



बड़ौदा यू.पी.बैंक
Baroda U.P. Bank

TENDER NOTICE

FOR SUPPLY OF SUNBOARDS WITH DISPLAY MATERIALS

IMPORTANT DATES

DATE OF ISSUE OF TENDER NOTICE	12.10.2021
LAST DATE AND TIME OF SUBMISSION OF TENDER	26.10.2021 up to 03:00 P.M.
DATE OF OPENING OF TENDER (FINANCIAL BID)	26.10.2021 at 03:30 P.M.

Baroda U.P. Bank
Premises & Equipment Department
Head Office
Buddh Vihar Commercial Scheme, Taramandal, Gorakhpur – 273016 (U.P.)
(0551-2230010/ Mob : 07704007400)

-Sd-
General Manager

Date : 12.10.2021

Tender Document For

SUPPLY OF SUNBOARDS WITH DISPLAY MATERIALS

Introduction

Baroda U.P. Bank is a leading Regional Rural Bank with more than 2000 Branches/Offices geographically located in Uttar Pradesh with its **Head Office** at **Gorakhpur**, **Administrative Offices** at **Gorakhpur, Raebareli & Varanasi** and **Regional Offices** at **Allahabad, Ambedkar Nagar, Amethi, Auraiya, Azamgarh, Balia, Bareilly, Basti, Bhadohi, Chandauli, Deoria, Etawah, Faizabad, Fatehpur, Gazipur, Gorakhpur, Jaunpur, Kanpur Dehat, Kanpur Nagar, Kaushambi, Kushinagar, Maharajganj, Mau, Pilibhit, Pratapgarh, Raebareli, Sant Kabir Nagar, Shahjahanpur, Siddarth Nagar, Sultanpur and Varanasi** caters to the banking needs of 31 Districts of Uttar Pradesh. Baroda U.P. Bank invites sealed quotations/ proposals from eligible and reputed firms for supplying & installation of following items as per quantity and design decided by the bank.

Sr.no.	Category of Item
1.	Designing, Printing & Display of sun-boards (detailed in Annexure - B)

THE SCOPE OF WORK:

- The scope of all the above jobs includes design, supply and installation of the sun-boards with display materials.
- Concerned Firm/Agency/Company after qualifying its bid both technically and financially should be able to depute personnel for assignments as per instructions from Baroda U.P. Bank with all required materials to supply and install as intimated by its Regional Offices.
- The material should be delivered and fixed within the specified time frame, which may be as desired by Regional Offices in no case beyond 20 days from the time of issuance of work order.

General information

Sealed tender in two bid systems (technical & financial) are invited from the reputed/registered firms/printers having minimum 3 years experience in printing works for carrying out office advertisement job of various printed material in respect of Govt. offices / Institution like sun-boards, Flex Banners/Vinyl Posters etc. in English/Hindi. The interested firms/printers may quote their rates to be valid **for a period of three months** from the date of award of work order/contract with an option to extend the contract up to another three months on the existing rates, terms and conditions with mutual consent.

The tender forms may be obtained from the Head Office of Baroda U.P. Bank, Buddh Vihar Commercial Scheme, Taramandal, Gorakhpur-273016. The tender forms will also be available on the website of the Baroda U.P. Bank <https://www.barodagraminbank.com> and the same may be downloaded and submitted.

General information about the tender:-

Date of Issue of Tender	From 12.10.2021 to 26.10.2021 (up to 2:00pm)
Earnest Money Deposit	Rs. 10,000/- (Rupees Ten Thousand only)
The period of validity of approved vendor	3 months from the date of award of rates of the Firm contract
Last date and time for receipt of Tenders	26.10.2021 up to 03:00 p.m.
Time and date of opening of Technical bids	26.10.2021 at 03:30 p.m.
Time and date for opening of Financial bids	Would be informed to the technically qualified bidders later
Place of opening of Tenders	Conference Hall, 1st Floor, Baroda U.P. Bank, Head Office, Buddh Vihar Commercial Scheme, Taramandal, Gorakhpur-273016

The printed materials (sun-boards) are to be supplied & installed F.O.R. (freight on Road) to branches/offices of Baroda U.P. Bank spread over in 31 districts of Uttar Pradesh without any extra charges.

