

**Re: Tender for Printing of CHA – 1 Loan Cum Hypothecation Agreement**

Bank of India, Stationery Department, Head Office, Mumbai invites Tenders from our Empanelled Printers in two bid system, for printing of the under mentioned item as per the details given hereunder and subject to terms and conditions given below.

2. Vendor /Printer should submit the Technical bid (annexure I) and Financial bid (annexure II) in separate envelopes. Tender envelopes should be properly sealed and addressed to:

**The General Manager**

**Bank of India, Stationery Department, H.O.,**

**Star House-2, 3<sup>rd</sup> floor, C-4, 'G' Block,**

**Bandra-Kurla Complex, Bandra (E), Mumbai 400 051**

**022-61317538/36**

**Email Address: [headoffice.stationery@bankofindia.co.in](mailto:headoffice.stationery@bankofindia.co.in)**

3. Subscribe Tender Number and due date over envelope and drop at above address in person.

4. Specimen of items to be printed is available for inspection at above address.

5. **Tender fee of Rs. 500/- (non-refundable) in the form of PO / DD only favouring Bank of India payable at Mumbai to be submitted along with Technical bid only. To claim the exemption for tender fee, vendor/printer must attach the MSME registration certificate copy issued for the same business.**

6. Tender to be submitted as per format only (Technical & Financial Bid separately). Paper sample/specimen to be submitted along with Financial Bid only. **Tenders not submitted as per format and without paper sample may be liable for rejection.**

7. Please read the tender document carefully.

8. Tender should be dropped in person on or before **13.06.2024 up to 3.00 p.m.**

  
**CHIEF MANAGER**

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**Particulars of Stationery to be printed:**

Item	Item Description	Total Quantity
CHA-1	<b>CHA –1 Loan Cum Hypothecation Agreement</b> Size : 8 1/4" x 13 1/4". Form of 68 Pages (front Back). (34 Leaves)  Paper : ON 80 GSM WESTCOAST/ANDHRA/ J. K./SIRPUR Ledger Paper.  Printing : Side by side on both sides in one colour in Hindi & English. Binding : Centrally Pinning at two places. Packing : Packet of 25 forms with thick Kraft paper with label (Item & Quantity). Final size should be as per specifications given in the enquiry. Paper sample must be of A4 size with Mills Watermark should be attached with your quotation.	80000 Forms

Classification: Confidential



**Delivery Schedule:**

Delivery Quantity	Delivery in Days
40000	within 30 days from date of final approval of proof
40000	Within 60 days from the date of final approval of proof

**Proof Checking : Stationery Department, Star House II, 3<sup>rd</sup> floor, BKC.**

**To be delivered at Stationery Department, Star House II Bldg., Basement, BKC, Bandra (east).**

Please quote including cost of Paper / Labour charges/ Delivery charges only. GST will be paid as applicable. **No advance payment will be given.** No separate bill for paper and labour charges will be paid.

Technical bids will be opened on **13.06.2024** at **3.30 p.m** at Stationery Department, 3<sup>rd</sup> floor, Star House-2, BKC, H.O. This may be treated as invitation as no separate intimation will be given. Changes if any, will be advised to you separately. **Bidders are requested to attend the Tender opening Committee Meeting in person.**



**OTHER TERMS & CONDITIONS**

1. Tender with counter condition will not be entertained.
2. **Tenders submitted by those Printer(s), who have running orders with them but have failed to supply material on due dates without valid reasons are not eligible to participate in this Tender process and their Tenders are liable for rejection**
3. Your Tender should be valid for at least **60** days from the due date specified. Quotation should be for labour charges inclusive of all other charges viz. insurance, packing/forwarding, delivery etc. and quotation should be signed by authorized signatory/agent with stamp/seal of the Firm/Company.
4. It may be noted that once the order 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 on account of non-availability of paper will be entertained.
5. Upon selection as l-1 bidder, if the purchase order cancelled by the bidder/printer his security deposit kept with Bank will be forfeited and no claim in this regard will be entertained. **We shall not pay any advance to you against our order, if any, placed with you.**
6. The rates should be quoted for the item/items as per the specifications mentioned in our enquiry/as per the specimen.
7. If after the stationery/item is delivered, it is discovered that the material supplied/used, is not exactly according to our specification/quality stipulated, such supply will be rejected at the supplier's cost.
8. In case of failure/delays in supplies fully or partially the Bank is at liberty to get the same printed through other sources at its sole discretion and the difference in cost, if any, will be recoverable from defaulting party.
9. Printed stationery must be properly labelled and packed according to our requirement and delivery to be effected as per our instructions
10. The Bank need not necessarily accept the lowest tender and the decision of the Bank in this regard will be final. Bank reserves the right to ask for the Bank (performance) guarantee, for the proper execution of the order.
11. Printers who do not effect supplies according to the delivery schedule will be liable for all damages/detriment or losses to the Bank and in case despite warning, they continue to be too late in deliveries, they may be disqualified for further inquiries/entrustment of work.
12. **Penalty** for delayed supplies will be on prorata basis i.e. 2% per month (or part thereof) at the discretion of Bank, which please note.
13. The Bank shall be entitled to split up the order/supplies mentioned in the enquiry and the tender shall be deemed to be accepted only for supplies as may be ordered from time to time by placing a regular order.
14. Bank reserves its right to reject any/all Tenders, without assigning any reasons for cancellation.
15. **Tender fee of Rs. 500/- in the form of Pay order or Demand Draft only (favoring Bank of India). To claim waiver for tender fee, vendor must attach MSME certificate with tender, issued for printing purpose. Tender submitted without tender fee will be rejected.**
16. Conditional tenders will not be accepted.
17. In case of dispute English version will prevail.
18. The date for opening of the Price/Financial bid would be communicated separately to the technically qualified bidders.



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**List of document to be attached with Technical Bid (annexure I)**

- 1 The Bidder/Printer has to submit the hard copy of proof reading, in person at our Head Office, BKC, Mumbai.
- 2 Please mention whether the printing press premises is owned or rented.
- 3 The vendor/printer should have registration with Pan Card, Aadhar Udyog Card and GST submit the copies of the same.
- 4 Submit the copies of the ITR for last one year (minimum turnover 10 Lakhs and above).
- 5 Submit the copies of last three order executed (minimum 2 lakhs and above).
- 6 Tender fee of Rs. 500/- (non-refundable) in the form of PO / DD only favouring Bank of India payable at Mumbai to be submitted along with Technical bid only.
- 7 To claim the MSME exemption for tender fee, vendor/printer must attach the MSME registration certificate copy issued for the same business
- 8 To be printed on 80 GSM Leger Paper of Westcoast/Andhra/ J. K./Sirpur Paper Mills only.
- 9 The date for opening of the Price/Financial bid would be communicated separately to the technically qualified bidders.

Tender No.: BOI/STY/2024-25/EnqFloat No.-CHA-1

Date: 01.06.2024

Financial Bid

Due Date:

To,

The Assistant General Manager  
Bank of India, Stationery Dept. (H.O.),  
Star House-2, 3<sup>rd</sup> floor, C-4, 'G' Block,  
Bandra-Kurla Complex,  
Bandra (€), Mumbai 400 051.

Sub: Tender No. BOI/STY/2024-25/EnqFloatNo.-CHA-1 dated 01.06.2024

We refer to your above tender and given below our rate for the job.

Sr. No.	Particulars	
1.	Name of Document : CHA-1 Loan–cum Hypothecation Agreement	
2.	Item Code : CHA-1	
3.	Quantity : 80000 forms	
4	Name of the Paper Mill	
		Amount in Rs.
A	Paper Cost:	
B	Labour cost inclusive of Delivery charges	
C	Total cost. (A+B)	
D	Rate per Form	

**GST will be paid as applicable.**

I/We accept all the Terms and Conditions mentioned in the above tender notice.  
The above rates are submitted as per your specifications after verification of your specimen.  
We are aware that if the tenders are not submitted in the prescribed format the same are liable for rejection.

AUTHORISED SIGNATORY  
SEAL

**Tender No.: BOI/STY/2024-25/EnqFloat No.-CHA-1****Date:****Technical Bid**

To  
The General Manager,  
Bank of India, Head office,  
Stationery department  
Mumbai.

**Sub: BOI/STY/2024-25/EnqFloat No.-CHA-1 Dated: 01.06.2024**

We refer to abovementioned Tender Notice and submit our Technical Bid as under:

1	Name of the Bidder Company/Firm	
2	Communication Address (with Telephone No. and E-mail ID)	
3	Press Owned or Rented	
4	Pan Number	
5	GST Number	
6	Aadhar Udyog Card/MSME Certificate	
7	Copies of order executed for any Bank	
8	Tender Fee details	

I/We hereby declare that I/We have read all Terms & Conditions mentioned in Tender documents, all pages and undertake to abide by the same if Bank considers to place order with us. We also confirm that the information submitted above/enclosed is true and correct to the best of our knowledge.

**AUTHORISED SIGNATORY  
SEAL**