turnover in lakh Rs.					
	2013-14							
	2014-15							
┝	2015-16 मौसत वार्षिक बिक्री / कारोबार							
नोट	Average Annual Turnover नोट : सभी व्यक्तिगत व्यवसाय प्रतिष्ठानों को इस फार्म में पूरी जानकारियां देनी हैं। कृपया पिछले तीन वर्षों में से							
प्रत्येक वर्ष के दौरान किए गए कार्यों के लिए ग्राहकों को जारी बिलों की राशि के आधार पर वार्षिक आपूर्ति / बिक्री के								
	कडे उपलब्ध कराएं।							
Note: 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.							

गैर सेक्यूरिटी लेखा सामग्री के मुद्रकों की सूचीबद्धता हेतु आवेदन-पत्र APPLICATION FOR EMPANELMENT OF NON-SECURITY PRINTERS

अनुसूची "ग" SCHEDULE "C"							
	संगठन के स्वामित्व वाले संयंत्र एवं मशीनरी						
	PLANT AND MACHINERY OWNED BY THE ORGANISATION						
आवेदक का नाम Name of Applicant :							
क्र.	संयंत्र एवं मशीनरी	निर्माण वर्ष	क्षमता	संख्या			
S.N.	Plant & Machinery	Year of manufacture	Capacity	Number			

गैर सेक्यूरिटी लेखा सामग्री के मुद्रकों की सूचीबद्धता हेतु आवेदन-पत्र APPLICATION FOR EMPANELMENT OF NON-SECURITY PRINTERS

घोषणा पत्र DECLARIATION

मैं / हम, अधोहस्ताक्षरी, एतदद्वारा यह घोषणा करते हैं कि पूर्व योग्यता प्रश्नावली प्ररूपों एवं आवश्यक संलग्नकों में दिए गए विवरण पूरी तरह से सत्य और सही हैं।

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.

एतदद्वारा अधोहस्ताक्षरी द्वारा प्रस्तुत विवरणों अथवा मेरी / हमारी योग्यता एवं साख का सत्यापन करने के लिए बैंक के अनुरोध पर किसी अन्य बैंक, व्यक्ति, फर्म या निगम को जरूरी समझी गई उचित जानकारियां प्रस्तुत करने के लिए अधिकृत किया जाता है।

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 verfy this Statement or regarding my (our) competence and general reputation.

अधोहस्ताक्षरी द्वारा यह समझा और स्वीकार किया जाता है कि बैंक द्वारा मेरी/हमारी योग्यता संबंधी अतिरिक्त जानकारियां मांगी जा सकती हैं और उन्हें उपलब्ध कराने के लिए मैं/हम सहमत हैं।

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.

(कंपनी/फर्म के अधिकृत अधिकारी के हस्ताक्षर Signature of Authorized Officer of the Company/Firm)

(अधिकारी का पदनाम Title/Designation of Officer)

(व्यवसाय प्रतिष्ठान का नाम Name of Firm)

(दिनांक Date):

अनुसूची घ Schedule D

सामान्य लेखा सामग्री (नॉन-सेक्यूरिटी) वस्तुओं की मुद्रण दरों की बोली

सभी कर, शुल्क, बीमा, ढुलाई आदि खर्चों सहित

BID OF PRINTING RATES OF GENERAL STATIONERY (Non-Security) ITEMS

INCLUSIVE OF ALL EXP. LIKE TAXES, CHARGES, INSURANCE, TRANSPORTATION ETC.

<i>क्र</i>	वस्तुओं का विवरण एवं कूट संख्या Particulars of items & code no.	कागज का आवश्यक आकार Size of Denor Denvirod	1000 प्रतियों के लिए दरों की
SN		Size of Paper Required	बोली Quote of Rotes Per 1000 pcs
1	A-5- Letter of Partnership	Ledger D/Med 21.3 kg	
2	A-9, 9A, 9B, 9C	Ledger D/FC 12.2 kg	
3	A-21 – form of 8 pages	Ledger D/ FC 13.4 kg	
4	A-21A – form of 8 pages	Ledger D/ Medium 12.2 kg	
5	A-36©- Transport Operator (16 pages form)	Ledger W/FC 10.4 kg	
6	A-38(R)- against deposit loan- pad of 100 pages	Cream Wove Double Demmy 13.8 kg	
7	A-48, Part-1- Education Loan (8 pages)	Cream wove D/F/C 8 kg	
8	A-48, Part-2- Education Loan (4 pages)	Cream wove D/F/C 8 kg	
9	A-105 form of 16 pages	Ledger W/FC 12.2 kg	
10	A-109- form of 7 pages	Ledger D/FC 12.2 kg	
11	A-116	Pink Printing demy 5.9 kg	
12	A-117	Pink Printing demy 5.9 kg	
13	B-1, B-2, Bills Schedule - pad of 100 pages	Cream Wove Double Demmy 13.8 kg	
14	D-50-A- RD Pass Book for 36 months	10.4 White Map Litho, Blue MG Cover 9.7 kg	
15	D-50-A- RD Pass Book for 72 months	10.4 White Map Litho, Yellow Cover 9.7 kg	
16	DS-1A- Account Opening form of 20 pages	10.4 kg White Map Litho	
17	DS-1B- Signature Card	9.7 kg White MG Board	
18	DS-1C-TD- Application form – pad of 100 pages	White Map Litho Double Medium 21.3 kg	
19	DS-2(R)- Pay in slip with pad of 25 pcs	Cream Wove Double Demmy 13.8 kg	
20	DS-3 - Withdrawal Slip - pad of 25 pcs	Blue Printing 59 kg	
21	DS-5A Saving Bank Pass Book	White Map Litho 10.4 kg White Board 9.7 kg	
22	G-11 – Credit Voucher – pad of 100 pages	Cream Wove Double Demy 13.8 kg	
23	G-12- Debit Voucher - pad of 100 pages	Cream Wove Double Demy 13.8 kg	
24	G-13- Credit Voucher – with advice - pad of 100 pages	Cream Wove Double Demy 13.8 kg	
25	G-14- Debit Voucher – with advice - pad of 100 pages	Cream Wove Double Demy 13.8 kg	
26	G-64 – form of 22 pages	Ledger D/ Medium 21.3 kg	
27	G-72 – form of 22 pages	Cream Wove D/ Crown 10.5 kg	
28	KCC Pass Book	10.4 kg White Map Litho	
29	KCC – Sanction Advice – form of 4 pages	White Map Litho D/ Medium 18.6 kg	

बोलीकर्ता के हस्ताक्षर एवं मुहर Signature of Bidder with Stamp

<u>दिनांक Date:</u>