

TENDER FOR PRINTING OF IDENTITY CARD OF STAFF

BARODA UP BANK, REGIONAL OFFICE, Chandauli invites sealed tender for Printing of Identity Card from all the concerning venders, descriptions are as under :-

1. Printing of Identity Card SPECIFICATIONS :

1. पहचान-पत्र में फोटो के दाहिने तरफ बनी पट्टी का रंग, अलग-अलग कैडर के कार्मिकों हेतु भिन्न-भिन्न होगी; जिसका विवरण निम्नवत है :-

क्रम संख्या	कैडर	पट्टी का रंग (CMYK)
1	कार्यपालक अधिकारी (अधिकारी स्केल-4 एवम् स्केल-5)	Magenta (CO M100 YO KO)
2	अधिकारी (स्केल-1, 2 एवम् 3)	Green (C100 MO Y100 KO)
3	क्लर्क (कार्यालय सहायक)	Sky Blue (C100 M20 YO KO)
4	सब स्टाफ (कार्यालय परिचारक)	Blue (C100 M100 YO KO)
5	सेवानिवृत्त कार्मिक	Yellow (CO MO Y100 KO)

2. पहचान पत्र (Identity Card) में सामने कार्मिक की रंगीन फोटो, EC No., नाम तथा नीचे कार्मिक के Scanned हस्ताक्षर तथा जारी करने वाले प्राधिकारी के स्थान पर सम्बंधित क्षेत्रीय प्रबन्धक के scanned हस्ताक्षर प्रिंट होंगे | पहचान पत्र में पीछे की तरफ कार्मिक की जन्म तिथि, ब्लड ग्रुप एवम् पहचान चिह्न प्रिंट होगी | इसके अतिरिक्त जन्म तिथि के ऊपर बनी सफेद पट्टी पर कार्मिक द्वारा स्वयं अपने किसी परिवार के सदस्य या नजदीकी व्यक्ति का संपर्क नम्बर OHP/Permanent Marker से लिखा जायेगा |

3.

Size	CR 80, Height- 3.370 Inches, Width-2.125 Inches, Thickness-0.76 mm., Both Side Multicolour Printing
Card Mate	PVC(4 Layer), Laminated with glossy finish, protection crystal card holder, multi colour printed premium quality neck lanyards (Length 36 Inches, Width 16 mm.) with chrome finish stainless steel england hook(Wt. 10 gm., height 2.5 Inches)

2. Tender issuing date : 26.05.2022
3. Last date for submission of Tender : 18.06.2022 at 4.00 PM
4. Date of opening of Tender : 18.06.2022 at 4.30 PM
5. Contact Number : 9450240760

VALIDITY OF RATES:

- The Rate Contact with the selected vendor will be valid up to a period of two Year from the date of acceptance of the rates.

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BID SUBMISSION:

- The sealed tenders must reach the **COMPLETED IN ALL RESPECT LATEST BY 4:00 PM ON 18.06.2022**. Bids received after that shall not be entertained.

**THE REGIONAL MANAGER,
Baroda U.P. Bank,
Regional Office
Alinagar, near Gupta Service Station, Mughalsarai, Uttar Pradesh - 232101
E-mail Address: Planning.ROCHAN@barodauprrb.co.in**

- Bids must be submitted through hand to hand or through registered Post.
- The Bid submission is as per mentioned guidelines only.

>> ENVELOPE MUST CONTAIN ALL THE DOCUMENTS GIVEN BELOW:

- Annexure - 'A' and 'B' duly filled with all the details and seal and signature of firm.
- Attested photocopy of document of registration of firm along with GSTIN No.
- Photo copy of PAN Number duly attested.
- Photo copy of GSTIN number duly attested.
- The entire tender document duly signed by the vender as a mark of acceptance of term and conditions of the tender document.
- All the documents should be self-attested along with stamp of the Firm.

IF ANY OF THE ABOVE DOCUMENTS IS/ARE NOT SUBMITTED OR IF SUBMITTED BUT IS NOT DULY ATTESTED, THE BID WILL BE REJECTED.

IT MUST BE MENTIONED ON ENVELOPE "DOCUMENT SUBMITTED FOR BID OF PRINTING OF IDENTITY CARD".

>> ENVELOPE MUST BE SUPERSCRIBED "BID FOR PRINTING OF IDENTITY CARD".

PROCESS & TIME FRAME:

Bids will be opened on 18.06.2022 at 4.30 PM at Regional Office, Chandauli. Bidders can depute their representative (only one) to present at the time of opening & processing of bid. No separate intimation will be given in this regard to the bidders.


EVALUATION OF BIDS:

- Quoting incredibly low value with a view of subverting the tender process shall be rejected straight away.

SINGLE POINT OF CONTACT FOR SUPPORT:

- Bidder has to provide details of single point of contact viz. designation, address, email address, telephone/mobile No. for communicating and information for work progress.

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PAYMENT TERMS:

- Payment will be made by Regional Office after succesfuly work completion.

OTHER TERMS AND CONDITIONS:

- The registration number of the firm along with the GSTIN no. allotted by the authorities must be submitted.
- PAN number of the firm allotted by the income tax authorities should be submitted. (Without PAN & GSTIN Registration the vendor's bid would become invalid and same shall be rejected).
- Conditional tenders shall not be accepted on any ground and shall be rejected straight away.
- Any deviation of the conditions given by the vender will not be accepted and the bid will be rejected without assigning any reasons.
- If any clarification is required, the same should be obtained before submitting the bid.
- The entire tender document must be signed with the seal and attached as mark of acceptance of terms and conditions.
- Any dispute will be uher Chandauli jurisdiction.

RIGHT TO REJECT BIDS:

- Bank reserves the right to accept or reject any quotation or cancel the entire process at any stage without assigning any reason whatsoever. The bank does not bind itself to accept the lowest of any quotation and reserves to itself the right to accept or reject any or all quotations, either in whole or part, without assigning any reason for doing so.
- The selected bidder is found to be unsatisfactory response/performance.

REQUEST FOR INFORMATION:

All queries relating to the RFP, technical or otherwise, must be either in writing or by email only at Planning.ROCHAN@barodauprrb.co.in



Yours Faithfully
REGIONAL MANAGER

रिचार्ज
अधिकारी
H.P.

Annexure-A

Pre-Qualification Profile

1	Name of the Firm/Company	
2	Address (Head Office)	
3	Phone No.	
4	Year of Establishment	
5	Name of Proprietor or Name of Partner/Director/Associates	1. 2. 3. 4.
6	Details and Value of major PRINTING WORK taken up during the last 3 yrs. with reputed financial organisations/banks	
7	List of other major customers (Work Order/ Experience/ Service certificate to the effect from the customers are to be enclosed)	
8	PAN Number (for TDS)	
9	GSTIN No. (Certificate attached)	
10	Any other relevant information with documents	

DETAILS OF INFRASTRUCTURE AVAILABLE

Authorised Seller Dealership (Yes/NO)	
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Signature of Authorised Signatory



ANNEXURE-B

TENTATIVE QUANTITY OF THE EQUIPMENTS PROPOSED TO BE PRINTING WORK OF IDENTITY CARD CONTRACT.

S.No.	Items With Brief Details of Config./Make/Model	Estimated Quantity	Rate	GST applicable	Total Cost
1	<u>Printing of Identity Card</u>	Up To 25 Cards			
		Above 25 cards and up to 50 cards			
		Above 50 cards and up to 100 cards			
		Above 100 cards			
2	<u>Transportation (Pick-up and delivery) charges</u>				
TOTAL					

- Exact quantity will be given in Work Order.
- Work rates should include all charges. No extra charge will be payable.
- GST will be paid extra as per GOI Norms.

Signature of Authorised Signatory

