



উত্তরবঙ্গ ক্ষেত্রীয় গ্রামীণ ব্যাংক
উত্তরবঙ্গ ক্ষেত্রীয় গ্রামীণ বঁক
UTTARBANGA KSHETRIYA GRAMIN BANK

শিববাড়ি রোড, কোচবিহার

(HEAD OFFICE)

Shib Bari Road, Coochbehar

A Govt. Owned Scheduled Bank Sponsored By Central Bank Of India

REQUEST FOR PROPOSAL FOR PRINTING OF ANNUAL REPORT FOR THE FY 2021-22

Ref: GAD/47/2022-23/86/F-Annual Report

Dated : 16-09-2022

DATE OF ISSUE OF TENDER	16-09-2022
LAST DATE OF SUBMISSION OF TENDER	10-10-2022
DATE AND TIME OF OPENING TECHNICAL BID	12-10-2022, At 3:00 PM
DATE AND TIME OF OPENING FINANCIAL BID	To be announced subsequently after opening of technical offers

UTTAR BANGA KSHETRIYA GRAMIN BANK

Shib Bari Road, opp. N.N.Park, PO & Dist- Cooch behar-736101

E-mail: gadho@rrbubkgb.in

www.ubkgb.org

Request for Proposal (RFP) for printing of Annual Report 2021-22

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1. Invitation for Tender Offers:

- a) Sealed tenders are invited from the interested bidders for the printing of Bank's Annual Report (Colored) for the year 2021-22. Tender documents are available on bank's website www.ubkgb.org.
- b) Key dates for the tender is as follows:

Date of Issue of Tender	16-09-2022
Last Date and Time for Submission of Bid	10-10-2022
Date of opening of Technical Bid	12-10-2022

- c) The bidders are requested to go through the tender document carefully and submit the tenders in sealed covers, duly signed super scribed as follows:

Cover No 1

“TECHNICAL BID FOR PRINTING OF ANNUAL REPORT OF UTTARBANGA KSHETRIYA GRAMIN BANK FOR FY 2021-22”.

Cover No 2

“FINANCIAL BID FOR PRINTING OF ANNUAL REPORT OF UTTARBANGA KSHETRIYA GRAMIN BANK FOR FY 2021-22”.

- d) The bank will open the bids, in the presence of Bidders' representative who will choose to attend, at the time and date mentioned in Bid document at the address mentioned below,

**Uttarbanga Kshetriya Gramin Bank,
Head Office, Shib Bari Road,
Opposite N. N. Park,
Coochbehar – 736101,
Phone: 03582 229301/302
Mail ID: gadho@rrbubkgb.in**

- e) Financial bid should only indicate prices filled as per Annexure 5 provided in the tender documents along with financial terms and conditions.
- f) The bidders are expected to furnish all the information asked for, sign all the pages and submit the tender.
- g) Details of RFP in brief

Job Description:	Printing of Annual Report of FY 2021-22
Type:	Colored full version of Annual Report
Quantity:	200 Copies (Approx.) (Quantity may vary up to $\pm 10\%$)
Language:	Bilingual – Hindi & English

Address for Communication:

For submission of bids and place of opening tender offers:

**Uttarbanga Kshetriya Gramin Bank,
Head Office, Shib Bari Road,
Opposite N. N. Park,
Coochbehar – 736101,
Phone: 03582 229301/302
Mail ID: gadho@rrbubkgb.in**

- h) **Tender Fee (Non Refundable):** ₹ 2,000/- (Rupees Two Thousand Only) in the form of DD / Pay Order in favor of Uttarbanga Kshetriya Gramin Bank payable at Coochbehar.

- i) **Earnest Money Deposit:** The EMD of ₹ 25,000/- (Rupees Twenty Five Thousand Only) should be in the form of DD / PO of any scheduled commercial bank drawn in favor of the Uttarbanga Kshetriya Gramin Bank, Head Office and Payable at Coochbehar.

The tenders received without the application fee / tender fee & EMD will be rejected. EMD of the bidder is liable for forfeiture as per the terms of the tender document in case of any default. The EMD shall bear no interest. The EMD should be kept in a separate cover superscripting as “EMD” and stapled with the envelope of Technical Bid.

The firm who are registered with National small Industries Corporation (NSIC)/OR MSME are exempted to submit the EMD (Copy of registration must be provide along with technical bid).

The EMD will be refundable only on the non-acceptance of the offer by the Bank or on the satisfactory completion of work, if the work is assigned to the Bidder. The EMD will be forfeited for all other reasons including the non- acceptance on the part of Bidder to execute the job or noncompliance of Terms and Conditions of the RFP.

