



ओडिशा ग्राम्य बैंक

मुख्य कार्यालय
गण्डमुण्डा, खण्डगिरि,
भुवनेश्वर-751030,
(भारत सरकारक एक
संस्थान)

Odisha Gramya
Bank

Head Office
Gandamunda, Khandagiri
Bhubaneswar-751030,
Govt. of India Undertaking

ଓଡିଶା ଗ୍ରାମ୍ୟ ବ୍ୟାଙ୍କ

ମୁଖ୍ୟ କାର୍ଯ୍ୟାଳୟ

ଗଣ୍ଡମୁଣ୍ଡା, ଖଣ୍ଡଗିରି,

ଭୁବନେଶ୍ୱର-୭୫୧୦୩୦,

ଭାରତ ସରକାରଙ୍କ ଏକ ସଂସ୍ଥା

General Administration Department
E.Mail. gad@odishabank.in, www.odishabank.in

Phone No.0674-2353009/2353041,

TenderRefNo.RFQ/GAD/PMJJBYPMSBY APY FORM/08/2023

DTD.24/11/2023

Request for Sealed Quotation (RFQ) from Empaneled/interested vendors for printing and supply of PMJJBYPMSBY and APY form

Odisha Gramya Bank (hereinafter referred to as OGB,the Bank) is a Regional Rural Bank, constituted under the Regional Rural Bank Act, 1976 and have its Head Office at Gandamunda, Po-Khandagiri, Dist-Khurda, Bhubaneswar-751030, Odisha with branches covered in 13 districts namely- Puri, Khurda, Nayagarh, Dhenkanal, Angul, Cuttack, Jajpur, Kendrapara, Jagatsinghpur, Balasore, Bhadrak, Mayurbhanj & Keonjhar.

INVITATION TO BID

PART 1:

OGB invites sealed quotation for **printing of PMJJBYPMSBY and APY form.**

The Bidding Document can be obtained from the Bank as under or downloaded from Bank's Website www.odishabank.in under **Tender** and the BID should be submitted to the under mentioned office directly or by post.

- ❖ Bank reserves the right to change the dates mentioned in this RFQ document, which will be communicated to the Bidders.
- ❖ The information provided by the Bidders in response to this RFQ document will become the property of OGB and will not be returned. OGB reserves the right to amend, rescind or reissue this RFQ and all amendments will be advised to the vendors and such amendments will be binding on them.

Please note that all the information desired needs to be provided. Incomplete information may lead to disqualification/ non-consideration of the proposal.

DISCLAIMER

PART – 2

The information contained in this Request for Quotation (RFQ) document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of Odisha Gramya Bank (Bank), is provided to the bidder(s) on the terms and conditions set out in this RFQ document and all other terms and conditions subject to which such information is provided.

This RFQ 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 RFQ is to provide the

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Bidder(s) with information to assist the formulation of their proposals. This RFQ does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFQ 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 RFQ. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFQ. No contractual obligation whatsoever shall arise from the RFQ process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Bidder.

Section: 1

Scheduled of Event:

SL	Description of Information/ Requirement	Information / Requirement
1	Tender Reference Number	RFQ/GAD/PMJJBY,PMSBY,APY form/08/2023, DT.24/11/2023
2	Bid Submission Mode.	Offline Sealed quotation
3	Last Date and Time for submission of sealed quotation	13-12-2023 , 15:00 hours
4	Date, time and venue for opening the sealed quotation.	13-12-2023, 16:00 hours at Odisha Gramya Bank, Head Office, Gandamunda, Bhubaneswar. Authorized representatives of vendors may be present during opening of the Sealed quotation.
5	Address for Communication / Submission of Bids	The General Manager, General Administration Dept., Odisha Gramya Bank, Head Office, AT- Gandamunda, P.O. – Khandagiri, Bhubaneswar – 751030.
6	Contact officials for any clarification.	A.K.Sarangi, HOD, GAD-0674-2353009 M.Parida – Manager, GAD- 0674-2353041
7	Contact e-mail ID	gad@odishabank.in

Section-2

Interest bidders (non-empaneled vendors) have to submit the sealed rate quotation along with following supporting documents for printing and supply of **PMJJBY, PMSBY and APY form:**

Supporting Documents:

Sl.No.	Eligibility Criteria	Supporting Document
1.	The Printer should be Proprietary, Partnership or Limited Company located at any part of India.	Documentary proof should be submitted.
2.	The annual turnover average for last 3 financial years should not be less than Rs.10.00 lacs. Exemption: For MSME certificate.	Bidder should submit Copy of the Balance Sheets & Profit & Loss statement for the financial year 20-21, 21-22 and 22-23.

3.	Income tax Certificate/IT return	Copy should be uploaded for the Assessment Year 21-22, 22-23 and 23-24.
4.	The Printers or any of its directors who have been black listed/ de-listed by any Government/ Semi Government/ Nationalized Public Sector Banks/ Public Sector Undertaking (PSUs) / Financial Institutes (FIs)/ Corporate Offices will not be considered for Empanelment.	Bidder to upload the Self Declaration certificate as per format provided in " Annexure-A ."
5	The details of Registered Office and printing Press.	Please enclose documentary proof.
6	GSTIN Certificate, PAN and latest GST filing proof	Copy of Certificate to be enclosed.
7	Bid cost of Rs.590/-only in form of Demand Draft "Odisha Gramya Bank payable at Bhubaneswar" Exemption of Bid cost: For MSME/NSIC Certificate.	Demand Draft to be submitted along with bid. Scanned copy of the MSME/NSIC Certificate to be submitted.
8	EMD-Rs.10, 000.00 (Rupees Ten thousand only) in form of Demand Draft "Odisha Gramya Bank payable at Bhubaneswar" Exemption of Bid cost: For MSME/NSIC Certificate.	Demand Draft to be submitted along with bid. Scanned copy of the MSME/NSIC Certificate to be submitted.
9	DIC certificate	Scanned copy of the certificate to be submitted.

Section-3-Price Bid:

Submitted along with above documents:

Name of the Forms	Specification	Unit	Quantity to be printed	Rate quoted per Form excluding GST (In Rs.)	GST amount (In Rs.)	Total Amt including GST (in Rs.)
APY	Form size-A4, 70 GSM, Maplitho paper, single sheet one side printing, one pad contain 100 Forms and one bundle contains 20 Pads.	Per Form	50,000 Form			
PMJJB	Form size-A4, 70 GSM, Maplitho paper, single sheet, both side printing, one pad contain 100 Forms and one bundle contains 20 Pads.	Per Form	50,000 Form			
PMSBY	Form size-A4, 70 GSM, Maplitho paper, single sheet, both side printing, one pad contain 100 Forms and one bundle contains 20 Pads.	Per Form	100000 Form			

1. Bidder has to submit the tender document in a closed cover, superscribing "**Tender document for Social Security Scheme Forms like APY, PMJJB, PMSBY with consent Forms**" on the top of the envelope.
2. L-1 will be selected Item wise.
3. The sample design, logo and manifesto of the bank, will be designed by the successful bidder.
4. The vendor should submit the proof of the Form for final approval within 2 days of receiving the work order.
5. Delivery of the form will be made at Head Office within 10day from the work order.
6. The form should be delivered within the time limit. Beyond that period there will be a penalty of 1% of the invoice value per week or part thereof beyond the stipulated date. Bank reserves the right to cancel the order due to non-delivery of forms in time.

7. Payments -100% on delivery of the forms as per the invoice to be submitted for payment.
8. EMD of unsuccessful bidder will be released after selection of L-1 bidder. And EMD of successful bidder will be converted to security deposit for 3months from the date of the work order. Successful bidders have to submit the security deposit of Rs.10000.00(Rupees Ten Thousand only) within 2days of the work order in case of EMD exemption firm/Empaneled vendor.

Signature
Designation
Name of the printer

Annexure A - Declaration for Clean Track Record (No black listed)

To
The General Manager,
General Administration Department
Odisha Gramya Bank, Head Office,
AT- Gandamunda, P.O. – Khandagiri,
Bhubaneswar – 751030.

Sir,

I have carefully gone through the Terms & Conditions contained in the RFQ document for selection of vendor for :

SUBJECT: RFQ/GAD/PMJJBYPMSBY APY/08/2023, DT.24/11/2023 Request for Sealed Quotation (RFQ) from Empaneled/interested vendors for printing and supply of PMJJBYPMSBY and APY form

I hereby declare that my company/Firm 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: