

Request For Proposal (RFP)

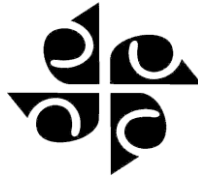
For Selection of Vendor / Supplier For

**PERSONALISED CHEQUE BOOK
(BASE) STATIONERY PRINTING**

For

The Akola Janata Commercial Co-operative Bank Limited, Akola

(Multistate Scheduled Bank)



**Head Office,
“ Janvaibhav ”,
Old Cotton Market,
Akola - 444 001
(Maharashtra)**

Tender Reference No. : AJCCB / 2024-2025 / PCB (Base) Stationery

Date : 01-01-2025

The information provided by the bidders in response to this Request For Proposal (RFP) will become the property of The Akola Janata Commercial Co-operative Bank Limited, Akola [here-in-after referred to as " The Bank "] and will not be returned. The Bank reserves the right to amend, rescind or reissue this RFP and such amendments will be binding upon the Bidders. The Bank also reserves its right to accept or reject any or all responses to this RFP without assigning any reason whatsoever. This document is prepared by The Bank i.e. The Akola Janata Commercial Co-operative Bank Limited, Akola and it should not be reused or copied or used either partially or fully in any form.

Invitation for Tender Offers :

The Akola Janata Commercial Co-operative Bank Limited, Akola invites sealed tender offers from eligible, reputed Vendors / Suppliers for the supply of Personalised Cheque Book (Base) Stationery Printing Item(s) [As Per List Annexed] at Akola.

A complete set of tender document may be downloaded from our website www.akolajanatabank.com. The interested bidder can submit the bid for supply of Personalised Cheque Book (Base) Stationery Printing Item(s) [As Per List Annexed] at Akola. The interested bidder is required to pay non-refundable fee of Rs. 236/- (in words Rupees Two hundred thirty six only-) by Demand Draft from any Bank in favour of “ The Akola Janata Commercial Co-operative Bank Limited, Akola ”, Payable at Akola. The Demand Draft is to be enclosed with the bid.

The details are given below :

Tender Reference	AJCCB / 2024-2025 / PCB (Base) Stationery
Tender Fee	Rs. 200/- + GST Extra @ 18%
Earnest Money Deposit (EMD)	Rs. 10,000/-
Date of commencement of availability of Tender document	01-01-2025
Last Date for receipts of Tender offers	13-01-2025
Address of Communication	Chief Executive Officer The Akola Janata Commercial Co-operative Bank Limited, Akola. " Janvaibhav " Old Cotton Market, P. B. No. 90, Akola - 444 001 (Maharashtra)
E-mail Address	admin@akolajanatabank.com
Contact Telephone Numbers	0724 - 2430012, 2430639, 2430241
Bids to be given to	Chief Executive Officer The Akola Janata Commercial Co-operative Bank Limited, Akola.

Tender Fee and Earnest Money Deposit (EMD) mentioned above as a Demand Draft favouring “ The Akola Janata Commercial Co-operative Bank Limited, Akola ”, Payable at Akola, must accompany tender offers as specified in this tender document. Specifications of Personalised Cheque Book (Base) Stationery Printing Item(s) [As Per List Annexed], Terms and Conditions, the formats and pro-forma for submitting the tender offers are described in this tender document and its Annexure.

Chief Executive Officer

The Akola Janata Commercial Co-operative Bank Limited, Akola.

Instructions to Bidders -

1. Bid Submission :

Bid should be submitted to the following in single sealed envelope at the Bank's Address given below on or before the schedule given above. The envelope should be safely / securely sealed and stamped.

Chief Executive Officer

The Akola Janata Commercial Co-operative Bank Limited
“ Janvaibhav ”, Old Cotton Market, Akola.
Akola - 444 001 (Maharashtra)

E-mail : admin@akolajanatabank.com

The envelope must be super scribed with the following information -

- Tender Reference Number
- Due Date
- Name of the Bidder
- Correspondence Address of the Bidder Company / Firm
- Name of the Authorised Person
- Mobile Number of the Authorised Person to Contact
- E-mail ID of the Authorised Person

All Schedules, Formats and Annexures should be stamped and signed by an Authorised Official of the Bidder Company / Firm.

2. Qualification Criteria :

Reputed Vendors / Suppliers, who have experience in executing the orders for Personalised Cheque Book (Base) Stationery Printing Item(s) and who meet the following Eligibility Criteria only need to apply -

- a) The Vendors / Suppliers submitting the offers should be a Registered Company or Firm.
- b) The Company / Firm should have made Net Profits in the last financial years.
- c) The bidder should not have been Blacklisted by any Statutory and Regulatory Authority.

3. Opening of Offers :

Offers received within the prescribed closing date and time will be opened by the Authorities of the Bank. The Bank reserves all rights to accept or reject any quotation without assigning any reason thereof.

4. Preliminary Scrutiny :

The Bank may, at its discretion, waive any minor non-conformity or any minor irregularity in the offer. This waiver shall be binding on all the Vendors / Suppliers and the Bank reserves the right to exercise such waivers.

5. No Commitment to Accept Lowest Offer :

The Akola Janata Commercial Co-operative Bank Limited is under no obligation to accept the Lowest Offer received in response to this tender and reserves the right to split the order or reject any or all the offers including incomplete offers without assigning any reason whatsoever.

6. Submission of Specification and Paper Details :

It is mandatory to provide the Specification and Paper details along with Paper samples

in the exact format (“ **Annexure C** ”) given in this tender. The relevant Paper samples should be submitted along with the offer.

7. Format for Offer :

The suggested format for submission of Specification offer is as follows :

1. Index
2. Covering Letter. This should be as per Annexure “ A ”.
3. Details of the Vendors / Suppliers, as per Annexure “ B ”.
4. Offer with Specifications as given in Annexure “ C ”, complete with all the columns filled in.
5. Tender Fee of Rs. 236/- (Rs. 200/- + GST Extra @ 18% i.e. Rs. 36/-) in the form of Demand Draft to be drawn in favour of “ The Akola Janata Commercial Co-operative Bank Limited, Akola ”, Payable at Akola.
6. Earnest Money Deposit (EMD) of Rs. 10,000/- in the form of Demand Draft to be drawn in favour of “ The Akola Janata Commercial Co-operative Bank Limited, Akola ”, Payable at Akola.

8. Location of Supplies :

At the address given below :

Sr. No.	Location Name	Location Address
1	Head Office	THE AKOLA JANATA COMM. CO-OP. BANK LTD; AKOLA, “ JANVAIBHAV ”, OLD COTTON MARKET, AKOLA - 444 001

9. Costs :

The offer must be in fixed price basis in Indian Rupees (INR) only and shall be inclusive of all taxes which should be clearly mentioned in the Bid but “ Excluding GST ” and shall include the following -

1. Basic Cost of the Personalised Cheque Book (Base) Stationery Printing Item(s).
2. Excluding amount of GST as applicable should be clearly mentioned (Applicable rate of GST Percentage also mentioned separately).
3. All costs should be given in Figures and Words.

The offer shall be inclusive of all Taxes and Duties (i.e. Excise Duty) but “ Excluding GST ”. The following tax should be clearly mentioned in Commercial Bid.

[a] Goods and Service Tax { GST } (Applicable rate of GST Percentage and Amount of GST also mentioned separately).

10. Fixed Price :

The Offer shall be on a fixed price basis, inclusive of all taxes, duties, levies, etc. but Excluding GST as applicable. No price increase will be permitted.

11. Negotiation :

It is absolutely essential for the Vendors / Suppliers to quote the lowest price at the time of making the offer in their own interest. The Bank, however, reserves the right to enter into any price negotiations.

