ANNEXURE 19 – Printing of Forms and Stationery

1. Scope of Work:

Printing and supply of various forms, Registers, Vouchers, Passbooks, Ledgers, challans, and Stationery Items (pusthy files, box files, office files ,ATM receipt roll, ATM journal roll, all types of craft covers, HDPE bag, polythene covers, A4 paper etc.) required by the Bank. Printing quality must conform to approved samples /specification. The items should be well packaged and designated to the Bank Head Office within stipulated timeline.

2. Eligibility Criteria:

- The vendor must be a registered entity with at least 3 years' experience in Printing works.
- The vendor should have successfully executed 3 similar contracts for Banks/PSUs/Government/large organizations during the last 3 years.
- The vendor must have a valid PAN, GST Registration, and all other relevant trade licenses.
- Vendors should have adequate infrastructure, Manpower, and machinery to handle bulk orders.

3. Documents to be Submitted:

- Company profile and ownership details.
- Copies of Registration Certificate, PAN, GST, and Trade License.
- Work orders / completion certificates for past projects and sample of previous work.
- Audited financial statements for the last 3 years.

4. Evaluation Criteria:

Applications will be evaluated based on quality of infrastructure, past performance and Experience, compliance with eligibility document requirements, and sample approval. Final selection will be based on the lowest quoted rate inclusive of all charges among Technically qualified Vendors.

5. Special Terms & Conditions:

- Delivery should be made strictly within the specified timeline.
- All printed materials must conform strictly to the approved design, colour, and specification.
- Any defective supply will be replaced at no additional cost.
- Confidentiality must be maintained in printing of sensitive documents.
- Contracts may be terminated for unsatisfactory performance.
- Fresh quotation will be invited as per the requirement of Bank and work will be awarded to lowest quoted vendor.

6. Method of Awarding Contract:

- Bank shall invite quotations from empanelled vendors each time requirement arises, specifying quantity, quality and delivery location
- Quotation will be evaluated based on price, quality and delivery terms and work shall be awarded to lowest eligible vendor.
- Bank reserves the right to reject any quotation, split orders if necessary and its decision in this regard shall be final and binding.

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