



DBGB

**REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF
PRINTERS FOR SUPPLY OF PRE-PRINTED STATIONERY ITEMS.**

INDEX

| S.no | Particulars |
|------|--|
| 1. | Notice Inviting Tender |
| 2. | Eligibility Criteria |
| 3. | Form-1 (Tender Application) |
| 4. | Schedule "A" (Details Of Organisation) |
| 5. | Schedule "B" (Financial Statement) |
| 6. | Schedule "C" (Plant & Machinery Details) |
| 7. | Annexure-I (Draft Agreement) |

**NOTICE INVITING OPEN TENDER FOR EMPANELMENT OF PRINTERS FOR PRINTING &
SUPPLY OF PRE-PRINTED STATIONERY ITEMS.**

1. **DBGB** invites Applications from reputed /well-established, resourceful and experienced printing presses /firms situated at in & around Bihar involved in Printing & Supply of Pre-Printed stationery items for the general use of Bank, for empanelment as Printing & Supply of Pre-Printed stationery items. Existing empanelled printers in the Bank's panel needs to apply afresh.

Interested parties can download the pre-qualification document format from our website: www.dbgb.co.in. The pre-qualification documents completed in all respects along with Tender cost (non-refundable) in the form of Demand Draft for Rs.2360.00 (GST included) favoring DBGB, payable at Patna has to be submitted on or before **10.03.2021 at 5.00pm**.

Technical bid documents along with Tender cost in form of draft of Rs.2360.00 (GST included) should be sealed in one envelope to be super scribed "**Application for Empanelment of Printers for Printing & Supply of Pre-Printed stationery items**" and shall show name and address of the Applicant will be submitted to our **Head Office** on or before date specified there in.

Tenders will be opened on 11.03.2021 at 11.00am at the same venue (DBGB HO), where the concerned parties may remain present, if so desired.





दक्षिण बिहार ग्रामीण बैंक Dakshin Bihar Gramin Bank

Head Office: Shri Vishnu Commercial Complex
NH-30, New Bypass, Near BP Highway Services Petrol Pump,
Asochak, Patna-800030
Phone – 0612-2385410

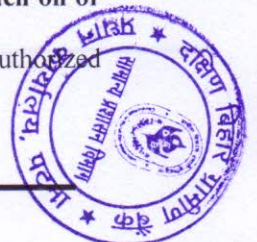
2.0. Eligibility Criteria:

- 2.01. Applicant press must be a reputed printing press / entity in and around Bihar, should have been established in the business for a minimum period of last 3 years (documentary proof in this regard to be submitted.)
 - 2.02. Applicant Printers must have GST registered unit.
 - 2.03. Applicant must have an average annual turnover (mentioned below at para 4.(ix)) for the last three financial years (FY: 17-18, 18-19, 19-20).
- 3.0. The applications in sealed cover have to be submitted on or before **10.03.2021 at 5.00pm** at our HO.
- 4.00 Pre-qualification Document should contain the following:-
- i. Tender application in prescribed format.
 - ii. Documentary proof of orders executed to at least 3 Banks including RRBs/PSUs.
 - iii. Tender Cost in the shape of Demand draft for Rs.2360.00 GST included (Non-refundable) in favor of DBGB, payable at Patna.
 - iv. True copy or certified copy of Partnership Deed or Registration Certificate as applicable.
 - v. Balance Sheets and Profit & Loss Accounts for 3 years (FY: 17-18, 18-19, 19-20).
 - vi. Details of Plant and Machinery.
 - vii. Copy of Pan No.
 - viii. GST enrollment proof.
 - ix. The Bidder should have satisfactorily completed either of the following below mentioned similar works during last 3 (three) years 2018-2020 with Scheduled Commercial Banks or its subsidiaries/RRBs:-

| Sl. No. | Pre-Qualification Discipline | Pre-qualification Category Up to (₹) | Minimum Average annual turnover during last three years (₹) | Past experience in completed similar works (To fulfil either of two options) | | | Similar work experience & other eligibility conditions |
|---------|--|--------------------------------------|---|--|-----------------------------|-------------------------------|--|
| | | | | Single Work (₹) | Two Works each at least (₹) | Three Works each at least (₹) | |
| 1 | Printing & supply of pre-printed stationery items. | 10 Lacs | 3,00,000.00 | 8,00,000.00 | 5,00,000.00 | 4,00,000.00 | Vendor must have adequate experience in printing & supply of pre-printed stationery items. |
| 2 | | 30 Lacs | 9,00,000.00 | 24,00,000.00 | 15,00,000.00 | 12,00,000.00 | |

Similar work means Printing & Supply of Stationery items under one agreement. (Components of work executed other than those included in definition of similar work shall be deducted while calculating cost of similar work. Applicant shall submit work order, copy of agreement, work completion certificate and abstract of cost of work duly certified by employer/client in support of this.)

- 4.1 **SECURITY:** The selected Vendors will be required to submit a DD as Security deposit of Rs. 50,000.00 (Rs. Fifty Thousand Only) refundable. No interest will be paid on the security deposit, security deposit may be refunded subsequent to the completion contract period.
- 4.2 **Method of Submission:**
The Tender Application with required documents for technical qualification shall be sealed in an envelope and The envelope shall be super scribed as "Application for Empanelment of Printers for Printing & Supply of Pre-Printed stationery items", and shall show name and address of the Applicant and will be submitted to our Head office so as to reach on or before date specified there in.
- 4.3 Each page of pre-qualification document shall be duly signed by the Applicant or his authorized representative.
- 4.4 Incomplete applications are liable to be rejected.





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Asochak, Patna-800030
Phone – 0612-2385410

4.5 For any clarification, following may be contacted:

Senior Manager,
DBGB (GAD), HEAD OFFICE,
Ph.no.9771446120
hogad@dbgb.co.in

4.6 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.

4.7 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 to be enclosed.

4.8 The information furnished must be sufficient to show that the applicant is capable in all respects to successfully complete the execution of the orders.

5.0 Evaluation of Application

5.1 **The applications shall be examined so as to ascertain whether the applications:**

- i) meet the eligibility requirements;
- ii) have been properly prepared and signed;
- iii) contain all the details called for and are in proper format
- iv) are accompanied by required authorization, and
- v) are otherwise generally in order.

5.3 The decision of the Bank to accept or reject any application will be final. Empanelment finalized will be valid for three year subject to yearly review of the performance.

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

5.5 **Contract Period:-** The empanelment of Printers for Printing & Supply of Pre-Printed stationery items will be valid initially for one year. On providing satisfactory service, empanelment may be extended for further period.

6.0 Rejection Criterion is subject to:

6.1 Tenders documents do not contain all required documents.

6.2 Conditional Tenders will not be considered.

6.3 Tender Cost in the shape of Demand draft for Rs.2360.00 (GST included, Non-refundable) in favor of DBGB, payable at Patna, not attached.

6.4 Not fulfilling the eligibility criteria as mentioned in 'Eligibility Criteria'.

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

7.0 Bank reserve the right to the following:

Bank reserve its rights, without giving any reason whatsoever and without any cost or compensation therefor, to.

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

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

7.3 Extend the time for submission of proposal.

7.4 Modify the RFP document, by an amendment that would be notified on the Bank's Website.

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

8. Taxes and Duties:

8.1 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.

8.2 Wherever the laws and regulations require deduction of such taxes at the source of payment, Bank shall

Website- dbgb.in