Terms and Conditions of the Tender

1. Earnest Money Deposit (EMD) :

Earnest Money Deposit (EMD) is necessary for submission of quotation, without EMD quotation will not be accepted. Any type of financial benefit will not be applicable or Interest will not be paid on EMD. EMD will be forfeited if successful bidder fails to deliver supplies as per work order. EMD will be returned after completion of the supplies within stipulated period and to the satisfaction of the Bank.

2. Detailed Information of Samples :

Detailed Information of Samples of Personalised Cheque Book (Base) Stationery Printing Item(s) will be provided by Bank's Stationery Department from the date of publication of advertisement in newspaper on Bank working days on or before **03-01-2025** except Bank holidays. After carefully verification of samples of Personalised Cheque Book (Base) Stationery Printing Item(s), interested Vendors / Suppliers can quote the rates for per unit (i.e. PCB Cheque Sheet and D.D. Sheet) at their own interest [Please do not submit rate for lot]. The relevant paper samples should be submitted along with the quotation duly stamped and signed by an authorised official of the bidder Company / Firm (without paper samples quotation will not be accepted).

3. Submission of Quotation :

Submit the rates on a fixed price basis, inclusive of all taxes, duties, levies, etc. but Excluding GST as applicable and applicable rate of GST percentage also mentioned separately. After submission of quotation no price increase will be permitted on any ground. Do not send conditional quotation. Conditional quotation will not be accepted. Personalised Cheque Book (Base) Stationery Printing Item(s) must be delivered to Stationery Department of the Bank's Head Office. All schedules, formats and annexures of quotation should be duly stamped and signed by an authorised official of the bidder Company / Firm. Last date for submission of quotation is on or before **13-01-2025** Any quotation received after **13-01-2025** will not be accepted.

4. Necessary Licenses and Registrations :

The Vendor / Supplier submitting the quotation should be a Registered Company or Firm & should not have been Blacklisted by any Statutory and Regulatory Authority and have necessary licenses and registrations.

5. Execution of Supply Order :

This tender is being floated by The Akola Janata Commercial Co-operative Bank Limited for the requirement of Personalised Cheque Book (Base) Stationery Printing Item(s). The Personalised Cheque Book (Base) Stationery Printing Item(s) shall be supplied / delivered by the Vendor / Supplier after getting the work order letter and finalisation of proof for printing. The Bank reserves its right to cancel the work order in the event of one or more of the following situations -

- (a) Delay in completion of work beyond 30 days from the date of receipt / acknowledgement of respective work order letter and supply schedule.
- (b) The Vendor / Supplier should submit the proof of Personalised Cheque Book (Base) Stationery Printing Item(s) for finalisation of printing items within 5 days from the date of receipt / acknowledgement of respective work order letter.

- (c) The Vendor / Supplier should supply the Personalised Cheque Book (Base) Stationery Printing Item(s) as per sample within 30 days from the date of receipt of final proof.
- (d) In case of urgency, the Vendor / Supplier will have to supply certain Personalised Cheque Book (Base) Stationery Printing Item(s) within 15 days from the date of receipt of final proof for such Personalised Cheque Book (Base) Stationery Printing Item(s). The Vendor / Supplier should execute such order on priority basis.
- (e) The Bank reserves the right to take appropriate action and make good any or all losses incurred during the process from the Vendor / Supplier.

6. Rejection of Printed work :

The Akola Janata Commercial Co-operative Bank Limited reserves the right to reject the printed work if the Personalised Cheque Book (Base) Stationery Printing Item(s) are not as per the specifications & to the satisfaction of the Bank and the Bank will not be responsible for any losses in this regard.

7. Right to Alter Quantities :

The Akola Janata Commercial Co-operative Bank Limited reserves the right to alter the quantities specified in the tender. The Akola Janata Commercial Co-operative Bank Limited also reserves the right to delete one or more items from the list of items specified in tender.

8. Location :

This tender is being floated by The Akola Janata Commercial Co-operative Bank Limited. The item(s) being procured through this tender shall be delivered by the Vendor / Supplier after getting the work order, at the mentioned site of The Akola Janata Commercial Co-operative Bank Limited. The Bank reserves the right to make changes in the locations, if necessary. Appropriate delivery is accepted by The Akola Janata Commercial Co-operative Bank Limited at the respective site is to be delivered by the Vendor / Supplier.

9. Payment Terms :

(a) No Advance Payment -

No advance amount will be paid for printing work order. Personalised Cheque Book (Base) Stationery Printing Item(s) must be delivered to the Bank within stipulated time period and no time period will be extended in any condition.

(b) Final Payment -

The Akola Janata Commercial Co-operative Bank Limited will make the payment as follows :-

- 100% payment for supplies executed will be made post delivery, successful supplies and to the satisfaction of the Bank.

10. Other Terms and Conditions :

The Akola Janata Commercial Co-operative Bank Limited have absolute right to accept or reject any quotation, reconfirmation and the Bank reserves the right to make changes, revise, improve, addition or deletion in the terms and conditions hereinabove written.

ANNEXURE “ A ” - Tender Offer Cover Letter

Date :

Tender Reference No. :

To,
Chief Executive Officer,
The Akola Janata Commercial Co-operative Bank Limited, Akola
" Janvaibhav ", Old Cotton Market,
Akola - 444 001 (Maharashtra)

Dear Sir,

Having examined the tender documents including all annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply the Personalised Cheque Book (Base) Stationery Printing Item(s) [As Per List Annexed] in conformity with the said tender document in accordance with the Schedule of Prices attached in the specified offer and made part of this tender.

If our tender offer is accepted, we also undertake to execute the work order within 30 days from the date of purchase order.

We agree to abide by this tender offer and all the terms & conditions till 3 months from the date of purchase order and our offer shall remain binding upon us and may be accepted by the Bank any time before the expiration of that period.

This tender offer, together with the Bank's written acceptance thereof and the Bank's notification of award, shall constitute a binding contract between us.

We hereby, once again, confirm our acceptance to all the terms and conditions of your tender.

We understand that the Bank is not bound to accept the lowest or any offer the Bank may receive.

Dated this _____ day of _____ 2025

Signature : _____

Designation : _____

Authorised to sign the tender

ANNEXURE “ B ” - Vendor’s Details

Sr. No.	Item	Details
1	Name of Company / Firm	
2	Correspondence Address	
3	Telephone and Mobile Numbers	
4	Fax Numbers	
5	Constitution of the Company / Firm	
6	Name and Designation of the Person Authorised to make commitments to “The Akola Janata Commercial Co-operative Bank Ltd; Akola”	
7	E-mail Address	
8	Year of Commencement of Business	
9	Income Tax Permanent Account Number (PAN)	
10	Goods & Service Tax (GST) Registration Number	

(Signature of Bidder)

ANNEXURE “ C ” - Offer with Specifications

I : Head Office, Akola

Sr. No.	Name of Item	Unit	Paper Details & Size	Qty.	Unit	Unit Rate	Total Cost
1	Personalised Cheque Book [Base] Stationery (Cheque Sheet)	3 Leaves x 1 Sheet	As Per CTS- 2010 Standard - 95 GSM MICR Paper West Coast	400000 Sheet (1200000 Leaves)	Per Leaf		
GST Extra as Applicable							
Total Quoted Amount (Excluding GST) Rs.							
Total Amount of GST [As Applicable] Rs.							
Grand Total Amount { Inclusive of GST } Rs.							

(Signature of Bidder)

Place :

Name :

Date :

Business Address :

Note : Bidders should strictly quote in the format and for periods as mentioned above. No counter condition/assumption in response to the bid will be accepted. Bank has a right to reject such bid.

***** End of RFP *****