

Field General Manager's Office (FGMO), 172/1 Premchand House, Old High Court Road,
Income Tax, Ahmedabad -380009

Tender Notice
Printing & Supplying of Stationery
Field General Manager's Office, FGMO Ahmedabad

ONLY EMPANELLED PRINTERS CAN APPLY

UNION BANK OF INDIA, FGMO, AHMEDABAD INVITES TENDERS/QUOTATIONS FROM EMPANELLED PRINTERS ONLY FOR PRINTING AND SUPPLY OF STANDARDIZED PRINTED STATIONERY ITEMS. THE SCHEDULE DATE AND TIME FOR SUBMISSION OF TENDER/QUOTATION ARE AS UNDER:

Title of Tender	:	Tender for Printing & Supplying of Stationery Items, FGMO Ahmedabad - Empaneled Printers of Ahmedabad Zone
Place of Tender	:	FGMO, Ahmedabad
Tender Fees	:	Rs.500/- (Tender fees Rs. 500/- DD/PO in favour of Union Bank of India is to be submitted with tender documents.)
Performance Security	:	Performance Security of 3% in the form of Account Payee Demand Draft from any scheduled commercial bank of the contract/order value will have to be provided by L-1 Bidder. Performance Security will remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier. Performance Security, in case of breach of contract, Performance Security shall be forfeited. Performance Security will be refunded to the supplier/contractor without any interest after the completion of the contract in all respect.
Tender submission Period	:	From 24.05.2022 to 01.06.2022 till 3.00 pm
Tender opening	:	On 01.06.2022 at 4.00 pm
Location of Tender Submission / Opening	:	Union Bank of India, Field General Manager's Office, 172/1 Premchand House, Old High Court Road, Income Tax, Ahmedabad - 380009
Location for Collection of Specimen of printing items	:	Zonal Stationery Cell (ZSC), Union Bank of India, 172/1 Premchand House, Old High Court Road, Income Tax, Ahmedabad - 380009 Email:pnd.fgmoAhmedabad@unionbankofindia.com

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Tender/Quotation for supply of Stationery items, Printing of Forms/Registers etc.

We shall be glad to receive your quotation for supplying printed stationery items as per our Specimen and specifications subject to TERMS & CONDITIONS mentioned below:

1. Your quotes either typewritten or legibly written on your letter head in ink with all corrections, if any, duly authenticated, in a sealed envelope, be submitted in our Office on or before **3 P.M.** by **01.06.2022**. Tenders/Quotations received as above will be opened on **01.06.2022** in our office at **3.30 P.M.**
2. The specimen/specifications of printing items to be collected from our Zonal Printing Cell at above address by 01.06.2022. During office hours.
3. Your response to enquiry shall be subject to terms and conditions and requirement of the Bank without any counter conditions and terms.
4. Bank at their discretion may order repeat order in case required & printer has to provide require supply at approved rates.
5. The Bank reserves the right to accept or reject any or all the quotations either in whole or part without assigning any reason.
6. The rates for all the items **MUST** be quoted for the paper as specified.
7. It may be noted that once the offer is accepted, you will be bound to execute it within the period specified and no request for increase in rate subsequently nor any excuse for not executing the order due to any reason whatsoever including on account of non-availability of specified paper/material will be entertained.
8. The rate should be quoted per unit indicated in the enquiry. Rate should be including all rates & taxes and will be valid for **SIX Months**.
9. You will be required to deliver at least ten sample forms (loose sheets) together with Blocks/Art works, if any, for our items against our printing order at our Zonal Printing cell at Gandhi road, Ahmedabad.
10. L1 will be derived item wise & Bank need not necessarily accept the lowest tender and the decision of the Bank in this regard will be final.
11. The Bank shall be entitled to split up the order for the supplies mentioned in the letter and the tender shall be deemed to be accepted only for the supplies as may be ordered from time to time by placing regular order.
12. Please note that your supplies to us should be according to the specification furnished to you and defective stocks supplied to us would be summarily rejected.
13. On receipt of paper etc., from the paper supplier, a representative of the Bank will verify the same.
14. Bank reserves its right to get the goods supplied certified from any agency at Printer's/Supplier's cost. 75% payment will be made on presentation of bills and remaining 25 % will be released after receiving satisfactory report from such agencies.

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15. Delivery Challans duly signed by respective ROs & Stationery Department at Gandhi Road, Ahmedabad shall be produced to this office along with your Bill for payment.
16. If after the supply is delivered, it is discovered that the materials supplied are not exactly according to our specifications/quality stipulated such supply will be rejected at the supplier's cost.
17. In case of failure/delayed supplies, fully or partly, the Banks is at liberty to purchase the same through other sources at its sole discretion and the difference in cost, if any will be recovered from the defaulting Printer/supplier.
18. Printers, who do not effect supplies according to the specified delivery schedule, will be liable for all damages/detriment or losses to the Bank and if despite warning they continue to be late in deliveries; they may be disqualified for further enquiries/entrustment of work.
19. You may note carefully that the entire order will have to be executed as stipulated in the enquiries/entrustment of work.
20. Printed stationery items must be properly packed according to our specifications and same should be properly delivered at respective Regions & our Zonal Printing Cell at Gandhi Road, Ahmedabad at free of cost as per our instructions.
21. Printers are advised to adhere to our delivery schedule as specified in the enquiry. Non-adherence to specified delivery schedule will attract penalty. In case of your inability to observe Bank's delivery schedule you may clearly indicate in your quotations the actual time escalation required by you to effect the supplies of these Items, explaining the cogent reasons for the postponement of deliveries desired.
22. If supplies are not made on the stipulated date, a penalty @ 0.5% of the bill amount will be levied for the first week and deducted out of the bill amount. Thereafter, a penalty @ 1% of the bill amount will be levied on a fortnight basis or part thereof of continuous default.
23. Printers are requested to quote for paper as specified in our enquiry and printers should mentioned rate for all the brands mention size/weight against each item. Separate rate should be quoted for separate Mill's paper against each item.
24. Tax deductions at source will be applicable as per provisions of Income Tax Act.
25. The quantity mentioned for printing may be reduced or increased depending on the requirement of the item.
26. No Alternations are permitted in any terms & conditions of tender/quotation.

Dy. Zonal Head

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FORMAT FOR TENDERS/ QUOTATIONS IN SEALED COVERS

TENDER SUBMISSION PERIOD: 24.05.2022 to 01.06.2022 TILL 3 p.m.

TENDER OPEN DATE: at 01.06.2022 4.00 p.m.

**TENDER SUBMISSION & OPENING PLACE: Field General Manager's Office, 172/1
Premchand House, Old High Court Road, Income Tax, Ahmedabad**

**Tender Fee of Rs.500/- to be necessarily submitted along with the tender/ quotation in
the form of DD/PO in favour of Union Bank of India, Payable at Ahmedabad**

Date: _____

The rates for the following items are required:

SR NO	Description of Items	Form ID	Type	Unit	Qty per Unit	Order Quantity	Rate	Amount
1	Account Opening Form (SD, CD and TD) (Part I, II, T&C, Anx I and Anx II)	AOF	Form	1	9 pages	80000		
2	Account Opening Form for Other than Individual	AOF II	Form	1	1 page	50000		
3	Term Deposit Account Opening Forms - Gumpad	TDF I	Form	1	1 page	150000		
4	Nomination Form DA-I - Gumpad	NOM	Form	1	1 page	80000		
5	Interview and Customer Due Diligence Form	DDL II	Form	1	1 page	50000		
6	Loose Leaf- Only for Cash transaction within branch for not more than ₹25000/- (with Numbering)	256 R-4	Pad	1	100	20000		
7	Credit Vouchers	GEN-5	Pad	1	100	3000		
8	Debit Vouchers	GEN-6	Pad	1	100	3000		
9	Cash Vouchers (Debit Cash Vouchers with numbering)	GEN-7	Pad	1	100	3000		
10	Pay-In-Slip	BK2337	Bunch	1	500	6400		
11	Deposit Receipt Cover	DRC	cover	1	1	80000		

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12	Application for RTGS/NEFT - Gumpad	RTGS	Book	1	100	5000		
13	Application for debit card/mobile Banking	DM	Pad	1	100	5000		
14	Postage Register	BK-2146	Register	1	100	1000		
15	Safe in Safe Out Register	BK-2154	Register	1	100	1000		
16	Key Register	BK-2171	Register	1	100	500		
17	Cash Slip for notes denominations slip for ATM- Issuable Blue	CLG-414 BR	Pad	1	100	5000		
18	Cash Slip for notes denominations slip for ATM- Non Issuable White	CLG-414 CR	Pad	1	100	5000		
19	Attendance Muster	AM	Register	1	100	500		

*The rates quoted hereby are inclusive of all charges, typesetting, Printing, packing, loading, unloading, delivery and other (Excluding GST).

I / We hereby ensure that the quality as per specifications will be maintained throughout the order.

I / We have read all terms & conditions appended in tenders and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Union Bank of India, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.

ACCEPTED

Name & Rubber Stamp of the Firm