

DEPARTMENT OF POSTS: INDIA
Office of the Superintendent,
Postal Stores Depot
Bhubaneswar-751 007



No. PTG / UNIFORM PASS BOOK / 2008-09

Dtd. 22.04.2010.

NOTICE INVITING TENDER

Sealed Tenders are invited on behalf of the President of India by the Superintendent Postal Stores Depot, Bhubaneswar-751007 for printing and procurement of **20,00,000 (Twenty lakhs) numbers of Standardized Uniform Savings Bank Pass Books** within the period as specified in the letter communicating acceptance of Tender. The method of submission of Tender, amount of Earnest Money Deposit / Security Deposit and General Terms & Conditions applicable to contract has been mentioned in Annexure-I. The printing work is to be performed strictly as per the parameters / technical specifications given in Part -I & II of Annexure-II. The proforma for submission of Tender has been given in Annexure-III (for Technical Bid) and Annexure-IV (for Commercial Bid) to this Notice Inviting Tender. The schedule of Tender is given as under:-

2. SCHEDULE OF TENDER

Tender no:	No. PTG / UNIFORM PASS BOOK / 2008-09 dtd 22.04.2010.
Last date & time of receipt of Tender	15:00 hrs of 14-05-2010
Amount of Earnest Money deposit (E.M.D) as per clause -3 of Annexure-I	Rs.40, 000/- (Rupees Forty Thousand) only.
Date & Time of opening of Tender	16:00 hrs of 14-05-2010
Venue of opening of Tender	Chamber of Supdt. P.S.D., BBSR, 3rd floor.
Detail of job	Printing and procurement of Standardized Uniform Savings Bank Pass Book
Quantity required	<u>STANDARDIZED UNIFORM SAVINGS BANK PASS BOOK</u> 20, 00,000 (Twenty Lakhs) numbers.

"Please visit our website at: [www. indiapost.gov.in](http://www.indiapost.gov.in)"

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3. The Tender Form along with the Annexures containing terms & conditions can be obtained from the Printing section, Postal Stores Depot, Satyanagar, Bhubaneswar-751007, on any working day (Monday to Friday) from 10:00 hrs to 17:00 hrs till **12.05.2010** on surrendering the ACG-67 receipt for **Rs 500/-** deposited in any Post Office of India.

4. The tenders completed in all respect must be received in this office on or before the date and time indicated in the schedule of the Tender in Para-2 above. The tender(s) received after the schedule date & time will be rejected outright. The sealed Tenders can also be put in the box kept for this purpose in the chamber of the Manager, Postal Stores Depot, Bhubaneswar-7 at the 3rd floor on all working days till the last date and time of submission of Tender. The tender papers can also be sent through Registered Post / Speed Post only so as to be received by the last date & time as mentioned above. Delay in transmission by post should not be taken in to consideration. Only one Tender should be kept in one cover.

(S.C.Barik)
Superintendent
Postal Stores Depot
Bhubaneswar-751007

Copy of this letter is issued to:

By Regd. Post.

1. The Asst. Director (MM), O/o the Chief Postmaster General, Orissa Circle Bhubaneswar-1 for information .
- 2- 3. The Postmaster General, Berhampur / Sambalpur region.
- 4-21. All SSPOs/ SPOs in Orissa Circle.
- 22-24. The Manager Postal Printing Press, Bhubaneswar-10, Manager, P.S.D/ Supdt. C.S.D Bhubaneswar-7 to display in the office Notice Board.
- 25-27. SSRM 'N' Divn Cuttack/SRM'K' Divn Jharsuguda/SRM 'BG' Divn Berhampur.
- 28-30. Sr. Postmasters Bhubaneswar GPO/Cuttack GPO/ Berhampur HO.
- 31-39. All private printers in panel for PSD, Bhubaneswar-751007.
40. Director of Accounts (P), Cuttack-4.
41. The Manager, Govt. of India, Text Book Press, Mancheswar Railway Colony, BBSR-17.
42. The GMTD, BSNL, Bhubaneswar-751022.
- 43-51. The Supdt. P.S.D, Hyderabad / Vijayawada / Guntakal / Patna / Ranchi / Muzaffarpur / Raipur / Rajahmundry / Sambalpur.
52. The Asst. Director (SB), O/o the Chief Postmaster General, Orissa Circle Bhubaneswar-1 for information.
53. Office Copy.
54. Spare

(S.C.Barik)
Superintendent
Postal Stores Depot
Bhubaneswar-751 007

DEPARTMENT OF POSTS: INDIA
Office of the Superintendent,
Postal Stores Depot
Bhubaneswar-751 007



No. PTG / UNIFORM PASS BOOK / 2008-09

Dtd. 22.04.2010.

ANNEXURE-1

GENERAL TERMS AND CONDITIONS OF TENDER

Notice Inviting Tender for printing and procurement of 20, 00,000 (Twenty Lakhs) numbers of Standardized Uniform Savings Bank Pass Book.

1. Parties:

The parties to the contract are the contractor (the tender to whom the work have been awarded) and Government of India through the Department of Posts for & on behalf of the President of India.

2. Addresses:

For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be the final unless the contractor notifies a change of address by a separate letter, sent by registered post with acknowledgement due to the Department of Posts. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3. Earnest Money:

Earnest Money amounting Rs. 40,000/- (Rupees Forty thousand) only be deposited by the bidder in any post office in India under the head UCR and original receipt in form ACG-67 / computerized UCR receipt provided by the post office in token of having received the amount should be submitted along with the tender.

3.1 (a) The Earnest Money is refundable to the unsuccessful Bidder(s) on application as early as possible in usual course of action.

(b) The Earnest Money deposited by the successful Tenderer will be retained and will be refunded after satisfactory completion of the work / supply order.

(c) No interest will be given against the Earnest Money.

3.2(a) No request for transfer of any previous deposit of Earnest Money or security deposit or payment of any pending bill held by the Department in respect of any previous work will be entertained for any bidder.

(b) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the Tenderer fails to observe and comply with the stipulations made therein or backs out after quoting the rates the aforesaid amount of Earnest Money will be forfeited to the Government.

(c) The tenders without Earnest Money will be summarily rejected.

(d) No claim shall lie against the Government Department in respect of erosion in the value of interest on the amount of Earnest Money deposited or security deposit.

(e) No Earnest Money is required to be deposited by:

I. Firms which are registered with the DG S&D for supply of stores.

(Full Signature of the Tenderer
With seal of his Firm)

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II. Small scale units which are registered with NSSIC will be are treated as automatically registered with DG S&D and revision scheme of single point Register.

III. Public sector undertakings, which are registered with the Department of DG S&D.

4. Preparation and submission of the Tender:

The Tender should be submitted in two parts, namely, Technical Bid along with the proof of Earnest Money Deposit (in form given in Annexure-III and Commercial Bid (in form given in Annexure-IV) and each bid should be kept in a separate sealed cover. Both the Bids should be kept in another sealed cover addressed to **Sri S.C.Barik, Superintendent, Postal Stores Depot, Bhubaneswar-751007**. The outer envelope containing sealed cover of Technical Bid and Commercial Bid should bear the address, Tender no. and date, subject of Tender, whether the envelope is containing the "Technical Bid" or "Commercial Bid" or both of them and date of opening of the tender.

5. Signing of the Tender:

(a) Individual signing the tender or other documents connected with contract must specify whether he signs as:

(i) a "sole proprietor" of the concern or constituted attorney of such "sole proprietor: or a partner of the firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

(ii) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.

N.B.

(1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

(2) In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm.

(3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such person and if, on enquiry it appears that the persons so signing had no authority to do so, the Secretary, Department

(Full Signature of the Tenderer
With seal of his Firm)

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of Posts (Here Head of the Circle) may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

(4) The Tenderer should sign and affix his / her firm's stamp at each page of the tender and all the annexure as the acceptance of the offer made by the Tenderer will be deemed as a contract and no separate formal contract will be drawn. No page should be removed / detached from this Notice Inviting Tender. (This sub- clause will not be applicable in cases where signing of a separate agreement is considered by the Department of Posts; as necessary.)

6. TECHNICAL BID:

The Technical Bid should be submitted in form given in Annexure-III along with the original receipt obtained for deposit of Earnest Money Deposits in the UCR for the amount indicated above under para-3 along with full details of the Technical facilities for executing the work i.e. equipment, infrastructure etc. and associated security features and any other information sought for in the last section of the Annexure-II. The cover containing Technical Bid should superscribe as "Tender for procurement of Standardized Uniform Savings Bank Pass Book"- Technical Bid.

7. COMMERCIAL BID:

7.1 The commercial bid should be submitted separately for each and every item in form given in Annexure-IV in a separate sealed cover kept inside the main cover being superscribed as "Tender for procurement of Standardized Uniform Savings Bank Pass Book"- Commercial Bid. The Commercial Bids of the Tenderers short listed after evaluation of Technical Bids only will be opened on the same date and time as mentioned in the schedule of Tender. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Commercial Bids.

7.2 A consolidate price should be quoted along with its break up showing various items of change. The price quoted shall be firm and final

7.3 The rate quoted should be inclusive of all taxes, freight etc and no extra payment would be made for this purpose.

7.4 Terms of payment as stated in the Tender documents shall be final.

7.5 At the time of payment of bill, the income tax, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

7.6 There should not be any overwriting and corrections in the tender paper (Commercial Bid).

8. Validity of the Bids.

The Bids shall be valid for a period of one year from the date of acceptance of the tender.

9. OPENING OF TENDER.

A duly constituted TENDER OPENING COMMITTEE (TOC) headed by the Superintendent, Postal Stores Depot, Bhubaneswar-7 will open the Technical and

(Full Signature of the Tenderer
With seal of his Firm)

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Commercial bids as indicated above under heading TECHNICAL BID & COMMERCIAL BID. Tenderer is at liberty either himself or authorize not more than one representative to be present at the time of opening of the tender. The representative attending the opening of the tender on behalf of the Tenderer should bring with him a letter of authority from the Tenderer and proof of identification. On the date and time indicated in the "SHEDULE OF TENDER" both Technical Bids and Commercial Bids will be opened and read out in presence of the Tenderer / Tenderer's representative.

10. CRITERION FOR EVALUATION OF TENDERS.

A duly constituted TENDER EVALUATION COMMITTEE (TEC) headed by the Superintendent, Postal Stores Depot, Bhubaneswar-7 will evaluate the Technical and the Commercial Bids. The evaluation of the tenders will be made first on the basis of TECHNICAL information furnished in the form given in Annexure-III and then on the basis of COMMERCIAL information furnished in the form given in Annexure-IV. The Commercial Bid (Annexure-IV) of such firms found valid based on Technical parameters (as per Annexure-III) will be opened on the same date and venue as mentioned in the schedule of Tender in the NIT. It must be kept in view that no decision will be given by the Tender Evaluation committee (TEC) or any inferences drawn during the meeting of this committee by the Tenderer or their representatives will be their own view and the Department will not be responsible and abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to any specific terms and conditions of the contract given in part-II of the Annexure-II of this NIT.

11. RIGHT OF ACCEPTANCE:

The Department of Posts reserve all rights to reject any tender including of those Tenderers who failed to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Department of Posts (here Head of the Circle / Head of the Office) in this regard is final and binding.

- 11.1.** Any failures on the part of the contractor to observe the prescribed procedure and any attempt to canvas for the work will prejudice the contractor's quotation.

(Full Signature of the Tenderer
With Seal of his Firm)

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12. COMMUNICATION OF ACCEPTANCE:

Successful Tenderer will be informed of the acceptance of his tender. Necessary instructions regarding the amount and time provided for Security Deposit will be communicated accordingly.

13. TIME SCHEDULE – The work must be completed within a period of **90 (ninety) days** from the date of award of work or of separate supply order or as per schedule mentioned in part-II of annexure-II.

14. SECURITY DEPOSIT.

The successful Tenderer will have to deposit an amount equivalent to 5% of the value of the materials as security deposit by opening a TD account in Post Office in favour of Department of Posts within seven days from the date of acceptance of the tender. The Time Deposit account may be pledged to the President of India through Superintendent Postal Stores Depot Bhubaneswar-7 and the pass book must be submitted to this office for safe custody. The Security Deposit will be refunded to the supplier after satisfactory completion of the work.

14.1. The security deposit can be forfeited by order of the Department of Posts in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for non- acceptance of the work order. On expiry of contract such portion of the said security deposit as may be considered by the Department of Posts sufficient to cover any incorrect or excess payment made on the bills to the firm shall be retained until the final audit report on the account of the firm's bill has been received and examined.

15. PENALTY: In the event of the contractor failing to:

- I. Observe or Perform any of the conditions of the work as set out therein: or
- II. Execute the work in good and workmen-like manner and up to the satisfaction and by the time fixed by the Department of Posts.

(a) It shall be lawful for the Department of Posts in its discretion in the former event to remove or withhold any part of the work until such times as he may be satisfied that contractor is able to do and will duly observe the said conditions and in the latter event to reject and remove as the case may require any work executed otherwise than in a good and workmen like manner and up to the satisfaction and by the time fixed by the Department of Posts and in both or in either of the events aforesaid or work in lieu of that so rejected or removed as aforesaid on account at the risk of the contractor.

(Full Signature of the Tenderer
With seal of his Firm)

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(b) Provided further that in either event any excess cost be incurred by reason of the differences between the prices paid and the accepted rates, the Department of Posts may charge the amount of such excess cost to the contractor and the same may at any time thereafter be deducted from any amount that may become due to the contractor under this or any other contract or from the security deposit or may be demanded of him to be paid within 7 days to the credit of the Department of Posts.

(c) In the event of discovery of any error or defect due to the fault of the contractor at any time after the delivery of goods ordered, the contractor shall be bound, if called upon to do so to rectify such errors or defect at his own cost to the satisfaction of and by the time fixed by the Department of Posts. In the event of delivery of any defective work, which owing to urgency or for any other reason cannot be wholly rejected, the Department of Posts shall have the power to deduct from any payment due to the contractor such as he may deem expedient

(d) In the event of a work being wholly rejected, the Department of Posts any at its discretion either

(i) permit the contractor to re-do the same within such time as he may specify at contractor's own cost which shall include the costs of all sorts i.e. materials, labour overheads transportation etc. or

(ii) arrange to get the additional work done else where and by any other person or from any other sources that the contractor in which case the amount of extra cost if any, shall be recovered from the contractor in the manner provided in sub clause (b) of this clause

(e) The powers of the Department of Posts (Here Head of the Circle/ Head of the Office) under this conditions shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided for forfeiture of deposit mentioned under clauses 14 above.

(f) since the work being awarded to the contractor is of important nature the time schedule given in clause 13 must be adhered to failing which "penalty equivalent to ½ of 1% of the contract value for each week or part of the week of delay will be imposed which will be recovered in the manner stated in sub-clause (b) of this clause. For the purpose of this clause the contract value of this work shall be taken as value of work as per contract agreement provided also, that the total amount of liquidated damages under this condition, shall not exceed the under mentioned percentage value of the total value of the work for which a separate distinct completion period is specified in the contract.

(i) For contract value up to 2 lakhs- 10% of the total value.

(ii) For contract value above Rs.2 lakhs-10% of the first 2 lakhs and 5% of the balance.

(Full Signature of the Tenderer
With seal of his Firm)

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Provided further that if the Department of Posts is not satisfied that the works can be completed by the firm and in the event of failure on the part of the contractor to complete the work within further extension of time allowed as aforesaid the Department of Posts shall be entitled , without prejudice to any other right or remedy available in that behalf, to appropriate the firm's security deposit and rescind the contract under clause 17 of this conditions, whether or not actual damage is caused by such default".

16. Natural Calamity, Strike etc.:

In case of strike, combination of workmen or natural calamity of any kind, fire, accidents or circumstances beyond the control of the firm causing stoppage of his work whereby the delivery or completion of work may be suspended resulting in undue delay without penalty the Department of Posts (Here the Head of the Circle/ Head of the Office) shall have the power during such stoppage to get the work done elsewhere without changing the contractor. No obligation will rest on the Department of Posts (Here the Head of the Circle/ Head of the Office) to pay for any portion of the work undertaken before such stoppage. The contractor shall provide every facility for removal and use of material as may be necessary for timely completion of the work.

17. INSOLVENCY etc.:

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the insolvency act made against them or in the case of a company passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified by the Dept. of Posts (Here the Head of the Circle/ Head of the Office) shall have the power to terminate the contract without previous notice.

18. Breach to terms and Conditions:

In case of breach of any terms and conditions mentioned above, the competent authority will have the right to cancel the work order without assigning any reason therefore and nothing will be payable by this Department in that event and security deposit shall also stand forfeited. Earnest money will also be forfeited. For units under NSSCI and blacklisting may be proposed / initiated.

19. Subletting of work:

The firm shall not assign or sublet the work or any part of it to any other person or party without having first obtain permission in writing of the Director General, Department Of Posts (Here head of the Circle/ Head of the Office), which he will be at liberty to refuse if he thinks fit.

20. Right to call upon information regarding status of work:

(Full Signature of the Tenderer
With seal of his firm)

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21. Precautionary Measures:

21.1 While observing the economy in cost in his own interest the contractor must be careful that the quality and cleanliness of the work is maintained as well as time schedule prescribed etc. should not be disturbed.

21.2 The contractor must take every care to see that the work or any portion thereof does not fall into unauthorized hands. Care should be taken to execute the work under proper security conditions and no spares time of work/ copies should be retained/ sold or otherwise made over by the contractor or any office staff member to any person other than the person(s) authorized by the Department of posts (Here Head of the Circle/ Head of the office).

22. SAMPLES:

The following should be kept in view while supplying samples of work done in the past or material proposed to be used as sought for in Part -I of Annexure -II.

22.1 Samples of work done in the past, if any sought for to be equivalent to the quality mentioned in the specification provided in Part -I of Annexure -II, in sufficient quantity required for test as asked for and submitted along with the TECHNICAL BID only.

22.2 The Tenderer should furnish certificate on the body of the sample certifying that the sample is in accordance with specification given in the part-I of Annexure-II of the tender and the Tenderer will be responsible for rejection or cancellation of contract if the sample is not found up to the mark or for civil/criminal proceedings if the material supplied is found sub-standard or not in accordance with the sample furnished along with tender at a future date.

22.3 Sample should be supplied free of charge and in no case the same will be returned. Tenders without sample are liable to be cancelled.

22.4 The Contractor must confirm that the stores/materials offered will conform to the specifications in all respects. The mere fact that the competent authority has approved the sample (just by seeing it, in a non-expertise way) will in no way absolve the contractor from supplying stores/materials of the different specifications. Where the stores/ materials offered are not to be required specification, the extent of deviation may be clearly indicated.

23. The tender is not transferable. Only one tender shall be submitted by one Tenderer.

(Full Signature of the Tenderer
With seal of his Firm)

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24. TERMS OF PAYMENT

I. No payment shall be made in advance or loan from any bank or financial institution shall be recommended on the basis of the order of award of work.

II. The contractor shall submit the bill on completion of the delivery of the printed materials for sanction of the amount of the bill.

III. All payments shall be made in shape of cheque (Account Payee) only.

IV. The Dept. of Posts (Here Head of the Circle/ Head of the office) shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding Para.

V. The term of "payment" mentioned includes all types of payments due to the contractor arising on account of this contract excluding earnest money and Security Deposit governed by the separate clauses of the contract.

25. ARBITRATION.

If any differences arise concerning this agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultation and negotiations. If attempts for conciliation do not yield any results within a period of 30 (Thirty) days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing a sole arbitrator to be appointed by the Secretary, Dept. of Legal Affairs. Such request shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The arbitration proceeding shall take place at Bhubaneswar and shall be conducted in English. The provisions of arbitration and Conciliation Act 1990 and the rules framed there under and in force shall be applicable to such proceedings.

(Full Signature of the Tenderer
With seal of his Firm)

(S.C.Barik)
Superintendent
Postal Stores Depot
Bhubaneswar-751 007

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Tender No. PTG / UNIFORM PASS BOOK / 2008-09 dated 22.04.2010.

DEPARTMENT OF POSTS; INDIA

ANNEXURE –II

Parameters and Technical Specification for executing the work.

Subject: Notice Inviting Tender for Procurement of 20, 00,000 numbers of Standardized Uniform Savings Bank Pass Books.

Part-I

Parameters and Technical Specification for executing the work.

Sl. No.	Name of the item with Quantity	Specific Size	Specific paper to be used with other Technicalities	
1.	Standardized Uniform Savings Bank Pass Book 20,00,000 numbers	The Pass Book will be horizontal with paper size 14.8cms height and 10.5 cms width	Book Size	14.8 cms X 10.5 cms
			Text	01 to 36 inner pages (Excluding cover pages) in 70 GSM Text Sunshine Offset paper.
			Cover pages	Cover and back page in 170 GSM Art Paper (Laminated)
			Printing	Design, Colour, Size, no. of pages, space for instruction, space for advertisement, setting of table on the cover page and position (Length & Width of columns inside) should strictly be as per specification./specimen
			Cover printing	Multicolour
			Stitching	The Pass Book should be stitched(machine sewing) in the middle instead of being stapled
			Language of printing	English & Hindi as per specification.

(Full Signature of the Tenderer
With the seal of his Firm)

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Part-II

Terms and condition specific to the contract:

1. Rate should be quoted for printing inclusive of all taxes and cost of required quality of papers.
2. The tender should submit authenticated documents duly signed by him in support of his technical bid as mentioned below:
 - (a) Up to date Sales Tax Clearance Certificate / VAT as the case may be.
 - (b) Copy of PAN Card in the name of the Firm in case of partnership firm and in the name of the proprietor in case of proprietorship firm.
 - (c) Copy of Registration Certificate of the firm.
 - (d) Copy of Banker's Reference with name of the Bank and A/C number.
 - (e) Original ACG-67 Receipt amounting to Rs. 40,000/- (Rupees Forty thousand) only towards EMD.
3. Transportation of Printed consignment will be made by the Printer at his own cost and responsibility. No Way Bill will be issued by the Department.
4. Work should be completed within 90 (Ninety) days or earlier from the date of issue of the work order.
5. Delivery should be made at PSD, Bhubaneswar-751007 and the delivered lot after acceptance be arranged in the Godown in proper manner for which no extra charges will be paid.

(S.C.Barik)
Superintendent
Postal Stores Depot
Bhubaneswar-751 007

Tender No. PTG / UNIFORM PASS BOOK / 2008-09 dated 22.04.2010.

DEPARTMENT OF POSTS: INDIA
ANNEXURE –III

TENDER FORM: 1 TECHNICAL INFORMATION AND UNDERTAKING

(See clause-6 of Annexure-I of this Tender Document.)

Subject: Notice Inviting Tender for Procurement of 20, 00,000 (Twenty Lakhs) numbers of Standardized Uniform Savings Bank Pass Books.

1. Name and Full Address of the tenderer
With phone/cell no:-
2. Registered Address of the tenderer's firm
with phone no:-
3. Are your firm is sole proprietor or partnership
Firm or company or Govt. Department or
Public sector organization:-
4. ACG-67 Receipt no.....Book no.....Date.....
Name of the Post Office..... (To be enclosed) and amount of
Earnest Money Deposit Rs.....(Rupees.....)only.
5. Whether each page of NIT and its Annexures have been
Signed and stamped
6. Are you agree to adhere to the delivery
Schedule given in Part-II of annexure-II
To the tender in case any order will be
Placed with you. If not, what will be the
expected date of delivery and completion
of work.
7. You should submitted authenticated documents duly signed by you in support
of
your technical bid as mentioned below.
 - (a) Up to date Sales Tax Clearance Certificate / VAT as the case may
be.
 - (b) Copy of PAN Card in the name of the firm in case of partnership
firm
and in the name of the proprietor in case of proprietorship firm.
 - (c) Copy of Registration Certificate of the firm.
 - (d) Copy of Banker's Reference along with Bank Account Number.
 - (e) Sample copy of the Standardized Uniform Savings Bank Pass Book
as per Annexure-II.
8. Have you supplied similar type of items
To any Central/State Govt. or Public
Undertaking during the last 3years . If so
Furnished detail there of in separate sheet.
9. Brief details of project personnel (PP) proposed
to be deployed on the work may be given on
a separate sheet.
10. Whether annual report of your firm
is enclosed .If so state number of
Years.
11. Whether copies of Balance Sheet
enclosed. If so state number of years.
12. Any other information :

Dated at: (Signature of the Tenderer with stamp of the Firm)

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UNDERTAKING

- 1.** I / We undertake that I/We have carefully studied all the terms and conditions and undertake the parameters of the proposed work of the Department of Posts and shall abide by them.
- 2.** I / We also undertake that I / We have understood "Parameters and Technical specification for concluding the work" mentioned in annexure-II of the Tender No-PTG / UNIFORM PASS BOOK / 2008-09 dated 22.04.2010 and shall conducted the work strictly as per those "Parameters and Technical specification for concluding the work".
- 3.** I / We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.
- 4.** I / We also undertake that the samples being supplied with Technical Bid are in accordance with specifications given in the Annexure and I / We shall be responsible for rejection/ cancellation of contract if the sample are not found up to the mark or for the civil/ criminal proceedings if the material supplied is found sub-standard or not accordance with the sample furnished along with the tender at a future date.

Dated at:

**(Dated Signature of the Tenderer
With stamp of the firm)**

**Tender No. PTG / UNIFORM PASS BOOK / 2008-09 dated
22.04.2010.**

DEPARTMENT OF POSTS: INDIA

ANNEXURE –IV

TENDER FORM: 2 COMMERCIAL INFORMATION

(See clause-7 of Annexure-I of this Tender Document.)

**Subject: Notice Inviting Tender for Procurement of 20, 00,000
numbers of Standardized Uniform Savings Bank Pass
Books.**

Separate rate for each and every item of the work inclusive of all kinds of incidental charges and all types of Taxes etc. as per details given below will be Rs..... (In words Rupees.....)

Details:

Sl. No.	Particulars of forms with quantity to be printed.	Rate of Printing per book (Both in words & figure)	Total cost of printing (Both in words & figure)
1.	Standardized Uniform Savings Bank Pass Books as per parameters given in Annexure-II 20,00,000 numbers		

Dated at:

(Signature of the Tenderer with stamp of the Firm)