



ਪੰਜਾਬ ਗ੍ਰਾਮੀਣ ਬੈਂਕ Punjab Gramin Bank

Sponsored by : Punjab National Bank

Request for Proposal (RFP) for EMPANELMENT OF PRINTING FIRMS for Printing and Supplying Non -Security items.

NOTICE INVITING TENDERS

Punjab Gramin Bank invites applications from well established, resourceful and experienced Printing firms / Vendors for printing and supply of Non-Security Items like Vouchers, forms, books, registers, envelopes, visiting cards, files, folders etc. for Bank's Stationary Centre Jalandhar. The Printing firms / Vendors, who meet the eligibility criteria and the Bank's evaluation, will be empaneled.

All Printing firms / Vendors in the existing panel should also apply again for fresh empanelment. The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and shall be submitted to the following address on or before.

Punjab Gramin Bank,
Sultanpur Road,
Kapurthala. (Pin-144601)

The details are as under:

S. No.	Description	
1.	Nature of Work	Empanelment for Printing Works
2.	Date of issue of tender	28.04.2023
3.	Last date & time for submission of tender document	11.05.2023 (05.00 PM)
4.	Opening of tender document	12.05.2023 (03.00 PM)
5.	Address at which application (hardcopy) has to be submitted.	Punjab Gramin Bank, Sultanpur Road, Kapurthala. (Pin-144601)
6.	Place of opening tenders	Punjab Gramin Bank, Sultanpur Road, Kapurthala. (Pin-144601)
7.	Any Clarifications, you may please contact :	Mr. Gaurav Yadav M. 8284812640

General Manager

28.04.2023



GENERAL RULES AND INSTRUCTIONS.

1. Tenders can be downloaded from the bank's website <https://pgb.org.in/>. It shall be responsibility of the Printing firms to arrange and ensure that all pages of the tender are properly bound separately, tenders in loose pages may be disqualified.
2. The authorized person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm. Authorization letter given by the firm/company, in original should be attached to the application.
3. Punjab Gramin Bank reserve their rights to accept or reject any or all the tenders, either in whole or in part without assigning any reason(s) for doing so and no claim / correspondences shall be entertained in this regard.
4. A pre-bid meeting will be conducted on 06.05.2023 at 11.00 am at Head Office, Kapurthala.
5. Corrigendum/Addendum, if any, shall be communicated through Bank's website only. Intending bidders are requested to visit Banks website regularly, before final submission.
6. All works of the Bank are awarded by calling competitive tenders / quotations from the empaneled Printing firms / Vendors.
7. The empanelment of a Printing firms / Vendor in Bank shall only entitle him to be considered for issue of tender papers subject to the conditions laid down in each individual Notice Inviting Tenders. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.
8. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Bank.
9. Documentary proof with respect to the prequalification criteria shall be furnished along with the completed application form. In this regard, copies of the work orders and completion certificates and or such other documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard. Where copies are to be furnished, they have to be certified copies preferably by the concerned agencies or a Government Officer
10. For consideration of experience, works should have been executed in same name & style of the firm in which empanelment is sought.
11. If found necessary, Bank may also consider inspecting the works undertaken by the applicants, for which necessary co-ordination shall be made by them.
12. If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the empanelment of such applicant will be cancelled immediately
13. Applicants whose near relatives are working in the Printing and Stationery Department, empanelment will not be considered, till such time their relatives work in the Department.
14. Applications received after the due date and time are liable to be rejected.



15. The present prequalification is for empanelment only. Bank may undertake the works by project specific.
16. Bank reserves the right to change/modify the dates/terms & conditions mentioned in this document as per its requirement, which will be displayed on Bank's Website only. Please verify for modifications, if any, before submitting the tender.
17. It is the responsibility of the bidder to ensure that the bids are submitted at the said address within the due date and time prescribed. Bank will not be responsible for any postal delay / courier delay, in the event of completed applications sent by post / courier not reaching the office concerned in time.
18. The details of Independent External Monitor (IEM) empaneled by Bank is as under:-

Sr no.	IEM Name	Email ID
1	Sh. Chet Ram Koli	Cr_koli@yahoo.com

Minimum Eligibility Criteria for Printers / Vendors

1. The applicant should have at least 3 years experience for having undertaken the printing job in any Public Sector Banks, scheduled Commercial Banks or Public Sector undertakings or any other reputed Institutions.
2. Printers must have own printing press.
3. The Agency should be able to provide a dedicated team for timely production and supply of the stationary material.
4. The average annual turnover should be at least Rs. 50 lakhs for the last 3 years.
5. The applicant must submit sufficient documentary evidence like copy of work orders, copy of final bill etc. from the public sector banks, scheduled commercial banks or public sector undertakings or any other reputed institutions during last 3 years
6. The applicant should have their PAN No, GSTIN Registration details of firm with GSTIN No.
7. The applicant must submit valid documents viz copy of Income Tax Return, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet for the last 3 years.
8. The applicant must submit the copy of the license issued by Municipality/ Corporation or any Registration Authority.
9. The applicant should have ability to provide printing in Punjabi, Hindi & English languages.
10. The applicant must have capacity to undertake any kind of printing job within a very short notice.
11. All types of papers required for printing has to be arranged by the firm only who will do the printing works and Bank will not supply paper.
12. The applicant should not have been disqualified / debarred / terminated on account of poor or unsatisfactory performance/ blacklisted from any Governments, Semi Governments, PSUs, Banks or any other organisations including any of the Offices/Branch of Punjab Gramin Bank during last 3 years from the date of publication



/ application of this notice. A suitable declaration to be submitted on the Letter Head of the Firm duly signed by the Authorized Signatory only. The application of disqualified/debarred/blacklisted/terminated on account of poor or unsatisfactory performance applicant shall be summarily rejected

13. The Bank will have the right to call for opinion from Printer's Banker / Departments wherever needed.
14. Printing firms has to submit Integrity Pact on Rs. 100 stamp paper. Format of Integrity pact is enclosed herewith
15. The Printing firms may be required to dispatch the materials ordered to our office i.e. **Punjab Gramin Bank, Central Stationary Centre, Near Sodal Railway Crossing, Adjacent Janak Joshi S D Public School, Joshi Estate, Jalandhar City (Pin-144004), Tel. 0181-5093875**

Applicant Obligations:

1. The applicant should intimate change of address to the Bank. Failure to do so may result in removal of his name from the empaneled list.
2. The registration with various authorities like Income tax etc. shall be ensured during the empanelment period.
3. The applicant should not indulge in unethical practices.
4. The applicant should execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.
5. The applicant should co-ordinate with Bank Officials or Printers, if any, for smooth completion of the works.
6. Any Change in Constitution of firm without prior approval will render the applicant to be removed from the panel. In case of conversion of a firm into two or more firms, fresh empanelment is essential.

Disciplinary Actions:

The panel Printing firms / Vendor should abide by all rules and regulations, terms and conditions of the contract. He should execute the works satisfactorily, on time and with good quality. The Bank will have the right to demote Printer / Vendor, suspend business with him for any period, debar him / remove his name from the approved list of Printing firms / Vendors, after issue of a show cause notice, as the case may be. Decision of the Bank will be final and binding.

Removal from the Empaneled list:

The name of the Printing firms / vendor may be removed from the empaneled list of Printing firms / vendors, by the Bank if the firm / company:

1. Fails to execute a contract or has executed if unsatisfactorily on more than one occasion: or
2. Fails to respond to the call notice inviting tenders consecutively on three occasions in a Period of two years or fails to execute any contract awarded
3. Persistently violates any important conditions of contract: or
4. Furnishes false particulars at the time of empanelment: or



5. Indulges in any type of forgery or falsification of records: or
6. Defaults in tax dues like Income Tax, Work Contract Tax, Sales Tax etc.

The evaluation will be based on the following;

- a. Meet the eligibility requirements
- b. Contain all the details called for and are in proper format
- c. Experience and reputation of the firm
- d. Empanelment with other Banks, PSUs, Govt. Institutions etc.
- e. Manpower & logistical support of the firm
- f. Financial capabilities
- g. Registration with statutory authorities, IT, GST etc., as applicable.

Eligible and competent firms will be short listed for the empanelment. As and when printing work orders to be assigned, job base specific rates will be invited and work will be assigned on lowest rate basis or practicable rate.

