

Request for proposal in terms of advertisement published in Aajkaal and Busines Standard on 06/07/2024 for EMPANELMENT OF PRINTING FIRMS for printing of office stationeries, Calendars & diaries for a period of three years.

Dated:- 06.07.2024

## **REQUEST FOR PROPOSAL (RFP)**

**TOWARDS**

**EMPANELMENT OF VENDOR**

**FOR**

**PRINTING & SUPPLY OF OFFICE STATIONERIES, CALENDAR AND DIARIES FOR  
NEXT THREE YEARS**

**THE WEST BENGAL STATE CO-OPERATIVE BANK LTD.**

**HEAD OFFICE ADDRESS: 24A, WATERLOO STREET, KOLKATA - 700069**

**RFP Reference: WBSCB/TENDER/EMPANELMENT/PRINTING/1.1**

**Date: 06/07/2024 (Tuesday)**

**Last Date for Submission: 22/07/2024**

**Before: 04:00 P.M.**

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**Important Dates and Schedule of Activities:**

Sr. No.	Particulars	Details
1	Project Name	<b>EMPANELMENT OF VENDOR FOR PRINTING &amp; SUPPLY OF OFFICE STATIONERIES, CALENDAR AND DIARIES FOR NEXT THREE YEARS</b>
2	RFP Inviting Bank	<b>The West Bengal State Cooperative Bank Ltd. (WBSCB)</b>
3	RFP Reference No.	<b>WBSCB/E-Tender/Empanelment/ PRINTING /1.1 dated 06/07/2024</b>
4	Tender inviting authority	<b>Shri Aweek Bhattacharya</b> , Managing Director, The West Bengal State Cooperative Bank Ltd., 24A, Waterloo Street, Kolkata - 700069.
5	Availability of RFP Documents	To be downloaded from WBSCB Website ' <a href="http://www.wbstcb.com">www.wbstcb.com</a> ' and/or <a href="http://www.tenderwizard.com/eproc">www.tenderwizard.com/eproc</a>
6	RFP Cost	<b>No cost for RFP document to be paid</b>
7	Date of Issuance of RFP	<b>06/07/2024 at 11:00 A.M.</b>
8	Last Date and Time for Submission of Pre-Bid Queries	<b>15/07/2024 by 02:30 P.M.</b>
9	Last Date and Time for Bid submission (on or before)	<b>22/07/2024 by 04:00 P.M.</b>
10	Mode of Submission of RFP	To be uploaded on website
11	Website for Uploading Proposals (Only Technical)	<b><a href="http://www.tenderwizard.com/eproc">www.tenderwizard.com/eproc</a></b>
12	Date and Time of Opening of Technical Proposals	<b>22/07/2024 by 04:30 P.M.</b>
13	Acceptance/ Rejection of Technical Proposals	Bank shall advise the applicant bidders indicating the acceptance/rejection of their proposal for empanelment.
14	Empanelment validity period	3 years from the issuance of empanelment order.
15	Language of Bid Submission	Proposals should be submitted in English only.
16	Contact persons and email id	1) Shri Asis Rai Chaudhuri, General Manager (HRMD) E-mail: <a href="mailto:gm.hrmd@wbstcb.com">gm.hrmd@wbstcb.com</a> 2) Shri Snehasis Chakraborty, AGM (Law & Estate) E-mail- <a href="mailto:ledept@wbstcb.com">ledept@wbstcb.com</a>
17	Communication Address	All communications, including proposal documents should be addressed to: <b>The Managing Director, The West Bengal State Co-operative Bank, 24A, Waterloo Street, Kolkata - 700069</b>
18	Newspaper publication	Aajkaal & Business Standard dated <b>06/07/2024</b>

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[**Note:** Bidders are required to strictly submit their technical bids, in electronic form using the e-procurement system at [www.tenderwizard.com/eproc](http://www.tenderwizard.com/eproc). Bids received after closing of the bid in the e-procurement system are summararily rejected without sighting any reason].

All the technical supporting documents should be submitted electronically uploading in the website mentioned above on or before the final date & time of bid submission. **The documents in hardcopy shall also to be submitted in the tender box placed at the 3<sup>rd</sup> floor of the Bank subscribing the project name.**

**DEADLINE FOR SUBMISSION OF BID:** Technical Bid must be submitted not later than the specified date and time mentioned in the Bid Document. If the specified date of submission of bids being declared a holiday for the Bank, the bids will be received up to the specified time in the next working day. The Bank may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of the Bank and bidders, previously subject to the deadline, will thereafter be subject to the deadline extended.

The above dates are tentative and subject to change without any prior notice or intimation. Bidders should check website [www.wbstcb.com](http://www.wbstcb.com) under 'Tenders and Quotations' Section for any changes / addendums to the above schedule and/or any other changes to this RFP. Bank would not be responsible for any delayed/lack of update directly to the bidder. Bidders to confirm with Bank the time and venue 1 (one) day prior to any of the above event.

Eligibility cum Technical bids will be opened in the presence of the bidder's representatives who choose to attend the opening of eligibility cum technical bid. No separate communication shall be sent in this regard except communication of acceptance/rejection of the Bids.

**Important Clarifications:**

1. 'The Bank' means The West Bengal State Cooperative Bank Ltd and henceforth be called as 'WBSCB'/'The Bank'/'Bank'.
2. 'Bidder' means the prospective BIDDER who has received RFP document and intends to be **empanelled** for a period of **three years** for **printing and supply of Stationery Items/Calendars/Diaries for the branches/offices of The West Bengal State Cooperative Bank Ltd** as mentioned in this Document henceforth will be called as "BIDDER".
3. 'Vendor' means the selected bidder of the RFP.
4. 'RFP' or 'Tender' means the Request for Proposal.
5. 'Recipient' or 'Respondent' or 'Bidder' means who responds/submits BID in response to this RFP issued by Bank.
6. Proposal/Bid/Offer means response to RFP document submitted by Recipient to the Bank.

**Abbreviations:**

Abbreviation	Expansion
WBSCB	The West Bengal State Cooperative Bank Ltd.
EMD	Earnest Money Deposit / Bid Security / Performance Security Deposit
INR	Indian Rupee
SLA	Service Level Agreement
NDA	Non-disclosure Agreement
EOI	Expression of Interest

## **SECTION 1: GENERAL INFORMATION, DISCLAIMER & INSTRUCTIONS FOR BIDDERS.**

### **1. INTRODUCTION OF THE BANK**

**The West Bengal State Co-operative Bank Limited** having its registered office at 24-A, Waterloo Street, Kolkata-700069 is a 107 years old Banking Institution working as an Apex Bank of all Co-operative Banks of West Bengal. Serving the needs of peoples from remote areas to State Capital, Bank have 43 branches in South 24 Parganas, North 24 Parganas, Coochbehar Districts and in Kolkata & Siliguri working on the CBS platform.

