

ASSAM GRAMIN VIKASH BANK



HEAD OFFICE
Adam's Plaza
MAHAPURUSH SRIMANTA SANKARDEV PATH (G.S ROAD)
CHRISTIANBASTI, GUWAHATI-781005 (ASSAM)

NOTICE INVITING TENDER

FOR

PRINTING AND SUPPLY OF STATIONERY ITEMS

OF

ASSAM GRAMIN VIKASH BANK

REFERENCE NO. AGVB/ACCTS & INVT/TENDER/86/02/2023-24
DATED 31-07-2023

CALENDAR OF EVENTS

SI. No	EVENT	DATE & TIME
1	Date of Issue of Tender	31-07-2023
2	Last Date of Submission	16-08-2023 up to 5.00 PM
3	Date of Opening of Technical Bid	17-08-2023 at 3.00 PM
4	Date of opening of Financial Bid	17-08-2023 at 5.00 PM

**NOTICE INVITING OFFERS FOR PRINTING AND SUPPLY OF STATIONERY ITEMS OF
ASSAM GRAMIN VIKASH BANK**

Sealed Tenders are invited from eligible printing press / establishments for printing & supply of different types of forms, ledgers, registers, etc. and delivery to Assam Gramin Vikash Bank, Head Office, Adams Plaza, Mahapurush Srimanta Sankardev Path (G S Road), Christianbasti, Guwahati – 781005, Assam and Regional offices of the Bank at Guwahati, Silchar, Kokrajhar, Nalbari, Lakhimpur, Golaghat, Diphu , Dibrugarh and Tezpur. The full advertisement covering the eligibility criteria and all other details is available in Bank's website www.agvbank.co.in.

Interested Printing concerns may submit their offers in the specified format to the Chairman , Assam GraminVikash Bank, Head Office, Mahapurush Srimanta Sankardev Path (G.S Road),Christianbasti, Guwahati – 781005,Assam, within the date and time specified in the advertisement.

Tender Reference	AGVB/ACCTS & INVT/TENDER/86/02/2023-24 DATED 31-07-2023
Date of commencement of tender	31-07-2023
Last Date and Time and place for submission of bids	16-08-2023 up to 5.00 pm. at - Assam Gramin Vikash Bank Head Office, Adams Plaza, Mahapurush Srimanta Sankardev Path (G.S Road),Christianbasti, Guwahati-781005, Assam
Opening of Technical Bid	17-08-2023 at 3:00 pm at Assam Gramin Vikash Bank Head Office, Adams Plaza,Mahapurush Srimanta Sankardev Path (G.S Road), Christianbasti, Guwahati-781005, Assam
Opening of Financial Bid	17-08-2023 at 5:00 pm at, Assam Gramin Vikash Bank Head Office, Adams Plaza ,Mahapurush Srimanta Sankardev Path (G.S Road),Christianbasti, Guwahati-781005, Assam
Earnest Money Deposit	Rs.50,000.00 (Rupees Fifty Thousand only)

Sd/-

Date: -31.07.2023, Guwahati

GENERAL MANAGER

DISCLAIMERS

The information contained in this Request for Tender (RFT) document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form/email by or on behalf of Assam Gramin Vikash Bank is subject to the terms and conditions set out in this RFT document and all other terms and conditions subject to which such information is provided.

This RFT is neither an agreement nor an offer and it is only an invitation by the Bank to the interest parties for submission of bids. The purpose of this RFT is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFT does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFT and where necessary obtain independent advices/ clarifications. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFT. No contractual obligation whatsoever shall arise from the RFT process until a formal agreement is signed and executed by duly authorized officers of the Bank with the selected Bidder.

The Bank and its employees and advisors make no representative or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, anything contained in this RFT or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFT and any assessment, assumption, statement or information contained therein or deemed to form part of this RFT or arising in any way for participation in this Bid stage.

The Bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFT.

The issue of this RFT does not imply that the Bank is bound to select a Bidder or to appoint the Selected Bidder or Concessionaire, as the case may be, for the Project and the Bank reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Bank or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Bank shall not be liable in any manner whatsoever for the same or any other costs or other expense incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

Instruction to Bidders

Bidders are required to go through the instructions and terms and conditions of the tender before submitting their offer.

- This Tender is for Printing of different types of forms, ledgers, registers etc. as per standard specification of the Bank and supplying to the Head Office, Guwahati / Regional Offices at Guwahati, Silchar, Kokrajhar, Nalbari, Lakhimpur, Golaghat, Diphu , Dibrugarh and Tezpur for a period of two years subject to extension up to one year at the discretion of the Bank.
- Conditional and incomplete tenders are liable to be rejected.
- The competitive bids shall be in two parts viz. Technical Bid and Financial Bid. Both Technical and Financial Bids shall be submitted in separate sealed envelopes super scribing "TECHNICAL BID" on top of the envelope containing the technical bid and "FINANCIAL BID" on top of the envelope containing financial bid. These two separate sealed envelopes should be put together in **another sealed envelope**, super scribing the tender Notice No. and Date. The financial bid should contain only the price schedule. If the technical bid of the bidder is found incomplete or there is lack of requisite document(s), it will be rejected and in such case the financial bid of the bidder will not be opened.
- Quantum of printing works as mentioned is indicative and subject to variation without notice.
- Sample of forms, ledgers books and registers etc. to be printed, can be checked at Accounts Department, Assam Gramin Vikash Bank, Head Office, Mahapurush Srimanta Sankardev Path (G S Road), Christianbasti, Guwahati – 781005, Assam during the working hours.
- Item-wise rate quoted, should be inclusive of all charges i.e., cost of paper, printing, binding, stapling, stitching, and delivery charges and all other applicable levies but excluding GST. In case of any discrepancy in quoting the rates in figures and words, the rate quoted in words will be treated as final for deciding acceptance or rejection by the bank.
- Income Tax and any other applicable taxes/charges will be deducted at source from the bills at the rates applicable from time to time.
- Successful bidder will have to execute an Agreement with the bank for carrying out the works as per approved rate within seven days of selection as eligible bidder.
- The printing of a particular item may not be perennial in nature.
- No enhancement in the approved rate due to price escalation of raw materials or otherwise will be entertained during the contract period of two years as specified in point no.2 above. However, any benefit due to cut in taxation rates direct/indirect has to be passed on to the Bank at the time of billing. The tender document is not transferable.
- Tender documents received without seal and signature of the proprietor/partner/authorized signatory, are liable to be rejected.
- Canvassing directly or indirectly by the tenderer will disqualify the bidder.
- In case of any discrepancy in quoting the rates in figures and words, the rate quoted in words will be treated as final for deciding acceptance or rejection by the bank.
- No request for correction of rates/submission of any left-out tender documents will be entertained after its submission.

