



UCO BANK

Department of Information Technology

Request for Proposal (RFP) For “Printing & Supply of Pin Mailers for ATM, Debit Cards/Pre-paid Cards/e-Banking Users as Per Approved Design/Specifications of the Bank

RFP REF NO: DIT/BPR & BTD/OA/1868/2017-18 Date: 28/08/2017”

Pre-Bid Responses/ Clarifications to Queries raised by the Bidder(s), Amendments, Addendums and Corrigendum's

SL No	Page no	Section/ Clause No.	Description	Description of Query/ Clarification sought by Bidder	Bank Response
1	19	Part – IV Broad Scope of the work	<p>Point no.1 Printing and Supply of Pin Mailers for ATM, Debit Cards/Pre-paid Cards/e-banking users as per designs/specifications approved by Bank. Delivery shall be made within 4 weeks at the address mentioned in the individual Purchase order from the issue date.</p>	<ol style="list-style-type: none"> 1. What will be the minimum order quantity? 2. What will be the no. of design for each order quantity? 	<p>The requirement for 75,00,000 (Seventy Five Lacs) quantity of Pin Mailers for ATM Debit/Pre-paid Cards/e-Banking users over a period of 36 months.</p> <p>However, Bank has no minimum commitment of orders. As per RFP, the quantity mentioned is an indicative, and so it may increase or decrease as per the Bank's requirement.</p> <p>The design of the PIN Mailers will be shared with selected bidder. For each order, the vendor has to take approval of PIN-Mailers design from Bank prior to initiate printing</p>

					of PIN Mailers.
2	19	Part – IV Broad Scope of the work	<p>Point no.3</p> <p>It is clarified that the selected vendor will be required to supply PIN Mailers to Bank sponsored RRBs as per requirement design / specification specified by them during the contract period within the overall quantity mentioned in the RFP.</p>	<ol style="list-style-type: none"> Whether given specification will be same for Bank & sponsored RRBs? If no please share the specification for each design Where we need to deliver the printed pin mailer. Our understanding we need to deliver the pin mailer to Bank HO and HO of sponsored RRBs. Please confirm 	<ol style="list-style-type: none"> Design of PIN Mailers will be shared to the selected bidder at the time of issuance of Purchase Order. PIN-Mailers are required to be delivered at the places mentioned in the Purchase Order.
3	35	Annexure – B Technical Specifications		<p>We request bank to consider below specification which will be cost effective to the bank.</p> <p>Size : 9" x 4" x 2 parts.</p> <p>Paper : I Part – 60 GSM Map litho Paper II Part – 70 GSM Map litho Paper III Part – 70 GSM Map litho Paper</p> <p>Printing : 1st part – Single colour printing on front side & spot carbon on back</p> <p>2nd part – Two colour printing on front side & Single colour + spot carbon on back</p> <p>3rd Part Patch – Single colour printing on back side</p> <p>Finishing : Collating with patch applicator on back side of the second part</p>	Clause Stands as per RFP.
4	43	Annexure – G Commercial Bid Format		In Colum A Whether we need to quote inclusive of tax or exclusive tax rate.	Please refer to the Corrigendum for the Revised Annexure – G for Commercial bid format.
5		General		Please share the sample pin mailer of each design	It will be shared with the selected bidder at the time of issuance of Purchase Order.

Corrigendum/Addendum

Corrigendum

Revised Annexure-G

Commercial Bid Format

Item	Unit price (Exclusive of any taxes) (A)	GST %	GST amount of present rate per unit (B)	Charges (if any) (C)	Quantity (D)	Total Cost of 75 Lacs PIN Mailers (Inclusive of all taxes & charges) $E=(A+B+C)*D$ (in Rs.)
Printing & Supply of Pin Mailers for ATM Debit Cards/Pre-paid Cards/e-Banking Users as per Design/Specifications of the Bank / RRB together with delivery at specified locations.					75,00,000	
Total Cost quoted by the bidder (Amount quoted in words)						

Note:

1. Bidder should strictly quote in the format and for periods as mentioned above.
2. L1 bidder would be determined based on the total cost i.e., column E.
3. In case there is any difference in rate quoted given in words and figures, the rate written in words shall be considered final and binding.
4. The unit price quoted by the bidder should be exclusive of all taxes applicable / payable.
5. The unit price should be excluding all costs, allowances, GST, etc.
6. In future if any change occurs in tax regime (GST), the then amount will be paid to the bidder by Bank as per actual.
7. No counter condition/assumption in response to commercial bid will be accepted. Bank reserves the right to reject such bid.
8. The requirements of PIN Mailers are indicative for the TCO calculation and the number of Pin mailer may vary depending upon the Bank's requirement. Bank will not guarantee minimum quantity.
9. The Bank reserves the right to decrease or increase the quantities as specified in this RFP. The quantity given is indicative only and Bank is under no obligation to procure entire quantity of PIN Mailers, the actual quantity may vary. However, Bank reserves the right to place order for an additional 50% (Fifty percent) of the projected quantity with the bidder/s at the agreed price, terms and conditions during the contract period. Any decision of Bank in this regard shall be final, conclusive and binding on the bidder.
10. Bank reserves the right to procure PIN Mailers to meet the requirement of the Bank sponsored RRBs during the contract period within the projected quantity.
11. The bidder has to provide the commercial in the revised format mentioned above.

A Masked Commercial as per above format to be submitted by the bidder in Technical Bid Document.

Place:

Authorised Signatory

Date:

Name:

Stamp:

Addendum

Annexure – O

Undertaking by the Bidder

**To
The Deputy General Manager
DIT, BRP & BTD
UCO Bank, Head Office-2,
5th Floor, 3&4, DD Block, Sector-1
Salt Lake, Kolkata – 700064.**

Sir,

Sub: RFP for Printing & Supply of Pin Mailers for ATM, Debit Cards/Pre-paid Cards/e-Banking Users as Per Approved Design/Specifications of the Bank

RFP Ref No. : DIT/BPR & BTD/OA/1868/2017-18 dated 28/08/2017

Further to our proposal dated, in response to the Request for Proposal (Bank's tender No hereinafter referred to as "**RFP**") issued by UCO Bank on behalf we hereby covenant, warrant and confirm as follows:

We hereby agree to comply with all the terms and conditions / stipulations as contained in the RFP/pre-bid responses/corrigendum/addendum and other documents including the changes made to the original tender documents if any, issued by the Bank. The Bank is not bound by any other extraneous matter or deviations, even if mentioned by us elsewhere either in our eligibility/technical or in commercial proposal or any subsequent deviations sought by us, whether orally or in writing, and the Bank's decision not to accept any such extraneous conditions and deviations will be final and binding on us.

Yours faithfully,

Authorized Signatory:

Designation:

Bidder's Name:

Part – V

27. Award of Contract:

The bidder who qualifies in the technical evaluation will qualify for commercial evaluation. The bidder whose bid has been determined to be responsive and who quotes the lowest price will be treated as L1 Bidder. However, the second lowest bidder (L2) will be given a chance to match the price with the lowest bidder (L1) and if L2 agree, the two vendors selected will be awarded the contract and the orders will be distributed between them in the **ratio of 70:30** at L1 price on total requirement basis provided the bidders agree to abide by all the terms & conditions of the RFP. Any decision of UCO Bank in this regard shall be final, conclusive and binding upon the bidder(s).

In case L2 vendor does not agree to match the L1 price, the next lowest will be given a chance to match the L1 price. This process will be continued till Bank gets the second vendor who agrees to match the L1 price. In case none of the above vendors is able to match the L1 price, then the whole quantity will be ordered to L1 only.

Note:

All other terms and conditions/clauses of the subject of RFP (dated 28/08/2017) remain unchanged. The changes in the RFP clause mentioned herewith above will be part and parcel of the RFP.

Place: Kolkata

Date: 11/09/2017

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