#### **1.1 Purpose of the Tender**

E-tenders are invited for empanelment of vendor for printing and supply of Office Stationeries, Calendars & Diaries for The West Bengal State Co-operative Bank Ltd from reputed printers/firms, preferably enlisted and empaneled with Govt organizations/ Banks including State Co-operative Bank & District Central Co-operative Bank Ltd in India **having adequate experience to execute this type of works are eligible for this contract.**

E-Tender offers in single bid system from firms who have successfully handled and completed works of similar nature and having their own Offices in Kolkata and/or adjacent district of Kolkata with follow up of the terms and conditions of this RFP. For complete details, formats and terms & conditions of tender please log on to Bank's website: [www.wbstcb.com](http://www.wbstcb.com) or [www.tenderwizard.com/eproc](http://www.tenderwizard.com/eproc)

#### **1.2. Name of the Work:-**

**Empanelment of Vendor for printing and supply of Office Stationeries/Calendars/Diaries etc. at various Branches/Offices of The West Bengal State Co-operative Bank Ltd.**

#### **1.3. Timeline for completion of work upon requisition**

- 1.3.1 a) Timeline for submission of Commercial Proposal on requisition – 5 days. The Bank in exigency can ask the empanelled Vendor to submit commercial proposal in 3 days and the Vendor shall be bound to comply the same.
- b) Timeline for presentation of documents for proof reading and confirmation- 2 days from the issuance of work order.
- c) Timeline for completion of printing and supply after proof reading- maximum 10 days dependent on volume of work.

No extension will be allowed otherwise the Bank considers that there is valid reason for delay in submission of commercial proposal and execution thereof upon issuance of work order and express its consent in written.

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Penalty of Rs.1000.00 (Rs. One Thousand) only per day will be deducted for the delay beyond time frame of 10 (Ten) days upto maximum penalty equivalent to 5% of the work value. However, the above time frame cannot be stretched beyond 15 days, else the Bank may at their sole discretion cancel the contract and assign the job to L-2 and subsequently L-3 bidder. Works have to be taken up simultaneously in coordination with Bank Officials.

It may be noted that the Bank may ask for submission of Commercial proposal through registered E-mail or otherwise as per choice of the Bank. The Commercial proposal shall be submitted in hardcopy as per format provided in a sealed envelope clearly subscribing the Bidder's name and the same to be submitted to the Assistant General Manager (Law & Estate) of the Bank or as may be instructed.

#### **1.4. EARNEST MONEY DEPOSIT / RETENTION MONEY/PERFORMANCE SECURITY DEPOSIT: -**

**1.4.1.** Giving cognizance to Office Memorandum No.F.9/4/2020-PPD dated 12<sup>th</sup> November,2020 of Government of India, Ministry of Finance, Department of Expenditure Procurement Policy Division, no Earnest Money is required to submit with the Tender. However, the bidders have to submit declaration as per **Annexure-C**.

**1.4.2.** An amount equivalent to 5% of the work value shall be deducted from the payment of every bill and shall be retained for a period of 90 days (Defect Liability Period).

#### **1.5. Defect Liability period**

**Defect Liability period of all products to be supplied shall be 90 (ninety) days.** The supplier shall have to replace/repair the defects identified and communicated to them within 72 hours, failing which the Bank shall get the job done by other agency to their choice at the cost of the supplier. Initially the cost shall be adjusted out of the retention money. If the retention money is not sufficient to cover up the cost of replacement/repair, the vendor shall reimburse the amount within 10 days upon requisition from the Bank, failing which the vendor shall be blacklisted for a period of three years. The Bidders has to submit declaration to this effect as per **Annexure-E**.

#### **1.6. Availability of Tender Document**

At Bank's Website: [www.wbstcb.com](http://www.wbstcb.com) under "Tenders and Quotations" section and/or [www.tenderwizard.com/eproc](http://www.tenderwizard.com/eproc)

#### **1.7. Issue of tender document**

06/07/2024 11.00 A.M. onwards

#### **1.8. Pre-Qualification Criteria & Criteria for Short Listing:-**

Following will be the minimum pre-qualification criteria. Each eligible Bidder should pass all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

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SI No	Pre-qualification Criteria	Supporting Compliance Document to be submitted.
1	The applicant shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 etc.	Copy of Certificate of incorporation / Partnership Deed etc
2	Should have a Valid Trade License	Copy of a valid Trade License
2-A	Bidder should have main activity as printer, otherwise tender shall be rejected.	
3	Audited Balance Sheet & Profit and Loss Account for the last 3 financial years i.e 2020-2021, 2021-2022 and 2022-2023.	Copies of the balance sheet and Profit & Loss A/c for the past 3 years (i.e. 2020-2021, 2021-2022 and 2022-2023), duly audited by chartered accountants.
3-A	The company should have made net profits in each of the last three financial years i.e 2020-2021, 2021-2022 and 2022-2023.	
3-B	The annual turnover for the bidder (not of group companies) should not be less than INR.15.00 lakh per year in each year for last 3 financial years i.e 2020-2021, 2021-2022 and 2022-2023.	
4	Should be a registered company/firm with authentic PAN, GST	a) Copy of PAN, GST allotted by competent authorities.  b) Income Tax Return for the financial year 2020-2021, 2021-2022 and 2022-2023.  c) GST Return for the financial year 2020-2021, 2021-2022 and 2022-2023.
5	Credentials of performing similar printing jobs during last 5 years ending on 31.03.2023 fulfilling any one of the following three criterias (please provide relevant order copies):	a) 03 (three) "similar completed works" costing not less than the amount of Rs. 4.00 Lakh (Rs. Four Lakh) each  OR  b) 02 (two) "similar completed works" costing not less than the amount of Rs. 6.00 Lakh (Rs. Six Lakh) each

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		OR 01 (one) "similar completed work" costing not less than the amount of Rs. 10.0 Lakh (Ten Lakh)
6	The firm should be in the business of providing similar supply & services for at least 5-years as on 31.03.2023	Supporting documents of work orders.
6-A	The Bidder should have experience of Printing & Supply to Govt. Departments, Public/ Private Sector Banks, Govt. Corporations, State Co-operative Bank, DCCBs and Private Organization of repute.	
6-B	Details of similar work in hand	
7	Unconditional Acceptance of the Terms & Conditions of this RFP	Original RFP Documents by signing on each paper with impression of company seal.
9	Should have presently empaneled with Govt organizations/ Banks including State Co-operative Bank & District Central Co-operative Bank Ltd/ Other Organization of repute	Empanelment order.
10	The firm should not be blacklisted in any of the government institution/Bank/ Office of repute	The self-declaration on company's letter head as per Annexure-G.
11	Technical Qualification Information Sheet	Please submit the information supported with valid documents as per Annexure-A.
12	Declaration regarding compliance certificate	Please submit the declaration as per Annexure-B.
13	Declaration regarding Bid Security/EMD	Please submit the declaration as per Annexure-C.
14	Declaration regarding blacklisting	Please submit the declaration as per Annexure-D.
15	Declaration regarding defect liability/warranty	Please submit the declaration as per Annexure-E.
16	Banker's certificate for solvency/credit worthiness	Please submit the declaration as per Annexure-F.



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17	List of disputes/litigations entered into, if any, with its details	Please submit the declaration as per Annexure-G.
18	Final Checklist	Please submit the declaration as per Annexure-H.

The short-listing of the applications received and final selection for empanelment of vendors will be done by carrying out evaluation of various parameters/criteria fixed as above by the Committee constituted for the purpose.

Bank reserves the right to select or reject any or all applicants without assigning any reason thereof.

