



UCO BANK

ZONAL OFFICE, CHANDIGARH: S.C.O. NO. 55-57, 1st FLOOR, SECTOR 17-B,
CHANDIGARH - 160017

**REQUEST FOR PROPOSAL (RFP)
FOR
EMPANELMENT OF NON-SECURITY
PRINTERS.**

General Administration Department,
UCO Bank Zonal Office, Chandigarh

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UCO BANK

General Administration Department, Zonal Office
S.C.O. No. 55-57, 1st Floor, Sector 17-B, Chandigarh - 160017

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General Administration Department, Zonal Office
S.C.O. No. 55-57, 1st Floor, Sector 17-B, Chandigarh - 160017

CZO/GAD/TENDER/01/2021-22

Date: 29.12.2021

NOTICE INVITING OPEN TENDER FOR EMPANELMENT OF VENDOR FOR PRINTING OF NON SECURITY ITEMS.

1. UCO BANK invites Applications from reputed /well-established, resourceful and experienced printing presses /firms situated at in & around Chandigarh involved in printing of Non-security stationery items for the general use of Bank, for empanelment as Non-Security Printers. Existing empanelled Non security printers in the Bank's panel needs to apply afresh.

Interested parties can download the pre-qualification document format from our website: www.ucobank.com. The pre-qualification documents completed in all respects along with Tender cost (non-refundable) in the form of Demand Draft for **Rs. 1000.00 (Rupees One thousand only)** favoring UCO Bank, payable at Chandigarh has to be submitted on or before **22.01.2022 at 4.00pm.**

Technical bid documents along with Tender cost in form of draft of Rs.1000/= (Rs one thousand only) should be sealed in one envelope to be super scribed "**Application for Empanelment of Non Security Printers'** and shall show name and address of the **Applicant** 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 **24.01.2022 at 12.00 pm** at the **same venue**, where you may remain present, if so desired.

2.0. Eligibility Criteria:

- 2.01. Applicant press must be a reputed printing press entity in and around Chandigarh, should have been established in the business for a minimum period of last 3 years (documentary proof in this regard to be submitted.)
- 2.02. Applicant Printers must have GST registered unit (not under composite scheme).
- 2.03. Applicant must have an average annual turnover of **Rs. 25.00 Lakh** for the last three financial years as on **31.03.2021**.

3.00. The applications in sealed cover have to be submitted to The Deputy Gen. Manager on or before **22.01.2022 up to 4.00 pm** at following address.

THE DEPUTY GENERAL MANAGER

UCO BANK,

Zonal Office-Chandigarh,

S.C.O. No. 55-57, 1st Floor,

Sector 17-B, Chandigarh - 160017

3.01. Tenders will be opened on **24.01.2022 at 12.00 pm** 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. Tender Cost in the shape of Demand draft for Rs.1000- (Rs. one thousand only) in favor of UCO BANK, payable at Chandigarh.
- iv. True copy or certified copy of Partnership Deed or Registration Certificate as applicable.
- v. Balance Sheets and Profit & Loss Accounts for 3 years.
- vi. Sales Tax Registration (Value Added Tax) Certificate.
- vii. Details of Plant and Machinery
- viii. Copy of Pan No.
- ix. GST enrollment proof.

4.1 PERFORMANCE SECURITY: The selected Vendors will be required to submit a Performance Security for **Rs.1,25,000 /-** (Rs. One Lakh Twenty Five Thousand only) in the form of Bank Guarantee issued by a scheduled Indian Bank other than UCO Bank or a Foreign Bank located in India in the form provided in the RFP (**Annexure V**) and must be valid for **three years** with three month claim period to protect the Bank against risk of their conduct during the empanelment period. The Performance Security shall be denominated in the Indian Rupees only. Security Deposit is also applicable for the MSME firms.

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 of Non Security Printers", and shall show name and address of the Applicant and 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, ZONAL OFFICE,
S.C.O. No. 55-57, 1st Floor
Sector 17-B, Chandigarh - 160017
Ph.no.0172-5037310, 0172-5037335
zochng.gad@ucobank.co.in

4.6 If the application is made by a partnership firm, a certified copy of the partnership deed, Certificate of Registration, 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 Authorization 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 authorization, and
- v) are otherwise generally in order.

5.3 The decision of the Bank to accept or reject any application will be final. Empanelment will be subjected to satisfactory physical inspection of the unit. Empanelment finalized will be valid for **three** year subject to **yearly** review of the performance.