- j) **Security Deposit:** The successful bidder shall deposit a security deposit of 10% of the order value in the form of Bank Guarantee (in approved format) of any scheduled bank drawn in favor of the Uttarbanga Kshetriya Gramin Bank, Head Office, Shib Bari Road, Coochbehar within 7 days of accepting of PO. The Security deposit of successful bidder shall be released after three months of completion of the delivery. The SD shall not bear any interest.

The security deposit is liable to be forfeited if the purchase order is not executed to the satisfaction of the bank or if the vendor withdraws from the performance of the obligations of the respective order.

[D. K. Singh]
General Manager

2. Terms and Conditions

The following terms and conditions will be binding on all the Bidders. These terms and conditions will also form a part of the purchase order, to be issued to the successful bidder(s) on the outcome of the tender process.

A. Eligibility Criteria for the Bidder

- i) The Bidder should have an Annual turnover of Minimum Rs.10 Lakh and above during last 3 years, which is to be supported by CA certificate / Audited Balance Sheets. This must be the individual Company's turnover relating to printing work and not that of any group of Companies.
- ii) The Bidder should have own printing press / facilities / web machines having the capacity to complete the entire job within 14 working days after receipt of final proof.
- iii) Selected bidder will be provided English draft only from which he has to prepare (the matter / Hindi version / photo settings / design etc.) everything it requires to print the Annual Report.
- iv) The Bidder should have sufficient knowledge of printing of Annual Reports of minimum the same Quantity as specified in this RFP. In support of the claim the bidder have to submit adequate proof.
- v) The Bidder should have a setup to prepare the draft copy of the Annual Report in bilingual (Hindi & English) and sufficient manpower to ensure quick delivery.
- vi) The Bidder should not have been blacklisted by any Government, PSU or Private Organization.
- vii) **The Job will not be given to any Bidder for just being L-1, the capacity to complete the job within the given time frame and with desired quality will also be considered.**
- viii) This tender document is not transferable. Only the bidder, who has purchased this tender form, is entitled to quote.
- ix) The necessary SSI benefits as per Govt. norms are applicable to eligible bidders subject to enclosure of necessary certificates issued from NSIC / Other Authorized Agencies.

3. Description, Specifications and Scope of Work:

As per Annexure – 1

- a) The specifications mentioned are approximate and may vary at the time of placing the order.
- b) Bank reserves the right to amend, modify, add or delete, accept or reject in part or full or any conditions or specifications or quantity or the offers without assigning any reason thereof. The decision of the Bank will be Final.

4. Submission of Tenders:

The Bidders shall submit their offer in two separate sealed envelopes duly super scribed as mentioned in the page number 2. Conditional offer is liable to be rejected. The offers containing erasures or alterations will not be considered. There should be no hand-written material, corrections or alterations in the offer. Technical details must be completely filled up. Correct technical information of the product or service being offered must be filled in. Filling up of the information using terms such as "OK", "accepted", "noted", "as given in brochure / manual" is not acceptable. Bank may treat offers not adhering to these guidelines as unacceptable.

(A) ENVELOPE 1: TECHNICAL BID

a) It is mandatory to provide the technical details in the exact format of specifications. The offer may not be evaluated by Bank in case of non-adherence to the format or non-submission / partial submission of technical details as per the format given in the tender. Bank will not allow/permit changes in the technical specifications once it is submitted. Failure to submit this information along with the offer could result in disqualification.

b) The envelope should be super scribed as "TECHNICAL BID FOR PRINTING OF ANNUAL REPORT OF UTTARBANGA KSHETRIYA GRAMIN BANK FOR FY 2021-22" and shall contain only the following:-

1. Bidder Information as per the format given in Annexure – 2.
2. Summary details with the covering letter as per enclosed format (Annexure – 3)
3. Audited Balance Sheet / CA certificate in support of Annual Turnover of the company for the last 3 years.
4. Assurance to complete the job within the period of 14 days after the final approval of proof from our side. Tentative Schedule to be enclosed from the date of Final Approval.
5. Total Capacity in terms of No. of Annual Reports produced per day. [Final finished product, as specified in the Tender].

6. Details of Machinery including Binding,
7. Specimen of the Annual Reports printed in the past similar to our specifications.
8. Sample of the paper quality (specifically mentioning the GSM & manufacturer) for Annual Report 2021-22.
9. Demand Draft or Pay order of Rs.2,000/- (Rupees Two thousand only) of any Nationalized Bank favoring Uttarbanga Kshetriya Gramin Bank, payable at Coochbehar towards the non-refundable Tender Fee.
10. Demand Draft or Pay order of Rs. 25,000/- (Rupees Twenty Five Thousand only) of any Nationalized Bank favoring Uttarbanga Kshetriya Gramin Bank, payable at Coochbehar towards the Earnest Money Deposit (EMD).
11. Latest clearance certificate of Sales Tax, Income Tax and Work contract Tax, Excise etc. as applicable.
12. Covering letter for Technical Bid as Annexure – 4.
13. Bidder should comply K. Y. C. Norms and should attach the copies of the following in support of the same:

1	Proof of Address
2	Proof of Identity
3	Article of Association (in case of Company)
4	Commencement of Business Certificate (in case of Company)
5	Partnership Deed (In case of Partnership Firm)
6	GST Certificate
7	PAN Card

- c) Technical Bid shall not mention about the rates / costs for the work.