**1.9. Additional Documents to be submitted**

**1.9.1.** Name, address & Type of firm with organization details, Trade License, Registration Certificate Copy, Telephone Numbers, E-mail address etc as per **Annexure-A**.

**1.9.2.** List of Govt./ Quasi-Govt. Dept. and other organizations of repute with whom the company is empanelled/ working. Contact details of the persons of those organizations are to be provided along with the list in **Annexure-A**.

**1.9.3.** List of similar work completed in last 5 years with details enclosing completion certificate from the clients along with the names of two responsible clients/ persons with address & telephone number who will be in position to certify about quality as well as past performance of the bidder's organization in **Annexure-A**.

**1.9.4.** List of similar works in hand with details enclosing the copies of work orders from the clients in **Annexure-A**.

[PLEASE MAY REF TO THE ANNEXURE A AND FILL THE DETAILS AS PER THE FORMAT PROVIDED]

**1.10. Time and date of opening Bid**

**1.10.1 Technical Bid:** -At 04.30 P.M. on the scheduled date (Please refer **Important Dates and Schedule of Activities**)

- 1) The technical bid should be uploaded as per details provided in the RFP document. In addition, the printed copy/hard copy of Technical Bid also should be submitted at the Head Office in a bound form and all pages continuously and serially numbered in one lot as one document. Brochures/leaflets etc. should be submitted in the bound document and not in a loose form. **BIDDER must ensure that all the documents uploaded / submitted in hard copies are sealed and signed by the authorized signatory.**
- 2) The printed copy of Technical & Eligibility bid proposal as given in Annexure A along with Annexure B, Annexure C, Annexure D, Annexure E, Annexure G & Annexure H should be neatly typed on the letterhead of the BIDDER, duly filled in, signed and complete in all respect, as directed.

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- 3) Upon submission of Bid, the bidder agrees that when asked for printing and supply of Stationery items/Calendars/Diaries etc. post empanelment, the **offer shall include 90 days Defect Liability Period from the date of supply.**
- 4) The Technical Bid submitted in response to this RFP Document along with the supporting material, will become the property of the Bank.

Eligibility cum Technical bids will be opened in the presence of the bidder's representatives who choose to attend the opening of eligibility cum technical bid. No separate communication shall be sent in this regard. Subsequently, the Bank will evaluate the eligibility cum Technical Bids and the bidders shall be suitably intimated about outcome, after evaluation.

#### **1.10.2 No of Empaneled Bidder: -**

After completion of the evaluation for the technical bid submitted, the successful bidders will be communicated through e-mail or through other mode as per choice of the Bank. The Bank reserves the right to restrict the empanelment list to maximum 5 based on the highest technical scores. The technical scores are provided here-in-under in **Section-4**.

#### **1.11. Venue of opening of bids**

Conference Room, Head Office of THE WEST BENGAL STATE COOP. BANK LTD, 24A WATERLOO STREET, KOLKATA-700069

#### **1.12. Tender to be addressed and submitted to**

All communications, including proposal documents should be addressed to:

**The Managing Director, The West Bengal State Co-operative Bank, 24A, Waterloo Street, Kolkata – 700069**

#### **1.13. Clarification, if any, to be obtained from**

1) Shri Asis Rai Chaudhuri, General Manager (HRMD), Mob No- 9073681020, E-mail- [gm.hrmd@wbstcb.com](mailto:gm.hrmd@wbstcb.com)

2) Shri Snehasis Chakraborty, AGM (Law & Estate), Mob No-9073681048, E-mail-[ledept@wbstcb.com](mailto:ledept@wbstcb.com)

#### **1.14. Validty of Tender: -**

3 (Three) years from the date of communication regarding acceptance of Tender.

#### **1.15. Defect Liability Period: -**

90 (Ninety) days from the date of supply. Participation by the vendor to the tender process will tantamount that they unconditionally undertake to replace/repair the items once identified as defective.

**1.16. Award to selected vendor: -**

The Bank at the point of necessity, shall ask the empanelled bidders to submit commercial proposal. On evaluation of their proposal, the L-1 bidder shall be short listed and the work order shall be issued. The Bank reserves the right to split the works among two or three vendors. In that case, the bidders at L-2 & L-3 positions shall have to match the lowest rates before acceptance of the bid. The orders shall be divided in the following manner:

In case of split between 2 bidders: 60% to L-1 bidder, 40% to L-2 bidder at the lowest rates

In case of split into 3 bidders: 50% to L-1 bidder, 30% to L-2 bidder and, 20% to L-3 bidder at the lowest rates.

**1.17. Dispute Resolution**

Bank and the selected empanelled bidder shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with this RFP and subsequent contract. If after 30 days from the commencement of such informal negotiations, Bank and the selected bidder have been unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration.

All questions, disputes or differences arising under and out of, or in connection with the contract, shall be settled with reference to the provisions of the West Bengal Co-operative Societies Act-2006 and Rules framed there under. The venue of the arbitration shall be at Kolkata only.

**1.18. Other disciplines**

**1.18.1.** GST, Service Tax or any other tax on material or on finished work like Works Contract Tax, Turnover Taxes etc. in respect of this contract shall be payable by the Contractor and the Bank will not entertain any claim whatsoever in this respect.

**1.18.2.** Delay in submission of any part arising due to postal or any other irregularities at any stage will not be considered. The Bank will not be responsible for any damage in transit in case of postal delivery / delivery through courier service or otherwise.

**1.18.3.** All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

**1.18.4.** The acceptance of technical bid will rest with THE WEST BENGAL STATE COOP. BANK LTD, which does not bind itself to accept the any or all tenders and reserves to itself the right to reject any or all the tenders received without assigning any reason/s thereof.

**1.18.5.** In case the date of opening of tenders is declared as a holiday, the tenders will be opened at the same time on the next working day.

**1.18.6.** Conditional Tenders will be summarily rejected.

**1.18.7.** Defects liability period/warranty period shall be as per memorandum. It must be realized that this period is for exposure of "Latent Defects". The Defect Liability Period commences from the supply of required items, acknowledged by the Bank's Premises Department and/or the branches/offices where the supply to be made.

**1.18.8.** After opening the technical bids offer on the standardized conditions as depicted vide the tender document, no correspondence will be entertained.

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1.18.9. The bank is not bound to award all the site projects to single Contractor/Vendor and subsequent project awards will be dependent on the performance of the contractor for every single project awarded.

1.18.10. Prior to finalizing of Technical bid, THE WEST BENGAL STATE COOP. BANK LTD., or their representatives at their discretion may inspect the on-going/completed works of the Contractors as well as obtain confidential report from the concerned employers.

1.18.11. The bid of tenders who do not full fill the above criteria will summarily be rejected.

1.18.12. The Bank also reserves to itself the right of accepting the whole or any part of the tender and the tenderers shall be bound to perform the same at the rates quoted.

1.18.13. The bidders should note that the Bank is not liable to ask for quotation to the selected empaneled vendor every time for printing of stationary items and may go for other procurement method to their choice for reason.

### 1.19 PAYMENT TERMS:

An amount equivalent to 95% of the awarded value shall be paid within 15 days from the submission of Tax Invoice post supply of awarded work by the Vendor to the satisfaction of the Bank. 5% of the value shall be paid after the Defect Liability Period of 90 days provided the vendor has attended all defects/replacement work within 72 hours of reporting. No interest shall be paid on the retained amount.