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

5.5 Empanelled press will be required to keep the paper stock for printing in safe godowns under insurance cover. A monthly stock statement to be submitted to bank.

5.6 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.

- 5.7 **Contract Period:-** The empanelment for printing Non-Security Paper will be valid Initially for **three** years subject to **yearly** review of the performance. On providing satisfactory service, empanelment may be extended for further period.

6.0 Rejection Criterion is subject to:

- 6.1 Tenders documents do not contain all required documents.
- 6.2 Conditional Tenders will not be considered.
- 6.3 Not fulfilling the eligibility criteria as mentioned in 'Eligibility Criteria'.
- 6.4 Tender documents received after date and time specified for such purpose.

7.0 Bank reserve the right to the following:

Bank reserve it's rights, without giving any reason whatsoever and without any cost or compensation thereof, to

- 7.1 Reject any or all proposals received in response to the RFP.
- 7.2 Waive or Change any formalities, irregularities, or inconsistencies in proposal format delivery.
- 7.3 Extend the time for submission of proposal.
- 7.4 Modify the RFP document, by an amendment that would be notified on the Bank's Website.
- 7.5 Independently ascertain information from the Banks and other institutions/ companies to which the bidder has already extended IFRS/Converged Indian Accounting Standards (IND-AS) Services for similar assignment.
- 7.6 Modify the time period stipulated above for completion of assignment during the Execution of assignment if it deems fit.

8. Taxes and Duties:

- 8.1 The bidder will be entirely responsible to pay all taxes whatsoever in connection with delivery of the services at the sites including incidental services and commissioning.
- 8.2 Wherever the laws and regulations require deduction of such taxes at the source of payment, Bank shall effect such deductions from the payment due to the vendor. The remittance of amount so deducted and issue of certificate for such deductions shall be made by Bank as per the laws and regulations in force.
- 8.3 Nothing in the contract shall relieve the vendor from his responsibility to pay any tax that may be levied in India/abroad on income and profits made by the vendor in respect of this contract.

9.0 TERMINATION FOR DEFAULT(S)

9.1 The Bank reserves its right to cancel the work order/ terminate Empanelment by giving a prior written notice of 15 days to the selected Contractor in the event of, but not limited to, one or more of the following situations:

9.2 Unnecessary or unwarranted delay in execution of the work allotted.

9.3 Delay in providing the requisite manpower at the Bank's site.

9.4 Breach of trust is noticed during any stage of the consultancy assignment.

9.5 The selected bidder commits a breach of any of the terms and conditions of the bid.

9.6 The selected bidder goes in to liquidation voluntarily or otherwise.

9.7 An attachment is levied or continues to be levied for a period of 7 days upon the effects of the bid.

9.8 If it is found at any stage that the bidder has concealed any important information or has submitted any false information or declaration particularly regarding any pending legal action or blacklisting status.

9.9 The Bank reserves the right to recover any dues payable by the selected contractor from any amount outstanding to the pending bills and security deposit, if any, under this contract or any other contract/order.

9.10 If there is any conflict of interest.

9.11 In addition to the cancellation of work order/ termination of Empanelment, The Bank reserves the right to appropriate the damages from the earnest money deposit (if any) (EMD) provided by the selected bidder and/or forfeit the Performance Bank guarantee furnished by the contractor. In such event the order shall be, if the Bank so desires, passed to any other empanelled contractor at the match prices and other terms & conditions of the Bank.

10. CONSEQUENCES OF TERMINATION: The Bank at its sole discretion shall invoke the Performance Guarantee, and the Indemnity furnished towards non-performance/non Compliance of the terms and conditions of the work order/contract by the Contractor/Vendor, without prejudice to its rights and conditions available under the Law for the time being in force.

11. DISPUTE RESOLUTION MECHANISM: The Vendor and the Bank shall endeavor their best to amicably settle all disputes arising out of or in connection with the Contract in the following manner:

11.1 The Party raising a dispute shall address to the other Party a notice in writing requesting an amicable settlement of the dispute within seven (7) days of receipt of the notice.

11.2 The matter will be referred for negotiation between designated officials of the Bank /Purchaser and the Authorized Official of the Bidder. The matter shall then be resolved between them and the agreed course of action documented within a further period of 15 days.

11.3 In case any dispute between the Parties, does not settle by negotiation in the manner as mentioned above, the same shall be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration within 20 days of the failure of negotiations. Arbitration shall be held in Chandigarh and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any

statutory modification or re-enactment thereof. Each Party to the dispute shall appoint one arbitrator each and the two arbitrators shall jointly appoint the third or the presiding arbitrator.

