

ANNEXURE 22 – Supply of Self Inking Seal

1. Scope of Work:

Manufacturing and supplying customized self-inking seals with built in ink pad as per the approved design and text. Ensuring quality impressions and durable body material. Delivering to the Head Office within the stipulated period.

2. Eligibility Criteria

- The vendor must be registered firms having valid GST registration.
- The vendor should have experience in supplying Self-Inking seals to Government/Bank/Public sector organizations in Kerala.
- The Vendor should submit the proof of similar work executed during the past 3 years.
- The Vendor should have valid PAN and Trade Licence.

3. Documents to be Submitted:

- Copy of Registration Certificate
- Copies of Valid Licence and PAN.
- Proof of past supply orders for similar work as per clause 2
- Declaration of acceptance of all terms and conditions.

4. Evaluation Criteria:

Applications will be evaluated based on eligibility, prior satisfactory experience, financial stability , specification of products etc.The Bank may conduct site visits or seek presentations before final empanelment.

5. Special Terms & Conditions:

- The impression lay out will be provided by the Bank. The product must confirm to the approved specifications and size formats prescribed by Bank.
- Any defects or deviations found in supplied seals must be replaced at vendor's cost.
- Delivery shall be completed within 15 days of receiving the confirmed order.
- The payment will be made after successful delivery and verification by the concerned office.
- The Bank reserves the right to reject defective/poor quality supplies at the Vendors risk and cost.

6. Method of Awarding Contract:

- Rate quotes will be invited from the empaneled vendors every year.

- The rates will be valid for a period of 12 months.
- Works / Contract will normally be awarded to L1 quoted vendor, however Bank reserves the right to consider factors such as quality, specifications, past performance and suitability to Banks requirement while awarding the contract

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