### 1.20 PROCEDURE TO QUOTE PRICE AFTER EMPANELMENT:

After empanelment, the Bank shall ask the Bidders to quote their price for the required items. The Bidder shall collect the required sample from Law & Estate Department of the Bank at Head Office and quote their price within stipulated timeline.

## Section 2:- OBJECTIVE, SCOPE AND LODGEMENT OF THE RFP AND GENERAL RULES & INSTRUCTIONS FOR THE GUIDANCE OF THE TENDERER.

**2. Objective:** -The objective of this RFP is to call responses from Bidders for empanelment towards printing and supply of Office Stationeries/Calendars/Diaries or similar nature of work for a period of three years.

**2.1 Scope:** After making the empanelment, the selected bidders every time shall be asked for submission of Commercial Proposal for printing and supply of Office Stationeries/Calendars/Diaries or similar nature of work as per timeline provided here-in-before. The Bank shall evaluate the Commercial Proposals and issue work order to the L-1 Bidder. **In case of non-submission of Commercial Proposal for consecutive two times upon requirement, the Bank at its sole discretion may blacklist the vendor for participation in the next bids for a period of three years.** The BIDDER must support both functional and technical requirements of the bank. The Bidders should note that there shall be no commitment from the Bank regarding number of bids to be asked for in a year or the yearly work order value.

### 2.1.1 Basic Instructions To The Bidder (At A Glance)

**A.** The BIDDER is expected to have read and examined all the instructions, forms, terms, and specifications in the RFP Document with full understanding of its implications. Failure to furnish all information required in the RFP Document or submission of a bid not substantially responsive to the RFP Document in every respect will be at the Bidder's risk and may result in outright rejection of the bid.

**B.** The BIDDER is advised to strictly adhere to the Annexure provided for that purpose in this document. Any deviation in this matter will lead to disqualification of the RFP.

#### **C.** Procedure / Instructions for Submission of Bid

1) Technical bid as directed below in Section E and should be uploaded in the website mentioned above on or before specified date and time

2) Relevant certificate / documents should be attached.

3) Notwithstanding the above, offers made by email, telex, fax, telephone and/or any other mode shall immediately disqualify the BIDDER.

#### **D. Earnest Money Deposit/Performance Security Deposit/Retention Money: -**

- Giving cognizance to Office Memorandum No.F.9/4/2020-PPD dated 12<sup>th</sup> November,2020 of Government of India, Ministry of Finance, Department of Expenditure Procurement Policy Division, no Earnest Money is required to submit with the Tender. However, the bidders have to submit declaration as per **Annexure-C**.
- The Bank shall retain an amount equivalent to 5% of the work value from out of the payment against all supply bills for the defect liability period of 90 days and shall release on satisfactory execution of defects as per terms of the RFP. The Retention Money shall be forfeited if the awarded vendor fails to rectify/repair the defects and the Bank requires to get the job done by other agency to their choice in accordance with the work contract.

#### **E. Technical Bid:**

- 1) The technical bid should be uploaded as per details provided in the RFP document. In addition, the printed copy of Technical Bid also should be submitted at the Head Office in a bound form and all pages continuously and serially numbered in one lot as one document. Brochures/leaflets etc. should be submitted in the bound document and not in a loose form. **BIDDER must ensure that all the documents uploaded / submitted in hard copies are sealed and signed** by the authorized signatory and properly indexed.

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- 2) The printed copy of Technical & Eligibility bid proposal as given in Annexures, neatly typed on the letterhead of the BIDDER, duly filled in, signed and complete in all respect including annexure for detailed specifications of equipment etc. as directed.
- 3) The Technical Bid submitted in response to this RFP Document along with the supporting material, will become the property of the Bank.

**[For further information may please refer CI- 1.10 in Section I]**

**F. Language of Bids:**

The Bids prepared by the BIDDER and all correspondence and documents relating to the Bids exchanged by the BIDDER and the Bank, shall be written in the English Language, provided that any printed literature furnished by the BIDDER may be written in another language (Devnagari) so long as it is accompanied by an English version in which case, for purposes of interpretation of the Bid, the English version shall govern.

**G. Bid Currency and Related:**

- 1) Rates should be quoted in Indian Rupees (INR) only.
- 2) The rates quoted should be excluding taxes. Taxes should be mentioned separately in columned form.

**H. Validity:**

The Bids shall remain valid for 03 (three) years from the issue of empanelment order. The BIDDER may be required to give consent for the extension of the period of validity of the bid beyond initial 03 (three) years, if so required by the Bank, in writing. Refusal to grant such consent would result in rejection of bid. However, any extension of validity of bids will not entitle the BIDDER to revise/modify the bid. The decision of the Bank in this behalf will be final, conclusive, and binding on the BIDDER.

**I. Modifications and Withdrawal**

- 1) The bid submitted may be withdrawn or resubmitted before the expiry of the last date of submission by making a request in writing to the Managing Director of the Bank to this effect and after receiving written consent from the Bank.
- 2) No BIDDER shall be allowed to withdraw or modify the bid after the deadline for submission of bids.

**J. Documents To Be Submitted Along With The Technical Proposal:**

Please refer clause 1.8 and 1.9 of this RFP

#### **K. RFP Rejection Criteria:**

Bid may be rejected for any or all of the following grounds:

- The bidder's details attached to RFP are not found as per eligibility criteria.
- Non -indexed documents attached to RFP document.
- RFP submitted with false and wrong information.
- Information requested by bank for this RFP process is not found in Technical offer.
- Misconduct and influence, if any, to this RFP process by the bidder OR its representative/s will result into rejection of bid document. No further communication will be entertained in this regard.

#### **Section 2.2: LODGEMENT OF RFP**

The response to RFP shall contain only the "Eligibility cum Technical Proposal":

All the documents as per clause 1.8 and 1.9 are to be submitted / uploaded at once at the time of Bid submission. A submission in a different manner, including a submission through Fax or Email, will not be accepted by the Bank, and will be summarily rejected.

##### **2.2.1 RFP Response guidelines**

- a) All responses received after the due date/time would be considered late and are liable to be rejected.
- b) All bid responses should be in English language.
- c) All responses of technical bids would be deemed to be irrevocable offers/ proposals from the Bidders and may, if accepted by the Bank, form part of the final contract between the Bank and the selected Bidder.
- d) Bidders are requested to attach / upload a letter from an authorized signatory attesting the veracity of information provided in the responses. Unsigned responses would be treated as incomplete and are liable to be rejected.**
- e) Any Technical bid submitted cannot be withdrawn / modified after the last date for submission of the bids.
- f) The Bidder may modify or withdraw its offer after submission, provided that, the Bank, prior to the closing date and time, receives a written notice of the modification and revised bid or withdrawal for submission of offers. No offer can be modified/ withdrawn by the bidder, after the closing date and time for submission of offers.
- g) By submitting a proposal, the Bidder agrees to promptly enter into an agreement (SLA) with Bank for any work awarded to the Bidder. Failure on the part of the selected Bidder to execute a valid agreement with Bank within 30

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days of receiving the empanelment order will relieve the Bank of any obligation to the Bidder, and the Bank will be at liberty to select another Bidder based on the selection process of the Bank.