11.4 The "Arbitration Notice" should accurately set out the disputes between the parties, the intention of the aggrieved party to refer such disputes to arbitration as provided herein, the name of the person it seeks to appoint as an arbitrator with a request to the other party to appoint its arbitrator within 45 days from receipt of the notice. All notices by one party to the other in connection with the arbitration shall be in writing and be made as provided in this tender document. The arbitrators shall hold their sittings at Chandigarh.

11.5 The arbitration proceedings shall be conducted in English language. Subject to the above, the courts of law at Chandigarh alone shall have the jurisdiction in respect of all matters connected with the Contract/Agreement even though other Courts in India may also have similar jurisdictions. The arbitration award shall be final, conclusive and binding upon the Parties and judgment may be entered thereon, upon the application of either party to a court of competent jurisdiction. Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides. The Bidder shall not be entitled to suspend the Service/s or the completion of the job, pending resolution of any dispute between the Parties and shall continue to render the Service/s in accordance with the provisions of the Contract/Agreement.

12. **Integrity Pact:-** Successful Bidder/ Empanelled vendor to whom work will be awarded has to execute integrity pact and Non-Disclosure agreement as per banks format as per **Annexure-III** and **Annexure-IV** on Non-Judicial Stamp Paper of appropriate value.
13. **Indemnity Bond:-** Successful Bidder/ Empanelled vendor to whom work will be awarded has to execute Indemnity Bond as per banks format as per **Annexure-II** on Non-Judicial Stamp Paper of appropriate value.
14. Vendors finally selected for empanelment will have to enter into an agreement with the Bank in the prescribed format (**Annexure-I**)
15. Successful Vendor has to execute all necessary documents as per RFP/NIT within seven days of Empanelment.

16. **PUBLICITY:** Any publicity by the contractor in which the name of Bank is to be used should be done only with the explicit prior written permission of Bank. The Contractor will not make or allow to make a public announcement or media release about any aspect of the Contract unless BANK first gives the contractor its prior written consent.

Deputy Gen. Manager,
UCO BANK,
Zonal Office-Chandigarh,
S.C.O. No. 55-57, 1st Floor,
Sector 17-B, Chandigarh - 160017

TENDER APPLICATION (On letter head)

Description: APPLICATION FOR EMPANELMENT OF NON SECURITY PRINTERS

The Deputy Gen. Manager,
UCO BANK,
Zonal Office-Chandigarh,
S.C.O. No. 55-57, 1st Floor,
Sector 17-B, Chandigarh - 160017

Dear Sir,

This is in response to your tender no CZO/GAD/TENDER/01/2021-22 dated 25.11.2021

Having examined the Tender document, we hereby submit all the necessary information and relevant documents for empanelment as non-security printers.

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) Tender cost (non-refundable) in the form of Demand Draft for Rs. 1000.00 (Rs. One thousand only) favoring UCO Bank, payable at Chandigarh.
3) True 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) GST enrollment copy.
7) Trade license no. & date of issue.
8) Name of Banks/PSUs whose printing work are being done along with their performance certificates.
9) SSI Registration number ,if any

Description: APPLICATION FOR EMPANELMENT OF NON SECURITY PRINTERS

SCHEDULE "A"

DETAILS OF ORGANISATION General Information:

1. Name and address of the Firm.
2. Address of Godown :
3. Contact Person :
4. (a) Telephone : (b) Mobile :
5. (c) Fax : (d) E-mail :
6. Place of incorporation/ Registration :
7. Year of Incorporation/ Registration :

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

III. Number of Employees;

	Regular	Part time
Skilled	---	---
Unskilled	---	---

IV. 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 execution of printing jobs of Institutional customers.
- F. Have your firm been debarred or Black listed for tendering in any organization? If so, give details.

Description: APPLICATION FOR EMPANELMENT OF NON SECURITY PRINTERS

SCHEDULE "B"
FINANCIAL STATEMENT:

A. General:

Name of Applicant

Name of Banker

Address of Banker

Telephone

Financial information

Contact person with Designation.

Previous three financial years (Rs. In lacs)

2018-19

2019-20

2020-21

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.

2018 – 2019

2019 – 2020

2020 – 2021

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 Job done during each of the last three years.

Schedule "C"

PLANT AND MACHINERY OWNED BY THE ORGANISATION

Name of Applicant

Sr. No.	P & Machinery	Year Of manufacture	Capacity	Number

Description: APPLICATION FOR EMPANELMENT OF NON SECURITY PRINTERS

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)

12/31