



UCO BANK

FINANCE DEPARTMENT : HEAD OFFICE

TENDER NOTICE

TENDER NOTICE FOR PRINTING OF BANK'S ANNUAL REPORT 2017-18

Sealed bids are invited for printing of 1,50,000 (+10%) copies of Bank's Annual Report (ordinary version), 2017-18 from reputed Printers having minimum three years of previous experience of printing of Annual Reports of large corporate/Banks having shareholders base of over 1,50,000. The details of the job particulars are as under :

Nature and description of job:

1. Printing and Binding of Bank's Annual Report consisting of about 120 pages. Printing of text portion in black and white, while the outer cover pages shall be in four colour.
2. Printing of booklet shall be on good quality 35 GSM, SPTG paper manufactured by ITC Tribeni/Pudmji. The cover page shall be with 80 GSM glossy art paper (BILT/ J K Paper Mill).
3. Booklet size would be 7.75" x 10.75" (inches) with saddle stitch binding.
4. No. of pages per booklet would be around 120 pages. It may vary (+/-10%). Accordingly, the actual cost per booklet would be on prorata basis depending on increase or decrease in the no. of pages.
5. Bank would approve the layout and design before final net-work.
6. The Annual Report booklet contains the matter in both English and Hindi versions. Hindi text will be provided in Unicode font and the printer shall have the required software to ensure its compatibility.
7. High quality and uniform printing of the text is required.
8. Final printing would be undertaken only after the proof has been finally vetted.
9. The rate should be inclusive of all costs like cost of paper, layout, design with Bank logo, GST and carrying cost to Courier agencies situated at Kolkata.
10. **Entire 1,50,000 copies of Annual Reports shall be delivered within 7 days from the date of receipt of final proof from the Bank. No request for extension of the time for delivery is entertained. Bids with specification of delivery period above 7 days will be liable for rejection.**
11. For any delay on the part of the printers beyond the scheduled date of delivery (as mentioned in the work order), penalty of Rs.25,000/- per day of delay will be charged to the printers reckoned from due date of delivery.
12. **The printing press of the printer should be located at Kolkata District. The printer shall have web offset printing machine capable of bulk printing.**
13. The printer shall have past experience in printing of Annual Reports of orders of size 1,50,000 and above.
14. Once the order is accepted, successful bidder will be bound to execute the same within the period specified and no request for (i) increase in rate subsequently, (ii) extension of time for executing the order for any reason including non-availability of paper will be entertained.
15. No advance payment will be made by the Bank for printing of Annual Report. However, the Bank, solely at its discretion, may consider part payment on completion of delivery of first lot of Annual Reports.
16. If at a later date or subsequently it is revealed/discovered that paper supplied/used or printed is not in accordance to our specification/qualities stipulated, the printer will be subjected to imposing penalties that Bank may deem fit.



Application

1. Submit your quotation drawing reference of advertisement. The tender application shall consist of Commercial Bid and Financial Bid. The applicant shall submit the commercial bid and financial bids in separate sealed covers. The financial bids of the printers who were qualified in commercial bids will only be entertained. The format for commercial bid and financial bids are given below:

Format for Commercial Bid:

S. No.	Items	
1.	Name, Address and year of establishment of the company	
2.	Telephone No. Fax No. E-mail address	
3.	Give brief details about previous three years of experience with special reference to printing of Annual Report of reputed large corporate bodies preferably Banks by providing copies of work orders.	
4.	Details of printing facilities with reference to web offset printing machine. All documents must be supported by proof and certified by Chartered Accountant	
5.	Description of the job	
6.	No. of days required to deliver the order quantity at the places specified in the tender.	
7.	Enclosures: I. PAN Card II. GST registration III. Copies of previous three years Annual Reports printed by your company (refer point no.3 above) IV. Particulars of web offset printing machinery duly certified by Chartered Accountant V. Sample paper VI. Demand Draft towards Earnest Money for Rs.2,00,000/-	
8.	Any other point	

16/




Format for Financial Bid:

1	Breakup of cost per booklet : a. Paper Cost b. Printing Cost c. Other Costs (please specify)	
2	Total Cost per Booklet (1a+1b+1c)	

Note: The rate should be inclusive of all costs like cost of paper, layout, design with Bank logo, GST and carrying cost to Courier agencies situated at Kolkata.

- The bids containing commercial and financial bids shall be separately closed and shall be submitted in a sealed cover by hand to General Manager (finance), UCO Bank, Finance Department, 2, India Exchange Place, 3rd Floor, Kolkata – 700 001. The envelope should bear the superscription “Offer for printing of Bank’s Annual Report 2017-18”.
- Quotation must be in Company’s letter head and accompanied by i) a brief resume on past experiences supported with credentials of the Company ii) Earnest Money of Rs.2,00,000/- by way of pay order/demand draft payable on any scheduled commercial banks in Kolkata and drawn in favour of “UCO Bank A/c. Earnest Money of Annual Report 2017-18”. Earnest money will not be refunded if the printer defaults in timely delivery of Annual Report and also not meeting the job specifications. iii) The tender application must reach the office of the General Manager(Finance), UCO Bank Finance Department, 2, India Exchange Place, 3rd Floor, Kolkata – 700 001 before closing hours i.e 5.00 p.m. on 04.05.2018.
- Paper sample as per the quality and size of the booklet to be enclosed.
- The quotations would be opened on 05.05.2018 at 4.00 P M at the Office of the General Manager (Finance) in presence of representatives of Bidders. The bidders are requested to be present at the time of opening of offers.


(P.G. Joshi)
General Manager
Finance

Date : 25.04.2018