**h)** By submitting the bid, the Bidder represents and acknowledges to the Bank that it possesses necessary experience, expertise and ability to undertake and fulfill its obligations, under all phases involved in the performance of the provisions of this RFP. The Bidder represents that all utilities, manpower to be deployed by bidder in response to this RFP shall meet the proposed Service requirements of the Bank and industry standards. If any services, functions or responsibilities not specifically described in this RFP are an inherent, necessary or customary part of the deliverables or services and are required for proper performance or provision of the deliverables or services in accordance with this RFP, they shall be deemed to be included within the scope of the deliverables or services, as if such services, functions or responsibilities were specifically required and described in this RFP and shall be provided by the Bidder at no additional cost to Bank. The Bidder also acknowledges that Bank relies on this statement of fact, therefore neither accepting responsibility for, nor relieving the selected Bidder of responsibility for the performance of all provisions and terms and conditions of this RFP, Bank expects the selected Bidder to fulfill all the terms and conditions of this RFP. The modifications, which are accepted by the Bank in writing, shall form a part of the final contract.

**i)** All RFP response documents would become the property of the Bank and the Bank also would not return the bid documents to the Bidders.

**j)** Erasures or Alterations – The offers containing erasures or alterations in the hard copies may not be considered. Unavoidable corrections or alterations, if any, should be authenticated. In case of the corrections/alteration are not properly authenticated, the offer shall be rejected.

**k)** Requested details must be completely filled up. Filling up of the information using terms such as "OK", "accepted", "noted", "as given in brochure / manual/ annexure" is not acceptable. Bank may treat the offers not adhering to these guidelines as unacceptable. The proposals should be in the template that is recommended and provided in this RFP.

### **l) Numbering of Pages**

All pages of the bid including brochures are to be numbered as Page --- (current page) of --- (total pages) in a serial along with proper index. The numbering shall be done separately for Eligibility cum Technical Bid and Commercial Bid/s, and not section-wise.

### **m) Authorized Signatory**

The Bidder shall submit the bid authenticated by an authorized person from any of their offices in India.



**n) Clarification on RFP Document**

1. The Bidder shall carefully examine and understand the specifications /conditions of RFP, intent of the RFP and seek clarifications, if required, to ensure that they have understood all requirements/specifications/conditions/intent of RFP.

2. Bidders shall have the opportunity to get their doubts clarified pertaining to the RFP, prior to finalizing their responses. All questions are to be submitted to Shri Asis Ray Chaudhuri General Manager (HRMD), The West Bengal State Co-operative Bank Ltd, 24-A, Waterloo Street, Kolkata-700069, E-mail: [gm.hrmd@wbstcb.com](mailto:gm.hrmd@wbstcb.com) or Shri Snehasis Chakraborty, A.G.M (Law & Estate), The West Bengal State Co-operative Bank Ltd, 24-A, Waterloo Street, Kolkata-700069, E-mail: [ledept@wbstcb.com](mailto:ledept@wbstcb.com), not later than the query submission date mentioned in this RFP and as advised by Bank from time to time.

3. The Bidder in all such cases must seek clarification in writing in the same serial order as that of RFP by mentioning relevant page number and clause number of RFP on or before the timeline prescribed in this RFP under "Important Dates & Schedule of activities".

Respondents are required to direct their communication towards clarification/additional information, errors and omission related to this RFP to:

**The Managing Director, The West Bengal State Cooperative Bank Ltd., 24A, Waterloo Street, Kolkata - 700069**

**o) Validity of Bids**

The bids shall remain valid for a period of 03 (three) years from the last date of submission of bids to the Bank.

**p) Submission of Bids**

1. The response should be submitted on or before the last date & time of submission mentioned in "Important Dates and Schedule of Activities". If the last date of submission of RFP response is declared as a holiday for any reason, then the last date for submission of RFP response will fall on the next working day. Documentary proof, wherever required, in terms of the RFP should be enclosed.

2. The Bids / Proposals should be complete in all respects and contain all information asked for in this document. It is mandatory to submit the details in prescribed formats duly filled in, as part of the offer. The Bank, at its discretion, may not evaluate a bid in case of non-submission or partial submission of details. The proposal must be submitted in an organized and structured manner.

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3. For participation in the opening of eligibility cum technical bid, the Bidders' representatives are required to carry authorization letter from their authorized signatories, if the person attending the bid opening process is other than the authorized signatory.

**Part I – Eligibility cum Technical Bid:**

The Eligibility cum technical Bid containing the response to requirements for the services and other applications is to be uploaded in the respective section of the RFP.

Eligibility cum Technical Bid must contain followings (with scanned copies of related documents):

1. Duly filled in Covering letter, eligibility criteria compliance, other information as detailed in Annexure A, including supporting credential/ letters/testimonials from relevant organizations or copies of documentation from clients or purchase order copies certifying compliance. Non-compliance of even one condition mentioned in the eligibility criteria may render the bid ineligible. **Hence, Bidder is required to provide proof for each of the points for eligibility evaluation.** The proof provided must be in line with the details mentioned in Annexure A. In case any credential detail mentioned in Annexure A is not accompanied by relevant proof documents, the said Bid offer will not be considered for evaluation. There is no restriction on the number of credentials a Bidder can submit.

2. Compliance of RFP terms and conditions –Annexure B

3. Bid Security/EMD Declaration as per Annexure-C.

4. Declaration regarding blacklisting as per Annexure-D.

5. Undertaking regarding 90 days defect liability period as per Annexure-E.

6. Banker's certificate for solvency/credit worthiness as per Annexure-F.

7. List of disputes/litigations entered into, if any, with its details as per Annexure-G

8. Letter with details of authorized signatories/Power of Attorney's in the name of the authorized signatories who can represent the Bidder with regard to the obligations under the RFP or contract.

9. All the technical supporting documents should be submitted electronically uploading in the website mentioned above on or before the final date & time of bid submission. The documents in hardcopy shall also to be submitted in the tender box placed at the 3<sup>rd</sup> floor of the Bank subscribing the project name.

**q) Overall Bid**

The Technical / Eligibility Criteria are to be submitted at a time. Please note that in the following cases Bank in its absolute discretion may reject the Bids:

1. Submission of Bid after the time stipulated in this RFP Document.

2. Misleading/incomplete information or documentation.

3. Any conditional offer or assumption with or without information to the Bank

4. Bidder is not meeting eligibility or technical criterion specified in this RFP
5. Bid submission through Fax or email
6. Submission of more than one bid. In case, bidder is submitting more than one bid, all the bids submitted by the bidder shall be disqualified.

### **2.3 Related Parties**

In the following circumstances Bank will have discretion to reject the entire bid or accept the bid with some conditions stipulated by bank -

1. Bids submitted by holding company and its subsidiary.
2. Bids submitted by one or more companies having common director/s.
3. Bids submitted by one or more partnership firms / LLPs having common partners.
4. Bids submitted by one or more companies in the same group of promoters/management.
5. Any other bid at the sole discretion of the Bank which is in the nature of multiple bids.

### **2.4 Registration of RFP Submission**

Upon receipt of a submission, the Bank shall register the response. Incomplete or partial or faulty submissions shall be rejected forthwith.

