



TENDER FOR SEALED-BID AUCTION

SUPPLY OF JEWEL LOAN ENVELOPES

BANK OF INDIA

ZONAL OFFICE - CHENNAI

Application to be submitted to:

THE ZONAL MANAGER

BANK OF INDIA

Corporate Services Department

#30/17, Star House

Errabalu Street, Parrys

Chennai – 600 001

NOTICE INVITING TENDER

Bank of India Zonal Office – Chennai invites sealed financial bids for supply of Gold Loan Envelopes / Bags from experienced vendors. The technical specifications will be laid down by the bank and the same is available for your perusal at #17/30, Errabalu Street, Parrys corner, Chennai – 600 001. A firm submitting the proposal in response to this RFP shall hereinafter be referred to as bidder/Vendor.bg

Interested bidders who are dealing in Supply of Jewel bags or similar type of works and meeting the following eligibility criteria may respond.

The specifications and quantity of the jewel bags are mentioned below:

SN	Specification	Remarks
1	Product Name	GLE
2	Inside size(in inch) (WxH)	6.7” x 11”
3	Thick	120 Micron
4	Film Type	Natural
5	Type of Seal	4 folded
6	Type of Flap	Lip to Lip
7	Flap Height	1.50”
8	Barcode & Seq. No	1 x Yes
9	Type of Closure	1 x Void -35mm
10	No. of Colors	2 Color 2 Side

Name of work	Supply of Jewel bags with the above specifications and quantity mentioned in the purchase order to the Chennai Zonal office within the specified time line, after confirmation of the quality of samples.
Estimated Quantity	Qty. in multiples on 1.50 lakhs.
Earnest Money Deposit	<p>1% of the tender value in the form of Deposit at Call Receipt or Demand Draft / Bankers Cheque / Pay Order or Fixed Deposit Receipt drawn in favour of Bank of India payable at Chennai</p> <p>Cash, Cheque, bank guarantee for Earnest Money deposit will not be accepted.</p> <p>The Bank Draft / Banker's Cheque / Pay order should be attached with the quotedbid, failing which the bids will not be considered at all.</p> <p>MSME holders are exempt from EMD requirements.</p>
Security Deposit	2 % of tendered value
Performance Guarantee	5 % of tendered value
Tender processing fee	NA
Date/Period of availability of tender document for view and download	From 16/03/2024 (10:00 am) to 30/03/2024 (5:00 pm) on website www.bankofindia.co.in
<p>Please note that the tender will be available for download between the dates as prescribed above. Agencies interested in participating must register in the web portal Only agencies who have registered in the above mentioned web portal can participate in tender. Detailed procedure is also available on website www.bankofindia.co.in for view only.</p>	
Free viewing of tender documents in PDF Format	Tender Form can be downloaded from the Bank's website: www.bankofindia.co.in under Tenders tab.
Last date and time of closing of online submission of tenders:	30.03.2024 (3:00 pm)

Last date for submission of Original DD/BC/PO/DR for EMD	<p>On or before 30.03.2024 (5:00 pm) at Bank of India, Chennai Zonal Office, Parry Corner, Chennai – 600 001 [Contact Phone No: 044 – 66777510 Extn. No. 500 / 501]. The tenderer shall be required to submit the Earnest Money in a sealed envelope marked 'Earnest Money'.</p> <p>Please note that, EMD shall be submitted in a sealed envelope clearly mentioning the organization name “Bank of India, Tender number & Name of work in a cover without fail.</p> <p><i>If the tenderer fails to submit original DD/BC/PO/DR etc., within the prescribed period as mentioned above those tenders will be summarily rejected.</i></p>
Period of verification of credentials for evaluation.	<p>16.03.2024 to 30.03.2024</p> <p>Note: Original documents substantiating the eligibility criteria all mentioned should be produced for verification during the above period. If the tenderers fail to submit original credential for verification, within the prescribed period as mentioned above those tenders will be summarily rejected.</p>
Evaluation of Part-I (Technical bid)	<p>Part-I evaluation for qualifying the bidders will be done based on credentials submitted by the bidder for opening Part-II (Financial bid).</p>

Note : Corrigendum/ Addendum/ Amendments if any shall be hosted on our official Bank of India - Tender website only. Bidders are requested to visit the website regularly.

GENERAL INSTRUCTIONS TO THE BIDERS:

- The RFP document is made available in the Bank's website which can be accessed through the web address www.bankofindia.co.in.
- Documents in support of eligibility criteria should be submitted.
- Sealed Financial Bids, as per Annexure A, which should contain all price information should be submitted.
- Proposed bidder may visit the BOI Chennai Zonal Office for the verification of the sample.
- Offer cannot be modified or withdrawn by a bidder after submission of Bid/s. In case any modification required on account of clarification in Technical Bids such modifications can be done with the prior approval of the Bank.

SUBMISSION OF BIDS:

Technical Bid:

The Technical Bid for Supply of Gold Loan bags, is to be sealed in a separate Envelope super scribed on the top of the cover as RFP - Technical Bid for Supply of Gold Loan bags". The Technical Bid must contain Bid Cost and EMD. The bids submitted without Bid cost and EMD will be rejected. Placing of Bid Cost and EMD in any other cover i.e. financial bid will make bid invalid and Bank shall disqualify such bids. The Technical Bid should be complete in all respects and contain all information sought for The Technical Bid should not contain any price information.

FINANCIAL BID:

The Financial Bid for Supply of Gold Loan bags, as per Annexure-A, is to be sealed in a separate envelope super scribed on the top of the cover as "Financial Bid for Supply of Gold Loan bags".

OPENING OF BIDS:

Technical evaluation will be done based on the eligibility criteria and sample provided. If the sample is not met our required specification, the bid will be disqualified. The Bank decision in this regards is final.

The bids which are technically qualified will only be considered for opening of financial bids.

DETERMINATION OF L1 BIDDER:

The L1 price will be determined on the basis of the lowest base price quoted and quality of the sample provided.

PERIOD:

The rate shall be in force for a period of 12 months in general. If Bank finds any further requirements of Gold Loan Bags for which rates are finalized in the tender process, stock will be purchased from the L1 bidder (if agreed) for further period of 12 months.

If more than one Bidder is declared as L-1, for the item, Bank reserves right to negotiate with all L-1 bidders and allot the order to the lowest quoted bidder.

The bidder is bound to supply Gold Loan bags at the quoted rates, as and when required during the said period irrespective of the quantity specified in the tender

TERMS AND CONDITIONS:

1. The bidder shall submit the sample along with technical bid, as per our specifications. If the sample is not met our required specification, the bid will be disqualified. The Bank decision in this regard is final.
2. The rates are inclusive of all taxes, duty and freight charges.
3. The stocks should be delivered at our Zonal Office, Chennai at your own cost and risk.
4. The Finalized L-1 rates are valid for a period of 12 months. The L-1 bidder is bound to supply Gold Loan bags at the quoted rates, as and when required by the Bank during the said period irrespective of the quantity specified in the tender.
5. An agreement shall be executed by the L1 bidder for the finalized rates for a period of 12 months.
6. The finalized L-1 vendor has to submit EMD amount of INR 10,000 (Rupees Ten Thousand only) by way of DD in favour of Bank of India and payable at Chennai ZO for Supply of Gold Loan bags.
7. The EMD amount will be returned to the vendor without interest, after satisfactory supply of all ordered quantity and after ensuring the payment of GST only. If the vendor fails to execute the order given by the Bank as per the work order, the security deposit will be forfeited.
8. The work order given to the finalized vendor shall be executed within 60 days from the date of issue of work order. Supply of bags shall commence from the date of issue of the work order.
9. Supply of bags shall be as per our specifications / sample. Any deviation shall not be accepted and appropriate action will be initiated. The sample material shall be approved by the Zonal Office Premises Committee which will be compared with the supplied stock for verification.
10. Payment shall be considered for a minimum supply of 1.50 lakhs gold loan bags and stock shall be as per our specifications. Bill shall be submitted along with invoice and delivery note / challan.
11. If the items are not supplied within the stipulated time, Penalty will be levied @ 0.5% for every seven days, after completing stipulated time period, with a maximum 10% of the purchase value of the undelivered items.
12. TDS (GST / IT) as per the rules in force will be effected at the time of payment of bill(s) (income tax/GST).
13. The Bidder has to file all GST related returns in time so as to enable us to claim input tax credit. If any loss is incurred to the Bank due to delay / Non-filing of GST returns, the same shall be recovered from the vendor. GST shall be paid at the end of every month and proof of payment shall be submitted. If the GST return is not uploaded, the Bank reserves the right to collect the amount from the next bills or from the EMD of the concerned vendor.
14. In case the Gold Loan bags are supplied after expiry of the stipulated time, Bank will have right/discretion either to accept or reject the same.
15. If item supplied by the vendor is found defective and deficient in quality at later date, the bank will have right to impose penalty up to 100% value of the stationery item supplied or EMD will be forfeited.
16. Supply of item in excess quantities: Supply of stationery in excess quantities over and above the order placed, shall not be paid in general but may accept up to 5% (+ or -) of total quantity with prior approval.
17. If L1 fails to supply the item for any reason the name of the vendor shall be kept in Black List and shall not be allowed to participate in future works of the Bank.

18. Bank is at Liberty to allot purchase orders for L1 rates to other tender participants if agreed, for not more than 49% of total tender (for a particular item), with the same terms and conditions. This may be resorted to urgency situations when L1 is not in a position to cater to the demands of the Bank.
19. All payments, irrespective of the amount of the bill, will be paid through RTGS/NEFT on presentation of bills along with specimen enclosed. The Bank Name, Firm Name, IFSC Code, Account No., Name of the Branch must be furnished in the bill copy.
20. No advance amount will be paid to the vendors.
21. Payment will be made within 15 days of the submission of bills.
22. Any dispute arising out of or relating to this transaction shall be deemed to have been arises at Chennai ZO and be subject to the jurisdiction of Madras High Court only.
23. The vendor should supply the item at his own risk and as per rules in force under various acts in Tamil Nadu. If, for any reason the stock is detained by any authority, the Bank is not responsible whatsoever may be.

MODIFICATION / CANCELLATION OF RFP:

The Bank reserves the right to modify / cancel the tender or re-tender without assigning any reasons whatsoever. The Bank shall not incur any liability to the affected bidder(s) on account of such rejection. The Bank shall not be obliged to inform the affected bidder(s) of the grounds for the Bank's rejection/cancellation.

FURTHER, THE BIDDERS ARE ADVISED TO ENSURE THE SUBMISSION OF THE FOLLOWING:

FORM 'A': FINANCIAL INFORMATION

Financial Analysis – Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department: (Copies to be attached)

Particulars	Financial Years				
	2018-19	2019-20	2020-21	2021-22	2022-23
(a) Gross Annual turnover on works (Rupees in Lakhs).					
(b) Profit/ Loss (Rupees in Lakhs).					
(c) Certified by					

SN	DESCRIPTION	DETAILS
1	Name and address of Chartered Accountant with Membership No.	
2	Financial arrangements for carrying out the proposed work: Viz. line of credit, Working Capital, Liquid capital, fixed deposits etc., - (Upload scanned copy of statement)	
3	The scanned copies of following certificates are to be uploaded	<ul style="list-style-type: none"> Profit & Loss statement certified by CA & as submitted to income Tax Department. Solvency Certificate from banker's of applicant. Banker's certificate should be on letter head of the bank. In case of partnership firm, certificate should include names of all partners as recorded with the bank as said in the Form "B". GSTIN Permanent Account Number (PAN)
4	Name and address of authorized signatory	

Note: Further details if required may be asked from the contractor after opening of the bids. There is no need to upload the entire voluminous balance sheet.

TECHNICAL – BID FOR SUPPLY OF JEWEL BAGS

SN	Pre – Qualification Criteria	Valid Supporting documents to be submitted with the RFP	Compliance (Y/N) (With documents)
1	Minimum 3 Years of Experience in the supply of Jewel Bags or Similar Type of Works		
2	PAN registration		
3	GST registration		
4	Proof of supply of Jewel Bags to other Banks / FIs. (Proofs in the form of WO / PO to be attached compulsorily)		
5	Sample of Gold Loan Bag, as per the specifications		
6	Acceptance of Terms and Conditions of the RFP		
7	Price Bid (separate Sealed Cover)		

ANNEXURE – A

FINANCIAL BID FOR SUPPLY OF JEWEL BAGS

Amount in Rs.

SN	Item Particulars	Specifications	Base rate per 1.50 lakhs bags Incl. transportation to Chennai ZO (INR)	GST (INR)	Final rate for 1.50 lakhs bags (INR)
1	Jewel Bags (6.7' * 11' * 120 Mic – TEE)	AS MENTIONED ABOVE			

Note : The L1 price will be determined on the basis of the lowest base price quoted

(Bidder signature with seal)

