यूको बैंक UCO BANK
rinting & Stationery Department, Head Office
18, N. S. Road, (2nd floor), Kolkata-700 001

08.05.2015

Corrigendum of our Tender No. NIT No. Ho/Ptg.Sty/01/2015-16 dtd. 02/05/2015

We regret to inform that in the above said Tender The Turn Over under Clause 2.04 is mentioned inadvertently as 1.00 crore instead of of 5.00 . Hence The turnover under clause No. 2.04 should read as 5.00 crore.

Please take note of the Corrigendum and accordingly of turnover of Rs. 5.00 crore for the last as on 31.03.2014.

Chief Manager
Ptg.& Sty. Dept
Head Office

यूको बैंक UCO BANK

Printing & Stationery Department, Head Office
18, N. S. Road, (2nd floor), Kolkata-700 001

HO/PTG &STY/TENDER/01/2015-16 02.05.2015

NOTICE INVITING OPEN TENDER FOR EMPANELMENT FOR SUPPLY OF GENERAL PRINTING PAPER/BOARDS

1. UCO BANK invites Tenders from reputed Paper Mills/well-established, resourceful and experienced firms involved in manufacturing/supplying of various varieties of General Printing papers/boards for empanelment for supply of general printing papers. The applicants qualifying the eligibility criteria of the technical bid will be considered for selection for empanelment for supply of general Printing papers.

Interested parties can download the pre qualification document format from our website: www.ucobank.com. The pre-qualification (Technical Bid) completed in all respects along with EMD Demand Draft for Rs. 100000.00 (Rs. One lakh only) favouring UCO Bank, payable at Kolkata has to be submitted on or before 26.05.2015 at 4.00 p.m.

Technical bid documents including paper samples and along with EMD draft of Rs 100000/= (Rs one lakh only) should be sealed in one envelop to be super scribed **"Application for empanelment for supply of Paper/Boards - Technical Bid", and shall show name and address of the Applicant.**

and will be submitted to the address given in para 3.00 below so as to reach on or before date specified there in.

Tenders will be opened on **27.05.2015 at 11.00 am** at the same venue, where you may remain present, if so desired.

Part A - Technical Bid

2.0. Eligibility Criteria:

Interested parties should have executed satisfactory supplies of paper/boards to Public Sector Banks/Public Sector Undertakings/Reputed Private Companies etc during the preceding financial year and documentary proof relating to execution of order is to be enclosed to the application.

2.01. Suppliers should be either Reputed Paper Mill or their authorized dealers/distributors and documentary proof in this regard to be submitted. Mills applying directly should have an Office/Godown in Kolkata.

2.02. Suppliers should have established in the business (as suppliers of Paper/Boards) for a minimum period of last 3 years and documentary proof in this regard to be submitted.

2.03. Suppliers should have registered under West Bengal Value Added Tax and possessing TIN/CST No.

2.04. **Suppliers should have an average annual turnover of Rs. 5.00 crores for the last three financial years as on 31.03.2014.**

3.00. The applications in covers should be submitted to The Deputy Gen. Manager on or before 26.05.2014 up to 4.00 pm at following address.

The Deputy Gen. Manager,
UCO BANK,
Printing & Stationery Department,
18, N.S. Road
Kolkata,700 001

3.01. Tenders will be opened on **27.05.2014 at 11.00 am.** in the presence of applicants present there at the same venue.

4.00 Pre-qualification Document should contain the following:-

i. Tender application in prescribed format.

ii. Documentary proof of orders executed to PSBs/PSUs/Private Reputed firms

iii. Copy of authorized dealership certificate from the Mills

iv. Earnest Money Deposit in the shape of Demand draft for Rs.100000- (Rs one lakh only) in favour of UCO BANK, payable at Kolkata. This is exempted for the suppliers who were on panel and having deposited the sum of Rs. 100000/- with the Bank. This should be mentioned in the application form.

v. Copy of Partnership Deed or Registration Certificate as applicable.

vi. Balance Sheets and Profit & Loss Accounts for 3 years.

vii. Sales Tax Registration (Value Added Tax) Certificate.

viii. Authorised Dealership Certificate.

ix. Copy of Pan No.

x. Sample of paper quality wise.

4.2 Method of Submission :

The Tender Application with required documents for technical qualification shall be sealed in an envelope and The envelope shall be super scribed as "Application for empanelment for supply of Paper/Boards - Technical Bid", and shall show name and address of the Applicant.Application will be submitted to the address given in para 3.00 above so as to reach on or before date specified there in.

4.3 Each page of pre-qualification document shall be duly signed by the Applicant or his authorized representative.

4.4 Incomplete applications are liable to be rejected

4.5 For any clarification, following may be contacted:

Chief Manager,
UCO BANK, HEAD OFFICE,
18,N.S ROAD,KOLKATA- 700 001
Ph.no 033-2231-9041, hoptgsty.calcutta@ucobank.co.in

4.6 If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.

4.7 If the application is made by a limited company it shall be signed by a person duly authorized by the Board of Directors of the Company. A copy of the Authorisation document complying with the above to be enclosed.

