

**The Himachal Pradesh State Co-operative Bank Ltd.**  
(Bank of the State for the State)

**Tender for**

**Supply of Security Stationery Items  
for a period of 3 years**

**A. Introduction:**

Sealed Tenders are invited from eligible, reputed, qualified vendors fulfilling conditions as specified in the tender documents in the ensuing paragraphs for printing / supply of security stationery items i.e **Cheque books (Personalized & Non Personalized) , Term Deposit receipts & Demand draft** for a period of 3 years with effect from the date of the execution of the contract. Further, the Bank reserves the right to extend the validity of contract on mutual consent on the same rates and terms & conditions for a maximum period of one more year, in case of requirement, to meet out any exigencies.

**B. Brief about Himachal Pradesh State Cooperative Bank Ltd:**

The Himachal Pradesh State Cooperative Bank Ltd (HPSCB) is an Apex Cooperative Bank in the state of Himachal Pradesh. HPSCB Ltd is one of the fast growing Banks in India having 239 branches and 23 extension counters spread in six districts of state of HP. HPSCB Ltd offers a full range of financial products and services in Himachal Pradesh.

**C. Objective of Tender**

To select an eligible bidder to provide Supply / Printing of Bank's Security Stationery items for a period of 3 years. The tender documents along with other details i.e. items to be printed, specification and terms and conditions are free of cost and can be downloaded from web site of the Bank <https://www.hpsc.com/>

**D. Schedule for Tender Process**

<b>Tender Ref. No.</b>	hpstcb/SPS/42/security items/2024-25/ dated_____
<b>Scope of Work</b>	Printing/ Supply of Security Stationery items for a period of 3 years
<b>Mode of Tender Submission</b>	Offline
<b>Contact details for correspondence regarding this TENDER</b>	Sh. Rajeev Kashiv (AGM) Estate and Procurement Section, Head Office, The Mall Shimla (HP) PIN-171001 <b>E-mail: <a href="mailto:sps@hpsc.com">sps@hpsc.com</a></b> Contact No. 0177-2656306
<b>Tender Type</b>	Open

<b>Base Currency</b>	INR (₹)
<b>Consortium</b>	Consortium Bids are not allowed.
<b>Bid Document Availability</b>	Document can be downloaded from the Bank's website : w.e.f. 15.09.2024
<b>Last date and time for Bid submission</b>	01.10.2024, upto 05:00 P.M.
<b>Address for submission of Bids</b>	The General Manager, The HP State Cooperative Bank Ltd., Bank Building No.1, Head Office, The Mall Shmla-1 Himachal Pradesh.
<b>Technical Bid opening date</b>	03.10.2024, at 04:00 P.M.
<b>Contract Duration</b>	3 years from the date of signing of Service level Agreement

## E. Instructions to the Bidders

### *General*

- 1) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements.
- 2) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by The Himachal Pradesh State Cooperative Bank Ltd on the basis of this tender.
- 3) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of HPSCB Ltd. Any notification of preferred bidder status by The Himachal Pradesh State Cooperative Bank Ltd shall not give rise to any enforceable rights by the Bidder. HPSCB Ltd may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of HPSCB Ltd.
- 4) The price charged for the items to be supplied under the contract by the Bidder shall in no event exceed the lowest price at which the said Bidder provides the supply / printing of identical description to any person/organizations including Govt. agencies/PSUs/State Govt. / Central Govt.
- 5) At any time prior to the last date for receipt of bids, HPSCB Ltd may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the tender document by a corrigendum.

- 6) The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the HPSCB website.
- 7) Any such corrigendum shall be deemed to be incorporated into this tender document.
- 8) In order to provide prospective Bidders reasonable time for taking the corrigendum into account, HPSCB Ltd may, at its discretion, extend the last date for the receipt of Proposals.

*F. Preparation of Proposal*

**Proposal Preparation Costs**

The bidder shall be responsible for all costs incurred in connection with participation in the tender process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by HPSCB Ltd to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. HPSCB Ltd will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**G. Language**

The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

**H. Process of Bidding:**

For the purpose of the present job, two stages for bidding process will be followed. The response to the present tender will be submitted in two parts, Technical bid and Commercial bid. The commercial bids of only those parties will be considered who are found to fulfill the technical requirements.