Submission of Tenders and instruction to tenders:

1. Submission of bids should be as per two bid system i.e., Technical and Financial bid separately in two different sealed envelopes. These envelopes shall be super-scribed "Financial Bid "and" Technical Bid" and put inside a bigger sealed envelope which shall be super-scribed with the words, "**Tender for supplying & Installation of sun-board with display materials**" for BUPB on the top of the sealed cover. The sealed Tenders may be sent by Speed Post / Registered Post addressed to **The General Manager, Baroda U.P. Bank, Head Office, Buddh Vihar Commercial Scheme, Taramandal, Gorakhpur-273016** on or before due date and time. Tenders received late will be rejected out rightly.
2. The tenderers may quote their rates for the required printed jobs with supply & installation.
3. The Baroda U.P. Bank is not bound to accept the lowest quotation and decision of the bank in this regard shall be final.
4. The tender is not transferable under any circumstances.
5. The price shall be quoted in Indian Rupee only.
6. The submission of quotation shall be taken as an acceptance of the terms and conditions including furnishing of Earnest Money for the desired amount Rs. 10,000/- (Ten thousand only) in the form of DD/Pay Order in favor of Baroda U.P. Bank. **Cheques will not be accepted.**
7. The earnest money of the unsuccessful tenderers will be returned as soon as possible after the tenders are settled. No interest will be paid for the earnest money till retention in Baroda U.P. Bank for award of contract.
8. Income Tax as applicable will be deducted at source.
9. TDS under GST as applicable will be deducted at source.
10. Payment shall be released within 30-45 days after receiving of Bills.
11. **Validity of tender:** The Bids will be valid for a period of 90 days.
12. The Competent Authority of the bank may cancel the tender at any time without assigning any reason.
13. The financial bids will be considered for opening for those vendors who had fulfilled the requirements of Technical bid and will be informed accordingly. Intervention of the tenderers in this regard will not be entertained in any form.
14. On the recommendations of duly constituted committee and acceptance by the competent authority, the contract will be awarded initially for a period of three months to the successful bidders which may be extendable on the same terms and conditions and same rates up to another three months with mutual consent.
15. Any dispute in this regard after opening of tenders, the decision of competent authority of the bank shall be final and binding for all the tenderers.
16. If any tenderer withdraws his tender before the expiry of the period fixed for acceptance before finalizing the bid, the earnest money, if any, deposited will be forfeited and no correspondence in this regard will be entertained thereafter.
17. Tenderers shall invariably specify in their tenders the delivery conditions including the time required for executing the work.
18. The contractor should not assign or make over the contract of the benefits or burdens thereof to any other person or body / corporate. The contractor shall not underlet or sublet to any person or persons or body the execution of the contract or any part thereof .
19. In case of any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be settled within the jurisdiction of Gorakhpur Court only.
20. Any sum of money due and payable to the successful tenderer from the bank will be adjusted against any sum of money due to the bank as deemed fit and justified in public interest.
21. Any notice required to be served for non-compliance of terms/conditions of the supply order shall be sent at the known address of contractor either speed post or by Regd. Post only for which bidder will be liable to resolve immediately failing which bank may initiate legal action as desired fit.
22. Enhancement of rates once accepted will not be considered for any kind of printed job and contractor shall be required to execute the order as per agreed rates till the agreed period of contract.
23. Any attempt on the part of tenderers or their agents to influence officials of the bank in their favour by personal canvassing will disqualify the tenders.
24. The tenderer should quote rates for printing, supply and installation of sun-boards. In any case the successful tenderer shall bind himself to execute the work entrusted at the rates quoted by him. Sub-standard, defective articles / materials / printing work will not be accepted. The same is to be rejected and no payment will be made by the bank.
25. The samples of work and other specifications can be seen in the bank's head office during working hours on all working days between 2 to 4 pm. Marginal adjustments in size will be allowed with mutual consent in writing to avoid any likely dispute.
26. For facility of reference a Performa is enclosed giving the items for which normally rates should be quoted in addition to information that may be required to be furnished as per tender conditions.