- The requisite security money must be deposited by the successful bidders within 7(seven) days of acceptance of the tender failing which, the offer extended, shall be cancelled without giving any notice/ reasons thereof.
- Item-wise lowest bidders shall qualify for acceptance of the bid for such items only and shall be empanelled for printing of such items only for which the bidder was selected as L1.
- Bank may decide to distribute items to different firms, in case the same lowest price is quoted by different firms against the same item.
- A bidder qualified as L1 against different items including items quoted by other bidders also for the same lowest price shall get proportionately equal quantity of order divided among the L1 bidder
- The items may be procured by the bank in phases according to necessity.
- Bank is not bound to accept the lowest bid if the quote is not in order.
- The tender will be evaluated by a committee which shall finalize the successful bidder.
- Any attempt or negotiation directly or indirectly on the part of the tenderer before or after submission of the tender or any endeavor to secure interest for actual or prospective tender to influence by any means the acceptance of the particular tender, is liable to be excluded from consideration.
- The Bank reserves the right to reject any or all the tenders without giving any notice/ assigning any reasons thereof.
- The decision of the tender evaluation committee will be final in deciding the tender.
- The Bank reserves the right to reject any or all the tenders without giving any notice/ assigning any reasons thereof.
- A signed copy of the integrity pact as per Annexure I has to be submitted by all bidders at the time of submission of bids.

ELIGIBILITY

1. The Bidder should have own Printing Press/Establishment operating in India.
2. The Bidder should be financially sound and should have earned profit during last three financial years. The Audited Annual Financial Statements for last three years, as documentary evidence in this respect are to be provided.
3. Yearly Printing Sales Turnover during last three financial years (2020-21, 2021-2022 and 2022-23) of the Bidder firm must not be less **than Rs.50.00 lakh**. One copy each of the Balance Sheet, Trading and Profit & Loss A/C statements and Income Tax Return for the last three financial years, as aforesaid, is to be submitted. Bidders having lower turnovers than stipulation as indicated above will be rejected.
4. The Bidder should be the Owner / Partner (in case of Partnership firm) /authorized signatory (ies) (in case of Company)/ Original power of attorney (in case of any other person signing in the Tender Document) of the Printing concern participating in the tender.
5. The Bidder should be engaged in Printing Works at least for last three financial years. Valid Registration Certificate issued by any State or Central Govt. of India / SSI Certificate for printing press should be furnished as documentary evidence.
6. The Bidder should possess valid Trade License for dealing with printing stationery items.

7. The Bidder should not be a defaulter to any Bank (CIBIL/CRIF HIGHMARK/EXPERIAN latest report to be submitted). Bidder should not be a defaulter in Payments of its Dues including any statutory dues and an affidavit on Rs.100/- stamp paper to this effect is to be submitted.

TERMS & CONDITIONS

1. The tenderer will be required to print the forms, ledgers, books, registers etc. on thickness of paper as per quality and weight (GSM) specified by Assam Gramin Vikash Bank.
2. In case of any deviation in quality/quantity of the items supplied than the specified standard, such items shall be rejected and will have to be replaced immediately as per standard, if opted by the Bank.
3. The printed forms, ledgers, books, registers etc. shall have to be delivered to Bank's Head Office at Guwahati and/or Regional Offices at Guwahati, Silchar, Kokrajhar, Nalbari, Lakhimpur, Golaghat, Diphu, Dibrugarh and Tezpur without any extra charges towards transportation, loading, unloading etc. In other words, the rate quoted against the items by the tenderer will be inclusive of all such charges in addition to the cost of paper, printing, binding etc and to render delivery to the premises of the Bank's Head Office at Guwahati and / or Regional Offices located in centers mentioned above.
4. Delivery of Printed forms, ledgers, registers etc. shall have to be made within the specified time as would be mentioned in the work order(s).
5. The items will be procured as per time-to-time requirements of the Bank which is normally assessed on the basis of indents received by the Bank from its Branches / Offices.
6. In case of delay in supplying or failure to supply any item as per order without valid reason will attract imposition of penalty to the extent of maximum 10% of the work order value subject to minimum 0.5% of the work order value for each calendar week of delay or part thereof to be charged to the supplier as 'Liquidated Damages for Late / No Delivery' and, in such cases the bank may refuse to accept late delivery, cancel the order and procure the items from other sources. Such penalty will be realized from the pending / forthcoming bills, security deposit etc. of the vendor.
7. The forms, ledgers, books, registers etc. will be printed as per prescribed sample and specification with Bank's logo therein.
8. The item-wise rates quoted by bidder will remain valid for a minimum period of two years from the date of agreement executed with the successful bidder and may be extended by the bank for further period of one year at the discretion of the Bank.
9. The rate should be neatly written/typed out both in figure and in word in English without over-writing. However any unavoidable overwriting must be authenticated with signature of the bidder with seal. In case of any discrepancy in quoting the rate in figures and words, the rate quoted in words will be treated as final for deciding acceptance or rejection by the Bank.
10. Bank reserves the right to accept any tender or part thereof or to reject any or all tenders without assigning any reason thereof. The Bank shall not incur any liability to the affected bidder(s) on account of rejection of any bid. The Bank shall not be obliged to inform the affected bidder(s) of the ground for the Bank's rejection.
11. The Bank reserves the right to re-tender before the end of the existing tender period as per agreement with the vendor.
12. Tender documents can be downloaded from the Bank's Website.
13. The bidders will be required to deposit a sum of Rs.50,000/- (Rupees Fifty thousand only) in the form of NEFT in favour of Assam Gramin Vikash Bank, Head Office, Guwahati A/C No.7281210000050 having IFSC: PUNB0RRBAGB (0 indicates Zero) as Earnest Money Deposit (EMD) and the Bank transaction confirmation has to be submitted along with Technical Bid. The EMD shall be refundable after completion of the tender process on receipt of individual application from the bidders and shall earn no interest from the Bank.

14. It is normally presumed that the stock of requisite raw materials quoted for, are available with the tenderers. However, in case the lowest bidder is not agreeable or unable to supply the goods due to any reason, negotiation can be held with the second lowest bidder for supply of these goods at the second lowest quoted rate. Alternatively, the Bank may go for fresh tendering following the usual procedure, if the situation so warrants.