**Technical Bid:-(Part-1)**

The bidder will submit his technical bid in a separate red lakh-sealed envelope (Wax Seal).

### Documents to be enclosed along with technical bid:

- Copy of Registration Certificate.
- Certificate of IBA / RBI (for items mentioned under **Annexure "B"**) with validity.
- Copy of PAN.
- Copy of GST Registration Certificate.
- Earnest Money Deposit Receipt.
- Paper Sample.
- Audited Financial Statements (Balance sheet and Profit & Loss Statement) for the last three Financial Years (2021-22, 2022-23 & 2023-24).
- Income Tax Returns for the last three Financial Years (2021-22, 2022-23 & 2023-24).
- Declaration regarding not-being blacklisted or otherwise and Declaration that the documents attached in response to this bid are genuine and bonafide. **(Annexure-C)**
- Experience Certificate for the last 3 years for doing similar printing work with PSU/Govt./Semi Govt. Organizations/Financial Institutions & Banks
- Declaration regarding GSM of paper used for printing of security items, it must meet all terms and condition of RBI.
- Sample of Security items to be supplied
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### Commercial Bid: (Part-II)

The Bidder will submit his Commercial bid in a separate red lakh-sealed envelope (Wax Seal).

### Documents to be enclosed along with commercial bid:

#### **Price Bid as per Annexure "A" and Annexure "B" only.**

Power-of-attorney in the name of the signatory of the Proposal issued by the company/ Firm.

**(No other document is required to be enclosed with Commercial Bid)**

The bidders would submit separate bids for technical and commercial parts. To this end, two separate envelopes will be used: one for the technical bid and another for the commercial bid. Both envelopes will then be placed inside a larger, outer envelope, which will be labeled as follows:

**“Tender for Supply of Security Stationery Items”**

This outer envelope will contain both the technical and commercial bids, ensuring a clear and organized submission process.

- Note: All documents enclosed and each page of this tender document to be enclosed should be stamped and signed by the Bidder and the same would be considered as acceptance of terms and conditions specified in the tender. If any information is found false, the application will be rejected out rightly.

**I. Evaluation of Bids:**

- The evaluation will be done by a Committee in two stages: First the bidders will be assessed for technical evaluation / qualification. Only bidders who fulfill the technical qualification criteria will considered for further process i.e. evaluation of commercial bids. The commercial Bids of technically qualified bidders will be opened on the prescribed date. The bidder which has the lowest qualifying commercial bid will be declared as L1 and may be considered.
- Errors & Rectification: If there is any discrepancy between words and figures in the financial bid, the amount in words will prevail.

**J. Earnest Money Deposit**

- Each Bidder has to submit an earnest money deposit of ₹1,00,000/- (Rupees One Lakh only) in the form of Call Deposit Receipt (CDR) or Fixed Deposit Receipt or Crossed Demand Draft. The demand draft will be prepared in favour of “The General Manager, HP State Cooperative Bank Ltd” payable at Shimla. The FDR shall be pledged in favour of the General Manager, The HP State Cooperative Bank Ltd.
- Any Tender without the earnest money deposit will out rightly be rejected by the bank. In case the successful bidder fails to supply the goods/provide services within the prescribed timeframe, the earnest money shall be forfeited. Earnest Money shall be released after two months of the expiry period of the contract. Bank will not pay any interest on earnest money.

- EMD of all unsuccessful bidders would be refunded by HPSCB Ltd within 1 month or on 30th day of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be retained.
- The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- The EMD may be forfeited; If the Bidder withdraws or amends its tender or impairs or derogate from the tender in any respect within the period of tender.
- **The EMD should be enclosed with the technical bid.**