4.8 The information furnished must be sufficient to show that the applicant is capable in all respects to successfully complete the execution of the orders.

5.0 **Evaluation of Application**

5.1 The applications shall be examined so as to ascertain whether the applications:

i) meet the eligibility requirements;
ii) have been properly prepared and signed;
iii) contain all the details called for and are in proper format
iv) are accompanied by required authorisation, and
v) are otherwise generally in order.

5.2 All Applications which meet the above requirements will be considered for selection of empanelment for supply of general printing papers. Empanelment finalized will be valid for three year subject to yearly review of the performance.

5.3 The decision of the Bank to accept or reject any application will be final.

5.4 The Bank reserves the right to reject any or all application without assigning any reason.

5.5 In case the applicant's close relatives are associated with Bank and in particular the Stationary section or General Administration wing of the Bank, details like name, designation etc. shall be furnished and informed. Non-disclosure of such critical information will lead to disqualification if it comes to light at a future date.

PART B:

6. Method for Purchase of General Printing paper(Particulars of paper is given in Schedule –D)

As and when Bank requires General printing papers, tender will be floated for spot rate and lowest bidder rate (L-1) will be offered to L-1 to L-3 bidder for the supply of the require quantity of paper , in equal proportion

6.1 Your quotations /lowest rates per REAM/GROSS will be invited for the following general printing papers/board strictly as per the specifications mentioned in the SCHEDULE "D" Your Price Bid should be submitted in sealed cover super scribing 'Price Bid – Quatation for General Printing paper/board"

6.2 Your quotation should include cost of paper,Taxes,VAT, Delivery charges etc. Paper will be delivered to our store located at Lal Bazar, Kolkata/ Printers at Kolkata.

6.3 The authorized dealer/distributers should specify the name of the paper mill with the type of paper they are quoting for in their Price Bid, when called for.

Deputy Gen. Manager,
UCO BANK,
Printing and Stationery Department,
18, N.S. Road
Kolkata,700 001

OTHER TERMS AND CONDITIONS;

1. Your tender bids should be deposited with us as described in para 4.2 above , in a sealed cover subscribed as "**BID FOR SUPPLY OF GENERAL PRINTING PAPER/ BOARD' at the address given in para 3.00, on or before 26.05.2015 before 4.00 pm**
2. Tenders will be opened on 27.05.2015 at 11.00 am at the same venue, where you may remain present, if so desired.
3. Bank reserve the right to accept or reject any or all quotation(s) at its sole discretion without any prior notice or assigning any reason to the bidder in case of any deficiency/ discrepancy found in his bid. The bank's decision will be final in this regards.
4. L1 will be selected out of Bids received.
5. L1 so selected will have to maintain Security Deposit of Rs. 100000/= (Rs. One lakh only) (EMD AMOUT WILL BE CONVERTED INTO SECURITY DEPOSIT)
6. Bank proposes to purchase paper mainly in Bulk quantities for its requirements. Approximate purchases with in a year will be 2 to 3 crores in different lots, however quantity to be purchased will be as per requirement and discretion of bank only.
7. The suppliers will have to execute orders placed by this department immediately but maximum within 20 days from the date of placement of order failing which penalty will be imposed as per the following schedule

Delay in days/ beyond 20 days	Penalty on amount of purchase value.
1 DAY	NIL
2 days	2.5%
5days	5 %
10days	10 %
15 days	15%
20 days	20%

8. EMD amount will be forfeited in the event of L1 bidder backing out.

9. Sample copies of all the types of paper for which you are to submit quotations, should be submitted with price Bids and when bank floated the tender for spot rate . In case inferior quality /damaged paper is delivered in response to our orders, which is not in conformity with the sample provided with tender , the vender will be liable to replace the paper at their cost. Otherwise value of such quantity will be recovered from the supplier/s

10. For any query please contact

Chief Manager,
UCO BANK, HEAD OFFICE,
18,N.S ROAD,KOLKATA- 700 001
Ph.no 033-2231-9041, Mobille -8902675915/
hoptgsty.calcutta@ucobank.co.in

TENDER APPLICATION (On letter head)

Description: Tender for empanelment of Supply of General Printing Paper/Board

The Deputy Gen. Manager,
UCO BANK,
General Administration Department,
1-A, Russell Street,
Kolkata,700 071

Dear Sir,

This is in response to your tender no HO/PTG &STY/TENDER/00/2014-15 dated 00.00.2014

Having examined the Tender document, we hereby submit all the necessary information and relevant documents for participating in the tender process for supply of paper/boards)

It is certified that the information furnished in this document is authentic. We hereby authorize UCO Bank to make independent enquiries to verify the information furnished by us.

We understand that Bank reserves the right to reject any or all applications without assigning any reason thereof.

