

BANK OF BARODA



**TENDER FOR SUPPLYING OF STATIONERY ITEMS
FOR NATIONAL SHARED SERVICES CENTRE,
BANK OF BARODA, GIFT TOWER ONE, GIFT CITY,
GANDHINAGAR-382355**

TECHNICAL BID

**Tender available on website - 16.03.2020 to 07.04.2020
Last date of submission of application – 07.04.2020 up to 11:00 hrs.
Opening of Technical Bid – 07.04.2020 at 11:30 hrs.**

BANK OF BARODA

TENDER FOR EMPANELMENT OF STATIONERY SUPPLIERS

1. Bank of Baroda, National Shared Services Centre, GIFT City, Gandhinagar invites tenders for supplying of stationery items under two bid system from the reputed stationery suppliers having an annual turnover of Rs.15.00 lakh or more and having experience of more than 4 years for supplying of office stationery items, printing of various stationery items. The stationery supplier should have own shop / office / press at Gandhinagar / Ahmedabad.
2. Rate contract for supplying of various stationery items is for One year and maximum up to Three years, renewable yearly basis on satisfactory service Final short listed supplier bound to supply stationery items at quoted rates inclusive of all applicable taxes, transportations etc.

Tender period	16.03.2020 to 07.04.2020
Pre-Bid Meeting	26.03.2020 at 11.00 AM
Last date for submission of tenders	07.04.2020 up to 11.00 AM
Opening of Technical Bid	07.04.2020 at 11.30 AM
Opening of Financial Bids	To be informed separately to the technically qualified bidders
Earnest Money Deposits	Rs.10,000/-

3. The tenders duly signed and sealed should be submitted to The Assistant General Manager, National Shared Services Centre, 24th floor, Bank of Baroda, GIFT Tower One, Road-5, Zone-5C, GIFT City, Gandhinagar-382355 so as to reach us on or before **07.04.2020 by 11.00 AM**
4. Technical and commercial bids to be submitted in separate envelopes super scribed "Technical Bid" and "Commercial Bid" in the prescribed format enclosed therewith. The application has to be submitted in **three separate envelopes** as under:
5. **Envelope marked as I: Technical Bid**, duly completed in all respects, be put in this envelope and duly sealed. The envelope to be super scribed as "**Technical bid for Supplying Stationery Items for NSSC, GIFT City, Gandhinagar**". The EMD should also be kept in this envelope with technical bid. Earnest Money Deposit of **Rs.10,000/-** by way of DD/BC payable at Ahmedabad/Gandhinagar in favor of 'Bank of Baroda, GIFT City, Gandhinagar' and all documents duly signed by authorized person from the Firm /Company.
6. **Envelope marked as II: Financial bid** be put in this envelope and sealed. This envelope to be super scribed as "**Financial bid for Supplying Stationery Items for NSSC, GIFT City, Gandhinagar**". The envelope will be opened only if the offer is found suitable as per the criteria, the date of opening will be intimated to the bidders separately.
7. **Envelope marked as III: Master Envelope** –The above two sealed envelopes No. I (**Technical Bid**) & No.II (**Financial Bid**) be placed in envelope No. III (Master Envelope) and sealed (i.e. envelope marked as III, will contain two envelopes marked as (I &II). This envelope marked as No.III would be superscripted as "**Tender for Supplying Stationery Items for NSSC, GIFT City, Gandhinagar**".
8. The duly filled-in, signed, sealed and super scribed tender envelope must be submitted at the office of the Assist. General Manager & Head (NSSC) at the given address.
9. The Technical Bid will be opened on **07 April 2020 at 11:30 AM** at the above mentioned address in presence of the authorized representative of bidders/offerers. All the

bidders are advised in their own interest to be present on that date at the specified time. No separate intimation will be given in this regard. It is advised to the bidders' representatives to carry/show the authority letter from their respective firm/s to attend the meeting for opening of Technical Bid as well as financial bid (without authority letter the bidder would not be permitted to attend the meeting).

Pre-Bid Meeting:

Pre-Bid Meeting will be held on **26 March 2020 @ 11.00 AM** at -
19th Floor Conference Hall,
National Shared Services Centre
Bank of Baroda
GIFT Tower One,
GIFT City, Gandhinagar – 382355

The queries, addressed to the Assist. General Manager, may be sent to following email address with a superscription -“**Queries with respect to Supplying of Stationery Items for NSSC, GIFT City, Gandhinagar**”–

Queries received through mail nssc.gift@bankofbaroda.com till 25 March 2020 till 12:00 hrs only will be entertained during the pre-bid meeting. Queries received later than above given date and time will not be entertained.

10. For more details and for downloading the tender documents visit our website www.bankofbaroda.com/tenders.asp

Place: Gandhinagar
Date: 16/03/2020

Asst. General Manager,
National Shared Services Centre
GIFT City, Gandhinagar
Tel.: 079-66734786/66734072

Annexure A

INVITATION FOR TENDER OFFERS FOR SUPPLYING OF STATIONERY ITEMS

Sealed tenders under two bid systems are invited from experienced and reputed stationery suppliers with having printing arrangements and having office / shop / press in Gandhinagar / Ahmedabad for supplying of stationery items to Bank of Baroda, National Shared Services Centre, 24th Floor, GIFT Tower One, GIFT City, Gandhinagar.

Terms and conditions:

The following terms and conditions will be binding on all the suppliers. These terms and conditions will also form a part of the order, to be issued to the successful bidder(s) after the outcome of the tender process:

- Successful Bidder should submit the Security Deposit of an amount of **Rs. 150000.00** (Rupees One Lakh Fifty Thousand Only) by way of DD/BC payable at Gandhinagar / Ahmedabad in favor of 'Bank of Baroda, GIFT City, Gandhinagar.

Qualification Criteria for the Supplier:

1. The Supplier should have an average annual turnover of Rs. **15.00 lakh** & above, which is to be supported by Financial Statement. This must be the firm's turnover relating to supply of stationery items only, not that of any group of Companies.
2. The Supplier should have made profits in the last three financial years.
3. The Supplier should have own office / shop / press necessary set up in Gandhinagar/Ahmedabad, having the capacity to supply the required items of stationery (including delivery) within -1- day after approval of the material by the Bank.
4. The Supplier should not have been blacklisted by any Bank, Government, PSU or Private Organization.
5. The offers containing erasures or alterations will not be considered. There should be no hand-written material corrections or alterations in the offer. Technical details must be completely filled up. Tender, with any correction / alteration will summarily be rejected.
6. Copies of the latest Sales Tax Returns, Goods & Service Tax Returns, Income Tax Returns and Work Contract Tax Returns, Excise Returns etc. should be submitted. IT Returns of last two years should also be submitted.
7. Supplier should comply with K.Y.C. Norms and should attach the copies of the following in support of the same:
 - (a) Proof of Address – Corporation Tax bill, Electricity Bill etc.
 - (b) Proof of Identity - Ownership documents, Pan Card, shop registration etc.
 - (c) Article of Association (in case of Company)
8. Technical Bid shall be submitted as per Annexure-I and should not mention about the rates/costs for the work in the Annexure.
9. Commercial Bid must be made as per Annexure-II and should be in Indian Rupees only, including all applicable taxes / GST / Octroi, transportation charges etc.

10. Sub tendering / contracting of the stationery supply job or any part thereof will not be permissible.
11. The supply order can be cancelled for any delay in adhering to the time schedule or any serious discrepancy in the items supplied. Bank's decision on seriousness of the discrepancies / delay will be Final.
12. No advance payment will be made for executing the supply order.
13. Payment would be made within 15-20 days after submission of undisputed bill after the delivery of the Stationery items at our office address.
14. No interest charges, transportation charges, labour charges or any other charges shall be payable except the rate / amount payable against supply made to us.
15. Bank will first scrutinize the technical bid to determine the technical eligibility of the bidder. Thereafter, the Commercial bid will be opened for those bidders who are technically found eligible.
16. Bank reserves the right to alter / modify the proposed items specified in the tender. Bank also reserves the right to delete one or more items from the list of items specified in tender and also split the tender to more than one item wise lowest one bidder.
17. The bidder shall keep **confidential** all the information relating to Bank's business that comes into its possession as a result or in connection with the supply order.
18. Bank shall be under no obligation to accept the lowest or any of the offers received in response to this tender notice and shall be entitled to reject any or all offers including incomplete offers, without assigning any reasons what so ever. Bank reserves the right to make any changes in the terms and conditions of the tender. Bank will not be obliged to meet and have discussions with any Bidder, and or to consider any representations.
19. Supply of items shall be made at National Shared Services Centre, 24th floor, Bank of Baroda, GIFT Tower 1, Road-5, Zone-5C, GIFT City, Gandhinagar-382355.
20. Canvassing is prohibited and will lead to disqualification.
21. Rate contract for supplying of various stationery items is for One year and maximum up to Three years, renewable yearly basis on satisfactory service Final short listed supplier bound to supply stationery items at quoted rates inclusive of all applicable taxes, transportations etc.

Address for communication, Submission of Bid and Place of opening of tender offers:

**Assistant General Manager
National Shared Services Centre
24th floor, Bank of Baroda, GIFT Tower One
Road-5, Zone-5C, GIFT City
GANDHINAGAR – 382355**

**Telephone Number: 079- 66734786, 66734072
Email: nssc.gift@bankofbaroda.com**

Contact Persons:

For any query / Clarification, applicants may contact Mr. Fareed Mohd.-Contact No. 79-66734786 and Mrs. Kinjal Vithlani – Contact No. 079-66734072

**ANNEXURE- I
(Technical Bid)**

**NATIONAL SHARED SERVICES CENTRE
24TH FLOOR, BANK OF BARODA
GIFT TOWER-1, ROAD-5, ZONE-5C,
GIFT CITY, GANDHINAGAR – 382355**

Telephone Number: 079- 66734786, 079-66734072
Email: nssc.gift@bankofbaroda.com

- Mandatory information / details for the pre-qualification of Technical Bid to supply of stationery items.

(Details filled in this form must be accompanied by sufficient documentary evidence)

To,
The Assistant General Manager,
Bank of Baroda,
National Shared Services Centre,
24th Floors, GIFT Tower One,
GIFT City, Gandhinagar.

(i)	Name of stationery supplier			
(ii)	Complete address of stationery supplier - Administrative / Corporate Office / shop			
	Mobile no. / Telephone no.			
	e-mail address			
(iii)	The details of Authorized Person to make communication with the Bank.	Name		
		Designation		
		e-mail ID		
		Tel./ Mob. No.		
(iv)	Type of organization :Public Limited / Private Limited / Partnership/ Proprietary firm			
(v)	Date of commencement of Business			
	Experience in the Business (minimum 3 years experience required)			
(vi)	Financial Details :			
		2016-17	2017-18	2018-19
	a Turnover			
	b Profit			
	c Capital / Net Worth			
	d Sales Tax Registration no., GST Registration no & Income Tax PAN no.			
(vii)	Name and designation of the contact person.			
(viii)	Banker's Name & Address (a) Principal Bankers (b) Other Bankers			

(ix)	No. of employees on payroll (a) Administrative (b) Technical (Pl. give details)	
(x)	Credentials :	
	(a) Whether you have supplied stationery for any office of Bank of Baroda in the past. If yes give, details.	
	(b) Whether you are in the panel of any Nationalized Bank / PSU / reputed Public Ltd. Co. If yes, please submit details.	
	(c) List of Important clients you served during the last three years.	
(xi)	Have you ever been disqualified or levied penalty / or put on Holiday list or banned by the Bank in past for non-fulfillment of contractual obligation. If yes, please provide details in brief.	

I/We confirm that to the best of our knowledge this information is authentic and accept that any deliberate concealing will amount to disqualification at any stage.

Seal of the Firm / Company

Signature of the Bidder / Authorized person

Date :

Place : Gandhinagar

Annexure-II

(COMMERCIAL/PRICE BID)

Sr. No	DESCRIPTION	BRAND	UNIT	Rate (per Box/ pcs/ reams/ dzs)
1	VIZITING CARD PRINTING TWO SIDE 300GSM	KENT PAPER	PCS	
2	11X13 WINDOW ENVELOPE WITH PRINTING 100GSM		PCS	
3	11X5 WINDOW ENVELOPE WITH PRINTING 100GSM		PCS	
4	11X5 WINDOW ENVELOPE WITH PRINTING 65GSM		PCS	
5	10 X8 YELLOW LAMINATION ENVELOPE WITH PRINTING 100GSM		PCS	
6	14 X10 YELLOW LAMINATION ENVELOPE WITH PRINTING 100GSM		PCS	
7	16 X12 YELLOW LAMINATION ENVELOPE WITH PRINTING 100GSM		PCS	
8	A4 LETTER HEAD 100 GSM PAPER WITH PRINTING	PAPER ONE	PCS	
9	14X18 CLOTH POLLINATE ENVELOPE	SAFETY	PCS	
10	12X18 COLOUR GLOSSY PINTOUT 300GSM		PCS	
11	12X6 CLOTH POLLINATE ENVELOPE WITH PRINTING	SAFETY	PCS	
12	12X6X2 CLOTH POLLINATE GATE FOLD ENVELOPE DOUBAL SIDE GUMING WITH PRINTING	SAFETY	PCS	
13	(CTD-740N)14 DIGIT CALCULATOR	CITIZEN	PCS	
14	A/4 COLOUR GLOOSY PRINTOUT 300GSM		PCS	
15	A/4 SIZE COPIIER PAPER 75GSM	COPY POWER	PKT	
16	A/4 LAMINATION		PCS	
17	A/4 SIZE COPIIER PAPER 75GSM	REFLECTION	PKT	
18	A/4 COPY POWER COPIER PAPER (Legal Size Paper) - 75 gsm.	BILT	PKT	
19	BLANK CD (700 MB)	MOSER BAER	PCS	
20	BLANK DVD (4.7 GB)	MOSER BAER	PCS	
21	BOX FILE	KANGARO B PATTI	PCS	
22	CABLE TIE HEAVY 62MM X 250MM	KSS	PKT	
23	CABLE TIE HEAVY 62 X 300MM	KSS	PKT	
24	12 DIGIT CALCULATOR	ORPAT	PCS	
25	PASTIC I CARD TWO SIDE PRINTING WITH CARD HOLDER & PULLEY EXCEED		SET	
26	CELLO TAPE 1"	KANSUEE	PCS	
27	CELLO TAPE 2"	KANSUEE	PCS	
28	CHART PAPER REGULAR 140 GSM		PCS	
29	FULL CLOTH PATTI FILES	PARAS	PCS	
30	CORRECTION PEN	DEHZA	PCS	
31	CORROECTION PAPER TAPE	BAMBALIO	PCS	
32	SS CUTTER BIG MRG-18 (18MM)	KANGARO	PCS	

33	DF BALL PEN (20 PCS IN PKT)	SAINO	PKT	
34	AAA BATTERY	EVEREADY	PCS	
35	AA BATTERY	EVEREADY	PCS	
36	ELECTRICAL TAPE	HIPPO	PCS	
37	FEVI STICK BIG 15GM	FEVI STICK	PCS	
38	FEVI STICK MEDIUM 8 gm	FEVI STICK	PCS	
39	FEVICOOOL BOTTAL 105 gm	FEVICOOOL	PCS	
40	FOLDBACK BINDER CLIP - 15 mm	RAJKO	PKT	
41	FOLDBACK BINDER CLIP - 19 mm	RAJKO	PKT	
42	FOLDBACK BINDER CLIP - 25 mm	RAJKO	PKT	
43	FOLDBACK BINDER CLIP - 32 mm	RAJKO	PKT	
44	FOLDBACK BINDER CLIP - 41 mm	RAJKO	PKT	
45	FOLDBACK BINDER CLIP - 51 mm	RAJKO	PKT	
46	GEL PEN FOR EXECUTIVE	LINK	PCS	
47	OCEAN GEL PEN	LINK	PCS	
48	ROUND GLASS PAPER WEIGHT		PCS	
49	HEAVY DUTY STAPLER HD 1224	KANGARO	PCS	
50	HIGHLIGHTER	CAMLIN	PCS	
51	SS PENDRIVE 32 GB	HP	PCS	
52	' I ' PINS - 100 gms.	ROLEX	PKT	
53	' I ' PINS - 350 gms.	ROLEX	PKT	
54	NAYLON RUBBER STAMP 2X3 BIG	SHINEY	PCS	
55	STICKER SHEET ORANGE	NOVAJET	PKT	
56	STICKER SHEET WHITE	NOVAJET	PKT	
57	OFFICE PAPER FILE	FOS	PCS	
58	OHP MARKER PEN	CAMLIN	PCS	
59	PARMANET MARKER PEN	CAMLIN	PCS	
60	PARMANET MARKER PEN INK	CAMLIN	PCS	
61	FINE GRIP PEN FOR PARTICIPANTS	CELLO	PCS	
62	PLASTIC FOLDER (L SHAPE) 300PP	SPS	PCS	
63	A4 PLASTIC PUNCH FOLDER 250 MAICRO	KENY	PCS	
64	PLASTIC CD COVER		PCS	
65	PLASTIC KEY CHAIN	INDEX	PCS	
66	POST IT SING IN	FILM INDEX	PCS	
67	POST IT PAD 3 FLAG	MANGOOSE	PCS	
68	POST IT PAD 3X3	MANGOOSE	PCS	
69	PUNCHING 280DP	KANGARO	PCS	
70	PUNCHING 480DP	KANGARO	PCS	
71	PUNCHING 500DP	KANGARO	PCS	
72	PUNCHING 600DP	KANGARO	PCS	
73	PUNCHING 700DP	KANGARO	PCS	
74	PUNCHING 800DP	KANGARO	PCS	
75	PUSH PIN BIG (40 PCS IN PKT)	RAJ	PKT	
76	REGISTER GOOD QUALITY 100 PAGES	AMPLE	PCS	
77	REGISTER GOOD QUALITY 200 PAGES	AMPLE	PCS	

78	NAYLON RUBBER BAND 3"(PKT - 500 gms)	KANSUEE	PKT	
79	NAYLON RUBBER BAND 3"(PKT - 100 gms)	KANSUEE	PKT	
80	SCALE PLASTIC 12 INCH	CAMLIN	PCS	
81	SS SCALE 12 INCH	AJANTA	PCS	
82	SCISSOR BIG 8.5 INCH	ROCKET	PCS	
83	SCISSOR BIG 11 INCH	ROCKET	PCS	
84	SELF INK RUBBER STAMP 40MM X 80MM	SHINEY	PCS	
85	SEMI BOX FILE	FOS	PCS	
86	SPIKE GUARD 4WAY SOCKET 1.5 METER	OREVA	PCS	
87	STAPLER PINS No. 10 (EACH BOX - 20PKT)	KANGARO	BOX	
88	STAPLER PINS No. 10 (SINGLE)	KANGARO	PKT	
89	STAPLER PINS No. 23X17 (SINGLE)	KANGARO	PKT	
90	STAPLER PINS No. 24 / 6 (SINGLE)	KANGARO	PKT	
91	STICKER PKT SMALL		PKT	
92	TISSUE NAPKIN BOX	PREMIER	PCS	
93	U ' CLIP - 35 mm	ROLEX	PKT	
94	UNI - BALL PEN	UNI - BALL	PCS	
95	VISITING CARD HOLDER 240	SPS	PCS	
96	VISITING CARD HOLDER 440	SPS	PCS	
97	VISITOR RAGISTER BIG	S.SACHIN	PCS	
98	WHITE BOARD MARKER PEN	CAMLIN	PCS	
99	WHITE BOARD MARKER PEN INK	CAMLIN	PCS	
100	WRITING PAD-NO.8 REGULAR 40 PAGE	JAINI	PCS	
101	WRITING PAD-1/5-SPIRAL BINDING 40 PAGE	JAINI	PCS	
102	WRITING PAD-NO.8 REGULAR 15 PAGE		PCS	
103	PLASTIC RING FILE A4	SPS	PCS	
104	TAPE DISPENSER 2 INCH	DURO	PCS	
105	5 SUBJECT NOTEBOOK A/5 (300PAGE)	SUDHARSHAN	PCS	
106	5 SUBJECT NOTEBOOK B/5 (300PAGE)	SUDHARSHAN	PCS	
107	ALL TYPE TONER CARTRIDGE REFILING		PCS	
108	PLASTIC SUSPENSION FILE FOLDERS	MEGHA DELUXE	PKT	
109	PENCIL PKT	APSARA	PKT	
110	ACRYLIC PEN STAND	INDEX	PCS	
111	COLOUR PAPER SHEET (500 PCS)PKT	KALEEKA	PKT	

Order for supplying all above items will be placed by Bank as and when required. Stationery items will be supplied at National Shared Services Centre, 24th floor, Bank of Baroda, GIFT Tower 1, Road-5, Zone-5C, GIFT City, Gandhinagar- 382355.

I/we agree to pay Goods and service tax, Sales Tax, Works Contract Tax, Excise , Octroi, Duties, all Royalties and all other applicable taxes prevailing and be levied from time to time on such items for which the same are livable and the rates quoted by me/us are inclusive of the taxes as above.

DATE:

PLACE:

(SIGNATURE OF BIDDER / AUTHORISED PERSON)