27. Special conditions, if any, printed on the quotation sheets of the tenderers or attached with the tender will not be applicable to be contract unless they are expressly accepted in writing by the bank.
28. The Final proof should be got approved from the bank's Head Office before commencing of final printing. Any minor changes made therein for convenient and betterment is to be accommodated without any extra charges.
29. No extra charges will be payable for any minor additions/alternations in proofs, if required.
30. Composed matter is to be delivered to the bank as specified in the order.
31. No payment will be made for rejected goods/material/misprinted/defects/or any printing or typographical mistakes.
32. The firm/printers will not have any kind of copy right whatsoever in respect of the publications printed by them.
33. The bank reserves the right to reject any or all quotations without assigning any reason.
34. The bank reserves the right of terminating the contract without assigning any reason during agreed contract tenure for short falls, noticed if any.
35. Only those firms / printers who have well experienced in printing and have evidence to that extant only need to submit their quotations. In the event, they are liable to be rejected.
- 36. The work order for printing/supply / installation of sun-boards shall be placed by the concerned Regional Offices, as per their requirements with the successful bidder and payment also will be made by the concerned Regional Offices.**
- 37. For timely completion of work Bank at its sole discretion may split the work between L1 & L2 in the ratio of 60:40 in case of L2 matching the rate of L1.**

Other Terms & Conditions:

The bidders should provide all the technical details about the Firm, experience, manpower, clientage, etc., in technical bid (Annexure I) whereas in the Financial Bid (Annexure II) will contain the rates of the desired items which includes all taxes and delivery at the branches/offices of Baroda U.P. Bank spread over in 31 districts of Uttar Pradesh. Tender Committee will open the Financial Bids of only those bidders who stand qualified on the basis of details provided in Technical Bid following the terms and conditions of the tender.

- I. The bidder should have the following qualifications for bidding:
 - a. Shall have been in existence for not less than three years and presence in state of Uttar Pradesh.
 - b. Shall be having sufficient experience and expertise in the relevant field.
 - c. Should have valid GST registration.
- II. The tenderers have to submit self attested Xerox copies of their firm / company registration.
- III. Firm should have valid PAN card in the name of firm.
- IV. The rates quoted by the selected firm, and approved by the Bank shall remain valid for a period of three months from the date of award of contract. Any request to increase the during the currency of the contract, shall not be considered. However in exceptional circumstances the tenure may be extended with mutual consent for further period up to 3 months on same rate, terms & conditions. Bank, however, reserves the right to conduct performance review at any time during the contract period and deficiencies, if any, the same will be rectified by the selected firm. If the selected firm fails to rectify the deficiencies or fails to comply with other directions/instructions of the bank, the contract is liable to be terminated. The Bank further reserves the right to suo moto terminate the contract at any point of time without giving any prior notice.
- V. The selected Firm (s) will be required to supply one sample each of the material being printed for the approval of competent authority. No final printing should be resorted to unless otherwise specifically asked for by the Bank.
- VI. Designing of display material will be done by the selected firm without any extra charges.
- VII. The selected Firm shall ensure the delivery of the items at all branches/offices of the bank. No separate charges shall be paid for delivery of printed material.
- VIII. The selected Firm will also submit soft copy of the printed material in PDF & editable format to this Office for future use and record. The soft and hard copy of the printed material will be the property of bank and the Printer will not use the material anywhere else.
- IX. Supply should normally be made during the office hours (9:00 AM- 05:30 PM) on any working day. The bank will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.
- X. Order for items will be placed on requirement basis. No advance payment will be made by the bank. Payment will be released only after it is ensured that the items are in order and the quality of items supplied is to the entire satisfaction of the bank. In addition delivery challans duly sealed and signed by branch official to be submitted along with bills.
- XI. The Bank reserves the right to reject or cancelled, any or all tenders and shall not be bound itself to accept the lowest offer.
- XII. L₁ (Lowest Bidder) will be decided on the basis of lowest cost of items mentioned in financial bid.
- XIII. The Bank will have the authority to cancel any order, if the required items are not supplied on time or do not meet the specifications of the bank.
- XIV. The bidder should have latest DTP software and hardware & sufficient manpower for designing and should have their own Offset Printing Machines or tie-up with other offset printing machine owners.
- XV. The Bank reserves the right to reject any / all offer (s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.
- XVI. The tender submitted without the requisite valid documents/EMD will be summarily rejected.
- XVII. The tenderer should read and sign on each page of this tender document along with stamp of his firm.