Date : Signatures with seal/capacity

Encl.:
1) Schedules duly filled in the prescribed form.
2) FDR for Rs.100000- being the EMD amount.
3) Copy of Partnership Deed or Registration Certificate.
4) Balance Sheets and Profit & Loss Accounts for 3 years.
5) Sales Tax Registration (Value Added Tax) Certificate.
6) Authorised Dealership Certificate.
7) Proof of supply or supply to reputed firms.
8) Copy of Pan No.
9) Authorised Dealership Certificate.

SCHEDULE "A"

DETAILS OF ORGANISATION General Information:

1. Name and address of the Firm.

2. Contact Person :

3. (a) Telephone : (b) Mobile :

4. (c) Fax : (d) E-mail :

5. Place of incorporation/ registration

6. Year of Incorporation/ registration

II. Name and address of Owners/Partners/Directors:

III. Structure and Organization

A. The applicant is a Limited Company/Corporation/Partnership/Proprietorship

B. Number of years of experience in similar work

C. Were you ever required to suspend the activity for a period of more than six months continuously? If so, give details

D. Have you ever left any orders placed with you incomplete? (If so, give details and reasons for not executing the orders)

E. Give details of your experience in supply to Institutional customers.

F. Give details of authorised dealership with the Mills.

G. Have your firm been debarred or Black listed for tendering in any organization? If so, give details.

SCHEDULE "B"

FINANCIAL STATEMENT:

A. General;

Name of Applicant
Name of Banker
Address of Banker
Telephone Contact person with Designation.

Financial information	Previous three financial years (Rs. In lacs)		
	2012-13	2013-14	2014-2015
1. Total Assets			
2. Current Assets			
3. Total liabilities			
4. Current liabilities			
5. Profits before taxes			
6. Profits after taxes			
7. Net Worth			
8. Working Capital			

Note:

1. Applicants should provide financial information to demonstrate that they access to adequate financial resources to meet the cash flow requirements of the proposed works and other existing commitments. Each applicant must fill in the form. If necessary, use separate sheets to provide complete information.
2. Copies of the audited balance sheets with profit and loss accounts for the last 3 years to be attached.

B. ANNUAL TURN OVER DATA FOR LAST THREE YEARS

YEAR	TURNOVER IN RS. LAKHS.
2012 – 2013	
2013 – 2014	
2014 – 2015	
AVERAGE ANNUAL TURNOVER	

Note:1. All individual firms must complete the information in this form. The information furnished should be the annual supply turnover in terms of the amount billed to clients for each year for supplies made during each of the last three years.

Schedule C

DECLARATION

I/We, the undersigned, do hereby declare that the statements made in the pre-qualification questionnaire forms and in the required attachments are true and correct.

The undersigned hereby authorize (s) and request (s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the BANK to verify this Statement or regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information, may be requested and agrees to furnish any such information at the request of the Bank.

_____

(Signed by an Authorized Officer of the Company/Firm)

_____

(Title of Officer)

_____

(Name of Firm)

_____

(Date)

(SCHEDULE "D")

PARTICULARS/ SPECIFICATION OF PAPERS NORMALLY BANK PURCHASE FOR NON-SECUIRITY PRINTING ITEMS.

SR.NO	PARTICULARS OF PAPER/BOARD	WEIGHT PER REAM/GROSS	SIZE (IN CMS)	PRICE /PER REAM/GROSS (RS…) (Rs IN WORDS)	Manufacturer Mill
1	LEDGER – D/F/C	12.2 kg	43x69		
2	LEDGER – D/F/C	10.4 kg	73x69		
3	LEDGER – D/medium	21.3 kg	58.5 X 91		
4	LEDGER – D/J/L	16.4 kg	51 X 78.5		
5	LEDGER – D/Med	29.0 kg	58.5 X 91		
6	LEDGER – D/F/Cap.	13.4 kg	43 X 69		
7	WHITE MAPLITHO D/Med	18.6 kg	58.5 x 91		
8	WHITE MAPLITHO D/F/Cap	10.4 kg	43 x 69		
9	WHITE MAPLITHO D/Med	21.3 kg	58.5 x 91		
10	CREAM WOVE D/DEMY	13.8 kg	56 x 1		
11	CREAM WOVE D/CROWN	10.5 kg	51 X 76		
12	CREAM WOVE D/F/C	8.0 kg	43 X 69		
13	COLOR PRINTING - DEMY	6.8/5.9 kg	45.5x55.5/45x56		
14	COLOR PRINTING D/F/C	7.0/8.0 kg	43 X 69		
15	COLOR MG COVER	9.7/10.0 kg	56 X 71		
16	WHITE MG OVER	9.7/10.0 kg	56 x 71		
17	Royal exe bond med	5.3 kg	45.5 X 58.5		
18	White sun lit bond med	7.7 kg	45.5 X 58.5		
19	MG CRAFT PAPER	31.6 kg	73.5 X 112		
20	MG CRAFT PAPER	23.7 kg	73.5 X 112		
21	WHITE AIRMAIL	3.8 kg	45.5 X 58.5		