(B) ENVELOPE 2: COMMERCIAL BID FOR ANNUAL REPORT 2021-22

1. To be super scribed as “FINANCIAL BID FOR PRINTING OF ANNUAL REPORT OF UTTARBANGA KSHETRIYA GRAMIN BANK FOR FY 2021-22” shall contain only Covering letter with complete quotation as per the format (Annexure – 5)
2. QUOTATION SHOULD BE DULY SIGNED BY AUTHORISED PERSONS WITH DATE AND SEAL OF THE BIDDER.
3. The Commercial bid must not contradict with the Technical bid in any way.
4. The offer must be made in Indian Rupees only, Goods Service Tax / other taxes should be mentioned separately.
5. The offer should hold good for a period of 180 days from the date of the opening of Technical bid or
6. The tenure of contract will be till the date of completion of the work or 90 days from acceptance of offer which is earlier.

5. Execution of work

- a) Sub tendering of the printing job or any part thereof will not be permissible.
- b) Copy of the proof of all the printing material should be presented well in advance for approval prior to final printing of the annual reports.
- c) The Bidder is required to submit the soft copy of the Annual Report as per the specification of Bank at the time of delivery of Annual reports.
- d) The successful bidder has to deliver entire / partial order of annual reports at their own cost to the location(s) decided by the bank.
- e) In the event of any delay in adhering to the time schedule for Printing & Delivery by the specific date/s, the Bidder shall be liable for a penalty of delayed charges as described below of the Tender Cost per day for the delayed period (maximum 10%) as liquidated damages to the Bank as well as forfeiture of the EMD and/or Security Deposit.

Delay from the date of approval of printing material	Till seven days	3%
Delay from 8th day of date of approval of printing material	Till fourteen days	5%
More than 14 days delay from the date of approval of printing material	Till delivery	10%

- f) If the work is not found to be of good quality and there is a variation from the specifications given, then Bank will have the right to make suitable deductions from the payable amount, including forfeiture of the EMD and/or Security Deposit.

6. Payment Terms:

- a) No advance payment will be made for executing the work order.
- b) Payment would be made after the delivery of the Annual Reports of 2021-22 to the Bank specified location(s) and on production of producing supporting evidence of delivery and on satisfactory completion of the work and on presentation and verification of the Bill.
- c) The Bidder is required to submit the soft copy of the final Annual Report along with the Bill.
- d) No interest or any other charges shall be payable except the rate quoted for the required number of copies.
- e) No escalation in the rates will be accepted / entertained. Any fluctuation in number of pages will be paid as per the contract value per page.
- f) Any dispute arising will be subject to the Jurisdiction of the Courts at Coochbehar, Jalpaiguri & Siliguri.

7. Other Terms & Conditions:

- a) Tender offers received within the prescribed closing date and time will be opened in the presence of Bidders' authorized representatives on the specified date and time as mentioned in the tender document. The Bidder's representatives has to carry an authorization letter issued by the bidder.
- b) The Bidder will be called for the opening of Commercial Bid only when they qualify in the Technical Bid.
- c) All the documents / pages submitted by the bidder must be sealed and signed by the authorized person.
- d) **Preliminary Scrutiny:** Bank will first scrutinize the technical bid to determine the technical eligibility of the bidder. Thereafter the Commercial bid will be opened of those bidders who are found technically eligible. In their presence, Bank will scrutinize whether they are complete, whether any errors have been made in the offer, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule etc. To assist in the scrutiny, evaluation and comparison of offers, Bank at its discretion, may ask some or all Bidders for clarification of their offer. The request for such clarifications and the response will necessarily be in writing and shall not amount to acceptance of the bid/tender.
- e) Bank reserves the right, at its discretion, to waive any minor non-conformity or any minor irregularity in an offer. This shall be binding on all bidders.
- f) **No Commitment to Accept Lowest or Any Tender:** Bank shall be under no obligation to accept the lowest or any of the offers received in response to this tender notice and shall be entitled to reject any or all offers including incomplete offers, without assigning any reason whatsoever. Bank reserves the right to make any changes in the terms and conditions of purchase. Bank will not be obliged to meet and have discussions with any Bidder, and or to consider any representations.
- g) **Negotiation:** It is essential for the Bidders to quote the lowest price at the time of making the offer in their own interest. Bank will entertain any price negotiations, with the lowest quoting Bidder, for further reduction.
- h) **Right to alter quantities:** Bank reserves the right to alter/ modify the proposed job plan/ items specified in the tender. Bank also reserves the right to delete one or more items from the list of items specified in tender.
- i) Bank reserves the right to place repeat order/s as per Bank's requirement with the Bidder selected through above process under the same terms and conditions within a period of one year from the date of acceptance of first order by the Bidder. No necessity for floating of RFP will be required for such additional work.
- j) In case two or more Bidders quote the same price, Bank's decision to allot the work to any one will be final and binding on the remaining concerned bidders.
- k) **Order Cancellation:** Bank reserves its right to cancel the order in case of serious discrepancy in the Annual Report printed. Bank's decision on seriousness of the discrepancy will be final. In addition to the cancellation of release order, Bank reserves the right to appropriate the damages from the earnest money deposit (EMD) given by the Bidder.
- l) **Bidders are advised to study the RFP / Tender carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP / Tender document with full understanding of its implications.**
- m) The clarifications / interpretations given by the Bank shall be final.
- n) **Confidentiality:**
 - i) Confidential information (the "Confidential Information") refers to any data or information relating to the business of the Bank which would reasonably be considered to be proprietary to the Bank including, but not limited to, accounting records, business processes, and client records and that is not generally known in the industry of the Bank and where the release of that Confidential Information could reasonably be expected to cause harm to the Bank.
 - ii) The Bidder agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Bidder has obtained, except as authorized by the Bank. This obligation will survive indefinitely upon termination of this Agreement.

- iii) All written and oral information and material disclosed or provided by the Bank to the Bidder under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Bidder.
- iv) For purposes of this Agreement, “Confidential Information” excludes any such information which (i) is known to the public; (ii) is lawfully acquired by the Bidder; (iii) was known to the Bidder without breach hereof; (iv) was or is independently developed by the Bidder; or (v) is required to be disclosed by Governmental or Judicial order, in which case the Party so required shall give the other Party prompt written notice, where possible, and use reasonable efforts to ensure that such disclosure is accorded confidential treatment and also to enable the other Party seek a protective order or other appropriate remedy.

- o) **Relationship between the Parties:** “This RFP/tender document is on a Principal to Principal basis and does not create any employer - employee relationship. Nothing contained in this RFP or any subsequent agreement or otherwise shall be deemed to create any partnership, joint venture, employment or relationship of principal and agent, or master and servant between the parties hereto or any of their respective employees, affiliates, subsidiaries, related business entities, agents, contractors or subcontractors or to provide either party with any right, power or authority, whether express or implied, to create any duty or obligation on behalf of the other party.”
- p) **Waiver Clause:** “The failure to exercise any right provided in this Agreement shall not be a waiver of prior, concurrent or subsequent rights unless made in writing and signed by the authorized representative of both Parties. This agreement and each party’s obligation shall be binding on the representatives, assigns and successors of such Party.”
- q) **Sub-contracting:** The bidder shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required of the bidder under the contract without the prior written consent of the Bank.
- r) **Notice Clause:** “All notices given under this Agreement must be in writing. A notice is effective upon receipt and shall be sent via one of the following methods: delivery in person, courier service, registered email, postage or any other mode approved by the court of law addressed to the party to be notified at the below address as such party may designate upon reasonable notice to the other party:

Disclosing Party	Receiving Party
Representative name:	Representative name:
Address:	Address:
Email:	Email:
Phone number:	Phone number:

- s) **Assignment Clause:** “This RFP / tender document shall not be assigned either fully or in part by the bidder to any third party without the prior written consent of Bank. Bank may at any time, in whole or in part, assign or transfer any of its rights, benefits and obligations under this Agreement to any third party without the consent of the bidder.”
- t) **Non – Disclosure Clause:**
 - i) The Bidder shall hold all information about this tender and / or information gathered about the Bank through this process in strict confidence with the same degree of care with which the Bidder protects its own confidential and proprietary information. The Bidder shall restrict disclosure of the Information solely to its employees, agents and contractors on a need to know basis and advise those persons of their obligations hereunder with respect to such information,
 - To use the Information only as needed for the purpose solely related to this Project.
 - Except for the purpose of execution of this Project, not disclose or otherwise provide such information or knowingly allow anyone else to disclose or otherwise provide such Information.
 - The Bidder shall not disclose any information to parties not involved in supply of the products and services forming part of this order and disclosure of information to parties not involved in supply of the products and services forming part of this order will be treated as breach of trust and invite legal action. This will also mean termination of the contract and disqualification of the bidder in any future tendering process of the Bank.
 - Any information considered sensitive must be protected by the bidder from unauthorized disclosure or access.