#### **K. Minimum Eligibility Criteria:**

1. The Bidder should be a registered Indian Firm / Company for the purpose.
2. For Items mentioned under **Annexure "B"** (Security Forms/ MICR instruments) the Bidder should be approved by Indian Banks Association (IBA) / Reserve Bank of India (RBI) as a Security Form Printers as on date of applying for this Tender. (Certificate of IBA to be enclosed).
3. For Items mentioned under Annexure "B" the Bidder/s shall have to qualify the CTS 2010 Sample Test of NPCI, as and when required by NPCI.
4. The Bidder should have Average Annual Turnover of Rs 1.00 Crore and above during last three years. (Certificate to be enclosed)
5. The Bidder should not have been blacklisted by the Departments / Ministries of Govt. of India/ PSUs/Autonomous Bodies/Banks etc. Undertaking to be provided by the bidder.
6. The Bidders applying for Security Forms should be able to print and supply all types of items mentioned in **Annexure "B"**
7. The Bidder should have experience of minimum 3 years doing similar printing work with PSU/Govt./Semi Govt. Organizations/Financial Institutions & Bank

#### **L. Other terms and Conditions:**

The following terms and conditions will be binding on all the Bidders. These terms and conditions will also form a part of the Service level agreement, to be entered into with the successful Bidder:

- The rates should be quoted per single item i.e. Cheque books (10,25,50 & 100 leaves), Term Deposit Receipt & Demand Draft (Duplex)

and will include the cost of paper printing, compiling, stitching, pasting, ruling, numbering, perforation, punching, index, binding, delivery, unloading etc. Rates for both Personalized & Non Personalized Cheque Books of 10 Leaves, 25 leaves, 50 leaves & 100 Leaves should be quoted separately.

- Rates to be quoted should be exclusive of GST (GST Extra). Rates quoted by bidders for different items should include all other taxes/carriage, freight, packing, unloading etc., Any escalation in cost of procurement material, after submission of bids by the supplier with the bank, shall not be entertained and the supplier shall be bound to fulfill the order at the rates mentioned in the bids, during the entire period of the contract. However rates will be excluding GST. The GST rate applicable will be, as amended, from time to time as per Govt Policy.
- The details of the items in respect of size, specification, binding and paper to be used are given in the enclosed **Annexure "A" & "B"**.
- For printing of items mentioned in **Annexure "A"** bidders must use paper and specifications as specified in RBI Guidelines only for printing and supplying of stationery.
- For items mentioned under **Annexure "B"** the quality of paper used in printing should be as per specification given in the **Annexure B** and ink used for cheque book printing should be UV fugitive.
- The bidders have to submit paper sample duly signed with GSM along with mandatory documents to be submitted with Tender. Offer without the same shall be treated as cancelled.
- The contract shall come into effect and binding on the approved printer/supplier from the date of signing of contract agreement.
- The Bidders will have to submit photocopy of the GST Registration Certificate and PAN Card along with the Tender. No Tender shall be accepted without PAN/GST Number.
- The Bidders will have to submit copy of Income Tax returns of the last three Financial Years (2021-22, 2022-23 & 2023-24).
- The Bidders will have to submit copy of audited Financial Statements (Balance sheet and Profit & Loss Statement) for the last three Financial Years (2021-22, 2022-23 & 2023- 24).



- The Bidder should have experience of minimum 3 years for doing similar printing / supply work with PSU/Govt./Semi Govt. Organizations/Financial Institutions.
- The Bidder's net worth should be positive for the last 3 years.
- The rates finalized shall remain operative and effective for a period of three years.
- If the bank is not satisfied with the quality of goods or services provided by the vendor/successful bidder i.e. paper/other material used in printing, binding, packing other than the specified paper/material mentioned in the Tender and defective printing is found, it may cancel the contract and invoke the EMD and claim liquidated damages amounting to 10% of the supply order.
- Bidders are not permitted to alter or modify their bids after expiry of the deadline for the receipt of bids such bidders will be disqualified and not considered.
- The conditional tenders shall be rejected outrightly and no correspondence of any nature shall be entertained.
- Bank may disqualify the supplier or contractor if at any time; it is found that any information submitted by the bidder as mentioned in the tender document is false or materially inaccurate/incomplete.
- The Bank reserves the right to accept/reject the offers made by any or all bidders at any stage without assigning any reason.
- The Bank shall have the right to call upon the information regarding status of work at any point of time.
- **Sensitive Information:** Any information considered sensitive must be protected by the Bidder from unauthorized disclosure, modification or release or access. The Successful Bidder has to sign a Non-Disclosure Agreement with the Bank.

