



## **Cuttack Central Co-operative Bank Ltd.**

**Head Office, Nimchouri, Cuttack – 753002**

Ref No. ....1494

Dt. 07.08.24

### **Empanelment of Offset Printing Press**

Cuttack Central Co-operative Bank is seeking proposals from bonafide, reputed and well established Offset Printing Presses. The Bank is looking to establish a panel of printers for printing of office stationery Items (e.g. Forms, Registers & Other items) at its headquarters in Nimchouri, Cuttack. Offset Printing Press interested in being considered for the panel can obtain proposal documents from the Bank's Store Section during office hours (10 am to 5 pm) between 07.08.2024 to 16.08.2024 . Duly filled application with EMD of Rs. 50,000/- favoring the Bank along with necessary documents mentioned in proposal form should be submitted on or before 16.08.2024 By 4 pm. Only Printers with the necessary infrastructure and capabilities should apply. Proposal form incompletely filled up without sufficient EMD or necessary documents will be out rightly rejected. Bank reserves its right to accept or reject any or all applications without assigning any reason whatsoever . All the documents will be available in Bank website [www.cuttackccb.co.in](http://www.cuttackccb.co.in) .

Dated: 07.08.2024  
Place: Cuttack

Sd/-  
Chief Executive Officer  
Cuttack CCB Ltd.

**Request for Proposal (RFP) For Empanelment of  
Offset Printers for Printing Items  
in Cuttack Central Co-op. Bank, H.O.: Nimchouri – 753002**

**NOTICE**

Cuttack Central Co-op. Bank is seeking proposals from bonafide reputed and well established Offset Printing Presses located in Cuttack and Bhubaneswar. The Bank is looking to establish a panel of printers for printing of office stationery Items (e.g. Forms, Registers & Other Items) at its headquarters in Nimchouri, Cuttack.

Offset Printing Press interested in being selected and considered for the panel can obtain proposal form & documents from the Bank's Store Section during office hours (10 am to 5 pm) between 07.08.2024 to 16.08.2024. Duly filled application with EMD of Rs. 50,000/- favoring the Bank along with Necessary documents mentioned in proposal form should be submitted on or before 16.08.2024 by 4 pm.

Only Printers with the necessary infrastructure and capabilities should apply. Proposal form incompletely filled up without sufficient EMD or necessary documents will be out rightly rejected.

All the documents will be available on Bank website. [www.Cuttackccb.co.in](http://www.Cuttackccb.co.in)

Bank reserves the right to accept or reject any or all applications without assigning any reason whatsoever.

  
Chief Executive Officer

**Cuttack Central Co-operative Bank Ltd.**

Cuttack Central Co-op. Bank Ltd., Head Office: Nimchourl, Cuttack - 753002 (hereunder called Bank/The Bank) invites application for empanelment of Offset Printers.

### **SCOPE OF WORK**

1. The selected printer will be responsible for implementation of end to end stationery management solution in the bank.
2. The contract would be for a period of 3 years from the date signing of agreement of contract subject to annual/periodical review.
3. The selected printer will be required to print items as per the order during the period of contract at the agreed rate within the timeline which is specified in work order.
4. Whenever the Bank desires to print any material not mentioned in the tender documents, competitive quotations will be called from the empanelled printers for selection of L-1 printer for that item.
5. The Bank may at its discretion increase / decrease quantity of the items while placing final order. It may also order the entire quantity in one lot or in piece manner as per the requirement of the Bank from time to time.
6. The specifications including size, quality of paper, colour, grounds, inter leaf etc. of stationery are to be similar to that of the specification given.
7. No advance payment will be made at any stage.
8. In the event of violation of any terms and conditions of tender documents / purchase order or failure to execute the work order, EMD deposit will be forfeited. Besides, the printer will be removed from empanel list and will be debarred from any future bidding of the bank.
9. If the L-1 bidder is unable to execute the work order of the Bank, L-2 bidder can execute the work with L-1 price. Similarly If L-2 bidder is unable to execute the work order, L-3 bidder can execute the work with L-1 price. In case of none of the bidder ready to execute the work, fresh quotation will be called for the same item.
10. If the Contractor/supplier fails to supply any or all of the Products or perform the Services satisfactory within the time period(s) specified in the Contract, the Bank shall charge a penalty of 1 % per week subject to maximum amount of 10% of the order (related purchase order/related item value).
11. The items are to be packed properly and to be delivered at our Head office at the Contractor/supplier risk and responsibility. The cost of transportation and any other expenses are to be borne by vendor.
12. Post-delivery inspection of the printed material will be done by authorized officials of the Bank and if quality/ quantity of the material is found not to be acceptable, then the materials may be rejected and the printer shall have to take back the material at his own cost.
13. The bill, item wise is to be sent to Head Office. The Bank will make payment after full and final delivery of the item(s) as per our terms and condition.

**Signature with date and seal of the Printer**



## **ELIGIBILITY CRITERIA**

The eligibility criteria to participate in bidding process are mentioned below. Only those bidders, who satisfy all the eligibility criteria as mentioned herein below, may respond. Document in support of all eligibility criteria are required to be submitted along with the Bid. Offers received from the bidders who do not fulfill any of the following eligibility criteria are liable to be rejected.

SL. NO.	ELIGIBILITY CRITERIA	SUPPORTING DOCUMENTS
1.	GSTIN Certificate & PAN	Copy of GSTIN certificate & PAN to be enclosed.
2.	The annual turnover for last 3 financial years should not be less than Rs. 50.00 lacs.	Declaration by a CA indicating the sales Turnover for the previous 3 financial years in his/her official pad along with stamp and signature.
3.	Income tax Certificate/IT return	Copy for the Financial Year 2020-21, 2021-22 and 2022-23
4.	The bidder should not have been blacklisted or de-empaneled due to unsatisfactory service, by Cuttack Central Co-operative Bank or in any organization/bank/institution in Odisha within last one year as on date of the RFP.	Bidder to attach the Self Declaration certificate written in official letter pad with company stamp and signature along with the application.
5.	The Firm must have executed printing works in Other Co-operative Banks with last 3 years experience in the product offered from publication of the proposal.	Scanned copies of work orders
6.	DIC Certificate	Copy of DIC certificate to be enclosed.
7.	EMD	EMD of Rs. 50,000/-

Printers must comply with all above-mentioned criteria. Non-compliance of any of the criteria for the category printer has selected, will entitle for rejection. BANK reserves the right to verify /evaluate the claims made by the Contractor/suppliers independently. Any decision of BANK in this regard shall be final, conclusive and binding upon the bidder.

## **EARNEST MONEY DEPOSIT (EMD) AND EXEMPTIONS**

The Printer is required to deposit Rs.50000/- (Rupees Fifty Thousand only) in Demand Draft issued by a scheduled commercial bank drawn in favour of "Cuttack Central Co-operative Bank Ltd." payable at Cuttack must be submitted along with the application.

No interest will be paid on the EMD.

The EMDs of successful Bidder/s shall be returned / refunded after completion of contract period of 3 years.

EMDs furnished by all unsuccessful Bidders will be returned on the expiry of the bid validity / finalization of successful Bidder, whichever is earlier.

***Signature with date and seal of the Printer***

## **OTHER INFORMATION / TERMS AND CONDITIONS:**

- 1) Those who do not have their own Printing Press need not apply.
- 2) The Printers should have their Registered Office and printing Press at either in Cuttack or Bhubaneswar.
- 3) It is requested to the printing presses before submitting the quotation on different items, to collect the sample from the Head Office
- 4) All the documents submitted must be duly signed and stamped by the Applicant.
- 5) The Bank reserves absolute right to accept or reject any or all the Tenders, without assigning any reason/s whatsoever.
- 6) Duly filled up application without Earnest Money shall be liable to be rejected.
- 7) The Bank reserves the right to inspect the premises of the Printer and/or ask for any other document/s and/or originals for inspection.
- 8) On acceptance of application, company shall inspect premises of Printer, but it shall not be deemed to be a confirmation of empanelment by the Bank.
- 9) Decision of Bank about Selection shall be final. The empanelment shall be for a period of three years which may be extended or reduced as per discretion of the Bank.
- 10) Year means — 12 months from the date of Issuance of empanelment letter and so on for the next periods.
- 11) The Company reserves the right to depanel a Printer in the following circumstances --
  - i) Non-participation in 50% of the Tenders in a year.
  - ii) Inability to supply materials as per rates quoted.
  - iii) If on verification/Inspection it is found that any information or documents submitted by any Applicant is false, fabricated or incorrect, the application of such Tenderer shall be rejected outrightly .
- 12) The selected Printer may at their option, withdraw from empanelment by giving thirty days' prior notice in writing. The Bank may also depanel a Printer by giving thirty days' notice in writing without assigning any reason/s.
- 13) The Bank may ask for further information/documents, if feel necessary.
- 14) Sealed envelope superscripting "Application for empanelment of Printers" containing all documents and EMD should be dropped in the Tender Box kept at our Office Premises within between 16.08.2024 by 4.00 pm.
- 15) Disputes if any arises between the parties can only be entertained within the Cuttack- Bhubaneswar Municipal Corporation Jurisdiction .
- 16) Existing Empanelled Contractor/suppliers are required to apply afresh.

***Signature with date and seal of the Printer***

## **DISCLAIMER**

The information contained in this Request for Proposal (RFP) document or information provided subsequently to Printers(s) or applicants whether verbally or in documentary form by or on behalf of Cuttack Central Co-op. Bank or Bank, is provided to the Printers(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this RFP is to provide the Printers(s) with information to assist in formulation of their proposals. This RFP does not claim to contain all the information each Printers may require. Each Printers should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice.

Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. No contractual obligation whatsoever shall arise from the RFP process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Printers.

***Signature with date and seal of the Printer***



## FORMAT FOR PRINTER/COMPANY/AGENCY DETAILS

1	Name of the Printer	
2	Name of the Proprietor and Director (The Certificate of Incorporation issued by the Registrar of Companies along with copies of Memorandum and Articles of Association/ partnership deed in case of Partnership Firm)	
3	Address of the Printer	
4	Mobile Number & e-mail ID	Mob 1: Mob 2: email :
5	PAN (Proprietor/Director/Company)	
6	Declaration for Clean Track Record (No black listed)	
7	Goods and Service Tax Number(GST) (XEROX to be attached)	
8	DIC Certificate	
9	Any other information considered relevant if any	
10	Details of Demand Draft	
11	Name of Co-operative Banks where the Printer has supplied in item in last 3 years. (Attach Xerox of original office order)	
12	No. of supporting documents submitted	

N.B-Self attested documents to be enclosed

*Signature with date and seal of the Printer*

## **DECLARATION**

I/We declare that the statement/information given above are true and documents submitted are genuine. If it is found by Cuttack Central co-operative Bank Ltd. that any information as given above is Incorrect and/or any document submitted is false, the Bank may reject my/our application. I declare that all the provisions of this RFP / Tender Document are acceptable to my company/Firm. I further certify that, I am an authorized signatory of my company/Firm and am, therefore, competent to make this declaration.

***Signature with date and seal of the Printer***

Note:

- 1) Earnest Money in the form of Demand Draft drawn in favour of "Cuttack Central co-operative Bank Ltd." payable at Cuttack, must be submitted along with the application.
- 2) Submission of application shall imply of vendors having agreed to the terms and conditions of the tender, mentioned in the document.



**FORMAT FOR DECLARATION FOR CLEAN TRACK RECORD**  
**(NO BLACK LISTED)**

To

The Chief Executive Officer,  
The Cuttack Central Co-operative Bank Ltd.  
H.O.: Nimchourl – 753002  
Cuttack (Odisha)

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP document for selection of vendor for SUBJECT: NOTICE NO. \_\_\_\_\_ DT. \_\_\_\_\_ REQUEST FOR EMPANELMENT OF OFFSET PRINTERS FOR PRINTING ITEMS.

I hereby declare that my company has not been debarred/black listed by any Government / Semi Government / Private organizations in India / abroad. I further certify that I am competent officer and duly authorized by my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

(To be written in Company's own Letter Pad and submitted in original)

## FORMAT FOR DECLARATION FOR TURN OVER BY CA

### ANNUAL TURNOVER CERTIFICATE

#### TO WHOM IT MAY CONCERN

This is to certify \_\_\_\_\_ having GSTIN: \_\_\_\_\_  
and principal place of business  
at \_\_\_\_\_, has turnover in the preceding three financial years,  
as mentioned below:

Financial Year	Turnover (INR.)
2020-21	
2021-22	
2022-23	

The turnover certified above, is in line with the turnover declared by the entity in their Income-tax Returns filed under PAN No. \_\_\_\_\_

This turnover verification certificate is being issued upon their request to be used for any lawful purpose it may serve them.

**Signature and seal of the CA**

(To be written in CA's Letter Pad with seal and signature)