All submissions, including any accompanying documents, shall become the property of the Bank. Hence, submission of response to the RFP shall be deemed as respondents' license and grant of all rights to the Bank to reproduce the whole or any portion of their submission for the purpose of evaluation, notwithstanding any copyright or other intellectual property rights that may subsist in the submission or accompanying documents.

The RFP document is confidential and is not to be reproduced, transmitted, or made available by the Recipient to any other party without Bank's express written permission. The RFP document is provided to the Recipient based on the undertaking of confidentiality given by the Recipient to the Bank. The Bank may update or revise the RFP document or any part of it. The Recipient acknowledges that any such revised or amended document received is subject to the same terms and conditions as original and subject to the same confidentiality undertaking.

### **2.5 Format for queries**

Bidder should use the following format for their above-said communication -

- .....
1. Name of the Respondent/Bidder:
  2. Date:
  3. Contact Person from Respondent/Bidder in case of need:

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Name:

Designation:

E-mail ID:

Tel / Mobile No:

Sr. No	Page no of RFP	Clause No	Original RFP Clause	Bidder's Query
1				
2				

All queries/clarifications requested must be in writing and should be forwarded by the authorized person of bidder in the above format in MS-EXCEL workbook. The queries may be e-mailed to: [gm.hrmd@wbstcb.com](mailto:gm.hrmd@wbstcb.com) with a copy to [ledept@wbstcb.com](mailto:ledept@wbstcb.com) with the queries enclosed as attachment in above mentioned format.

Bank shall not answer any communication initiated by respondents after the last date of query submission. Bank may in its absolute discretion seek additional information or document from any respondents after the RFP closes for supplementary information and better evaluation. All such information and document provided will form part of that Respondent's response.

Bank is not bound to reply to queries not pertaining to this RFP. Replies shall be at Bank's discretion. Bank's replies shall be final and acceptable to all bidders.

.....

### **SECTION-3 Important Notes**

3.1. The RFP document contains statements derived from information believed to be reliable at the date obtained; but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with the Bank in relation to the supply and services. Neither the Bank nor any of its employees, agents, contractors, or advisers gives any representation or warranty, express or implied, as to the accuracy or completeness of any information or statement given or made in this RFP document.

3.2. Subject to any law to the contrary and to the maximum extent permitted by law, the Bank and its officers, employees, contractors, agents and advisers disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information including forecasts, statements, estimates or projections contained in this RFP document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of the Bank or any of its officers, employees, contractors, agents or advisers.

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The Bank and its officers, employees, contractors, agents and advisers disclaim any liability, pecuniary or otherwise that may accrue or arise from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting due to the information contained herein and/or by virtue of copying, adopting, reproducing, any of the material which may be the copyright material or any other Intellectual Property of a third party who may claim ownership of the same.

3.3. All costs and expenses incurred by Respondents in any way associated with the development, preparation, and submission of responses to this RFP, including but not limited to attendance at meetings, discussions, presentations, demonstrations etc. and providing any additional information required by the Bank, shall be borne entirely and exclusively by the Respondent.

3.4. No binding legal relationship will exist between any of the Respondents and the Bank until execution of a contractual agreement by duly authorized signatory of the Bank and the bidder.

3.5. It is the Recipient's responsibility to conduct necessary investigation and analysis regarding any information contained in this RFP document and the meaning and impact of that information.

3.6. Indicative evaluation process has been specified in **Section 4** of this document. However, as a condition of responding, each Recipient acknowledges and accepts that the Bank in its absolute discretion may apply whatever selection criteria it deems appropriate in finalizing the vendor.

3.7. Should the Bidder be selected for empanelment, the contents of its Response to RFP, including any material submitted in the Response to RFP, will be incorporated by reference or integrated as obligations in the formal Service contract and / or Service Level Agreement (SLA), to be drafted by Bank.

3.8. It is the objective of the Bank to obtain the best services possible by giving fair and impartial consideration to all recipients invited to accept RFP for submitting Response to RFP. Every potential Recipient will be considered on fair and equal basis.

3.9. Each Recipient should notify the Bank of any error, omission or discrepancy found in this RFP document. Notification should be made to contact details provided in Section **2.2.1.n**-Clarification on RFP document.

3.10. The purpose of this RFP is to provide necessary information to the potential Bidders, who qualify and intend to submit their response to the RFP. Though the RFP has been prepared with sufficient care and diligence with an endeavor to provide all required information to the potential Bidders, Bank acknowledges the fact that the potential Bidders may require more information than what has been provided in the RFP. Accordingly, in such cases, the potential Bidder(s) may seek additional information/clarification required from Bank. Bank reserves the right to provide such additional information/ clarification at its sole discretion either one to one basis to the bidder or clarify it to all the potential bidders as deem fit. In order to respond to the RFP, if required, and with the prior

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permission of Bank, each Bidder may conduct their own study and analysis, as may be necessary, at their own cost and expense ensuring they adhere to the timelines mentioned in the RFP. No additional time will be provided to Bidders to undertake any analysis or study.

3.11. Bank makes no representation or warranty and shall incur no liability, whatsoever, under any law, statute, rules or regulations on any claim by any bidder or any potential Bidder may make in case of failure to understand the requirement and respond to the RFP.

**3.12. Bank may, in its absolute discretion, but without being under any obligation to do so, update, amend, replace, modify or supplement the information given in the RFP and specify additional requirements or cancel the RFP at any time without assigning any reason thereof and without any prior notice.**

3.13. The commercial proposals to be offered on requisition shall be on a fixed price basis and should not be linked to variables like foreign exchange rate etc. The Bank shall not be responsible for any fluctuations in exchange rate or any other expenses factored in the pricing till the validity period of the contract. It will be responsibility and liability of the selected bidder to levy applicable Taxes & duties in terms of Government guidelines from time to time. All taxes should be mentioned at the prevailing rates at the time of bid submission. Any variations in the taxes quoted by the Bidder which are not in line with the applicable rates prevailing for such supply /services may entail rejection of the Bidders proposal.

The recipient of the RFP must apply its judgment, care, and conduct its own investigation and analysis regarding any information contained in the RFP document including but not limited to the scope of work, Deliverables and timeliness, etc.

3.14. It is the Bidder's responsibility to:

- Properly understand and examine the RFP;
- Examine all other information available on reasonable inquiry relevant to the risks, contingencies and circumstances affecting its response;
- satisfy itself as to the completeness, correctness and sufficiency of its response;

3.15. A recipient will, by responding to the Bank's RFP with a submission, be deemed to have accepted all the Terms & Conditions as stated in this RFP document in totality without any condition whatsoever.

3.16. The information contained in this RFP is strictly confidential. The Bidder shall not share this information with any other person/party not connected with responding to the RFP or even with other potential Bidders. The information contained in this RFP or subsequently provided to Bidder(s), whether verbally or in writing by or on behalf of Bank shall be subject to the terms and conditions set out in this RFP and any other terms and conditions subject to which such information is provided.

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3.17. Any form of canvassing/lobbying/influencing/cartelization, etc. by the Bidder may result in disqualification of such Bidder.

3.18. The contractor shall give a list of relative working (in case so) with the bank along their designations and addresses.

3.19. No Employee of the bank is allowed to work as a contractor for a period of two years of his retirement from bank service, without the previous permission of the bank, This contract is liable to be canceled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Bank.