SUBMISSION OF BID:

1. Both Technical and Financial Bids shall be submitted in separate sealed envelopes super scribing "TECHNICAL BID" on top of the envelope containing the technical bid and "FINANCIAL BID" on top of the envelope containing financial bid to be marked as Envelope "A" and "B" respectively both to be submitted together in one big envelope. In envelope "A" the requisite documents as mentioned below may be submitted with **self-attestation** and it should be super scribed as "TECHNICAL BID".
2. Valid Trade License for dealing with printing stationery.
3. Valid Registration Certificate (**Udyam**) issued by Govt. /SSI certificate for printing press.
4. PAN Card & GST Registration Certificate.
5. Income Tax Return copy for last three years 2019-20 2020-21 and 2021-22.
6. Balance Sheet and Trading and Profit & Loss a/c for last three years 2020-21, 2021-22 & 2022-23.
7. Original registered power of attorney, in case any person other than the tenderer signing in the Tender document.
8. In case of partnership firm, authenticated copy of partnership deed.
9. In case of Company, authenticated copy of Certificate of Incorporation, Certificate of Commencement of Business, Memorandum of Association / Articles of Association, requisite Board resolution etc.
10. Filled-in declaration-Annexure II.
11. Information sheet required by the Bank- Annexure III
12. Earnest Money Deposit of Rs.50000/- in the form of NEFT in favour of Assam Gramin Vikash Bank, Head Office, Guwahati as per Point No.13 of Terms & Condition Clause.
13. If the technical bid of the bidder is found incomplete or lack of requisite document(s), it will be rejected and in such case the financial bid of the tenderer will not be opened.
14. In envelope "B: item-wise rates are to be quoted in the price bid of the tender documents and is to be submitted super scribed as "FINANCIAL BID". The financial bid will contain only the price schedule.
15. These two separate sealed envelopes should be put together in another sealed envelope addressed to the Chairman, Assam Gramin Vikash Bank, Head Office, Mahapurush Srimanta Sankardev Path (G S Road), Christianbasti, Guwahati – 781005 duly super scribed as "TENDER FOR PRINTING OF FORMS,LEDGERS, BOOKS, REGISTERS etc" along with tender No .and Date.

The tender shall be dropped in the specified Tender Box which shall be made available for the purpose at Assam Gramin Vikash Bank, Head Office, Mahapurush Srimanta Sankardev Path, Christianbasti (G.S Road), Guwahati– 781005, Assam within 5 PM of 16-08-2023 within the scheduled date & time. Any bid received after the said date and time shall be rejected. The Bids shall be addressed and submitted to:

The Chairman
Assam Gramin Vikash Bank,
Head Office, Mahapurush Srimanta Sankardev Path (G.S Road) Christianbasti, Guwahati – 781005 Assam.

OPENING OF BID

The Technical Bid of tender will be opened at 3.00 PM Of **17th August, 2023** in the Assam Gramin Vikash Bank, Head Office, Mahapurush Srimanta Sankardev Path, Christianbasti (G.S Road), Guwahati – 781005, Assam and the Financial Bid of tender will be opened at 5.00 PM. of **17th August, 2023** in the Assam Gramin Vikash Bank, Head Office, Mahapurush Srimanta Sankardev Path, Christianbasti (G.S Road), Guwahati – 781005, Assam.

On **17.08.2023** the tender evaluation committee of the Bank will open the envelope “A” i.e. the Technical Bid at 3.00 PM. This technical bid will be evaluated to ascertain whether the tender satisfies the condition of Technical bid and the evaluation committee will accordingly give their remarks. If the technical bid of the bidder is found incomplete or lack of requisite document(s), it will be rejected.

On **17.08.2023** the financial bids will be opened at 5.00 PM in respect of the Tenders which will be found valid after the evaluation of the Technical Bids evaluated by EC and subsequently approved by the Bank. The financial bid i.e. the envelope “B” will not be opened for those disqualified in the Technical bids. The decision of the tender evaluation committee in this regard will be final.

Bidders or one of their authorized representative, if so desire, may attend to witness the Bid opening. No complain on matters relating to bid opening will be entertained afterwards if they remain absent at the scheduled time of bid opening.

VALIDITY

The accepted bid shall be valid for a period of two years from the date of agreement which shall be extendable for one more year if opted by the Bank. There will be no revision of the rates finalized during the tender process.

REJECTION OF BID

The bid is liable to be rejected if:-

It is not in conformity with the instructions mentioned in this tender document.

It is not properly/duly signed.

It is received through e-mail.

It is received after expiry of the due date and time.

It is incomplete including non-furnishing the required documents.

It is evasive or contains incorrect information.

There is canvassing of any kind.

FORCE MAJEURE

Force Majeure is herein defined as any cause, which is beyond the control of the selected Bidder or the Bank as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as

Natural phenomena, including but not limited to floods, draughts, earthquakes, epidemics.

Acts of any Governments, including but not limited to war, declared or undeclared, priorities, quarantines, embargoes.

Terrorist attacks, public unrest declared by Government in work area:

Provided either party shall within ten (10) days from the occurrence of such a cause notify the other in writing of such causes. The Bidder or the bank shall not be liable for delay in performing his / her / its obligations resulting from any Force Majeure cause as referred to and/or defined above.

LIQUIDATED DAMAGES (LD)

In case of delay in supplying or failure to supply any item as per order without valid reason will attract imposition of penalty to the extent of maximum 10% of the order value subject to minimum of 0.5% of the order value for each calendar week of delay or part thereof to be charged to the supplier as ‘Liquidated Damages for Late / No Delivery’ and, in such cases the bank may refuse to accept late

delivery, cancel the order and procure the items from other sources. Such penalty will be realized from the pending / forthcoming bills, security deposit etc. of the vendor.

If the selected Bidder fails to complete the due performance of the contract in accordance to the specification and conditions of the bid document, the Bank reserves the right either to cancel the entire order placed on the selected bidder or to accept performance already made by the bidder. The Bank reserves the right to recover a suitable amount as deemed reasonable by the Bank as 'Liquidated Damages for non-performance'.

Both the above LDs are independent of each other and are applicable separately and concurrently.

LD is not applicable for reasons attributable to the Bank and Force Majeure. However, it is the responsibility/onus of the bidder to prove that the delay is attributed to the Bank / Force Majeure. The bidder shall submit the proof authenticated by the bidder and Bank's official that the delay is attributed to the Bank / Force Majeure along with the bills requesting payment.

AUTHORISED SIGNATORY

The selected bidders shall indicate the authorized signatories who can communicate with the Bank, with regard to the obligations under the contract. In case of Company, the selected bidders shall submit at the time of signing the contract, a certified copy of the resolution of their Board, authenticated by Company Secretary, authorizing an official or officials of the Company to communicate, sign agreements/contracts with the Bank, raise invoice and accept payments and also to correspond.

Selected bidders shall furnish proof of signature identification for above purposes as required by the Bank.

SECURITY MONEY

The successful bidders will be required to deposit Rs.2,00,000/- (Rupees Two Lakh) only in the form of Call Deposit pledged in favour of Assam Gramin Vikash Bank, Head Office, Guwahati at any branch of a Scheduled Commercial Bank as security deposit.

The successful bidders will be required to sign an Agreement Deed for the contract with Assam Gramin Vikash Bank, Head Office, Guwahati on Non-Judicial Stamp Paper of Rs.100.00 (Rupees One hundred) only at their own cost. If the successful bidders fail to sign the Agreement within seven days, the tender will be cancelled. The draft tender agreement is also annexed to this document as Annexure – IV.

The Security Deposit Instrument i.e the Call Deposit receipt will be retained by the Bank throughout the agreement period without any interest.

EVALUATION

A Tender Evaluation and Planning Committee (TEPC) appointed by the Chairman of the Bank shall check and evaluate the bids.

In case of any discrepancy between words and figures, the amount in words shall prevail prior to detailed evaluation, Bank will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which conforms to all the terms and conditions of bid documents without material deviation. A bid determined as substantially non-responsive will be rejected. TEPC shall evaluate in detail and compare the substantively responsive bids and comparison of bids shall be on the price of printing forms, ledgers, books, registers etc. offered inclusive of paper cost, printing, binding all levies and charges quoted by the bidder in the price schedule. Evaluation will be done based on the lowest bid among the total cost offered in Financial Bid among the technically qualified bidder(s).

It is the discretion of the Bank authority to decide the tender and enter into agreement with the bidder as decided by the competent authority.

PAYMENT

1. All Bills towards materials supplied will have to be submitted for payment in duplicate along with duly acknowledged Delivery Challan as a proof of receipt of materials in good condition. All bills should invariably contain Bill Number with Date of Bill, Order

Reference No, Proof of Delivery (PoD), Reference like Delivery Challan No etc.

2. All bills should contain item-wise detailed Particulars, Quantity supplied, Approved Rate and Amount.
3. Total amount of the bills should be rounded off to nearest Rupee. Payment will be made only when the ordered quantity of item matches with the supplied quantity of items.
4. The Payment will be made by the Bank by Cheque /NEFT/RTGS after due verification of the bills.
5. Deduction of Income Tax, where applicable will be made by the Bank from the bill amounts and TDS certificate will be issued in due course.
6. GST where applicable will be paid by the Bank to the vendor and the vendor will be responsible for payment of the said GST value to the GST Department so that Bank is eligible to claim input tax credit on the GST payment made. If it so desired by GST Authority, this tax may also be deducted at source.
7. Penalty/liquidated damage etc., if imposed, will be realized from the bills. It is the discretion of the Bank authority to realize such penalty / liquidated damages from any bill / different bills.

DISPUTE & ARBITRATION

All dispute or differences whatsoever arising between the selected bidder and the bank out of or in relation to the construction, meaning and operation or effect of the Contract, with the selected bidder, or breach thereof shall be settled amicably. If, however, the parties are not able to resolve any dispute or difference aforementioned amicably, the same shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award. The Bank shall be the appointing authority of the Arbitrator after giving 30 days' notice to the vendor.

Work under the Contract shall be continued by the selected bidder during the arbitration proceedings unless otherwise directed in writing by the Bank unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator. Payment due or payable by the Bank to the bidder shall be withheld on account of the ongoing arbitration proceedings, if it is the subject matter or one of the subject matters thereof.

The venue of arbitration shall be at GUWAHATI, ASSAM (INDIA).

APPLICABLE LAW & JURISDICTION OF COURT

The Contract with the selected bidder shall be governed in accordance with the Laws of India for the time being in force and will be subject to the exclusive jurisdiction of Court at Guwahati (with the exclusion of all other Courts).

SET OFF

Any sum of money due and payable to the bidder (including security deposit refundable to him) under this agreement may be appropriated by Assam Gramin Vikash Bank and set off the same against any claim of the Bank for payment of a sum of money arising out of this agreement or under any other agreement made by bidder with the Bank.

CANCELLATION OF THE AGREEMENT & COMPENSATION

The Bank reserves the right to cancel the agreement on the selected bidder and recover expenditure incurred by the Bank on the following circumstances:

- The selected bidder commits a breach of any of the terms and conditions of the bid.
- The bidder goes into liquidation voluntarily or otherwise.
- An attachment is levied or continues to be levied for a period of seven days upon the effects of the bid.
- The progress regarding execution of the order accepted, made by the selected bidder is found to be unsatisfactory.
- If deductions on account of liquidated Damages exceeds more than 2% of the total work order value.
- Any other reasons at the discretion of the Bank.

Integrity Pact

Assam Gramin Vikash Bank, a body corporate constituted under the 'Regional Rural Bank Act, 1976 by Govt. of India, Ministry of Finance, Government of India notification no 854 dated 22nd February 2019 by amalgamating Langpi Dehangi Rural Bank (Sponsored by State Bank of India) and Assam Gramin Vikash Bank with sponsorship of **Punjab National Bank** w.e.f 1st April 2019 and having its Head Office at Adams Plaza, Christian Basti, Guwahati-22, hereinafter referred to as "**The Principal**", which expression shall mean and include unless the context otherwise requires, its successors in office and assigns of the First Part.

And

M/s. _____ having its registered office at herein after referred to as "The Bidder/Contractor", expression shall mean and include unless the context otherwise requires, successors and permitted assigns of the Second part.

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for..... The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s). In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1- Commitments of the Principal

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

c. The Principal will exclude from the process all known prejudiced person.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Vigilance Officer and in addition can initiate disciplinary actions.

Section 2- Commitments of the Bidder(s) / Contractor(s)

1. The Bidder(s)/Contractor(s) commit themselves to take all measures necessary to prevent corruption during any stage of bid process/contract. The Bidder(s)/Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution.

a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or the other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

b) The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans., technical proposal and business details, including information contained or transmitted electronically.

d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any, similarly the Bidder(s)/Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only.

e) The Bidder(s)/Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

f) Bidder(s)/Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

2. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3- Disqualification from tender process and exclusion from future contracts.

If the Bidder(s)/Contractor(s) before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per the existing provisions of GFR, 2017, PC Act, 1988 and other Financial Rules/Guidelines etc.

Section 4- Compensation for Damages.

(1). If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the

Principal is entitled to demand and recover the damages equivalent to earnest Money Deposit/Bid Security.

(2). If the Principal has terminated the contract according to Section 3, or the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

Section 5- Previous transgression.

(1) The Bidder declares that no previous transgression occurred in the last three years immediate before signing of this integrity pact with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprises or central/state government department in India that could justify his exclusion from the tender process.

(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in " Guidelines on Banning of business dealing".

Section 6- Equal treatment of all Bidders/Contractors/Subcontractors

(1) In case of sub-contracting, the Principal contractor shall take the responsibility of the adoption of IP by the sub-contractor. It is to be ensured that all sub-contractors also sign the IP.

(2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.

(3) The Principal will disqualify from the tender process all the Bidders who do not sign this Pact or violate its provisions.

Section 7- Criminal charges against violating Bidder(s)/Contractor(s)/Subcontractor(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Sub contractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Vigilance Officer.

Section 8- Independent External Monitor

(1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under the agreement.

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would be provided access to all documents/records pertaining to the contract for which a complaint or issue is raised before them, as and when warranted. However, the documents/ records/ information having National Security implications and those documents which have been classified as Secret/Top Secret are not to be disclosed. It will be obligatory for him/her to treat the information and documents of the Bidders/Contractors as confidential. He/she reports to the General Manager / Chairman, Assam Gramin Vikash Bank.

(3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all project documentation of the Principal including that provided by the Bidder(s)/ Contractor(s). The Bidder(s)/Contractor(s) will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractor.

(4) The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Subcontractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform General Manager / Chairman, Assam Gramin Vikash Bank and recues himself/herself from that case.

(5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and Contractor. The parties offer to the Monitor the option to participate in such meetings.

(6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

(7) The Monitor will submit a written report to the General Manager / Chairman, Assam Gramin Vikash Bank within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.

(8) If the Monitor has reported to the General Manager / Chairman, Assam Gramin Vikash Bank, a substantiated suspicion of an offence under relevant IPC/PC Act, and the General Manager / Chairman, AGVB has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

(9) The word 'Monitor' would include both singular and plural.

(10) The particulars of IEMs' appointed by Assam Gramin Vikash Bank is furnished below:-

Sl.No.	Name of the IEM	Contact No.
1	Dr. Atanu Purkayastha	9899772227
2	Shri Asutosh Mishra	9848038940

Section 09- Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion future business dealings.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged determined by General Manager / Chairman, AGVB.

Section 10- Other provisions

(1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the "Place of award of work".

(2) The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of to the extant law in force relating to any civil or criminal proceedings.

(3) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

(4) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

(5) Should one or several provisions of this agreement turn out to be valid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(6) Issues like warranty/Guarantee etc. shall be outside the purview of IEMs.

(7) In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the Integrity Pact will prevail.

(For & On behalf of the Principal)

(For & On behalf of Bidder/Contractor)

(Office Seal)

(Office Seal)

Place.....

Place.....

Date.....

Date.....

Witness 1:

Witness 2:

(Name & Address)

(Name & Address)

DECLARATION

To
The Chairman
Assam Gramin Vikash Bank, Head Office, Mahapurush Srimanta Sankardev Path (G.S Road)
Christianbasti, Guwahati – 781005, Assam

Sub: - Printing of Forms, Ledgers, Books, and Registers etc.

Ref: - You're tender notice no. AGVB/ACCTS & INVT/TENDER/86/02/2023-24 dated 31-07-2023

Sir,

In response to your above referred Tender Notice for the captioned works, I/We hereby undertake to declare as below:

I/We hereby declare that I/We have gone through the terms and conditions stipulated in the Tender Notification and agree to abide by all of them in the event of acceptance of my/our offer.

I/We _____ son of _____

do hereby declare that none of my/our relatives as defined in the tender documents is/are employed in AGVB as per details given in the tender documents. In case at any stage, the information found to be false/incorrect, AGVB, Head Office, Guwahati shall have absolute right to take any action as may be deemed fit and proper without any prior information to me.

Yours faithfully,

Signature.

Full name:

Full address:Seal:

INFORMATION SHEET

Name of the Tenderer

Name of the Firm

Registration details

Present address

Permanent address

Phone No/ Mobile No.

Office/FirmResidence

Email ID:

GSTIN:

(Self-attested copy to be attached)

(a) Income Tax account no. (PAN)

(b) Income Tax return of last three financial years

Bank account No. and details

Machineries available

Experience of working in Bank/ Govt. organization- copy of Order May be enclosed

Turnover during last three financial years

Date:

Place:

Signature of the Tenderer With seal

DEED OF AGREEMENT

This Agreement for the work of printing of different types of forms, ledgers, books, registers etc. made at Guwahati on this.....
.....day of.....2023 between.....
..... (Name and address of the selected bidder) having its printing press / office at here-in-
after called the "SUPPLIER" (which term shall, unless excluded by or repugnant to the subject or context, include its successors and
permitted assignees) of the one part and Assam Gramin Vikash Bank,Head, Office,Adams Plaza, MSS Path,
Christianbasti, Guwahati-781005 hereinafter called the "BANK" (which term shall, unless excluded by or repugnant to the
subject or context, include its successors and assignees) on the other part.

WHEREAS

1. The BANK being desirous of having provided and executed certain printing works mentioned, enumerated or referred to in the tender documents including Tender Notice No **AGVB/ACCTS & INVT/TENDER/86/02/2023-24 dated 31-07-2023** issued by the Bank inviting tender for printing of Forms, Ledgers, Books, Registers etc.
2. The SUPPLIER has verified the sample of forms, ledgers, books, registers etc. to be printed and satisfied himself by careful examination before submitting his tender as to the quality, quantity, nature, magnitude of the works, material necessary for execution of work, local conditions, the means of access to the delivery sites and obtained complete information as to the matters and things referred or implied in the tender documents or having any connection therewith, and has considered the nature and extent of all probable situations, hindrances or interferences to or with execution and completion of the works to be carried out under the contract, and has examined and considered all other matters, conditions and things and probable and possible contingencies, and generally all matters incidental thereto and ancillary thereof affecting the execution and completion of the works and which might have influenced him in making his tender.
3. The tender documents including tender notice inviting tender, instructions, general as well as special conditions of contract, Schedule of Rates / Quantities, general obligations, specifications, time schedule of completion of jobs, letter of acceptance of tender and any statement of agreed variations with its enclosures form part of this agreement though separately set out and are included in the expression AGREEMENT wherever herein used.

AND WHEREAS

The Bank accepted the Tender of the Supplier for the provision and execution of the said work at the rates stated in the Schedule of Quantities of work (hereinafter called the "Schedule of Rates") and finally approved by the Bank upon the terms and subjects to the conditions of Agreement.

NOW THIS AGREEMENT WITNESSETH & IT IS HEREBY AGREED AND DECLARED AS FOLLOWS:

1. In consideration of the payment to be made to the Supplier for the works to be executed by him, the Supplier hereby covenants with the Bank that, the Supplier shall and will duly provide, execute and complete the said works and shall do and perform all other acts and things in the Agreement mentioned or described or which are to be implied there from or may be reasonably necessary for the completion of the said works and at the said times and in the manner and subject to the terms and conditions or stipulations mentioned in the Agreement.
2. In consideration of the due provision, execution and completion of the said works, the Bank does hereby agree with the Supplier that the Bank will pay to the Supplier the respective amounts for the works actually done by him and approved by the Bank as per the Schedule of Rates and such other sum payable to the Supplier under provision of Agreement, such payment to be made within reasonable period of time not exceeding 30 days from the date of receipt of bills against completed works already approved by the Bank in such manner as provided in the Agreement.
3. In consideration of the provision, execution and completion of the said works, the Supplier does hereby agree to pay such sums as may be due to the Bank towards penalty, liquidated damage, any other loss or damage arising out of any act of the Supplier in connection with any work under this contract etc. where applicable and demanded by the Bank and such payments to be made within reasonable period of time not exceeding 30 days from the date of receipt of such demand from the Bank and in such manner to be specified by the Bank while demanding under this Agreement.

4. The accepted tender of the Supplier will remain in force for a period of 2 (two) years with effect from _____ to _____ if not otherwise terminated by the Bank during the period. This validity period shall be extendable for one more year if opted by the Bank before expiry of the said period of two years and, in case of such extension, the existing Schedule of Rates shall continue to be applicable during the extended period also. No enhancement in the approved rate due to price escalation or otherwise will be entertained during the contract period. However, any benefit due to cut in taxation rates direct/indirect has to be passed on to the Bank at the time of billing.
5. The Supplier hereby covenants and declares that none of his relatives is working in the Bank and no one connected with or in the employment of the Bank shall ever be admitted or inducted as a partner or to of any interest in this Contract.
6. The supplier hereby agrees to abide by all the terms and conditions and other relevant points as laid down in this Agreement as well as available in the tender documents. In case of violation of any clause by the supplier, the Bank may resort to any or all of the following measures:-
 - a. Cancellation of Supply Order,
 - b. Termination of agreement,
 - c. Forfeiture of Security Deposit,
 - d. "Black- Listing" of the supplier,
 - e. Imposition of Penalty as specified in the tender documents including Tender Notice,
 - f. Imposition of Liquidated Damage as specified in the tender documents including Tender Notice,
 - g. Any other measure which the Bank may deem fit at its discretion.
7. It is agreed upon by the supplier to execute all the items of works as per the accepted tender in most efficient and perfect manner in accordance with the instructions as specified in the tender documents including Tender Notice or as may be given by any of the competent authorities nominated by the Bank.
8. The Bank reserves the right to re-tender before the end of the existing tender period as per agreement with the supplier.

IN WITNESS WHEREOF the parties have executed these presents in the day and the year first above written.

<p>Signed and delivered for and on behalf of Assam Garmin Vikash Bank.</p> <p>Date: Place : __</p> <p>In presence of two witnesses</p> <p>1. _____</p> <p>2. _____</p>	<p>Signed and delivered for and on behalf of the Supplier,</p>
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SCHEDULE OF QUANTITIES

Name of the Work: Printing of different types of forms, ledgers, books, registers etc. as per standard specification of the Bank and supplying to the Head Office, Mahapurush Srimanta Sankardev Path (G S Road), Christianbasti, Guwahati – 781005, Assam / Regional offices of the Bank at Guwahati, Silchar, Kokrajhar, Nalbari, Lakhimpur, Golaghat, Diphu, Dibrugarh and Tezpur for a period of two years subject to extension up to one year at the discretion of the Bank. Rates are inclusive all costs of printing, stitching, binding, delivery and applicable levies.

Sl.No	Item	Item Size	Specifications	Unit	Minimum Quantity	Rate Quoted	Total Value Quoted
1	Attendance Register	Register : ½ DFC (17" X 27") Volume : 50 leaves (100 pages)	Paper : 70 GSM Azure Laid paper Printing : Both sides with page numbering Binding : Pakka Binding with 2mm board	Per Register	100		
2	DP Register	Register : ½ DFC (17" X 27") Volume : 200 leaves (400 pages)	Paper : 70 GSM Azure Laid paper Printing : Both sides with page numbering Binding : Pakka Binding with 2mm board	Per Register	100		
3	Cash Book	Register : ¼ DFC size (17" X 27") Volume : 100 leaves (200 pages)	Paper : 70 GSM Azure Laid paper Printing : Both sides with page numbering Binding : Pakka Binding with 2mm board	Per Register	100		
4	Security Register	Register : ¼ DFC size (17" X 27") Volume : 100 leaves (200 pages)	Paper : 70 GSM Azure Laid paper Printing : Both sides with page numbering Binding : Pakka Binding with 2mm board	Per Register	100		
5	Transfer Journal Register	Register : 1/4 DFC size (17" X 27") Volume : 100 leaves (200 pages)	Paper : 70 GSM Azure Laid paper Printing : Both sides with page numbering Binding : Pakka Binding with 2mm board	Per Register	100		

Sl.No	Item	Item Size	Specifications	Unit	Minimum Quantity	Rate Quoted	Total Value Quoted
6	Letter Despatch & Receiving Register	Register : 1/4 DFC size (17" X 27") Volume : 100 leaves (200 pages)	Paper : 70 GSM Azure Laid paper Printing : Both sides with page numbering Binding : Pakka Binding with 2mm board	Per Register	100		
7	KCC Application	Forms : (DFC 17" X 27") (Both Side Printing) ¼ DFC 16 pages	Paper : 70 GSM Azure Laid paper Binding : Form , Staple Pin	Per set	500		
8	SHG Application	Forms : (DFC 17" X 27") (Both Side Printing) ¼ DFC 26 pages	Paper : 70 GSM Azure Laid paper Binding : Form , Staple Pin	Per set	500		
9	Asomi Grihasree Loan Application	Forms : 1/4 (DFC 17" X 27") (Both Side Printing) 24 page	Paper : 70 GSM Azure Laid paper Binding : Form , Staple Pin	Per set	500		
10	Asomi Gyandeeep Application	Forms : ¼ (DFC 17" X 27") (Both Side Printing) 10 page	Paper : 70 GSM Azure Laid paper Binding : Form , Staple Pin	Per set	500		
11	Asomi Sulav Credit Card Loan Application	Forms : ¼ (DFC 17" X 27") (Both Side Printing) 8 page	Paper : 70 GSM Azure Laid paper Binding : Form , Staple Pin	Per set	500		
12	Balance Confirmation	Forms : 1/6 (Demy 24" X 36") (One Side Printing)	Paper : 70 GSM white paper Binding : Paper detachable pad of 100 leaves	Per pad	100		
13	15G	Forms : 1/4 (Demy 24" X 36") Full (Both Side Printing)	Paper : 70 GSM white paper Binding : Paper detachable pad of 100 leaves	Per pad	100		
14	15H	Forms : 1/4(Demy 24" X 36") Full (Both Side Printing)	Paper : 70 GSM white paper Binding : Paper detachable pad of 100 leaves	Per pad	100		
15	1 st Notice	Forms : 1/4(Demy 24" X 36") Full (OneSide Printing)	Paper : 70 GSM colour paper Binding: Paper detachable pad of 100 leaves	Per pad	100		
16	2 nd Notice	Forms : 1/4(Demy 24" X 36") Full (OneSide Printing)	Paper : 70 GSM colour paper Binding : Paper detachable pad of 100 leaves	Per pad	100		
17	Aadhar Linkage Form	Forms : ¼ Demy 24" X 36") (Both Side Printing)	Paper : 70 GSM White Binding : Paper detachable pad of 100 leaves	Per pad	100		

Sl. No	Item	Item Size	Specifications	Unit	Minimum Quantity	Rate Quoted	Total Value Quoted
18	APY Form	Forms : ¼ (Demy 24" X 36") (One Side Printing)	Paper : 70 GSM White Binding : Paper detachable pad of 100 leaves	Per pad	100		
19	ATM Application Form	Forms : ¼ (Demy 24" X 36") (One Side Printing)	Paper : 70 GSM White Binding : Paper detachable pad of 100 leaves	Per pad	100		
20	Call Back Notice	Forms : 1/4 (Demy 24" X 36") (Both Side Printing)	Paper : 70 GSM White Binding : Paper detachable pad of 100 leaves	Per pad	100		
21	Call Deposit Opening Form	Forms : 1/4 (Demy 24" X 36") (Both Side Printing)	Paper : 70 GSM White Binding : Paper detachable pad of 100 leaves	Per pad	100		
22	Cheque Requisition Form	Forms : ¼ (Demy 24" X 36") (One Side Printing)	Paper : 70 GSM White Binding : Paper detachable pad of 100 leaves	Per Pad	100		
23	Compromise DP	Forms : 1/4 th DFC white paper (one side printing)	Paper : 70 GSM White Binding : Paper detachable pad of 100 leaves	Per Pad	100		
24	LAD / LAS application	Forms: 1/4 th DFC Azure Laid paper (Both side printing) 8 page	Paper : 70 GSM Azure laid Binding : Form, Staple Pin	Per set	1000		
25	Demand Pronote	Forms: 1/8 th DFC Azure Laid paper (One side printing)	Paper : 70 GSM Azure laid Binding : Paper detachable pad of 100 leaves	Per pad	100		
26	DP Statement	Forms : 1/4 th DFC white paper (one side printing)	Paper : 70 GSM White Binding : Paper detachable pad of 100 leaves	Per pad	100		
27	Draft Application Form	1/8 Demy 60GSM white paper both side printing	Paper: 60 GSM white Binding: 50 leaves staple pin	Per pad	500		
28	Employee Leave Sheet	½ Demy white paper one side printing	Paper : 70 GSM White Binding : loose	Per piece	100		
29	Form 60	¼ th Demy Size both side printing	Paper : 70 GSM White Binding : Paper detachable pad of 100 leaves	Per pad	100		
30	Hypo of Crops	Forms : 1/4 th DFC Azure Laid paper (one side printing)	Paper : 70 GSM Azure Laid Binding : Paper detachable pad of 100 leaves	Per pad	100		

Sl.No	Item	Item Size	Specifications	Unit	Minimum Quantity	Rate Quoted	Total Value Quoted
31	Hypo of Debts and Moveable assets	Forms : 1/4 th DFC Azure Laid paper (both side printing)	Paper : 70 GSM Azure Laid Binding : Paper detachable pad of 100 leaves	Per pad	100		
32	Hypo of Plant & Machinery	Forms : 1/4 th DFC Azure Laid paper (both side printing)	Paper : 70 GSM Azure Laid Binding : Paper detachable Form	Per pad	100		
33	Hypo of Transport equipment	Forms : 1/4 th DFC Azure Laid paper (both side printing) 13 page	Paper : 70 GSM Azure Laid Binding : Paper detachable Form	Per set	500		
34	JLG Application Form	¼ Demy white paper both side printing 32 page	Paper:70 GSM white Binding: Form Staple Pin	Per set	500		
35	KYC Form	½ Demy white paper both side printing 4pages	Paper : 70 GSM white Binding : Form loose sheet	Per sheet	100		
36	Letter of Contuinity	¼ DFC Azure Laid single side printing	Paper:70GSM Azure Laid Binding: 100 leaves pad	Per Pad	100		
37	Letter of Guarantee	½ DFC Azure Laid paper both side printing	Paper:70 GSM Azure Laid Binding: Loose	Per sheet	500		
38	Letter of Lien	¼ DFC Azure Laid paper both side printing	Paper: 70GSM Azure Laid Binding: 100 leaves pad	Per Pad	100		
39	Letter of Noting	1/8 DFC Azure Laid paper one side printing	Paper:70GSM Azure Laid Binding:100 leaves pad	Per pad	100		
40	Letter of Set Off	1/8 DFC Azure Laid paper one side printing	Paper:70GSM Azure Laid Binding:100 leaves pad	Per pad	100		
41	Link Letter	1/8 DFC Azure Laid paper one side printing	Paper:70GSM Azure Laid Binding:100 leaves pad	Per pad	100		
42	Loan Agreement	½ DFC Azure Laid paper both side printing	Paper: 70 GSM Azure Laid Binding : Loose	Per sheet	100		
43	Mobile Banking application	¼ Demy white paper both side printing	Paper: 70GSM white Binding: 100 leaves pad	Per pad	100		
44	Mobile Seeding	¼ Demy white paper one side printing	Paper: 70GSM white Binding: 100 leaves pad	Per pad	100		

Sl.No	Item	Item Size	Specifications	Unit	Minimum Quantity	Rate Quoted	Total Value Quoted
45	MT Loan application Form	¼ DFC Azure Laid paper both side printing	Paper: 70GSM Azure Laid Binding: 100 leaves pad	Per pad	100		
46 (A)	MUDRA Loan (Kishore/Tarun)	¼ Demy white paper printing 10 page	Paper: 70GSM white Binding: Form staple pin	Per form	100		
46 (B)	MUDRA Loan (Sishu)	¼ Demy white paper printing 6 page	Paper: 70GSM white Binding: Form staple pin	Per form	100		
47	NEFT / RTGS Form	¼ Demy white paper both side printing	Paper: 70GSM white Binding: 100 leaves pad	Per pad	100		
48	Nomination Form	¼ Demy white paper one side printing	Paper: 70GSM white Binding: 100 leaves pad	Per pad	100		
49	Opinion Sheet	¼ DFC Azure Laid paper both side printing	Paper: 70GSM Azure Laid Binding: 100 leaves pad	Per pad	100		
50	Pay in Slip	1/8 Demy 60GSM white paper both side printing	Paper: 60 GSM white Binding: 50 leaves staple pin	Per book	100		
51	PTL Application	¼ Azure Laid paper both side printing 13 pages	Paper:70 GSM Azure Laid Binding: Form Staple Pin	Per form	100		
52	PMJBY	¼ Demy white paper one side printing	Paper: 70GSM white Binding: 100 leaves pad	Per pad	100		
53	PMSBY	¼ Demy white paper one side printing	Paper: 70GSM white Binding: 100 leaves pad	Per pad	100		
54	Post Disbursement verification sheet	¼ DFC Azure Laid paper both side printing	Paper: 70GSM Azure Laid Binding: 100 leaves pad	Per pad	100		