- u) **Warranties and Representations Resolution of Disputes:** Should any dispute or difference of any kind whatsoever arise between the Bank and the bidder 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.
All disputes arising out of (or) in any way connected with this agreement shall be deemed to have arisen at Coochbehar, Jalpaiguri and Siliguri & courts in Coochbehar, Jalpaiguri and Siliguri shall only have jurisdiction to determine the same.
- v) **Indemnity Clause:** The Receiving Party / Consultant shall indemnify, protect and hold the Bank harmless from and against all claims, losses, costs, damages, expenses, action suits and other proceedings, (including reasonable attorney fees), relating to or resulting directly or indirectly from
- i) an act or omission of Receiving party, its employees, its agents, in the performance of the services provided by this contract,
 - ii) breach of any of the terms of this agreement document or breach of any representation or warranty by the Receiving party,
 - iii) use of the allocated site and / or facility provided by Receiving party,
 - iv) Infringement of any patent, trademarks, copyrights, Intellectual Property Rights, etc. or such other statutory infringements in respect of all components used to facilitate and to fulfill the scope of the site / Project requirement,
 - v) The Receiving party shall further indemnify the disclosing party against any loss or damage arising out of loss of data, claims of infringement of third-party copyright, patents, or other intellectual property, and third-party claims on the Bank for malfunctioning of the equipment providing facility to Bank's equipment at all points of time,
 - vi) The Receiving party shall indemnify and undertake to keep the disclosing Party / Bank fully saved and indemnified against any loss, action or claim arising out of or in respect to error, misconduct, fraud, misbehavior or violations of any laws committed by Receiving party or its employees/ agents/ persons employed by third parties,
 - vii) This indemnification is only a remedy for the disclosing Party. Receiving party/partner is not absolved from its responsibility of complying with the statutory obligations as specified above. Indemnity would cover damages, loss or liabilities suffered by the bank arising out of claims made by its customers and/or regulatory authorities;
- w) **Severability:**
- i) If any of the provisions of this Agreement may be constructed in more than one way, one of which would render the provision illegal or otherwise voidable or enforceable, such provision shall have the meaning that renders it valid and enforceable.
 - ii) In the event any court or other government authority shall determine any provisions in this agreement is so amended so that it is enforceable to the fullest extent permissible under the laws and public policies of the jurisdiction in which enforcement is sought and affords the parties the same basic rights and obligations and has the same economic effect as prior to amendment.
 - iii) In the event that any of the provisions of this Agreement shall be found to be void, but would be valid if some part thereof was deleted or the scope, period or area of application were reduced, then such provision shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make such provisions valid and effective, provided however, that on the revocation, removal or diminution of the law or provisions, as the case may be, by virtue of which such provisions contained in this Agreement were limited as provided hereinabove, the original provisions would stand renewed and be effective to their original extent, as if they had not been limited by the law or provisions revoked. Notwithstanding the limitation of this provision by any law for the time being in force, the Parties undertake to, at all times observe and be bound by the spirit of this agreement.”
- x) **Force Majeure:**
- “Neither Party will be liable for any delay or failure to perform its obligations, if the delay or failure has resulted from circumstances beyond its reasonable control, including but not limited to, act of God or governmental act, epidemic, pandemic, flood, fire, and any other occurrence of the kind listed above, which is not reasonably within the control of the affected party.
- Each Party agrees to give to the other a fifteen (15) calendar days written notice as soon as reasonably possible on becoming aware of an event of force majeure and such notice shall contain details of the circumstances giving rise to the event of force majeure.
- If the event of force majeure continues for a period of more than 30 consecutive days then either party may have the option to terminate the Agreement upon written notice of such termination to the other party.”

y) **Protection of Reputation:**

It is agreed between the parties that Bank, being in service industry, its reputation, goodwill and positive brand image is of prime importance. Bank has a right to impose penalty for the reputational loss on account of business disruption if Bidder fails to perform its obligations in the best possible manner and/ or fails to maintain quality of service. The amount of penalty will be assessed by the Bank in the manner as it deems fit and the said amount can be deducted from the amount payable to the company against its services. Bidder undertakes and agrees to indemnify the Bank against such losses suffered. Reoccurrence of such incidence may lead to termination of contract by the Bank without any further notice.

z) **Limitation of Liability:**

Bidder's aggregate liability in connection with obligations undertaken as a part of the RFP regardless of the form or nature of the action giving rise to such liability (whether in contract, tort or otherwise), shall be at actual and limited to the Total Order Value.

Bidder's liability in case of claims against the Bank resulting from Misconduct or Negligence of bidder, its employees and Subcontractors or from infringement of patents, trademarks, copyrights or such other Intellectual Property Rights or breach of confidentiality obligations shall be unlimited.

1. "Misconduct" means any act or omission of a party which is willfully intended to harm the interests of the other party, provided however, that willful misconduct does not include ordinary negligence, an error of judgement or mistake of a person.
2. "Negligence" means an indifference to, and a blatant violation of a legal duty with respect to the rights of the others, being a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both. Gross negligence involves conduct that is extreme, when compared with ordinary negligence. A mere failure to exercise reasonable care shall not be a Gross negligence.

Bank shall not be held liable for and is absolved of any responsibility or claim / litigation arising out of the use of any third party software or modules supplied by bidder as part of procurement under the RFP.

Under no circumstances Bank shall be liable to the selected bidder for direct, indirect, incidental, consequential, special or exemplary damages arising from termination of this Agreement, even if Bank has been advised of the possibility of such damages, such as, but not limited to, loss of revenue or anticipated profits or lost business.

It is expressly agreed between the Parties that for any event giving rise to a claim, Bank shall have the right to make a claim (including claims for indemnification under the procurement in this RFP) against bidder.

aa) **Special Mention :**

Bank reserves the right to postpone/held up/cancel, the bidding process at any moment, without specifying any justification whatsoever.

Annexure – 1

Description, Scope and Specifications of Work:

General:

1. Paper should be purchased by the Bidder.
2. Art work / lay out for cover and inside text pages and overall design and layout will have to be provided by the Bidder.
3. DTP and Processing: Designing, DTP and processing to be done by the Bidder. Data entry for the Text of Report and Statements of Balance Sheet with all schedules for Bank to be done by Bidder. Responsibility of the accuracy will be that of Bidder only.
4. Bidder should have compatible English/ Hindi Software since Bank has to have smooth and easy printing work. In the text, Hindi and English should appear side by side with alignment of paragraphs / tables properly. Printing should be done based on soft copy (MS Word, MS Excel, PDF etc.) of the annual report provided by the Bank.
5. The job would cover everything including separation, printing, plate making and paper and all such other things in respect of single/two/four color printing.
6. Bidder should provide printed Annual Reports within 50-60 micron transparent plastic envelop with Gum in single sided.
7. Printing Time: Within 14 days from the approved text material provided to the Bidder.
8. Photographs in the Report will be selected and soft/ hard copy of the same will be provided by the Bank for printing in the Report. These photos should have UV coating.

Job specifications:

1. For printing of Colored Full Annual Report:

No	Particulars	For printing of Colored Full Annual Report
1	Language	Text, Statements, Tables, captions will be Bilingual in Hindi and English.
2	Number of Copies	200 Copies (Approx.) (Quantity may vary up to $\pm 10\%$)
3	Size	21 cm X 27.5 cm
4	No. of Pages	150 pages (This may vary ± 20 pages) (plus 4 cover pages including front and back)
5	Print Area / Margins	1.5 cm margin on all the four sides of a page should be maintained to ensure proper look of the report maximizing the print area.
6	Specifications of Paper	For main cover (4 pages) 300 GSM Art paper with mat lamination & for inside text pages 130 GSM Art paper.
7	Color	Multicolored offset printing
8	Binding	Stich with perfect binding
9	Pages with photographs	On cover pages and inside pages as instructed by the bank
10	Language	Text will be bilingual in Hindi and English
11	Extra pages of the Report	Separate charges should be quoted for higher (+) / lower(-) pages for all the copies
12	Envelops (with gum)	Bidder should provide printed Annual Reports within 50-60 micron transparent plastic envelop with Gum in single sided Size: for carrying Colored full Annual Report
13	Delivery Location	UBKG Bank, Head Office, Shib Bari Road, Coochbehar.

Annexure 2**Bidder Information:**

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

No	Description	Details
1.	Name	
2.	Postal address	
3.	Office address	
4.	Telephone/Mobile and Fax numbers	
5.	Email Address	
6.	Constitution Individual/Partnership/Company	
7.	Name and designation of the person authorized to make commitments to the Bank	
8.	Year of commencement of Business	
9.	Turnover of the firm (CA certified / Audited) (not of group)	
	F. Y. 2018-19	
	F. Y. 2019-20	
	F. Y. 2020-21	
10.	Profit of the firm (CA certified / Audited)	
	F. Y. 2018-19	
	F. Y. 2019-20	
	F. Y. 2020-21	
11.	Goods Service Tax Number	
12.	Income Tax Number (PAN)	
13.	Brief Description of machinery, facilities for production, inspection, testing and quality assurance	
14.	Names and addresses of the principal bankers with whom major credit facilities (fund / non- fund) are being enjoyed (Also mention names of the banks in consortium, names of the contact Officials of the bank, phone & fax numbers etc.)	
15.	Name of Companies /Banks for which similar job work has been done in previous year along with specimen copy of annual reports	

