

	PRAGATHI GRAMIN BANK (A Scheduled Bank owned by Government : Sponsored by Canara Bank)
	Head Office: Post Box 55, Gandhinagar, Bellary - 583 103 Phone : (08392) 236400 Fax: 256886 e-mail-pgbhopremises@pragathibank.com PS & I.T WING : P&S SECTION
REF : PGB/ HO/ /P&S/195/13	DATE: 06-07-2013

TENDER DOCUMENT

Schedule of events:

Sl no	Event	Schedule date	Time	Place
1	Commencement of issue of Tender document	11-07-2013	10.00 AM	Pragathi Gramin Bank, Head Office, Sanganakal Road Gandhi Nagar <u>Bellary.</u>
2	Last date for submission of filled -in Tender forms	26-07-2013	10.30 A.M	
3	Opening of the Tenders 1. Technical Bid 2. Commercial Bid	26-07-2013 26-07-2013 26-07-2013	2.00 P.M 2.00P.M	

TERMS AND CONDITIONS OF THE TENDER

- The Computer stationery papers, peripherals, cartridges, etc., are to be supplied by the successful Supplier, on piecemeal basis as and when required.
- The Rates shall be quoted for items enlisted in the Annexure I & II respectively.
- The quantity indicated is only approximate .The successful Tenderer shall supply at the same quoted rates in case the quantity is indicated in the Annexures are increased or decreased or some times order may not be placed for the items which are not required.
- The rates quoted to be valid up to 31.07.2014
- The applicants have to quote the rates inclusive of all Taxes, VAT and transportation costs, F.O.R(Freight on road) to Head office Bellary and to the places where Regional offices of the bank are situated . Further new taxes if any shall be borne by the Tenderer.
- The items shall be supplied at the doorstep of the Bank, & its regional offices.
- The samples are to be submitted duly numbered along with the tender document. The samples are to be collected back by the respective Tenderers with in 15 days from the date of acceptance / finalization of the tender rates, at their own cost. Bank may at its sole discretion dispose off such samples besides collecting any charges /expenses that Bank may incur in disposing of such samples later . Tenders with out samples will not be considered.

8. The Bank reserves the right to reject the material which is found unsatisfactory and not as per Bank's specification .The Bank will be the sole judge in deciding suitability or other wise of the good/s.
9. The Bank will not be bound to accept the lowest quotation and reserves the right to accept or reject without assigning any reasons, whatsoever.
10. The successful Tenderer should strictly adhere to the quality specifications and make of the items while supplying. Any deviation in this regard will entitle the bank to summarily reject the items and the Tenderer will not qualify for Payment.
11. All the materials supplied shall be securely packed, boxed, crated and protected from mechanical and / or chemical damage during transit
12. Any applicable TDS will be deducted while making payment.
13. Any disputes subject to Bellary jurisdiction.
14. The Tender applications should be accompanied with a copy of the Audited Balance Sheet and P&L Account for March 13 and March 12 In case, audited balance sheet not available for March –2013, they have to Submit unaudited balance sheet.
15. The Tenderers should have annual business turnover of not less Than Rs 100.00 lakhs during the year ending March 12 and March-13 The Tenderers having annual business turnover less than the above Stipulated amount shall not be considered.
16. The Tender application should be accompanied with an EMD amount Of Rs 75,000/- (Rs Seventy five thousand only) by way of DD /PO/ Local cheque favoring Pragathi Gramin Bank drawn on Bellary
17. The EMD Amount of unsuccessful Tenderer who does not get any order Shall be refunded with out interest. Further, if any successful Tenderer refuses / fails to supply items at approved rates, during the supply period upto 31.07.2014 the EMD Amount shall be forfeited by the Bank.
18. The sealed Tender applications shall be submitted to the following address so as to reach on or before 26-07-2013 at 10.30 AM
19. The sealed Tender applications shall be dropped in Tender box at Head office, & samples to be handed to,