3.20. The tender of the work shall not be witnessed by a contractor or contractors who himself/themselves has/have tendered or who may had/have tendered for the same work. Failure to observe this condition would render tenders of the contractors tendering as well as witnessing the tender liable to summary rejection.

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**SECTION-4 Evaluation and comparison of Bids**

The Bidders shall be assigned Technical Marks (Tm) out of a maximum of 100 point based on the documents submitted. The Scoring Model is provided below:

Sl No	Evaluation criteria	Score	Maximum Technical Marks (Tm)
1	Past Experience (In last 5 years)  *Attach Documents / Upload documents	Printing & Supply of Stationery Items/ Calendars/ diaries having order value during last 5 years ending on 31.03.2023. 1) Work value of Rs.25000.00 – Rs.50000.00- 4 Marks for each work order. 2) Work value >Rs.50000.00 upto Rs.100000.00- 7 Marks for each work order 3) >Rs.100000.00 -10 Marks for each work	40
2	Annual turnovers of Rs.15.00 Lakhs and above per year & for the last 3 years ending on 31.03.2023. *Attach Documents / Upload documents	FOR CUMULATIVE 0.45 Lac to 0.75 Lac – 10 Marks >0.75 Lac to 1.20 Cr – 15 Marks >1.20 Cr – 20 Marks	20
3	Legal Structure of the company **Attach Documents / Upload documents	Partnership/Proprietary – 6 Marks Service Co-operative Soc – 7 Marks Private Limited – 8 Marks Public Limited – 10 Marks	10
4	ISO 9001 certification		10

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5	Empanelment with Central Govt/ State Govt/ PSUs/ Financial Institutions	Empanelment with 1-2 Organization- 5 Marks > 2 Organizations - 10 Marks	10
6	Profit * Attach Documents/ Upload Documents	Operating profit in the last 3 financial years 1) Profit in all 3 years- 10 Marks	10
		Total	<b>100</b>

The technical qualification cut-off marks would be 70% (70 marks out of 100) to be eligible for empanelment. Scoring below the same would not be considered. However, the Bank reserves the right but not the obligation to reset the qualifying marks below 70, if the eligible qualified number of bidders is found less than three.

**[The Bank reserves the right to accept best five Bidders with the highest Technical Score to be empaneled]**



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Annexure – A

**GENERAL & TECHNICAL INFORMATION**

**PART- I**

TECHNICAL BID (Company Profile)

SI No	PARTICULARS OF THE COMPANY	Bidder's response
1	Name of the Company	
2	Full Address	
3	Telephone & Mobile No.	
4	Fax No	
5	E-Mail Address	
6	Constitution of the firm (whether Proprietary / Partnership / Pvt Ltd. / Public Ltd.	
7	Name of the Proprietor / Partner / Managing Director	
8	Year of Establishment	
9	Registration with the Registrar of Co	
10	Name(s) of Contact Person (s) with address	
11	Registration with Tax Authority a. PAN No. b. GST No. (Attach latest IT Return filed copy & GST Return filed copy)	
12	Furnish copies of audited Balance Sheet and Profit & Loss Account for the last 3 years Turn over 2020-21, 2021-22 and 2022-23	
13	Name & address of the Banker, Nature of facilities availed (if any) (Attach Banker's opinion letter on the conduct of the account).	
14	Whether an empanelled vendor for Central Govt/ State Govt/ PSUs/ RBI / SBI/ Nationalized Banks/ State Co-op Bank/DCCBs/ Other Financial Institutions	
15	Certification whether the system conforms to I.S / ISO 9001 QUALITY SYSTEM	
16	List of Orders executed in last 05 years along with name and contact no of clients who will be in a position to certify the past performance of the Bidder. (Please provide order copy)	

Place :

Date :

AUTHORISED SIGNATORY

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Dated:- 06.07.2024

**Annexure- B : Compliance Certificate**

To  
The Managing Director,  
The West Bengal State Cooperative Bank Ltd.  
24A, Waterloo Street  
Kolkata - 700069

Date:

Dear Sir,

Re: **Bank's RFP No. WBSCB/E-Tender/Empanelment/ PRINTING /1.1 dated 06/07/2024 for Empanelment of Vendor for printing and supply of Office Stationeries/Calendars/Diaries at various Branches/Offices of The West Bengal State Co-operative Bank Ltd.**

Having examined the tender document including all annexures, the receipt of which is hereby duly acknowledged, we the undersigned offer to Selection of vendor for empanelment for printing and supply of Office Stationeries/Calendars/Diaries for a period of three years for various branches/offices of The West Bengal State Cooperative Bank Ltd across the State of West Bengal in conformity with the said RFP document and in accordance with our proposal which made part of this tender, we confirm as under:

1. If our proposal is accepted, we undertake to quote our commercial proposal when asked for and shall provide the supply and services within the scheduled time-lines as stipulated in this RFP.
2. We confirm that this offer is valid for 03 (three) years from the last date for submission of tender document to the Bank and consent that the same may be extended by the Bank for reason.
3. This bid together with your written acceptance thereof and your notification of award, if shortlisted, shall constitute a binding contract between us.
4. We undertake that in competing for and if the award is made to us, in executing the subject contract, we will strictly adhere to the security norms prescribed by RBI/NABARD or by any appropriate agency.
5. We agree that Bank is not bound to accept the lowest or any bid that Bank may receive.
6. We have never been barred/black-listed by any regulatory /statutory authority or any employer in India.

Yours faithfully

**SIGNATURE**

**(Name & Designation, seal of the firm)**

[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

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Dated:- 06.07.2024

Annexure- C

**Bid Security/EMD Declaration/Performance Security Deposit**

Ref No:

Date:

To  
The Managing Director,  
The West Bengal State Cooperative Bank Ltd.  
24A, Waterloo Street  
Kolkata - 700069  
Sub:- Declaration on Bid Security/EMD

Dear Sir,

Re: Bank's RFP No. WBSCB/E-Tender/Empanelment/ PRINTING /11 dated 06/07/2024 for Empanelment of Vendor for printing and supply of Office Stationeries/Calendars/Diaries at various Branches/Offices of The West Bengal State Co-operative Bank Ltd.

We <organization name> understand that as per the Govt. of India circular no F.9/4/2020-PPD dated 12<sup>th</sup> November 2020, Bid Security/ Earnest Money Deposit is not required. We agree that the Bank shall retain an amount equivalent to 5% of the work value from out of the payment against all supply bills for the defect liability period of 90 days and shall release on satisfactory execution of defects as per terms of the RFP. The Retention Money shall be forfeited if we fail to rectify/repair the defects and the Bank requires to get the job done by other agency to their choice in accordance with the work contract.

We hereby understand and confirm that we will be suspended for the period of 3 years from the date of issue of RFP, if we:

1. Withdraw or modify this RFP before processing
2. Withdraw or modify this RFP after processing but before acceptance of 'Empanelment Order' to be issued by the Bank.
3. Fail to execute work orders as per requirement of this RFP.
4. Fail to submit Commercial Proposal on requirement for consecutive 2 times.
4. Violate any of the provisions of the terms and conditions of this RFP.