Annexure – 3

Summary Statement for Technical Bid:

Enclosures	Remarks
Audited Balance Sheet/CA certificate in support of Annual Turnover of the company for the last 3 years.	
Certificate from the respective clients for the similar jobs executed in last two years with respective values of the contract and completion details	
Assurance to complete the job within the period of 14 days after receipt of approved format.	
Details of the Machinery.	
Specimen copies of the similar jobs (Annual Report) done in the last 2 years.	
A/c Payee Demand Draft of Tender Fee of Rs.2,000/- (Rupees Two thousand only).	
Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty Five Thousand only).	
Latest clearance certificate of Sales Tax, Income Tax and Work contract Tax as applicable	
Copies of following document for compliance of KYC Norms:	
1) Proof of Address,	
2) Proof of Identity,	
3) Article of Association (in case of company)	
4) Certificate of Commencement of Business (In case of company).	
5) Copy of the Registered Partnership Deed in case of Partnership Firm	
6) Copy of License under Shop Establishment Act in case of Proprietary Concern	
7) Declaration that the firm/Company has not been blacklisted by any Government, PSUs or Private Organizations	

Annexure – 4

Covering Letter for Technical Bid (To be submitted on Bidder's letter head):

Reference No. GAD/47/ /F – Annual Report

Date:

To,
The General Manager,
General Administration,
Uttarabanga Kshetriya Gramin Bank,
Head Office, Shib Bari Road,
Coochbehar – 736101,

Sir,

Reg: Tender for Printing of Annual Report for FY 2021-22.

We hereby submit the details as specified in the RFP No. GAD/47/ /F – Annual Report dated _____ we unconditionally agree to abide by the Terms & Conditions specified therein.

Technical bid for printing of Annual Report-2021-22

1. Annual Turnover of the company for the last 3 financial years.

Annual Turnover of the company for the Financial year 2018-19 (Audited / CA Certified)	Annual Turnover of the company for the Financial year 2019-20 (Audited / CA Certified)	Annual Turnover of the company for the Financial year 2020-21 (Audited / CA Certified)
₹	₹	₹

Audited/Provisional Balance Sheet/CA certificate in support of Annual Turnover is enclosed.

2. Similar jobs executed during the last two years with respective values of the contract and completion details,

Annual Reports printed in the year	Name of the Firm	Description	Quantity
2019-20			
2020-21			

A certificate from the respective clients for the various jobs executed is enclosed.

Specimen copies of the similar jobs (Annual Report) done in the last 2 years are enclosed.

3. We hereby give our assurance to complete the job within the period of 14 days after the approval of proof from your side.
4. Details of the Machinery are annexed.
5. We have enclosed Demand Draft/ Pay order No. _____ on Bank & Branch _____
Dated _____ for Rs. 2,000/- (Rupees Two thousand only) favoring Uttarabanga Kshetriya Gramin Bank,
payable at Coochbehar towards the nonrefundable Tender Fee.
6. We have enclosed Demand Draft / Pay order No. _____ Bank & Branch _____
Dated _____ of Rs. 25,000/- (Rupees Twenty Five Thousand
only) favoring Uttarabanga Kshetriya Gramin Bank, payable at Coochbehar towards the Earnest Money Deposit (EMD).

7. We have enclosed latest clearance certificate of Sales Tax, Income Tax and Work contract Tax (whichever is applicable).
8. We declare that our firm has not been blacklisted by any Government, Public Sector or Private Organizations.
9. We hereby declare that the statements made in this Bid are true, complete and correct to the best of my/our knowledge and belief. I/We understand that in the event of any information being false or incorrect and not satisfying the eligibility criteria according to the requirements of the bank our bid is liable to be rejected at any stage.
10. We agree to deposit 10% of the contract value as Security Deposit within 7 days if any work is awarded to us. We also agree that the Security deposit amount along with the Earnest Money Deposit (EMD) will be retained by the Bank till the satisfactory completion of the Job and the final settlement of the bills. We also agree that the Bank reserves the right to forfeit the Security deposit amount and the Earnest Money Deposit (EMD) if we fail to fulfill the Terms of contract. This will be in addition to any other penalty if any imposed by the Bank.

Yours faithfully,

[Signature of the Authorized person]

Full name of the Proprietor/Partner/Director/Authorized person

Seal of the firm & date

Annexure –5

Covering Letter for Commercial Bid (To be submitted on Bidder's letter head):

Reference No. GAD/47/ /F – Annual Report

Date:

To,
The General Manager,
General Administration,
Uttarbanga Kshetriya Gramin Bank,
Head Office, Shib Bari Road,
Coochbehar – 736101,

Sir,

Reg: Tender for Printing of Annual Report for FY 2021-22.

We hereby offer to execute the subject work as specified in the RFP No. GAD/47/ /F – Annual Report dated _____, and agree to abide by the Terms & Conditions specified therein. We undertake the subject work at the Rates Quoted below by us and to commence / complete the said work within the prescribed schedule time.

For printing of Colored Full Annual Report:

No	Particulars	For printing of Colored Full Annual Report
1	Language	Text, Statements, Tables, captions will be Bilingual in Hindi and English.
2	Number of Copies	200 Copies (Approx.) (Quantity may vary up to $\pm 10\%$)
3	Size	21 cm X 27.5 cm
4	No. of Pages	150 pages (This may vary(± 20 pages) (plus 4 cover pages including front and back)
5	Print Area / Margins	1.5 cm margin on all the four sides of a page should be maintained to ensure proper look of the report maximizing the print area.
6	Specifications of Paper	For main cover (4 pages) 300 GSM Art paper with mat lamination & for inside text pages 130 GSM Art paper.
7	Color	Multicolored offset printing
8	Binding	Stich with perfect binding
9	Pages with photographs	On cover pages and inside pages as instructed by the bank
10	Language	Text will be bilingual in Hindi and English
11	Extra pages of the Report	Separate charges should be quoted for higher (+) / lower(-) pages for all the copies
12	Envelops (with gum)	Bidder should provide printed Annual Reports within 50-60 micron transparent plastic envelop with Gum in single sided Size: for carrying Colored full Annual Report
13	Delivery Location	UBKG Bank, Head Office, Shib Bari Road, Coochbehar.

Summary:

Particulars	Quantity	Rate per Copy	Total amount exclusive of all taxes but including octroi, duties, designing of the inside pages, photo scanning, image enhancement and making CD of the Annual Report contents and delivery/courier charges to the specified places of Bank's Offices as per annexed list excluding the mailing cost to Shareholders as per the list provided by the Bank. (Rs.)
Full Colored Annual Report	200 Copies (Approx.)		

The Bank also reserve the right to accept or reject any or all bids, either in whole or in part, without assigning any reason.

Quotation has been submitted exclusive of all taxes but including octroi, duties, designing of the inside pages, photo scanning, image enhancement and making CD of the Annual Report contents and delivery/courier charges to the specified places of Bank's Offices as per annexed list excluding the mailing cost to Shareholders as per the list provided by the Bank.

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

We agree to deposit 10% of the contract value as Security by way of PO/DD or by way of Bank Guarantee favoring Uttarbanga Kshetriya Gramin Bank payable at Coochbehar, if any work is awarded to us within 7 days of awarding of contract. We also agree that the Security deposit amount along with the Earnest Money Deposit (EMD) will be retained by the Bank till the satisfactory completion of the job and the final settlements of the bills. We also agree that the Bank reserves the right to forfeit the Security deposit amount and the Earnest Money Deposit (EMD) if we fail to fulfill the terms of contract. This will be in addition to any other penalty imposed by the Bank.

Further we agree that any delay beyond two week in adhering to the prescribed delivery schedule or failure to supply annual reports of agreed quality and specifications would entitle the Bank to cancel the order. In such an event, the Bank shall not be liable to pay any amount and we shall not be entitled to recover from the Bank any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time the Bank shall be entitled to recover the loss which the Bank may incur on account of non-delivery or late delivery or on account of placing orders with other Bidders and recover from us the difference between the price at which it has been agreed to supply and the price at which the Bank is forced to place fresh orders.

As per the terms of the contract we have enclosed an Account Payee Demand Draft / Pay order of Rs. 25,000/- (Rupees Twenty Five Thousand Only) towards Earnest Money Deposit (EMD) in favor of Uttarbanga Kshetriya Gramin Bank payable at Coochbehar in Envelope A.

We further undertake/ declare as follows:

- 1) We agree and accept to abide by this tender offer till 180 days from the date of opening of the commercial bid and our offer shall remain binding upon us and may be accepted by the Bank any time before the expiration of that period.
- 2) Until a formal contract is prepared and executed, this tender offer, together with the Bank's written acceptance thereof and the Bank's notification of award, shall constitute a binding contract between us.
- 3) We understand that the Bank is not bound to accept the lowest or any of the offers the Bank may receive.
- 4) We assure /undertake to complete the job within the period of 14 days from the approved proof provided to us.
- 5) We hereby declare that that the documents, statements and declarations made herein are true, complete and correct to best of our knowledge and belief. We understand that in the event of any information being false or incorrect and not satisfying the eligibility criteria according to the requirements of the Bank our bid is liable to be rejected at any stage.
- 6) We are agreeable to the Payment schedule given in the tender terms.

Yours faithfully,

[Signature of the Authorized person]

Full name of the Proprietor/Partner/Director/Authorized person

Seal of the firm & date