



## **Central Bank of India**

Regional Office, Raipur  
Add : 1<sup>st</sup> Floor, Block-C, Bombay Market , G.E. Road,  
Raipur.

### **Tender** **TECHINICAL BID** (To be kept in envelope -1)

NAME OF THE WORK: **SUPPLY OF BANK'S STATIONERY FOR RAIPUR REGIONAL OFFICE**  
सेंट्रल बैंक ऑफ इंडिया रीजनल ऑफिस - ब्लॉक सी, प्रथम तल, बाम्बे मार्केट, जी ई रोड, रायपुर पर लेखन सामग्री के आपूर्ति के लिए टू बिड सिस्टम में मदवार मुहरबंद टेंडर आमंत्रित है.

**Address of Regional Office: Central Bank of India, Regional office, Block-C, 1st Floor, Bombay Market, G.E. Road, Raipur**

Regional Head  
REGIONAL OFFICE  
RAIPUR,  
Mail ID- gadraipro@centralbank.co.in  
Telephone No. – 0771-2991179

DETAILS OF OUR IEM:

NAME: Shri Trivikram Nath Tiwari  
MAIL ID: trivikramnt@yahoo.co.in

NAME: Shri Jagdip Narayan Singh  
MAIL ID: [Jagadipsingh@yahoo.com](mailto:Jagadipsingh@yahoo.com)  
Contact no. 011-61515609, 9978405930

## CENTRAL BANK OF INDIA

### TENDER NOTICE

सेंट्रल बैंक ऑफ इंडिया रीजनल ऑफिस - ब्लाक सी, प्रथम तल, बाम्बे मार्केट, जी ई रोड, रायपुर पर लेखन सामग्री के आपूर्ति के लिए टू बिड सिस्टम में मदवार मुहरबंद टेंडर आमंत्रित है।

**Item wise sealed tenders are invited in 2 bid system for Supply of STATIONERY ITEMS FOR RAIPUR REGIONAL OFFICE**

**Address of Regional Office: Central Bank of India, Regional Office, Block-C, 1st Floor, Bombay Market, G.E. Road, Raipur**

जारीकरण/ Issuance	टेंडर फॉर्म बैंक की वेबसाइट <a href="http://www.centralbankofindia.co.in">www.centralbankofindia.co.in</a> पर 14.06.2024 से उपलब्ध होगा. Tender forms will be available on Bank's website <a href="http://www.centralbankofindia.co.in">www.centralbankofindia.co.in</a> from 14.06.2024.
टेंडर जमा करने की अंतिम तारीख/ Last date for submission of the Tenders/	<b>05/07/2024 upto 2.00 PM</b>
टेंडर जमा करने का स्थान/ Place of submission of Tender/	व्यापार सहयोग विभाग, क्षेत्रीय कार्यालय रायपुर, ब्लाक सी, प्रथम तल, बाम्बे मार्केट, जी ई रोड, रायपुर. Business Support Department, Regional Office Raipur <b>Block-C, 1st Floor, Bombay Market, G.E. Road, Raipur</b>
तकनीकी बोली खुलने की तारीख/ Date of Opening of technical bid	<b>05/07/2024, 4.00 PM</b>
तकनीकी बोली खुलने का स्थान /Place of Opening of technical bid	व्यापार सहयोग विभाग, क्षेत्रीय कार्यालय रायपुर, ब्लाक सी, प्रथम तल, बाम्बे मार्केट, जी ई रोड, रायपुर. Business Support Department, Regional Office Raipur Block-C, 1st Floor, Bombay Market, G.E. Road, Raipur  नोट :- ठेकेदारों से अनुरोध है कि टेंडर के खुलने के समय वे उपस्थित रहे. Note: - <b>Vendors are advised to ensure their presence at the time of opening of tenders.</b>
टेंडर फॉर्म का मूल्य /Cost of tender	<b>Rs. 500.00</b> डीडी के द्वारा, सेंट्रल बैंक ऑफ इंडिया, रायपुर के पक्ष में (अप्रतिदेय) <b>Rs.500.00</b> In the form of DD in favor of central bank of India Raipur (Non-refundable) एम. एस. एम. ई. पंजीकरण प्रमाणपत्र की फोटोकॉपी संलग्न करने पर एम. एस. एम. ई. पंजीकृत ठेकेदारों को छूट दी गयी है/ <b>On Attachment of photocopy of MSME registration Certificate, MSME registered vendors are exempted.</b>
Eligibility	1) बिडर कोई कंपनी/निगम/नियामक/ट्रस्ट/रजिस्टर्ड फर्म/भारत में निगमन हो सकता है जो

Criteria/पात्रता शर्तें	<p>निम्नलिखित पात्रता को पूरा करती हो. पात्रता के संबंधित दस्तावेजी प्रमाणपत्र जमा करना अनिवार्य है. किसी भी रूप में संयुक्त उपक्रम या संघ को अनुमति नहीं है.</p> <p>The bidder can be a individual/proprietor / firm registered/ incorporation in India fulfilling the following criteria and must submit documentary evidences. Joint venture or consortium in any form is not allowed.</p> <p>2) बिडर 3 <b>वर्षों से अस्तित्व में होना</b> चाहिए और उसका पंजीकृत कार्यालय <b>भारत</b> में हो.</p> <p>The bidder should be in existence for the last 3 (Three) years and have registered office in <b>India</b>.</p> <p>3) पिछले 03 वर्षों के दौरान औसत वित्तीय टर्नओवर, Rs. 10,00,000.00 रु। दश लाख (जीएसटी के अतिरिक्त है.)</p> <p>Average Annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at is Rs. 10,00,000.00( <b>Rupees Ten lacs</b> )Excluding GST)</p> <p>4) बिडर में <b>पिछले माह की समाप्ति तक पाँच वर्षों</b> के दौरान इसी तरह के काम जिसमें <b>लेखन सामग्री के आपूर्ति के कार्य</b> शामिल हो का सफलतापूर्वक समापन करने का अनुभव हो</p> <p>The bidder must have experience of successfully completion of supply of bank's stationery during last <b>5 years</b> the one in which bids are invited should be either of the following:</p> <p>5) <b>वेध पैन, गुड्स एंड सर्विस टैक्स पंजीकरण नंबर हो.</b></p> <p><b>Must have valid PAN and GST registration numbers.</b></p> <p>Note:</p> <p>1) उक्त बियाए गए कायो मे ठे के दार ने के द्र/राज्य/औटोनोमस बॉडी/पल्कि सैक्टर /बैंक /तवत्तीय संस्था/शासकीय तशक्षा संस्था मे तकया गया हो.</p> <p>I. Out of the above said completed works, the contractor should have completed in Central / State Govt. / Autonomous Body / PSU / Bank / Financial Institutions / Govt. Educational institutes etc</p>
टेंडर जमा करने का तरीका /Mode of submission of tender	<p>टेंडर को क्षेत्रीय प्रमुख <b>रायपुर</b>, सेंट्रल बैंक ऑफ इंडिया, क्षेत्रीय कार्यालय <b>रायपुर</b> को संबोधित करते हुए क्षेत्रीय कार्यालय <b>रायपुर</b> में जमा करना है. टेंडर को यहा दिये गए कार्यपद्धती के अनुसार जमा करना है. निर्दिष्ट दस्तावेजों को उपयुक्त साइज़ के लिफाफो में मोहरबंद किया जाना है.</p> <p>Tender to be addressed to "Regional Head Raipur, Central Bank of India, Regional Office, Raipur and should be submitted at Regional Office, Raipur. The tender shall be submitted in accordance to the procedure detailed herein. Specified documents shall be sealed in an envelope of appropriate size.</p> <p><b>लिफाफा क्रमांक 01-</b> इसमें टेंडर मूल्य और बयाना राशि की डि. डि या विधिवत हस्ताक्षरित एम. एस. एम. ई. पंजीकरण प्रमाणपत्र की फोटोकॉपी, विधिवत हस्ताक्षरित टेंडर पेपर, तकनीकी बोली पत्र, जी एस टी नंबर, टीन नंबर, पेन कार्ड, लोकल एड्रेस प्रूफ, वर्क ऑर्डर की कॉपी, समान कार्य के कंप्लीशन सर्टिफिकेट, और <b>पात्रता शर्तों के संबंधित सारे दस्तावेजी प्रमाणपत्र</b>, एवं अन्य जरूरी दस्तावेज होने चाहिए. लिफाफे को मोहरबंद करना है. इस लिफाफे पर तकनीकी बोली लिखना है.</p> <p><b>Envelope marked no 1</b> shall contain DD of tender cost duly signed</p>

	<p>photocopy of MSME registration certificate, duly signed tender papers, technical bid, GST no., TIN no., PAN, local address proof. Copy of work orders, completion certificates of similar type of works and all <b><u>documentary evidence fulfilling eligibility criteria</u></b> and other required documents. This envelope shall be endorsed on the outside face "Technical bid and sealed properly.</p> <p><b>लिफाफा क्रमांक 02-</b> इसमें विधिवत हस्ताक्षरित वित्तीय बोली रखनी है और मोहरबंद करना है. इस लिफाफे पर वित्तीय बोली लिखना है.</p> <p><b>Envelope marked no. 2.</b> Shall contain the Price bid. This envelope shall be endorsed on the outside face "Price bid and sealed properly.</p> <p><b>लिफाफा क्रमांक 03-</b> इसमें लिफाफा क्रमांक 1 और 2 रखना है. इस लिफाफे पर सेंट्रल बैंक ऑफ इंडिया रीजनल ऑफिस <b>रायपुर पर.</b> लिखना है और क्षेत्रीय प्रमुख <b>रायपुर</b>, सेंट्रल बैंक ऑफ इंडिया, क्षेत्रीय कार्यालय <b>रायपुर</b> को संबोधित करना है.</p> <p><b>Envelope no. 3.</b> Envelope marked no. 1&amp;2 shall be put in an envelope marked no 3 which shall be properly sealed. This envelope, which shall be endorsed on the outside face. <b>"TENDER FOR SUPPLY OF STATIONERY ITEMS FOR RAIPUR REGIONAL OFFICE AT CENTRAL BANK OF INDIA, RAIPUR</b> and addressed "Regional Head RAIPUR, Central Bank of India, Regional Office, Raipur.</p>
संपर्क अधिकारी /ContactOfficer	<p>श्री एस. बी. शर्मा (मुख्य प्रबंधक)/Mr. S. B. SHARMA (Chief Manager)</p> <p>Contact no. 0771-2991179</p>

- I. बिना टेंडर फीस और ई एम डी की तकनीकी बोली या एम. एस. एम. ई. पंजीकरण प्रमाणपत्र की फोटोकॉपी संलग्न नहीं किए जाने पर की तकनीकी बोली को तत्काल निरस्त कर दिया जायगा.  
Technical Bids received without enclosure of tender fee without photocopy of MSME registration certificate will be summarily rejected.
- II. पात्रता शर्तों को पूरी करने वाले ठेकेदारों की ही वित्तीय बोली खोली जायगी.  
Price bids of the contractor fulfilling eligibility criteria shall be opened.
- III. नियत समय के पश्चात प्राप्त टेंडरों को स्वीकार नहीं किया जायगा.  
Tender received after the last date for submission will not be considered.
- IV. बिना सील किए टेंडर को निरस्त किया जायगा.  
Unsealed tenders received are liable for rejection.
- V. यदि बैंक इस टेंडर के बारे में कोई परिशिष्ट, संशोधन, शुद्धिपत्र जारी करता है तो वह इस टेंडर का हिस्सा होगा और उसे बैंक की वेबसाइट पर प्रकाशित किया जायगा. यह बोलीदाता की ज़िम्मेदारी है कि वह हमारे बैंक की वेबसाइट पर जारी किए गए परिशिष्ट, संशोधन, शुद्धिपत्र की जानकारी लेते रहे.  
Addendums/Amendments/Corrigendum issued if any to this NIT/ Tender Document shall be part of this tender NIT/Tender Documents and shall be published in our web sites specified above. It is Bidders responsibility to keep them updated on any such Addendums/Amendments/Corrigendum published on our Bank's website.

**Regional Head / क्षेत्रीय प्रमुख**

**Regional Office Raipur / क्षेत्रीय कार्यालय रायपुर**

Block-C, 1st Floor, Bombay Market, G.E. Road, Raipur/ ब्लॉक सी, प्रथम तल, बाम्बे मार्केट, जी ई रोड, रायपुर. .

**Information to be furnished by the Application**

<b><u>APPENDIX REFERRED TO IN THE GENERAL CONDITIONS</u></b>		
1	Date of Supply	15 Days from issue of Work order/Acceptance of works.
2.	Payment Terms	1. No advance or Running Amount payment. 2. Final Bill settlement within 15 days from the date of proper supply of Stationery.
3.	Validity of the Tender	90 days from the last date of opening of the Tender.
4.	Deduction	1. Income Tax at source as per Income Tax Rules Sales Tax /GST/ Works Contract Tax/ Commercial Tax as applicable in the statement. 2. Cess applicable as per the local rules 3. Any other Levy/Cess/Tax to be deducted at source by law.
5.	Validity of Rates	The quoted Rates in the Tender shall remain valid for one year. No escalation in rates shall be allowed.
6.	No deviation of material	All material and makes shall be as per specifications any deviation will not be accepted without written permission of Bank

**CONTRACTOR**  
**Seal and signature**

[Type text]

1	Name of the organization				
2	Registered Office details (Submit firm registration certificate)	Registration number		Date of registration	
		Postal Address			
		Telephone Nos.			
		E-mail Address			
3	Financial Strength- Average Annual Turnover & Profit in Rs.		Turnover(Rs.)	Profit(Rs.)	
			)		
		FY-2019-20			
		FY-2020-21			
	(Submit attested copy of ITR Return, balance sheet Audited or non-Audited & GST Return)	FY 2021-22			
4	Details of work executed with PSU BANKS, GOVT.		Works	Place of work	Amount (Rs.)
	(Submit completion certificate of similar works mentioned in eligibility criteria with details in separate sheet)	1			
		2			
		3			
5	PAN Number (Submit copy of PAN)				
6	GST (Submit copy of PAN)				
7	MSME Registration No.				

**Declaration:**

I/we hereby submit the information in your prescribed pro-forma and understand that if any information is found to be false at a later date, contract / order made between us and Central Bank of India will be treated as invalid. I/We agree that the decision of Central Bank of India in selection will be final and binding on me/us. All the information furnished in the attached sheets is correct to the best of my/our knowledge. Bank shall have the authority to verify all the information provided by me/us. **All supporting documents shall be provided by me/us in authenticity of the information furnished.** I/We agree that I/We have no objection if inspection of my/our premises/workshop, shop etc. is done by the officials of the Bank.

Date:

Place:

Signature

Name:

Stamp:

## **FORM OF TENDER**

To / प्रती

**Regional Head / क्षेत्रीय प्रमुख**

**Regional Office Ahmedabad/क्षेत्रीय कार्यालय अहमदाबाद**

**Central Bank of India/ सेंट्रल बैंक ऑफ इंडिया**

Dear Sir/ आदरणीय श्रीमान

With reference to the tender invited by you for the work. I/We hereby offer to execute the work under contract at the respective rates mentioned in the schedule of quantities.

आपके द्वारा कार्य हेतु आमंत्रित निविदा के संदर्भ में मैं/हम एतद्वारा अनुसूची में उल्लिखित मात्राओं की संबंधित दरों पर अनुबंध के तहत कार्य निष्पादित करने का प्रस्ताव करता हूँ/करते हैं।

I/We have seen the site of Central Bank Building understood the general conditions of contract, special conditions, additional conditions.

मैंने/हमने सेंट्रल बैंक बिल्डिंग की साइट देखी है, अनुबंध की सामान्य शर्तों, विशेष शर्तों, अतिरिक्त शर्तों को समझ लिया है।

I/We agree to execute the work as per specifications, general conditions of contract, special conditions, and additional conditions.

मैं/हम विनिर्देशों, अनुबंध की सामान्य शर्तों, विशेष शर्तों और अतिरिक्त शर्तों के अनुसार कार्य निष्पादित करने के लिए सहमत हूँ/हैं।

We hereby undertake that all the components/parts/assembly/software used in the equipment shall be original new Components/parts/assembly/ from respective OEMs/equivalent of the products shall be used.

मैं/हम एतद्वारा वचन देते हैं की उपकरण में उपयोग किए जाने वाले सभी घटक/पुर्जे/असेंबली/सॉफ्टवेयर उत्पादों के संबंधित निर्माताओं के मूल नए घटक होंगे जिनका उपयोग किया जाएगा।

I/we do hereby agree that the sum shall be forfeited by the bank in event our tender is accepted & I/We fail to execute the contract when required to do so.

मैं/हम एतद्वारा सहमत हूँ/हैं कि यदि हमारी निविदा स्वीकार कर ली जाती है और यदि मैं/हम अनुबंध को निष्पादित करने में विफल रहते हैं, ऐसी स्थिति में बैंक द्वारा राशि जब्त कर ली जाएगी।

I/we understand that you are not bound to accept the lowest or any other tender that you received.

मैं/हम जानते हैं कि आप प्राप्त न्यूनतम या किसी अन्य निविदा को स्वीकार करने के लिए बाध्य नहीं हैं।

Yours faithfully/ भवदीय

**Signature of contractor / ठेकेदार के हस्ताक्षर**

## **General Instruction to Contractors**

Sealed tenders should be address to Regional Head, Central Bank of India, Regional office, RAIPUR super scribed Name of work.

### **“TENDER FOR SUPPLY OF STATIONERY ITEMS FOR RAIPUR REGIONAL OFFICE.”**

1. No tender will be received after 14.00 Hrs. on Date: 05/07/2024 under any circumstances whatsoever.
2. The contractors are not expected to include any conditions contrary to tender provisions.

**MODE OF SUBMISSION OF TENDER:** The tender shall be submitted in accordance with the procedure detailed herein.

#### **A. Submission OF Tenders:**

Specified documents shall be sealed in two envelopes (Technical & Price bid) of appropriate sizes and envelope should be properly super scribed as:

Envelope no. 1 Technical Bid shall contain: -

- i) DD of Rs.500.00 as Tender Fee or Photocopy of MSME Registration Certificate
- ii) Supporting documents mentioned in eligibility criteria, other required documents and duly signed

Envelop no. 2; Price Bid shall contain: -

- i) Price Bid duly signed and duly filled in rates and amount in words and figures by the tenderer and should be properly sealed.

#### **B. OPENING OF TENDERS:**

The sealed Envelope no. 1 containing the tender fees / EMD /MSME registration certificate (In case) /documents shall be opened in the office of Business Support Department, Regional Office Raipur , 1<sup>ST</sup> Floor, Block-C, Bombay Market, Raipur at 16:00 Hrs. on Dt: 05/07/2024 in presence of Tender Opening Committee and authorized representatives of tenderers.

The selected contractors will be intimated by the bank regarding opening of the Envelop no. 2 containing priced tender. The tenderer or his authorized representative who is competent to take on the spot decision in the matter should be present.

After opening the envelope containing the offer on the standardized conditions and opening of the priced tender, no correspondence / revised offer whatsoever may be in nature, will be entertained.

The tender shall remain open for acceptance by the bank for a period of 3 (three) months from the date of opening of the SECOND COVER containing the priced tender which may be extended further by mutual agreement.

The tenderer must use only the tender forms/documents issued by the Bank. If given space falls short for furnishing the information / separate sheet may be added duly signed by the contractors.

The bank reserves the right to reject or select the tender for opening the priced tender and also the bank will not be bound to accept the lowest tender and reserve the right to accept or reject any or all the tenders without assigning any reason whatsoever.

The time allowed for the completion of work will be 15 Days from the date of issue of work order.



[Type text]

The contractor should quote in figures as well as in words the rate, the amount tendered by them. The amount for each item should be worked out and requisite totals given.

The acceptance of the tenderer will rest with the bank which does not bind itself to accept the lowest tender, and reserves to itself the authority to reject any or all the tenders received without assignment of a reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

The bank does not bind itself to accept the lowest or any tender and reserves to itself the right of accepting the whole or any part of the tender and the tender shall be bound to perform the same at the rate quoted.

Prices quoted by the tenderer should include all taxes, local taxes, octroi, sales tax, excise duty, sales tax on work contract etc. materials, labour, delivery, installation charges etc. but **excluding GST**. No extra will be paid on any account.

Prices quoted by the tenderer shall remain firm during execution of the work and no escalation on quoted rates shall be entertained on account of variation in the prices of raw materials, labour, taxes and any Government levies etc.

Sales tax or any other tax on material or on finished work like work's contract tax, turn over tax etc. in respect of this contract shall be payable by the contractor and the bank will not entertain any claim what so ever in this respect.

The Contractor has to supply and adhere to the specific makes and specifications of all the items, which are mentioned in the tender.

The contractors would use all the materials for various items strictly as per mentioned in tender.

All quantities indicated in tender are approximate & are likely to change.

Rates quoted in tender should be inclusive of all taxes, transportation, loading/unloading, stacking, safe keeping etc. but **EXCLUDING GST**.

Some of the above items may not be operated at all. It will be Bank's discretion. Contractor cannot claim any charges/compensation for non-operation of any items.

In case the supplier found using substandard material or non-specified product or not giving top class quality of finish, serious action will be taken including rejection of the entire stationery items .

Tender, invitation to tender, form of tender, instruction to tenderers, General condition of tender and the rates and the amount quoted against the item of the tender schedule together with the letter of Intent awarding the work shall form the contract. if there is any conflict between any of provisions in the special conditions and any of other documents refund, the provision in the special conditions of contract shall prevail.

Similarly, if there be any difference between the descriptions in the specification, item in the schedule of quantities, the description in the schedule of quantities shall prevail.

**Signature of Contractor & Seal.**

## **GENERAL CONDITIONS OF CONTRACT**

1. Each Tenderer must before submitting his tender, visit the site office Central Bank of India, 1<sup>ST</sup> Floor, Block-C, Bombay Market, BSD Regional Office, Raipur so as to ascertain the physical quality of materials according to Specifications before submitting the tender.
2. Prices quoted by the tenderer should include all taxes, local taxes, octroi, sales tax, excise duty, sales tax on work contract etc. materials, labour, fluctuation of rates, delivery, installation charges etc. but **EXCLUDING GST**. no extra will be paid on any account.
3. **Quoted rates shall be exclusive of GST.**
4. Rates quoted in tender should be inclusive of transportation, loading/unloading, , safe keeping etc. or any other expenditure for carrying out the work.
5. No escalation in rates will be allowed under any circumstances.
6. Conditional tenders quoted by the tender is liable to be rejected.
7. The Bank reserves the right to reject any or all the tenders, accept part of any tender or entrust the entire work to any contractor or divide the work to more than one contractor (item wise) without assigning any reason or giving any explanation. The rates quoted by the contractor will hold good for this bifurcation and no compensation will be paid on this account.
8. The tenders will remain valid for a period of 6 months from the date of opening of tenders, Bank reserves the right to accept or reject any or all the tenders without assigning any reason to do so. Bank does not bind itself for accepting the lowest tender.
9. All items of work described in the schedule of quantities are paid only after supply of stationery in all respects and as per given specifications.
10. The work is to be executed in accordance with the specifications, schedule of quantities..
11. Bank has right to omit any of items of schedule of rates. It will be Bank's discretion. Contractor cannot claim any charges/compensation for non-operation of any items.

**12 TENDERS:** The entire set of tender paper issued to the tenderer should be submitted fully priced and also signed on the last page together with initials on every page. Initial / signature will indicate the acceptance of the tender papers by the tenderer. No modifications, writings or corrections can be made in the tender papers by the tenderer.

13 The Bank reserves the right to reject the lowest or any tender and also to discharge any or all of the tenders of each section or to split up and distribute any item of work to any specialist firm or firms, without assigning reasons.

14 The tenderers should note that the tender is strictly on the item rate basis and their attention is drawn to the fact that the rates for each and every item should be correct, workable and self-supporting. If called upon by the Bank detailed analysis of any or all the rates shall be submitted. The Bank shall not be bound to recognize/accept the contractor's analysis.

**15.GOVERNMENT AND LOCAL RULES:** The contractor shall conform to the provision of all-local-by-laws and acts relating to the work and to the regulations etc.

**16.MATERIALS,:** All the stationery items mentioned in the tender BOQ specifications, to Bank's entire satisfaction.

**Signature of Contractor & Seal.**