**Note: - Items mentioned in the Tender are presumptions and its actual execution depends upon the demand based on the consumption of stock in hand and even if any Tenderers even though quoting lowest rates may not be placed order for printing / supplying the stationery item/s in case there is no requirement of such items as stated above.**

#### M. Authentication of Bids

The proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal issued by the company/ Firm.

*N. Notification of Award*

Prior to the expiration of the validity period, HPSCB Ltd will notify the successful bidder in writing or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, HPSCB Ltd may like to request the bidders to extend the validity period of the bid.

*O. Signing of Service Level Agreement / Contract*

After HPSCB Ltd notifies the successful bidder that his proposal has been accepted, HPSCB Ltd shall enter into a contract / service level Agreement, incorporating all clauses and the proposal of the bidder between HPSCB Ltd and the successful bidder.

*P. Failure to Agree with the Terms and Conditions of the Tender*

Failure of the successful bidder to agree with the Terms & Conditions of the tender shall constitute sufficient grounds for the annulment of the award, in which event HPSCB Ltd may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, HPSCB Ltd shall invoke the EMD of the selected bidder.

**Q. Delivery of Security Stationery Items:**

- The Bank shall place the order for printing / supplying the stationery security items as and when the stationery security item/s are required/ needed.
- The required stationery items will be required be delivered by the successful bidder **FOR at Ground Floor of building situated at District Office Kasumpti near SDA Complex Shimla-1 (Himachal Pradesh) OR any other administrative/district Offices or any other place within its area of jurisdiction.**
- The supply should be made to the Bank within 30-45 days (or earlier in case of emergency) of placing the supply order which shall also be mentioned in the respective order/s.
- The successful bidders shall supply the material within 30-45 days or earlier in case of emergency, failing which a penalty @10% of ordered amount may be imposed. The bank reserves the right to deduct the penalty (as mentioned above) by any means. Besides, the Bank shall be entitled to recover the loss/damages which the bank may incur or have incurred on account of getting the said supply from any other suppliers from the defaulting supplier.

- The final printing has to be undertaken only after approval of the proof-reading from the Estate and Procurement Department of the Bank.
- The selected bidder would ensure strict adherence to the quantity and quality as prescribed in the work order. The Bank will not pay anything over and above the quantity ordered for, in case extra security items at its own volition are sent by the bidder.
- **Packaging:** For items mentioned under **Annexure "B"**, the supplies must be packed in shrink-proof polythene covered cardboard packing covered by hassi cloth duly cross strapped. Each box must bear Carton no., Name of Supplier, Quantity, Challan no./ Gr. no. positively. The Bank shall not accept any loose supply.
- Packaging of the security items should be done first Branch wise, then District wise as per details mentioned in the supply order.
- The delivery of the goods / items will be received only on working days. The Bank will not receive delivery of goods on Bank holidays i.e. Sundays, Second and fourth Saturday & other national holidays.
- Carriage for loading unloading at Delivery locations will also be borne by the Supplier.
- Due to the hilly terrain, the roads leading to the some delivery locations, might be narrow and congested. Hence, the Supplier must take this fact into consideration while arriving at the choice of vehicle in which the delivery proceeds will be sent.
- In case, on delivery, it is found that the items of the consignment are defective (in any way), the bank will not release any payment and the defective items / consignment will have to be replaced by the supplier. The cost of such replacement including shipment / transportation charges etc., will be borne by the Supplier.
- Insurance of stationery items /goods against loss or damage incidental to manufacture or actuation, transportation, storage and delivery shall be at risk and responsibility of the bidder.

#### **R. Terms of Payment:**

- The payment shall be made on receipt of entire supply and verification of the printed material. No part payment of any nature shall be made by the bank at any stage.

- The successful bidder shall present the tax invoice for the requisite amount as per the agreed rates along with GSTIN of both parties and HSN code of each item supplied.
- TDS and GST/IGST TDS will be deducted from all tax invoices at the prescribed rates as applicable from time to time.

#### **S. Governing Law and Disputes:**

- The Bank and selected Bidder shall make every effort to resolve any disagreement or dispute arising between them under or in connection with the Service level agreement / Contract by direct negotiation.
- However, if such efforts remain fruitless, all disputes, differences, claims and demands arising under shall be referred to Arbitration under Section 72,73 of the HP State Cooperative Societies Act, 1968 (Act No. 3 of 1969) to Registrar Cooperative Societies HP for decision and his decision shall be final and binding on both parties to the terms and condition of agreement.
- To facilitate this process, the successful bidder will become a "B" class nominal member of the bank by paying a nominal membership fee of ₹ 500/-

#### **T. Force Majeure:**

HPSCB Ltd or the selected bidder, against the other, in case of any failure or omission or calamities such as fires, floods, earthquakes, hurricanes, or civil strikes, under any statute or regulations of the Government, lock-outs, strikers, riots, embargoes from any political reasons beyond the control of any part including war (whether declared or not) civil war or state of insurrection shall give notice to other party within 15 days of the occurrence of such incident that on account of the above event the notifying party.

Has delayed the performance of its work as it was beyond its reasonable control and it has not due to negligence or default on its part.

Either party, as and when gives notice of force majeure shall provide confirmation of such event in the form of a certificate from the Government department or agency or chamber of commerce. The parties shall be relieved of their respective obligations to perform, hereunder for so long as the event of force majeure continues and to the extent their performance is affected by such an event of force majeure provided notices as above are given and the event of force majeure is established as provided hereinabove.

**U. Disclaimer:**

The information contained in this tender document or any information/documents provided subsequently to bidder(s) whether verbally or in documentary form by or on behalf of the Bank is provided to the bidder(s) on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided. This tender is neither an agreement nor an offer and is only an invitation by Bank to the interested parties/Bidders for submission of bids. The purpose of this tender is to provide the bidder(s) with information to assist the formulation of their proposals. While effort has been made to include all information and requirements of the Bank, this tender does not claim to include all the information each bidder may require. The 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 tender. The Bank may in its absolute discretion, but without being under any obligation to do so, update, amend, supplement or annul the information in this tender.

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**Technical Bid- (Annexure- A)**

<b>Sr. No</b>	<b>Descriptions</b>	<b>Tick Box</b>
1.	Certificate of IBA / RBI (for items mentioned under Annexure "B").	
2.	Copy of Registration Certificate.	
3.	Copy of PAN.	
4.	Copy of GST Registration Certificate.	
5.	Earnest Money.	
6.	Receipt of Tran/UTR no. of Tender Fee.	
7.	Paper Sample. (Separately for Cheque books, TDR & Demand Draft) with GSM.	
8.	Audited Financial Statements (Balance sheet and Profit & Loss Statement) for the last three Financial Years (2021-22, 2022-23 & 2023-24).	
9.	Income Tax Returns for the last three Financial Years (2021-22, 2022-23 & 2023-24).	
10.	Declaration regarding not-being blacklisting or otherwise and Declaration that the documents attached in response to this bid are genuine and bonafide. (Annexure- C)	
11.	Experience Certificate for the last 3 years for doing similar printing/supply work with PSU/Govt./Semi Govt. Organizations/Financial Institutions. Banks copy of supply order be enclosed.	

**Declaration:**

This is to certify I/ We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

**Signature of the firms with name, designation, seal and date.**

**Financial Bid (Annexure- B)**

Sr.No	Discription of Security Items.	GSM	Rate	GST %	GST Amount	Total Amount
			A	B	C	A+C
1	Non Personalized Cheque book of 10 Leaves					
2	Non Personalized Cheque book of 25 Leaves					
3	Non Personalized Cheque book of 50 Leaves					
4	Non Personalized Cheque book of 100 Leaves					
5	Personalized Cheque book of 10 Leaves					
6	Personalized Cheque book of 25 Leaves					
7	Personalized Cheque book of 50 Leaves					
8	Personalized Cheque book of 100 Leaves					
9	Term Deposit Receipt/FDR					
10	Demand Drafts (Duplex)					

Declaration:

This is to certify I/ We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

**Signature of the firms with name, designation, seal and date.**

**Declaration on Bidders Letter Head**

**(Annexure- C)**

This is to certify that our firm/company is not blacklisted and the documents attached in response to this bid are genuine and bonafide.

**Signature of the firms with name, designation, seal and date.**