Sl.No	Item	Item Size	Specifications	Unit	Minimum Quantity	Rate Quoted	Total Value Quoted
55	Pratibhuti Patra	¼ DFC Azure Laid one side printing	Paper: 70GSM Azure Laid Binding: 100 leaves pad	Per pad	100		
56	Proprietorship declaration Form	1/8 DFC Azure Laid one side printing	Paper: 70GSM Azure Laid Binding: 100 leaves pad	Per pad	100		
57	PSEP application	¼ DFC Azure Laid both side printing 4 page	Paper: 70GSM Azure Laid Binding: Form staple pin	Per form	100		
58	RTA Loan application Form	¼ DFC Azure Laid both side printing 4 page	Paper: 70GSM Azure Laid Binding: Form staple pin	Per form	100		
59	RTA/PSEP/SBL loan processing sheet	¼ DFC Azure Laid both side printing 4 page	Paper: 70GSM Azure Laid Binding: Form staple pin	Per form	100		
60	Sanction Letter	¼ DFC Azure Laid paper both side printing	Paper: 70 GSM Azure Laid Binding: 100 leaves pad	Per pad	100		
61	SB Opening Form	¼ Demy both side printing multi colour printing 8 page	Paper: 80GSM white Binding: Form staple pin	Per form	100		
62	RTO Application Form cum Processing Sheet	¼ DFC Azure Laid both side printing 8 page	Paper: 70GSM Azure Laid Binding: Form staple pin	Per set	100		
63	SSI Loan above 2.00 lakh	¼ DFC Azure Laid both side printing 8 page	Paper: 70GSM Azure Laid Binding: Form staple pin	Per form	100		
64	SSI Loan upto 2.00 lakh	¼ DFC Azure Laid both side printing 4 page	Paper: 70GSM Azure Laid Binding: Form staple pin	Per form	100		

Sl.No	Item	Item Size	Specifications	Unit	Minimum Quantity	Rate Quoted	Total Value Quoted
65	TD Opening Form	¼ DFC Azure Laid one side printing	Paper: 70GSM Azure Laid Binding: 100 leaves pad	Per pad	100		
66	SB/KCC Withdrawal slip	1/8 Demy one side printing colour paper	Paper: 60 GSM colour Binding: 100 leaves pad	Per pad	100		
67	SB PassBook	1/6 Demy both side multi colour printing inside page 8 leaves, cover 250 GSM art paper both side multi colour	Paper: Inside 80GSM cover 250 GSM Binding: Stich	Per book	100		
68	RD Pass Book	1/6 Demy both side multi colour printing inside page 8 leaves, cover 250 GSM art paper both side multi colour	Paper: Inside 80GSM cover 250 GSM Binding: Stich	Per book	100		
69	FI PassBook	1/6 Demy both side multi colour printing inside page 8 leaves, cover 250 GSM art paper both side multi colour	Paper: Inside 80GSM cover 250 GSM Binding: Stich	Per book	100		
70	SMS Alert Form	¼ Demy white paper one side printing	Paper: 70 GSM white Binding: 100 leaves pad	Per pad	100		
71	Aadhar Linkage Form	¼ Demy white paper one side printing	Paper: 70 GSM white Binding: 100 leaves pad	Per pad	100		
72	ATM Application Form	¼ Demy white paper one side printing	Paper: 70 GSM white Binding: 100 leaves pad	Per pad	100		
73	Tour Diary	¼ white DFC one side printing	Paper: 70 GSM white Binding: 100 leaves pad	Per pad	10		
74	Lace File	21"/15" – 28 horns Board Binding 8 crizing 4 iloot with lace	Paper: 28 horns board Binding: 8 crizing 4 iloot with lace	Per piece	100		

Sl.No	Item	Item Size	Specifications	Unit	Minimum Quantity	Rate Quoted	Total Value Quoted
75	Voucher (Credit/Debit)	1/8 Demy one side printing	Paper: 60GSM white Binding: 100 leaves pad	Per pad	100		
76	Envelope	10"/4.5" one side printing	Paper : 28 Kg Star Kraft (Finished)	Per piece	100		
77	Envelope	Envelopes inside laminated paper 10"x14" (One side Printing)	Paper : 48 Kg Star Kraft (Finished)	Per piece	100		
78	Term Deposit Cover	23 cm X 16 cm	One side colour plastic and other side transparent with one side printing with bank's logo, Bank Address of Head Office.	Per piece	100		
79	Hypothecation of Debts and Movable Assets	¼ DFC both side printing	Paper: 70 GSM Azure Laid Binding: 100 leaves pad	Per pad	100		
80	Hypothecation of Movable Plant & Machinery	¼ DFC both side printing 4 page	Paper: 70 GSM Azure Laid Binding: Form staple pin	Per form	100		
81	Irregular Overdrafts/ Cash Credit	¼ DFC one side printing	Paper: 70 GSM Azure Laid Binding: 100 leaves pad	Per pad	100		
82	Hypothecation of Goods	¼ DFC both side printing	Paper: 70 GSM Azure Laid Binding: 100 leaves pad	Per pad	100		
83	Asomi Mortgage Loan	¼ DFC both side printing 28 page	Paper: 70 GSM Azure Laid Binding: Form staple pin	Per form	100		
84	Application for Accommodation	¼ DFC both side printing	Paper: 70 GSM Azure Laid Binding: 100 leaves pad	Per pad	100		

Sl.No	Item	Item Size	Specifications	Unit	Minimum Quantity	Rate Quoted	Total Value Quoted
85	Enrollment form for Customer	¼ Demy white paper both side printing	Paper: 70 GSM white Binding: 100 leaves pad	Per pad	100		
86	Final Notice	Forms : 1/4 (Demy 24" X 36") Full (OneSide Printing)	Paper : 70 GSM colour paper Binding: Paper detachable pad of 100 leaves	Per pad	100		
87	Recall Notice	Forms : 1/4 (Demy 24" X 36") Full (OneSide Printing)	Paper : 70 GSM colour paper Binding: Paper detachable pad of 100 leaves	Per pad	100		
88	Pre-Sanction Inspection Report	¼ DFC both side printing	Paper: 70 GSM White paper Binding: Paper detachable pad of 100 leaves	Per pad	100		
89	Credit Disbursement Monitoring Sheet	¼ DFC both side printing	Paper: 70 GSM White paper Binding: Paper detachable pad of 100 leaves	Per pad	100		
90	PMJJBY Claim Cum Discharge Form	¼ DFC both side printing 4 page	Paper: 70 GSM White paper Binding: Form staple pin	Per pad	100		
91	PMSBY Claim Cum Discharge Form	¼ DFC both side printing 4 page	Paper: 70 GSM White paper Binding: Form staple pin	Per pad	100		

In addition to the above mentioned items, if Bank introduces any new item under the same nature, size, style and category of an existing forms, ledgers, books, registers the rate of that item will be considered at the same rate of the existing item from the above list and the work order will be allocated to the selected bidder.

In order to be eligible for L1 Bidder, bidders are requested to provide quotes for all the items as specified above for the minimum quantity specified. In addition to the above mentioned items, if Bank introduces any new item under the same nature, size, style and category of a security Item, then the rate of that item will be considered at the same rate of the existing item from the above list and the work order will be allocated to the selected bidder.