**Senior Manager,
PRAGATHI GRAMIN BANK,
HEAD OFFICE,
NO-32, SANGANAKAL ROAD,
BELLARY-583103.
KARNATAKA Ph : 08392-236400
Fax: 08932- 256886 Website;www.pragathibank.com**

20. The Tender will be opened as per schedule mentioned in the Schedule of Events.
21. The Tender Applications received after the due date and time shall not be considered.
22. The Tenderer should be submitted in two covers and those two covers should be kept in one cover duly mentioning on the cover in bold letters as,

**'THE COVER CONSISTS THE TENDER DOCUMENTS CONSISTING
1] TECHNICAL BID 2] COMMERCIAL BID'**

A) Technical Bid cover should contain the following documents

1. Balance Sheet and P &L A/c
2. EMD amount of Rs 75000/-
3. Copy of Terms and conditions duly signed with seal for having accepted the Terms and conditions
4. Dealer-ship letter from any one company / mill which is enlisted in Tender document shall be produced
5. The masked commercial bid
6. On the top of the cover please mention as follows
“Technical Bid for procurement of Computer Stationery Tender”

B) Commercial Bid cover should contain the following

1. Commercial Bid
2. On the top of the cover please mention as follows:
“Commercial Bid for procurement of Computer Stationery Tender”

SENIOR MANAGER

From : (Here mention full Address
of the Tenderer)

To,
The Senior Manager
P & S Section
Pragathi Gramin Bank
Head Office, 32, Sanganakal Road
Bellary-583103 ,PH : 08392-257482

**Annexure I to Tender Document
(Continuous Stationery)**

Sl. No	Name of the item and size	Name of the Mill/company	GSM	Approximate quantity required for one year	Tender Rate per thousand
1	Blank Continuous Stationery with Bank logo printed 10x12x1	TNPL	80	forty lakhs sheets	
		WEST COAST			
2	Blank Continuous Stationery with Bank logo printed 10x12x2	TNPL	60	One lakhs sheets	
		WEST COAST			
3	Blank Continuous Stationery with Bank logo printed 10x12x3	TNPL	60	One lakhs sheets	
		WEST COAST			
4	Blank Continuous Stationery with Bank logo printed 15x12x1	TNPL	70	Forty lakhs sheets	
		WEST COAST			
5	Blank Continuous Stationery with Bank logo printed 15x12x2	TNPL	60	One lakhs sheets	
		WEST COAST			

We have gone through the Tender document and are ready to supply items as per the above rates and shall abide by the Bank's terms and conditions.

Date:

Signature of the Tenderer.

(with seal)

**Annexure I to Tender Document (Continued)
(Printing stationery)**

Sl no	Printing paper	GSM	Name of the Mill/company	Approx .qty required for one year	Tender Rate per Ream/kg
6	CREAM WOVE-WHITE paper All sizes	58	WEST COAST	1000 Reams	
			MPM		
			SESHASAYEE		
			ANDRA		
7	AZURE LAID paper All sizes	80	WEST COAST	500 Reams	
			MPM		
			SIRPUR		
8	AZURE LAID paper All sizes	110	WEST COAST	500 Reams	
			SIRPUR		
9	MAPLITHO paper 51x76 CMS - 1/8 CUT DOUBLE CROWN	70	WEST COAST-Clasic	2000 packets	
			Seshasayee-super five		
			TNPL-eligant		
			BILT		
10	MAPLITHO paper All sizes	70 to 80	WEST COAST –Clasic ss	1000 Reams	
			TNPL-eligant		
			BILT		
			Seshasayee- super fine		
11	DULICATING PAPER WHITE FC SIZE 10.4 KG	70	AMARAVATHI	500 Reams	
			DELTA		
12	XEROX PAPERS A-4 SIZE-white	75	SPRINT	3500 packets	
		75	BILT		
		80	TNPL		
		75	West –Coast (Copy Gold)		
13	XEROX PAPERS A-4 SIZE- All colours	75	ANDRA	500 packets	
		75	SPB		
		75	XEROX		
14	XEROX PAPERS FC SIZE	75	SPRINT	200 packets	
		80	TNPL		
15	SUPER PRINT COLOUR WOVE paper ALL COLOURS (Indicate rate per Ream)	49	DELTA	1000 Reams	
		45	SESHASAYEE		
		47	MPM		
16	PULP BOARD	240	JK	500 Gross	
		210 to 240	WEST COAST		
		200 to 240	SESHASAYEE		
17	ART PAPER	220 to 250	JK	500 Gross	
			BILT		