Note: The vendor must ensure safe custody and maintain confidentiality in the printing material supplied by bank.

General Manager

Annexure-A
(Cover-A - Technical bid)

Tender for "SUPPLYING OF SUN-BOARDS WITH DISPLAY MATERIALS" for BUPB

TECHNICAL BID

1.	Name of the Organization	
2.	(a) Office address with Mobile/Telephone/Fax Nos. (b) Contact Person's details (1) Name & Designation (2) Address (3) Landline No./Mobile No. (4) Email ID	
3.	PAN No. (in the name of Firm)	
4.	GST No. (in the name of Firm)	
5.	Year of establishment of the Firm/Agency/Company:	
6.	Nature of Organization (whether Private/Public Sector Undertaking/Sole Proprietor/ Partnership/Cooperative Society, etc.) Documentary proof, to be attached.	
7.	Does the firm have minimum three years experience of Printing signage, display materials and vinyl print graphics with pasting or others in a single contract in any other Central/State Govt. Body / undertakings / Corporations/Offices/Departments/ Reputed corporate Houses etc.If yes, the name of the Organization(s) along with a certificate (work order) certifying that the applicant firm has executed the contract satisfactorily,	Yes / No
8.	Number of companies the vendor worked for (attach proof)	
9.	A copy of the latest CA Certified Balance Sheet Attached? Annual Turnover last 3 financial years should be minimum 25 lakh as per Profit & Loss Account in each year (CA certified copy)	Yes / No

10.	Self Certified copies of Income Tax Return for last three Financial Years- 2018-19, 2019-20 & 2020-21.	Yes / No
11.	Details about the clients and work experience. Work experience certificates certified by clients enclosed?	Yes / No
12.	Self Attested GST return copies for financial year 2020-21	
15.	Bank Draft for Earnest money for Rs 10,000/- is to be enclosed with Technical Bid.	DD No.
16.	Copy of license from authorized Govt. agency for Printing and publishing work.	Yes / No
17.	Infrastructure (Plotting machine/ Vinyl Cutting Machine/ Digital Printing Machine for Flex Banners/Designers/ manpower etc) and their value (in Rs.)	Yes / No

Please enclose self attested copy of all the documents mentioned above.

Financial Bid will be opened for only those bidders who will qualify in the Technical Bid.

Place

Date

Authorized Signatory
Name, Address with Rubber stamp

Annexure-B
(Cover- B- Financial-Bid)

Tender for "SUPPLYING OF SUN-BOARDS WITH DISPLAY MATERIALS" for BUPB

(To be sealed in separate envelope marked as "FINANCIAL BID")

Sr. no.	Item	Description	Unit	Rate in INR*
1.	3 MM Sun board with digital vinyl printing Size : 3'x2' Qty : Approx : 10000 Types : 5	Best quality of Sun board	Per Sq. ft.	

* This will be inclusive of designing, printing, cost of flex/material and installation at site i.e. all branches/offices of Baroda U.P. Bank.

Please mention applicable taxes / other charges if any

Date:
Place:

Authorized Signatory
Firm name & seal

LIST OF DOCUMENTS TO BE INCLUDED IN ANNEXURE - A (Technical Bid)

1. Demand Draft of **Rs. 10,000/- (Rupees "TEN THOUSAND" only)** in favor of Baroda U.P. Bank payable at Gorakhpur towards EMD.
2. Copies of Income Tax returns filed & Balance Sheets for the last three financial years (2018-19, 2019-20 & 2020-21).
3. Documentary evidence in support of Eligibility Criteria towards:
4. Experience in number of years
5. Infrastructure details
6. Manpower details
7. Self Certified Copy of PAN Card
8. Self Certified Copy of GST Registration.
9. List of Clients and work order assigned by the Clients.

ANNEXURE -B: Should include the financial bid consisting of the bid amount including applicable GST separately and individually.

ACCEPTANCE CERTIFICATE

(To be submitted along with Technical Bid)

I,.....(Name of the company/firm)..... do hereby to certify that I have read and understood and hereby accept the terms and conditions of the tender for supplying & installation of sun-boards with display materials for Baroda U.P. Bank. I do not have any dispute on any part of the tender.

Signature of Authorized Signatory Firm Seal / Stamp

Date:
Place: