



A L L A H A B A D B A N K

**Stationery Department, Head Office,
1st Floor, 14, India Exchange Place,
Kolkata – 700 001
West Bengal**

RFP No: HO/STNY/2019-20/002

Dated: 01.04.2019

REQUEST FOR PROPOSAL (RFP)

FOR

**DISPATCH OF BANK'S ANNUAL REPORT FOR THE
FINANCIAL YEAR 2018-19 &
NOTICE OF ANNUAL GENERAL MEETING (AGM)
TO THE SHAREHOLDERS OF BANK**

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NOTICE INVITING TENDER (NIT)

1. Allahabad Bank invites sealed bids from reputed & experienced Courier Agencies/ Post Office for dispatch of Bank's Annual Report for the financial year 2018-19 & Notice of Annual General Meeting (AGM) to the shareholders of the Bank, strictly as per specifications/ terms and conditions mentioned below on total cost basis. Sealed quotations should reach Stationery Department, Head Office at the above address within the stipulated date and time.

2. The Request for Proposal (RFP)/ Tender document can be obtained from the following address during office hours on all working days between 10.00 AM to 4.00 PM from Monday to Saturday (Except on 2nd and 4th Saturday, being holidays):

Allahabad Bank
Stationery Department, Head Office,
1st Floor, 14 India Exchange Place, Kolkata-700001.
Ph No: 033-22484082
E-mail id: ho.stationery@allahabadbank.in

3. The complete RFP has been placed at the bank's website www.allahabadbank.in and is also available at www.tenderwizard.com/abbank for downloading & application made on such form shall be considered valid for participating in the tender process.

4. Bid Details

- 4.1 Bid reference: HO/ STNY/2019-20/002 dated 01.04.2019
4.2 Last date & time for request of Tender: 23.04.2019 till 12.00 Noon
4.3 Last date & time of submission of Technical Bid: 23.04.2019 till 12.00 Noon
4.4 Last date & time for submission of Commercial Bid online: 23.04.2019 till 01.00 P.M.
4.5 Date & time for opening of Technical Bid: 23.04.2019 at 03.00 P.M.
4.6 Place of opening of Bid: Allahabad Bank, Stationery Deptt,
Head Office, 1st Floor, 14, India Exchange Place, Kolkata-700001
4.7 Address for communication: Allahabad Bank, Stationery Deptt,
Head Office, 1st Floor, 14, India Exchange Place, Kolkata-700001
Ph No: - 033-22484082
e- mail id: ho.stationery@allahabadbank.in
4.8 Earnest Money Deposit Rs.30,000

5. Bidders are required to submit the Technical Bid in physical form in the sealed envelope superscribing "Bid for Dispatch of Bank's Annual Report for the FY 2018-19 & Notice of Annual General Meeting (AGM)" within the stipulated time, whereas the Commercial Bid is required to be submitted /uploaded online through e-Tendering process only on or before the stipulated last date and time. The Bidders should use only the RFP formats as per notification for this purpose.

6. All bids must be accompanied by Earnest Money Deposit (EMD) of Rs.30,000 (Rs. Thirty Thousand only) to be paid in the form of Demand Draft of any Scheduled Commercial Bank drawn in favour of Allahabad Bank and payable at Kolkata, to be submitted with technical bid.

8. Technical bids will be opened in the presence of the bidders representatives, who choose to attend on the specified date and time. Technically qualified bids will be taken up for further processing & opening of commercial bids in the presence of its representatives (who choose to attend) on a specified date and time, which will be notified separately.

9. No further discussion / interface will be granted to bidders whose bids have been disqualified on technical or any other ground declared / established as per terms / conditions of the RFP.

10. Non attendance of the representatives of Bidders at the bid opening date will not be a cause for disqualification of a bidder.

11. Allahabad Bank reserves the right to accept or reject, in part or full, any or all the offers without assigning any reasons whatsoever. The decision of the bank shall be final, conclusive and binding on all the parties.

Assistant General Manager
Stationery Department,
Head Office, Kolkata.

**SPECIFICATIONS FOR DISPATCH OF BANK'S ANNUAL REPORT FOR THE
FY 2018-19 & NOTICE OF ANNUAL GENERAL MEETING (AGM)**

1	Nature of job	Dispatch of Annual Report & AGM Notice to shareholders of the Bank
2	Weight of article	Annual Report: Approx 275 grams AGM Notice: Approx 70 grams
3	Type of post	Annual Report: Ordinary Post/ Book Post/ Courier AGM Notice: Registered Post/ Speed Post/ Courier
4	Ancillary Job	Annual Report: Printing of address stickers and gumming/ pasting of stickers on the Annual Reports AGM Notice: Insertion of AGM Notice alongwith 1 page address sheet/ forwarding letter in the window envelopes and gumming/ pasting of envelopes.
5	Quantity	1,04,000 (One Lakh Four Thousand only) approx
6	Delivery Period	Dispatch will have to be completed within 2 to 3 days of receipt of Annual Report & AGM Notice. As this being a statutory compliance, non-compliance will be viewed very seriously.

In case of any increase/ decrease in the number of items/ consignments, the cost would also vary accordingly, on pro- rata basis.

In case of non- serviceable areas, actual postal charges of Deptt of Post would be paid.

Disclaimer

The information contained in this Request for Proposal ("RFP") document or information provided subsequently to the applicants whether verbally or in documentary form, by **ALLAHABAD BANK** is provided to the applicants on the terms and conditions set out in this RFP document and all other terms and conditions, subject to which such information is provided. This RFP document is neither an agreement nor an offer by **ALLAHABAD BANK**. This RFP is to invite proposals from applicants who are qualified to submit the tenders ("**Tenders**"). The purpose of this RFP is to provide the Tenderer(s) with information and to assist them in formulation of their proposals ("**Tenders**"). This RFP does not claim to contain all the information, which each Tenderer may require. Each Tenderer should, at its own costs without any right to claim reimbursement, conduct its own investigations, analysis and should check the accuracy, reliability and completeness of the information in this RFP and wherever felt necessary obtain independent advice. **ALLAHABAD BANK** makes no representation or warranty and shall incur no liability whatsoever under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. The information contained in this RFP document is selective and is subject to update, expansion, revision and amendment. **ALLAHABAD BANK** do not undertake to provide any Tenderer with access to any additional information or to update the information in this RFP document or to correct any inaccuracies if any therein, which may become apparent. **ALLAHABAD BANK** reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this RFP and/or the bidding process, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all Tenderers or can be accessed in website of **ALLAHABAD BANK**. Any information contained in this RFP document will be superseded by any later written information on the same subject made available/accessible to Tenderer(s) by **ALLAHABAD BANK**. All information about **ALLAHABAD BANK** and the proposed assignment furnished by the Tenderer to **ALLAHABAD BANK** in the context of the proposed assignment is referred to in this Tender document as "Confidential Information". Information provided in this RFP is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Further, **ALLAHABAD BANK** also does not accept liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any tenderer upon the statements contained in this RFP. **ALLAHABAD BANK** reserves the right to reject any or all Tenders received in response to this RFP at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Tenderer might suffer due to such reason. The decision of **ALLAHABAD BANK** shall be final, conclusive and binding on all the Tenderers/parties directly or indirectly connected with the bidding process.

INSTRUCTION TO BIDDERS (ITB)

1.0 Allahabad Bank, a body corporate established under the Banking Companies (Acquisition and Transfer of Undertaking) Act, 1970 having its Head Office at 2, Netaji Subhas Road, Kolkata- 700001, hereinafter called “ the Purchaser “ which term or expression unless excluded by or repugnant to the context or the meaning thereof, shall be deemed to include its successors and permitted assigns, intends to issue this bid document, hereinafter called Request for Proposal (RFP) / Tender document to the vendors, to participate in the competitive bidding, towards dispatch of Bank’s Annual Report for the financial year 2018-19 & Notice of Annual General Meeting (AGM) to the shareholders of the Bank, as per specifications and terms & conditions, as contained in the RFP/ Tender document.

1.1 Sealed bids are invited from reputed and eligible courier agencies, including Deptt of Post who satisfy certain Pre Qualification criteria as mentioned in the Bid document to participate in the competitive bidding towards dispatch of Bank’s Annual Report for the financial year 2018-19 & Notice of Annual General Meeting (AGM) to the shareholders of the Bank, strictly as per the specifications on total cost basis along with terms and condition as detailed in the Bid document.

1.2 This tender is meant for the exclusive purpose of bidding as per the terms & conditions and specifications indicated and shall not be transferred, reproduced or otherwise used for purpose other than for which it is specifically issued.

2. Tender Document: Tender documents may be obtained from Allahabad Bank, Stationery Department, Head Office, 14, India Exchange Place, Kolkata. It can also be downloaded from our website www.allahabadbank.in and is also available at www.tenderwizard.com/abbank.

3. Earnest Money Deposit (EMD): The Bidders should submit a refundable Earnest Money Deposit of Rs.30,000 (Rupees Thirty Thousand only) in the form of Demand Draft of any Scheduled Commercial Bank drawn in favour of Allahabad Bank payable at Kolkata. However, the same is not applicable for Deptt of Post.

On default to accept the work order on the rates quoted by the Bidder/ or for non performance, or if the Bidder submits any information which turns out to be false/incorrect at any time prior to/post of issue of work order or the Bidder fails to submit security deposit, the Earnest Money Deposit will be forfeited. An undertaking in this respect must be submitted alongwith the technical bid. The EMD shall be enclosed in the cover containing the Technical Bid.

EMD of unsuccessful vendors will be returned.

The EMD shall not earn any interest. Failure to deliver as per terms of order/ non-performance/ non-delivery in time will entail enforcement of one or more of the followings:

- a) Cancellation of the order in part or full and/ or forfeiture of EMD.
- b) Recovery of extra cost if any incurred by the Bank in executing the job from other sources due to delay in execution over stipulated time or otherwise will be done by adjusting the EMD besides the Bank reserving the right to claim cost / damage.

In the case of the successful tenderer to whom the contract is awarded, the EMD may also be adjusted against security deposit till the contract is performed satisfactorily in all respects.

4. Pre-Qualification Criteria:

Invitation of Bid is open to all bidders who fulfil the following criteria and furnish the supporting documents, in lieu of the same:

- A. Bidders profile- as per Annexure- Details of bidder
- B. Copy of PAN Card
- C. Copy of GST Registration Certificate
- D. Copy of Annual Report /Audited Financial Statements, for last 3 financial years, i.e. FY 2015-16, 2016-17 and 2017-18.
- E. Copy of IT Returns for last 3 financial years, i.e. FY 2015-16, 2016-17 and 2017-18.
- F. The Bidder should have a minimum turnover of Rs.50 lac during last 3 financial years, from its courier/ bulk mailing services/ activities. The same should be certified by a CA firm.
- G. The Bidder should be a profit making company/ firm.
- H. The Bidder should have at least 5 years of experience in business of courier service/ bulk mailing services.
- I. The Bidder should have executed the dispatch of Annual Reports and/ or AGM/EGM Notice of any reputed corporates/ Public Sector Bank (PSB)/ Public Sector Undertaking (PSU) of minimum 1 lac consignments each.
Preference will be given to those bidders who have executed two similar orders with similar quantity of any PSB/ PSU during the last 3 financial years and are empanelled with any PSB/PSU. Copy of Work Order should be enclosed.
- J. Bidder should have online tracking facility, for tracking the delivery status.
- K. Bidder should be empanelled with any PSB/PSU/ Govt Organisation. Copy of empanelment letter to be attached.
- L. Bidder should have its office and collection/ service centre in Kolkata.
- M. Bidder should have neither been debarred/ blacklisted nor have defaulted in payment of its statutory dues. A declaration to this effect be given
- N. Earnest Money Deposit of Rs.30,000 (Rs.Thirty Thousand only).

However, the above- mentioned criteria same would not be applicable for Deptt of Posts.

Documentary evidence to confirm all the pre qualification criteria should be enclosed. All the above documents should be duly authenticated by the authorised signatory and certified by a Chartered Accountant firm, wherever called for.

Original documents, if called for by the Bank, for cross verification, will have to be produced by the Bidders.

5. Security Deposit/ Retention Money: The successful bidder will be required to deposit a refundable Bid Security of Rs.50,000 (Rupees Fifty Thousand only) in the form of Demand Draft in favour of Allahabad Bank payable at Kolkata. This money would be retained for a period of 3 months, after the execution of order. In case the Bidder fails to perform the contract or makes default/ breach of any of the terms of the contract and any loss caused to

the Bank due to delay in delivery within the stipulated period, such loss or damage may be recovered from the bid security.

However, the same is not applicable for Deptt of Post.

6. Procurement through Micro & Small Enterprises (MSEs):

Procurement through MSEs will be done as per the Policy guidelines issued by the Ministry of Micro, Small & Medium Enterprises from time to time.

Following are the conditions applicable as per the Government of India guidelines.

- The MSEs should have been registered with District Industries Centre/ Khadi Village Industries Commission/ Khadi & Village Industries Board/ Coir Board/ National Small Industries Corporation/ Directorate of Handicrafts & Handloom/ any other body specified by the Ministry of Micro, Small & Medium Enterprises.
- MSEs participating in tenders, quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 in a situation where L1 price is from someone other than MSE & such MSE shall be allowed to provide service upto 20% of total tendered value. In case of more than one such MSE, the services shall be shared proportionately according to the tendered quantity.
- MSEs are exempted from paying Application fee/ cost of Tender document and EMD.
- MSEs should submit the relevant documentary proof for claiming the exemptions.

7. Two Bid Tender System:

The Bank would adopt e-Tendering process for submission of Commercial Bid, whereas the Technical Bid has to be submitted in physical form.

Technical Bid in a sealed envelope/ cover superscribing "Bid for Dispatch of Bank's Annual Report for the FY 2018-19 & Notice of Annual General Meeting (AGM)" must be submitted within the stipulated date and time, as per bid details given in the RFP/ Tender document.

The tender not submitted in the prescribed format or incomplete is liable for rejection.

Allahabad Bank is not responsible for non receipt of tender documents within the specified date and time due to any reason including postal delays or Holidays.

Technical bid should contain the followings:-

- Instructions to Bidders and General Terms & Conditions, stipulated in the Tender document duly signed on all pages.
- Earnest Money Deposit of Rs.30,000
- Details of Bidders
- Pre Qualification criteria with supporting documents
- An undertaking to the effect that the Earnest Money Deposit will be forfeited on default to accept the work order on the rates quoted by the Bidder/ or for non performance.
- MSEs should submit the relevant documentary proof for claiming the exemptions.

The technical bid must not contain any price information. All the tender document should be duly signed by the bidder on each page.

Tenders containing anything overriding or deviating from our terms & conditions are not acceptable. Bids without EMD will be rejected.

Commercial Offer

- The bidder has to submit the commercial bid online within the stipulated time.
- The bidder shall indicate on the appropriate price schedule, specifying the unit price of dispatch of Bank's Annual Report & Notice of Annual General Meeting (AGM), proposed to be dispatched and it should include all taxes/ GST and other charges as well.
- The individual rates should be quoted for Bank's Annual Report & Notice of Annual General Meeting (AGM). The cumulative amount so arrived, will form the basis for financial evaluation.
- The bidders are advised in their own interest to quote the best possible offer for the referred items.

The technical bid & commercial bid should be prepared in organized neat manner.

8. Erasures or Alterations:

The offers containing unauthenticated erasures or alterations will not be considered. Therefore, there should be no unauthenticated hand written material, corrections or alterations in the offer. If such erasures or alterations are present, these should be duly authenticated by the person or persons authorised for signing the bid. Any deviation may lead to the rejection of the bid.

9. Clarification of RFP

A prospective bidder requiring any clarification of the RFP may notify the purchaser in writing or by e-mail at the mailing address indicated in the RFP. The purchaser will respond in writing to any request, for clarification of the RFP. The bidder may also seek clarification by visiting the office of the Stationery Deptt, Head Office at the above- mentioned address.

10. Language of Bid: The bid prepared by the bidder, all correspondence and documents relating to the bid exchanged by the Bidder & the Purchaser, shall be written in English.

11. Defect Liability/ Liquidated Damages:

As the timely dispatch of Annual Report & Notice of Notice of Annual General Meeting (AGM) to the shareholders of the Bank is a statutory requirement, Bank cannot accept/ permit any delay whatsoever in delivery of the items, as this being a statutory requirement.

In case of delay, Bank may debar / blacklist the concerned bidder alongwith recovery of all expenses incurred in dispatching the Bank's Annual Report & Notice of Annual General Meeting (AGM) and / or holding the Annual General Meeting on a future date.

The decision of the bank in regard to cancellation of the Work Order, levy of liquidated damages and forfeiting the Security Deposit shall be final.

12. Submission of Bids:

The bidders are requested to go through the RFP/ Tender document carefully and submit the Technical Bid in physical form, whereas the Commercial Bid is required to be submitted online on or before the last date and time mentioned in RFP.

13. Submission of Online Commercial Bid (E-Tendering)

13.1 The Bank will adopt E-Tendering process for online submission of Commercial Bid. The service provider for e-Tendering process is M/s Antares Systems Limited and the portal address for the same is www.tenderwizard.com/abbank, wherein the necessary details for e-Tendering are available.

13.2 The prospective bidders are advised to submit only the commercial bids online. The following steps are to be taken for online submission of Commercial Bids:

- Registration with Service Provider Portal www.tenderwizard.com/abbank
- The bidder should possess Class III Digital Signature Certificate (Mandatory).
- Commercial Bids will not be recorded without Digital Signature Certificate.

13.3 In case of any clarification/ assistance, please contact M/s Antares Systems Ltd. before the schedule time of online Bid Submission.

Contact Persons:-

Mr. Kushal Bose : 07686913157

Mr. Tousik Ghosh : 09674758724

E-mail : kushal.b@antaressystems.com, tousik.g@antaressystems.com.

13.4 Bidders are required to do Tender Request latest by 12.00 Noon on 23.04.2019 at the portal www.tenderwizard.com/abbank. Without the tender request process within the said schedule, the bidder will not be able to submit the Commercial bid online.

13.5 The prospective bidders are advised to ensure on-line submission of Commercial Bid only in a single *pdf* file of with name "**ANNUALREPORT.pdf**" of size less than 5MB, duly signed and stamped by the authorized signatory latest by the last date and time of submission of Bids.

14. Deadline for submission of Bids:

14.1 Bidders must ensure that their Technical Bids are received by the Bank at Stationery Deptt, Head Office, 1st Floor, 14, India Exchange Place, Kolkata – 700001, not later than the time and date specified in the RFP/ Tender document. Further they have to ensure that their Commercial Bid must be submitted online latest by the last date and time of submission of bids. In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the bids will be received up to the appointed time on the next working day.

14.2 The Purchaser may, at its discretion, extend the deadline for submission of Bids by amending the RFP, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

15. Late Bids:

Any bid (Technical or Online Commercial or both) submitted by the bidder after the deadline for submission of bids prescribed by the Purchaser, will be rejected.

16. Modification and withdrawal of Bids:

The Bidder may modify or withdraw its bid after submission of the bid, provided that written notice of the modification including substitution or withdrawal of the bids is received by the Purchaser prior to the deadline prescribed for submission of bids.

No bid may be modified subsequent to the deadline for submission of Bids.

17. Bid Opening:

17.1 As the Technical bids will be evaluated first for technical suitability, the Purchaser will open only the Technical Bids as per the schedule mentioned in RFP/ Tender document. The Commercial bids of only technically qualified bidders will be opened on a later date, subsequent to the technical evaluation. The Purchaser will notify the date and time of opening of the Commercial bids to the technically qualified bidders.

17.2 Attendance of all the authorized representatives of the bidders who are present at Bid Opening will be taken in a register against name, name of the company and with full signature.

The Technical Bids will be opened at 3.00 p.m. on 23.04.2019, at Stationery Deptt, Head Office, Kolkata in the presence of intending bidders or their representatives who may be deputed to remain present at the time of Tender opening. Only one Authorized Representative will be allowed to witness/ attend the tender opening upon submitting the authorization letter issued by the Bidder Company/ Firm.

17.3 Each Bid will be numbered serially, signed and dated by the three Officers of the purchaser, on the first page. Each page of the bid will also be initialled with date, by two Officers of the purchaser.

17.4 Alterations in the bids, if any, made by the bidder would be signed legibly to make it perfectly clear that such alterations were present on the bids at the time of opening. It would be ensured that alterations are signed by the bidder/company's executive who has signed the bid or by the bidder/ company's representative authorized by the executive who has signed the bid.

17.5 Wherever any erasing or cutting is observed, the substituted words would be encircled and initialled by the bank officer singly and the fact that such erasing / cutting of the original entry were present on the bid at the time of opening should be recorded.

17.6 Commercial bids of those bidders who have not been technically qualified will not be opened for further evaluation.

18. Preliminary Examination:

18.1 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.

18.2 Arithmetical errors will be rectified on the following basis -

- If there is discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the bidder does not accept the correction of errors, its bid will be rejected.
- If there is a discrepancy between words and figures, the amount in words will prevail.

18.3 The Purchaser, at its discretion, may waive any minor informality, nonconformity or irregularity in a Bid, which does not prejudice or affect the relative ranking of any Bidder. This shall be binding on all bidders and the Purchaser reserves the rights for such waivers.

19. Evaluation of Technical Bids:

The Technical Bids will be evaluated by the Purchaser on the basis of following criteria:

- Completeness of the Technical bid in all respects and availability of all Information/details.
- The interpretation and decision of Bank for the purpose of evaluation of Technicals would be final.

20. Evaluation of Commercial Bids:

The Bids technically qualified, will be financially evaluated by the Bank.

Financial evaluation will be arrived after totalling the aggregate cost of dispatch Annual Report and AGM Notice. The individual rates should be quoted for Bank's Annual Report & Notice of Annual General Meeting (AGM). The cumulative amount so arrived, will form the basis for financial evaluation.

The successful bidder who receives the Work Order will have to submit a DD of Rs.50,000 (Rs. Fifty Thousand only) favouring Allahabad Bank drawn on any Bank payable at Kolkata, as security deposit, which will be retained for a period of 3 months, after the execution of order.

The bidder who has quoted the lowest rate (L-1) in price bid will be awarded the contract. If for any reason, L-1 bidder backs out to execute the order, the order may be offered to L-2 bidder, subject to its acceptance to execute the work at L-1 rate. In case, the L-2 bidder also backs out, the order may be offered to L-3 bidder, subject to its acceptance to execute the work at L-1 rate.

The successful bidder will have to pick up the consignments/ articles of Annual Report & AGM Notice from the printers location.

21. Purchasers right to accept or reject any Bids/ all Bids:

The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser's action.

22. Delivery Schedule:

- Delivery of entire articles is to be made within 2-3 days from the date of receipt of material from the printers location. As this being a statutory requirement, delay in

execution will be viewed very seriously. The bidders who can abide by this time schedule should only participate in the Tender process.

- Timely dispatch of Bank's Annual Report & Notice of Annual General Meeting (AGM), strict adherence to the prescribed time schedule is of paramount importance and hence cannot be compromised, which may please be noted for strict compliance.
- However, if it is found that the Bank's Annual Report & Notice of Annual General Meeting (AGM) are not delivered within the stipulated time, then penalty/ liquidated damages would be levied as mentioned in the RFP/ Tender document.

23. Payment

The Bank will not pay any advance for dispatch of the Bank's Annual Report & Notice of Annual General Meeting (AGM). The Invoice amount will be paid by the bank, subject to compliance of the following:

- The bidder should provide proof of delivery, POD for each article of Notice of AGM be made available by the successful bidder against each consignment on its online portal/ web tracking facility.
- Certificate of dispatch is also required to be submitted.

24. Deduction From Purchase Price

The bidder shall reimburse the Bank all costs, charges, damages or expenses which the Bank may have paid or suffered and to the extent to which the bidder is obliged and responsible under this Contract to do so, within 30 days upon written request of the Bank failing which such costs, charges, damages or expenses including statutory payments, if any, shall be deducted by the Bank from any money due or becoming due to the bidder under this contract or any other Contract or may be adjusted from Security Deposit or by arbitration/ action of law or otherwise from the bidder.

25. Enforceability:

The decision of the Bank in arriving at the conclusion of breach of conditions and/ or default of bidder will be accepted by the bidder without any demur and the Bank will be at liberty to enforce these conditions/rights.

26. Termination:

Considering the statutory requirement of sending Annual Report and AGM Notice to the shareholders of the Bank within the prescribed timeline, the Bank at its option without prejudice to its rights under the Contract, is entitled to terminate the Contract at any time by giving written notice to the bidder.

In the event of such termination, the Security Deposit of the bidder shall stand forfeited and the Bank shall have the right to terminate/ depanel/ blacklist the printer and deny any future orders, alongwith recovery of all expenses incurred in holding the Annual General Meeting on a future date, if any.

27. Indemnity:

The bidder shall indemnify to protect and save the Bank, its employees, personnel, officers, directors and representatives against all claims, losses, costs, damages, expenses, action

suits and other proceeding resulting on account of the delay, non- delivery, damage, etc by the bidder in respect of dispatch of Bank's Annual Report & Notice of Annual General Meeting (AGM) to the shareholders of the Bank.

28. Settlement of Disputes:

- a. Should any dispute or difference of any kind whatsoever arise between the purchaser and the bidder in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such disputes or difference by mutual consultation.
- b. If after 30 days, the parties fail to resolve their disputes or difference by such mutual consultation, then either the purchaser or the bidder may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute. No arbitration in respect of this matter may be commenced unless such notice is given.
- c. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this clause shall be settled through arbitration. The arbitration shall be done by the sole arbitrator who shall be appointed by the Purchaser. The decision of the arbitrator shall be final and binding on the parties. The arbitration shall be done in accordance with the Arbitration and Conciliation Act, 1996, as amended from time to time.
- d. Arbitration proceedings shall be held at Kolkata and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

29. Other Terms and Conditions:

- a) The successful bidder will have to pick up the consignments/ articles of Annual Report & AGM Notice from the printers location.
- b) Bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- c) Bids with any conditions overriding our Terms & Conditions are liable for rejection.
- d) The Technical bids will be opened as detailed in RFP/ Tender document at the address mentioned therein.
- e) Commercial bids of those bidders who qualify technical evaluation and conform to our terms and conditions only will be opened. The date and time of opening commercial bid shall be informed to technically qualifying bidders.
- f) The bidders or their authorized representatives (only 1 per bidder), with requisite authorisation letter from the bidder may attend/ be present at the time of opening of the bids.
- g) The Bank need not necessarily accept the lowest bid and the decision of the Bank in this regard will be final.
- h) It may be noted that once the work order is accepted, successful bidder will be bound to execute the same within the period specified and no request for increase in rate subsequently nor any excuse will be entertained.
- i) Bank reserves the right to open the bids at the stipulated/notified time & date, even if vendor/s express their inability to attend the opening of bids.
- j) The Bank's decision regarding the acceptance / rejection will be final and no dispute or negotiation will be entertained in this regard.

- k) In matters regarding the interpretation of specifications, etc, the decision of the bank shall be final, conclusive and binding on the bidder.
- l) Once the quotation is submitted, no bidder will be allowed to withdraw the quotation on any grounds. In case of unilateral withdrawal, the EMD of the bidder will be forfeited. In that case, in addition to forfeiture of EMD, Bank may also decide to debar the concerned bidder and the decision of the Bank will be final and binding on all concerned.
- m) Earnest Money Deposit (EMD) will be forfeited in case the bidder refuses to execute the order at the quoted rates, if placed after qualifying in the bid. In that event, Bank may decide to debar / blacklist the concerned Bidder and the decision will be final and binding on all concerned.
- n) In case of bidder backing out after placing the order and submission of Bid Security, the Bank reserves the right to forfeit the EMD/ Bid Security.
- o) If the bidder considers that any decision of the bank is unacceptable and issue cannot be resolved mutually, the bidder may request for arbitration in writing within 15 days of such happening. The Bank shall give its written instructions or decision within a period of 30 days from the receipt of the vendor's letter. All disputes or differences as above shall be referred for arbitration by a Sole Arbitrator in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996.
- p) The seat of arbitration will be at Kolkata or any legal disputes will be under the jurisdiction of the courts at Kolkata.
- q) The Technical bids shall be opened and the qualifications of the bidders will be evaluated to ensure that it conforms to the minimum pre qualification criteria.
- r) All the pages of tender document shall be sealed (stamped) and signed by Authorized Signatory as token of having read the entire tender document and understood the instructions, terms & conditions etc. No changes whatsoever would be permitted in the tender document and the tender submitted by the bidder shall be strictly as per Bank's format.
- s) Bank reserves the right to cancel this invitation to offer in part or full and also the entire procurement process at any stage without assigning any reason.

Accepted the Terms & Conditions

SIGNATURE OF THE AUTHORISED OFFICIAL WITH SEAL

DETAILS OF THE BIDDER

1. Name of the Firm/Company
2. Address (with Phone No, Mobile No & e- mail id)
 - a) Head Office:
 - b) Branch Office:
3. Year of Establishment/ Incorporation
4. Constitution: (Proprietorship /Partnership/ Pvt. Ltd/Public Ltd/LLP)
5. Name & Address of Proprietor/ Partners/ Directors:
6. Local address of the firm/ company with name of local representative with contact number
7. Whether ISO Certified :
- If yes Standard of ISO Certification:
- Other certifications, if any
8. PAN No and GSTN Registration No. (Enclose copies)
9. Annual Turnover

(Amount Rs in Lac)

	FY 2015-16	FY 2016-17	FY 2017-18
Annual Sales/ Turnover			
Revenue from Courier/ Bulk Mailing service			

Net Profit			
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10. Name & Address of Bankers/ Financial Institutions, alongwith status of credit facilities enjoyed, if any, with status of account:

- i) Banks
- ii) Financial Institution

11. Number of offices/ outlets/ collection/ service outlets throughout India

12. Whether the firm/ company is empanelled with any Bank/ PSU. If yes, furnish details:
Name of the organization Period

Work Force

13. Quality Control Practices:

14. Other information, if any

(Signature with Seal)

UNDERTAKING

I/We confirm that the information provided above is correct, to the best of my/ our knowledge and I/we understand that any concealment of facts will lead to my/our disqualification at any stage by the Bank.

You are free to call for confidential opinion from anyone as also from our Banker, as you may deem fit.

I/We further undertake that

- The firm/ company is having all the regulatory/ statutory approvals from the government/ regulatory authorities.
- The firm/ company has never been involved in any illegal activity/ financial frauds and has not been blacklisted by any organization.

Date:

Place:

SIGNATURE OF BIDDER

Signature of the Bidder/ Tenderer (With Seal)

Authorized Signatory

(All details are mandatory. Wherever the space is insufficient, separate sheet may be used to furnish the details)

Enclosed:

1. Copy of PAN Card
2. Copy of GSTN Registration Certificate
3. Copy of Annual Report /Audited Financial Statements (for last 3 Years)
4. Others, if any.

FORMAT OF COMMERCIAL BID

To,

**The Asstt. General Manager,
Allahabad Bank,
Stationery Department, Head Office,
1st Floor, 14, India Exchange Place,
Kolkata – 700 001.**

Dear Sir,

Dispatch of Bank's Annual Report for FY 2018-19 & Notice of Annual General Meeting (AGM) to the shareholders of the Bank

Your Quotation No. HO/STNY/2019-20/002 dated 01.04.2019

In response to your above Quotation, we hereby submit our Bids as under for dispatch of Bank's Annual Report for FY 2018-19 & Notice of Annual General Meeting (AGM) to the shareholders of the Bank as per specifications:

Item to be dispatched	Region	Upto 250 gm (INR)	Upto 300 gm (INR)
Annual Report	Within Kolkata Within municipal limits		
	Rest of India		
Ancillary Job	Printing of address stickers Gumming Pasting		

Item to be dispatched	Region	Upto 50 gm (INR)	Upto 100 gm (INR)
Notice of AGM	Within Kolkata Within municipal limits		
	Rest of India		
Ancillary Job	Insertion, Gumming, Pasting		

The rates quoted should be inclusive of all costs/ charges, including GST.

Signature :

**Name & Designation :
Firm/Company with address
and official seal :**

Place:

Date :