Yours faithfully,

**AUTHORIZED SIGNATORY**

**(Name & Designation, seal of the firm)**

For and on behalf of:

[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

Request for proposal in terms of advertisement published in Aajkaal and Busines Standard on 06/07/2024 for EMPANELMENT OF PRINTING FIRMS for printing of office stationeries, Calendars & diaries for a period of three years.

Dated:- 06.07.2024

Annexure- D

**Declaration regarding blacklisting**

Ref No:

Date:

To  
The Managing Director,  
The West Bengal State Cooperative Bank Ltd.  
24A, Waterloo Street  
Kolkata - 700069

Sub:- Declaration regarding blacklisting

Dear Sir,

Re: Bank's RFP No. WBSCB/E-Tender/Empanelment/ PRINTING /1.1 dated 06/07/2024 for Empanelment of Vendor for printing and supply of Office Stationeries/Calendars/Diaries at various Branches/Offices of The West Bengal State Co-operative Bank Ltd.

We hereby confirm and declare that we, <organization name> is not blacklisted/de-registered/ debarred by any Government Department/ Public Sector Undertaking/ Bank/ Privet Sector/ or any other organization of repute for which we have executed/undertaken the works or services during the last 05 (five) years.

We hereby also understand and confirm that we will be suspended for the period of 3 years from the date of issue of RFP, if the above statement is found false and even may be debarred from the empanelment.

Yours faithfully,

**AUTHORIZED SIGNATORY**

**(Name & Designation, seal of the firm)**

For and on behalf of:

[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

Request for proposal in terms of advertisement published in Aajkaal and Business Standard on 06/07/2024 for EMPANELMENT OF PRINTING FIRMS for printing of office stationeries, Calendars & diaries for a period of three years.

Dated:- 06.07.2024

Annexure- E

**Undertaking regarding Defect Liability/warranty**

Ref No:

Date:

To  
The Managing Director,  
The West Bengal State Cooperative Bank Ltd.  
24A, Waterloo Street  
Kolkata - 700069

**Sub:- Declaration regarding defect liability/warranty period of 90 (ninety) days from the date of supply.**

Dear Sir,

**Re: Bank's RFP No. WBSCB/E-Tender/Empanelment/ PRINTING /1.1 dated 06/07/2024 for Empanelment of Vendor for printing and supply of Office Stationeries/Calendars/Diaries at various Branches/Offices of The West Bengal State Co-operative Bank Ltd.**

We <organization name> hereby confirm and declare that the **defect liability/warranty period of the items to be supplied is 90 days from the date of supply** and we shall replace/repair the defective items on requisition within 72 hours of reporting, failing which the Bank will be in liberty to make the job done from other agency and the amount will be adjusted from the retention money or performance security deposit, as the case may be. If the retention money is not sufficient to cover up the cost of replacement/repair, we shall reimburse the amount within 10 days upon requisition from the Bank, failing which we shall be blacklisted for a period of three years.

Yours faithfully,

**AUTHORIZED SIGNATORY**

**(Name & Designation, seal of the firm)**

For and on behalf of:

[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

Request for proposal in terms of advertisement published in Aajkaal and Busines Standard on 06/07/2024 for EMPANELMENT OF PRINTING FIRMS for printing of office stationeries, Calendars & diaries for a period of three years.

Dated:- 06.07.2024

Annexure-F

(FORMAT FOR SOLVENCY CERTIFICATE)

(on Bank's Letter Head)

REF NO:

DATE :

To Whomsoever It May be Concerned

This is to certify that to the best of our knowledge and information, M/s \_\_\_\_\_  
(Bidders name with complete address), a valued customer of our Bank is capable of executing orders to  
the extent of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_). M/s  
\_\_\_\_\_ has been our customer since \_\_\_\_\_ to date and  
has been granted the following limits, at present, against various facilities granted by the Bank:

.....

.....

This certificate is issued based on the record available with us and at the specific request of the customer.

Yours faithfully,

(Bank Official's signature & stamp)

Request for proposal in terms of advertisement published in Aajkaal and Busines Standard on 06/07/2024 for EMPANELMENT OF PRINTING FIRMS for printing of office stationeries, Calendars & diaries for a period of three years.

Dated:- 06.07.2024

Annexure- G

List of dispute and litigation

Ref No:

Date:

To  
The Managing Director,  
The West Bengal State Cooperative Bank Ltd.  
24A, Waterloo Street  
Kolkata - 700069

**Sub:- Declaration regarding List of dispute and litigation.**

Dear Sir,

**Re: Bank's RFP No. WBSCB/E-Tender/Empanelment/ PRINTING /1.1 dated 06/07/2024 for Empanelment of Vendor for printing and supply of Office Stationeries/Calendars/Diaries at various Branches/Offices of The West Bengal State Co-operative Bank Ltd.**

We <organization name> hereby affirm as follows:

1) That the organization is going through the below-noted disputes/litigation:

SI No	With whom the dispute/litigation arises	Details of the disputes/ litigation	Present status
1			
2			
3			

2) That we have not gone through any dispute/litigation with any concern.

3) That the statement is presented here is true to our knowledge and believe. The West Bengal State Co-operative Bank shall be at liberty to cancel our empanelment including blacklisted our organization, if the above statement is found false.

**\*\*[ Please strike out, which is not applicable]**

Yours faithfully,

**AUTHORIZED SIGNATORY**

**(Name & Designation, seal of the firm)**

For and on behalf of:

[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

Request for proposal in terms of advertisement published in Aajkaal and Busines Standard on 06/07/2024 for EMPANELMENT OF PRINTING FIRMS for printing of office stationeries, Calendars & diaries for a period of three years.

Dated:- 06.07.2024

Annexure-H

**FINAL CHECKLIST FOR BIDDERS TO FILL IN  
CHECKLIST FOR TECHNICAL BIDS**

SL NO.	DESCRIPTION	YES/NO	REMARKS
1	DOCUMENTATION FOR COMPANY REGISTRATIONS		
2	DOCUMENTATION FOR ADDRESS CONFIRMATIONS OF THE REGD BUSINESS NAME & STYLE		
3	TRADE LICENSE DETAILS		
4	WORKING EXPERIENCE DETAILS (SIMILAR WORK EXPERIENCES - SUPPORTED WITH ORDER COPIES / COMPLETION CERTIFICATE)		
5	TEAM DETAILS		
6	EMPANELMENT LIST WITH DETAILS		
7	CLIENT REFERENCE DETAILS		
8	LIST OF SIMILAR WORKS IN HAND - SUPPORTED WITH ORDER COPIES		
9	Copies of the Audited Balance Sheet for the last three (3) Years i.e. 2020-2021, 2021-2022 & 2022-2023 along with the Profit & Loss Account		
10	Banker's Certificate for credit worthiness/Solvency Certificate.		
11	IT RETURN DETAILS FOR FY 2020-2021, 2021-2022 & 2022-2023		
12	Pan Card		
13	GST DETAILS		
14	Submission of General & Technical Information in ref to Annexure-A		
15	Submission of Compliance Certificate in ref to Annexure-B		
16	Submission of Bid Security/EMD declaration in ref to Annexure-C		
17	Submission of declaration regarding blacklisting in ref to Annexure-D		
18	Declaration regarding warranty period of two years from the date of supply and installation in ref to Annexure-E		

**AUTHORISED SIGNATORY**