

 ವಿಶ್ವಾಸದ ಪ್ರತೀಕ	KARNATAKA GRAMIN BANK (A scheduled Bank established by Govt. Of India. Sponsor Bank: Canara Bank) HEAD OFFICE: BALLARI
	P & S SECTION: General Administration Wing Head Office. 32 Sanganakal Road Gandhi Nagar, Ballari-583103 Phone:08392-236418,461 email: psitw.stock@kgbk.in
REF: KGB/HO/GA/P&S/22/2021-22	
DATE: 04/10/2021	

TENDER DOCUMENT

Schedule of events

Sl no	Event	Schedule date	Time	Place
1	Commencement of issue of Tender document	08.10.2021	10.00 AM	Karnataka Gramin Bank, Head Office, Sanganakal road Gandhi Nagar Ballari.
2	Last date for submission of filled - in Tender forms	27.10.2021	5.30 P.M	
3	Opening of the Tenders 1)Technical Bid 2)Commercial Bid	28.10.2021	3.00 PM	

TERMS AND CONDITIONS OF THE TENDER

1. The Printing Paper, Computer-Continuous Stationery & Computer related cartridges, should be supplied by the successful supplier, on piecemeal basis as and when required.
2. The Rates shall be quoted for items enlisted in the Annexure-I & II respectively.
3. The quantity indicated is only approximate .The successful Tenderer shall supply at the same quoted rates in case the quantity is indicated in the Annexure are increased or decreased .
4. The rates quoted to be valid up to 31.10.2022.
5. The applicants have to quote the rates inclusive of all Taxes, GST and transportation costs, F.O.R (Freight on road) to Ballari and any future new taxes should be borne by the Tenderer.
6. The items shall be supplied at the doorstep of the Bank/to the place mentioned by the Bank (F.O.R destination).

7. The samples are to be submitted duly numbered along with the tender document. The samples are to be collected back by the respective Tenderers within 15 days from the date of acceptance / finalization of the tender rates, at their own cost. **Samples for Computer related Cartridges like HP & Canon(Branded Items) need not be required. However samples for remaining items should be provided compulsorily.** Bank may at its sole discretion dispose off such samples besides collecting any charges /expenses that Bank may incur in disposing of such samples later. Tenders without samples will not be considered.
8. The Bank reserves the right to reject the material which is found unsatisfactory and not as Per Bank's specification. The Bank will be the sole judge in deciding suitability or other wise of the goods.
9. The Bank will not be bound to accept the lowest quotation and reserves the right to accept or reject without assigning any reasons, whatsoever.
10. The successful Tenderer should strictly adhere to the quality specifications and make of the items while supplying. Any deviation in this regard will entitle the bank to summarily reject the items and the Tenderer will not qualify for Payment.
11. All the materials supplied shall be securely packed, boxed, crated and protected from mechanical and / or chemical damage during transit.
12. Applicable TDS (IT & GST-TDS) will be deducted while making payment.
13. Disputes if any, will be subject to BALLARI jurisdiction.
14. The Tender applications should be accompanied with a copy of the Audited Balance Sheet and P&L Account for March-20 and March-21. In case, audited balance sheet not available for March-2021, they have to submit un-audited balance sheet.
15. The Tenderers should have annual business turnover of not less than Rs 100.00 lakhs during the year ending March-20 and March-21. The Tenderers having annual business turnover less than the above stipulated amount shall not be considered.
16. The Tender application should be accompanied with an EMD amount of Rs 75,000/- (Rs. Seventy five thousand only) by way of DD / Local cheque favoring Karnataka Gramin Bank drawn on Ballari.
17. The EMD Amount of unsuccessful Tenderer who does not get any order shall be refunded without interest. Further, if any successful Tenderer refuses / fails to supply items at Approved rates during the supply period up to 31.10.2022, the Bank will black list the Tenderer & their EMD amount will also be forfeited.
18. The Bank will prepare a short list of bidders who satisfy pre - qualification Criteria i.e., Technical Bid. The Commercial bids of only these Bidders will be opened.
19. The L-1 bidder will be finalized who has quoted the lowest price for each Item. However bank reserves the right to place the order to other than L-1 bidder.

20. Paper/computer stationary should be supplied within 07 days from the date of receipt of the order.
21. **Distribution of orders:** The orders will be distributed among the L -1, L-2 and L-3 bidders if L-2 and L-3 are agreeing for L-1 rates. Bank reserves the right to negotiate with L-4, L-5 and so on and distribute the orders if they agree to supply at L-1 price. The orders will be distributed in the ratio of 50:30:20, among the L-1, L-2 and L-3 or other two bidders as said above. The Bank reserves the right either to consider L-2 & L-3 or otherwise on the basis of practicability.

CHIEF MANAGER
KARNATAKA GRAMIN BANK,
HEAD OFFICE,
NO-32, SANGANAKAL ROAD,
BELLARY- 583103.
KARNATAKA Ph: 08392-236418,461.
Website: www.karnatakagraminbank.com

The cover consists of the following Tender Documents:

- 1] TECHNICAL BID 2] COMMERCIAL BID

A) Technical Bid cover should contain the following documents

1. Balance Sheet and P & L A/c.
2. EMD amount of Rs 75000/-.
3. Copy of Terms and conditions duly signed with seal for having accepted the Terms and conditions.
4. Dealer-ship letter from any one company / mill which is enlisted in Tender document shall be produced.
5. The masked commercial bid.
6. On the top of the cover please mention as follows:-

“Technical Bid for Procurement of Printing Paper & Computer Stationery”

Tender application fee of ₹.1000/- (Rupees One Thousand only) by of DD in favor of Karnataka Gramin Bank drawn on Ballari.

B) Commercial Bid cover should contain the following

1. Commercial Bid
2. On the top of the cover please mention as follows:

“Commercial Bid for Procurement of Printing Paper & Computer Stationery”

From: (Here mention full Address
of the Tenderer)

To,
The Chief Manager
P & S Section
General Administration Wing
Karnataka Gramin Bank
Sanganakal Road
Ballari-583103,
Ph: 08392-236461,418

**Annexure I to Tender Document
(Continuous Stationery)**

Sl. No	Name of the item and size	Name of the Mill/company	GSM	Approximate quantity required for one year	Tender Rate per thousand
1	Blank Continuous Stationery with Bank logo printed 10x12x1	TNPL	80	Three lakh sheets	
		WESTCOAST			
2	Blank Continuous Stationery with Bank logo printed 15x12x1	TNPL	70	Three lakh sheets	
		WESTCOAST			

We have gone through the Tender document and are ready to supply items as per the above rates and shall abide by the Bank's terms and conditions.

Date:

Signature of the Tenderer

(With seal)

**Annexure I to Tender Document (Continued)
(Printing stationery)**

Sl no	Printing paper	GSM	Name of the Mill/company	Approx. qty required for one year	Tender Rate per Ream/kg
3	CREAM WOVE-WHITE paper All sizes	58	WEST COAST	2000 Reams	
			SESHASAYEE		
			ANDRA		
			JK		
4	AZURE LADE paper All sizes	80	WEST COAST	2000 Reams	
			JK		
			DELTA		
5	MAPLITHO paper 51x76 CMS - 1/8 CUT DOUBLE CROWN	70	West Coast-Classic	300 Reams	
			Seshasayee-super white		
			TNPL-Radiant		
			BILT		
6	MAPLITHO paper All sizes	70 to 80	West Coast-Classic	2000 Reams	
			TNPL-Radiant		
			BILT		
			JK		
7	XEROX PAPERS A-4 SIZE-white	75	JK	2000 packets	
		80	PAPERLINE		
		75	TNPL		
8	XEROX PAPERS A-4 SIZE- All colors	75	West -Coast (Copygold)	300 packets	
		75	XPERT		
		75	SPB		
9	SUPER PRINT COLOUR WOVE paper ALL COLOURS (Indicate rate per Ream)	47	DELTA	2000 Reams	
		47	SESHASAYEE		
		47	SHREYAS		
			ANDHRA		
10	PULP BOARD	240	JK	500 Gross	
		210 to 240	WEST COAST		
		200 to 240	SESHASAYEE		
11	ART PAPER	220 to 250	JK	1000 Gross	
			BILT		

We have gone through the Tender documents and are ready to supply items as per the above rates and shall abide by the Bank's terms and conditions.

Date:

Signature of the Tenderer

(With seal)

**Annexure II to Tender Document
(Computer related items /Accessories)**

Sl No	Name of the Items	Make	Approx. qty. required for one year	Tender Rate per item
1	Laser toner cartridge -303(12A) (Canon Laser shot LPB -2900B)	Canon	50	
		Wellmark		
		Imageking		
		Fineprint		
2	Canon toner cartridge -337	Canon	50	
		Wellmark		
		Imageking		
		Fineprint		
3	HP Laser toner cartridge -05A-Black (For H.P laser printer 2055d)	HP	20	
		Wellmark		
		Imageking		
		Fineprint		
4	HP Laser toner cartridge -80 A-Black	HP	300	
		Wellmark		
		Imageking		
		Fineprint		
5	Canon toner cartridge925	Canon	20	
		Wellmark		
		Imageking		
		Fineprint		
6	LIPI 2250 printer tally Printer Cartridge	Lipi	500	
7	TVS 255/345 Ribbon cartridge With Ink Tank (For 132 column)	TVS	100	
8	TVS Passbook printer-Speed 40 plus	TVS	50	
9	TVS 255/345 Ink Tank only	TVS	50	
10	Modi Olivetti PR11 printer head	Olivetti	20	
11	Toner cartridge (For Xerox machine Model 5225)	XEROX	10	
12	Drum cartridge (For Xerox machine Model 5225)	XEROX	5	
13	Mode Olivetti pass book printer Cartridge PR -II Cartridge	LIPI	1000	
		MAX		
14	EPSON PLQ-20 Make Pass book printer Cartridge(for 3 Pieces in one pack)	EPSON	100	
15	Thermal head hold machine A quality 57mmwx14mm (NND ROLLER)		3000	
16	EPSON PLQ-20 Printer Head	EPSON	10	
17	USB Membrane Computers Key Boards	TVS	50	
		HP		
		TVS-Gold		
		LOGITECH		
		DELL		

Sl No	Name of the Items	Make	Approx. qty. required for one year	Tender Rate per item
18	USB Optical Mouse	Hp	50	
		Logitech		
		TVS		
		DELL		
		Acer		
19	EPSON L-350 printer cartridge (Ink tank set of 4 pieces)		30	
20	Toner Cartridge 328	Canon	200	
		Wellmark		
		Imageking		
		Fineprint		
21	Toner Cartridge 326	Canon	50	
		Wellmark		
		Imageking		
		Fineprint		
22	Toner Cartridge 230A	HP	30	
		Wellmark		
		Imageking		
		Fineprint		
23	Toner Cartridge 2365	Brother	30	
		Wellmark		
		Imageking		
		Fineprint		
24	Toner Cartridge 228A	HP	20	
		Wellmark		
		Imageking		
		Fineprint		

We have gone through the Tender documents and are ready to supply items as per the above rates and shall abide by the Bank's terms and conditions.

Date:

Signature of the Tenderer

(With seal)