We have gone through the Tender documents and are ready to supply items as per the above rates and shall abide by the Bank's terms and conditions.

Date:

Signature of the Tenderer.

(With seal)

**Annexure II to Tender Document
(Computer related items /Accessories)**

SI No	Name of the Items	Make	Approx. qty. required for one year	Tender Rate per item
18	Laser toner cartridge -303 (Canan Laser shot LPB -2900B)	Canan	10	
19	HP Laser toner cartridge –53A-Black (For H.P laser printer 2015)	HP .CO	40	
20	HP Laser toner cartridge –05A-Black (For H.P laser printer 2055d)	HP .CO	600	
21	HP Laser toner cartridge –88 A-Black	HP .CO	5	
22	Canan MG2270black/colour cartridge	canan	25	
23	Canan LBP 7018 C image colour 329 toner cartridge –black/colour	Canan	25	
24	HP Ink jet cartridge-3845 [21black colour 27 A Black (Single packing)	HP .CO	50	
25	LIPI 2250printer tally Printer Cartridge	lipi	1000	
26	Toner cartridge (For Xerox machine Model 5016	zerox	300	
27	Drum cartridge (For Xerox machine Model 5020	Zerox	150	
28	Fax roller Panasonic KX FT931	panasonic	100	
29	HP Ink jet cartridge-3845 [28 Co lour (Single packing)22colour car	HP .CO	50	
30	TVS 255/345 Ribbon cartridge With Ink Bank (For 132 column)	TVS	1000	
31	WEP HQ 1070 +DX Ribbon cartridge (For 132 column)	WEP	500	
32	WEP LQ 540 DX Ribbon cartridge (For 80 column)	WEP	500	
33	TVS 255/345 Ink bank only	TVS	2000	
34	Modi allivatti PR11 printer head		100	
35	TVS MSP 255 Printer Heads -9 pins	TVS	100	
36	WEP HQ 1070 +DX Printer Head	WEP	25	
37	WEP LQ 540 DX Printer Head	WEP	25	
38	Toner cartridge (For Xerox machine Model 5225	XEROX	30	
39	Drum cartridge (For Xerox machine Model 5225	XEROX	15	

SI No	Name of the Items	Make	Approx. qty. required for one year	Tender Rate per item
40	ERC -9/23 Ribbon 4mm	EPSON	1500	
		MAX		
41	Mode Olivetti pass book printer Cartridge PR -II Cartridge	Lipi	1000	
		Max		
42	EPSON PLQ-20 Make Pass book printer Cartridge(for 3 Pieces in one pack)	EPSON	100	
43	EPSON PLQ-20 Printer Head	EPSON	20	
44	LIPI 6300 Series-Line matrix Printer Cartridge	LIPI	10	
45	Thermal head hold machine A quality 57mmx14mm		3000	
46	USB Membrane Computers Key Boards	TVS	1000	
		HCL		
		COMPAQ		
47	USB optical mouse	hcl	500	
		Logi Tech		
48	Toner cartridge (For Xerox machine Model 5745)	XEROX	24	
49	Drum cartridge (For Xerox machine Model 5745)	Xerox	12	
50	740 colour cartridge		50	
51	741 colour cartridge		50	

We have gone through the Tender documents and are ready to supply items as per the above rates and shall abide by the Bank's terms and conditions.

Date :

Signature of the Tenderer

(With seal)

TERMS AND CONDITIONS OF THE TENDER

1. The Computer stationery papers, peripherals, cartridges, etc., are to be supplied by the successful Supplier, on piecemeal basis as and when required.
2. The Rates shall be quoted for items enlisted in the Annexure I & II respectively
3. The quantity indicated is only approximate .The successful Tenderer shall supply at the same quoted rates in case the quantity is indicated in the Annexure are increased or decreased .
4. The rates quoted to be valid up to 31.07.2014
5. The applicants have to quote the rates inclusive of all Taxes, VAT and transportation costs, F.O.R (Freight on road) to Bellary and any future new taxes should be borne by the Tenderer.
6. The items shall be supplied at the doorstep of the Bank.
7. The samples are to be submitted duly numbered along with the tender document. The samples are to be collected back by the respective Tenderers with in 15 days from the date of acceptance / finalization of the tender rates, at their own cost. Bank may at its sole discretion dispose off such samples besides collecting any charges /expenses that Bank may incur in disposing of such samples later. **Tenders with out samples will not be considered.**
8. The Bank reserves the right to reject the material which is found unsatisfactory and not as Per Bank's specification .The Bank will be the sole judge in deciding suitability or other wise of the good/s.
9. The Bank will not be bound to accept the lowest quotation and reserves the right to accept or reject without assigning any reasons, whatsoever.
10. The successful Tenderer should strictly adhere to the quality specifications and make of the items while supplying. Any deviation in this regard will entitle the bank to summarily reject the items and the Tenderer will not qualify for Payment
11. All the materials supplied shall be securely packed, boxed, crated and protected from mechanical and / or chemical damage during transit
12. Any applicable TDS will be deducted while making payment.
13. Any disputes subject to Bellary jurisdiction.
14. The Tender applications should be accompanied with a copy of the audited Balance Sheet and P&L Account for March 11 and March 10. In case, audited balance sheet not available for March –2011, they have to submit unaudited balance sheet.
15. The Tenderers should have annual business turnover of not less than Rs 100.00 lakhs during the year ending March 11 and March-12. The Tenderers having annual business turnover less than The above stipulated amount shall not be considered
16. The Tender application should be accompanied with an EMD amount Of Rs 75,000/- (Rs Seventy five thousand only) by way of DD /PO/ Local cheque favoring Pragathi Gramin Bank drawn on Bellary.
17. The EMD Amount of unsuccessful Tenderer who does not get any order shall be refunded with out interest. Further, if any successful Tenderer refuses / fails to supply items at Approved rates, during the supply period up to 31.07.2014 the EMD Amount shall be forfeited by the Bank.
18. The Bank will prepare a short list of bidders who satisfy pre – qualification
16. Criteria and technically qualified and the commercial bids of only these
17. Bidders will open. The Bank will intimate the date &time of the opening
18. Of commercial bid/s to the technically qualified bidders.

19. The L-1 bidder will be finalized who has quote lowest price for each Item; However bank reserves the right to place the order to other than L-1 bidder.
20. Paper/computer stationary should be supplied with in 07 days from the date of receipt of the order.

We have gone through the Tender documents and are ready to supply items and shall abide by the Bank's terms and conditions.

Date :

Signature of the Tenderer

(With seal)

PRAGATHI GRAMIN BANK

Head Office: Bellary

TENDER NOTICE

Pragathi Gramin Bank, Head Office Bellary invites sealed Tenders from the dealers/suppliers for supply of papers for printing Books and forms, Computer continuous stationery paper, and computer related cartridges for various printers, printer heads, Accessories etc., for a period of one year up to 31.07.2014. The interested dealers / suppliers may contact the following address immediately and collect the Tender forms. They may also download the Tender form from our website: www.pragathibank.com, the last date for submission of duly filled – in and sealed Tenders to the following address is 26.07.2013 10.30 A.M

The Senior Manager, P&S Section, Pragathi Gramin Bank, Head Office, No-32, Sanganakal Road, Gandhinagar, Bellary -583103 Ph: 08392-236400.