Checklist of Document proof to be submitted
(To be filled by Applicants)

Sr no.	Particulars	Status
1	Documentary proof for registered / Corporate / administrative office	YES / NO
2	Documentary proof Completion Certificate and Performance Certificate for providing services to reputed institutional customers like Banks / Public Sector Undertakings / Large Private Sector Corporates.	YES / NO
3	Copies of PAN Card and Return filed during the last 3 years enclosed	YES / NO
4	Details of jobs done for Public Sector undertakings / Banks / Government Departments/Large Private Sector Corporates for last three years enclosed	YES / NO
5	GST IN enclosed	YES / NO
6	Balance Sheet / Profit & loss A/c for last 3 years	YES / NO
7	Documentary proof for year of establishment enclosed	YES / NO
8	Documentary proof for own printing press enclosed	YES / NO
9	Documentary proof for Turn over enclosed	YES / NO
10	Documentary proof for Experience in Similar jobs Enclosed	YES / NO
11	Documentary proof for Turn over enclosed	YES / NO
12	Pre Contract Integrity Pact	YES / NO



Important:

Mandatory information

(To be furnished on the letterhead of the applicant)

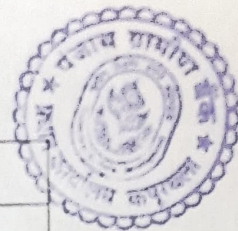
1. Please type or write in capital letters.
2. Attach copies of the supporting documents.
3. Attach extra sheets with Sr. No if the space found insufficient.
4. Applications of those agencies who do not furnish above information will be summarily rejected.

APPLICATION FOR EMPANELMENT

1	Name of the applicant / Firm Company	
2	Registered Office Address Communication Address	
3	Contact Information Contact Person: Office Phone Number Mobile Number: E-mail: Fax:	
4	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.) (Enclose certified copies of documents as evidence)	
5	a) Name & qualification of the Proprietor / Partners / Directors of the Organization / Firm B) Enclose certified copies of document as evidence	
6	Year of Establishment	
7	Details of registration - Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number. Enclose certified copies of document as Evidence	
8	Whether registered with	



	Government / Semi - Government / Municipal Authorities of any other Public Organization and if so, in which class and since when? (Enclose certified copies of document as evidence)	
9	a. No. of years of experience in the field and details of work in any other field. Whether ISO certified, furnish the details.	
10	Area of business activities other than printing, if any, and place of business.	
11	Address of office through which the proposed work of the Bank will be handled	
12	Name & Designation of officer in charge.	
13	Yearly turnover of the organization during last 3 years (year wise) (Avg. turnover of last 3 years as per the respective category supported by the audited balance sheet and Profit & Loss A/c (Audited) for the last -3- years.	2022-23 Rs. 2021-22 Rs. 2020-21 Rs. 2019-20 Rs.
14	PAN No.	
15	Service Tax/GST Registration No.	
16	Detailed description and value of works done and works on hand	
17	Empanelment with other Companies/PSUs	
18	Have you been ever disqualified or levied penalty by the bank in past for non-fulfilment of the contractual obligations. If yes, please provide details.	
19	Have you in past carried out any works for Punjab Gramin Bank? If yes, give details.	
20	Details of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past	1. 2.



performance organization	of	your	3.
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DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / Annexures.
3. I / We agree that the decision of Punjab Gramin Bank in selection of printer / vendors will be final and binding to me / us.
4. I / We have read the instructions and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the Bank.

Place :

Date :

SIGNATURE OF THE APPLICANT

NAME & DESIGNATION

SEAL OF ORGANISATION



DECLARATION ACCEPTING TERMS AND CONDITIONS OF THE TENDER

Date _____

To:

Punjab Gramin Bank
Dhunna Tower, Sultanpur Lodhi Road,
Kapurthala.

Dear Sirs,

Ref. Your Tender Document for empanelment of Printers

We, the undersigned have examined the above-mentioned Tender document, including amendment / corrigendum No. _____, dated _____ (if any), the receipt of which is hereby confirmed. We now undertake to execute the works in conformity with your above-referred document for the sum as finalized after reverse auction process, attached herewith in a separate envelope and made part of this tender.

If our tender is accepted, we undertake to execute the works mentioned above, in accordance with the time schedule specified in the tender document

We further confirm that, if our tender is accepted, we shall provide you with a security deposit of required amount in an acceptable form, for due performance of the contract. We agree to keep our tender valid for the period mentioned in the tender. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

We confirm that we fully agree to the terms and conditions specified in above mentioned Tender document, including amendment/ corrigendum if any

(Signature & seal with date)

(Name and Designation) Duly authorized to sign Tender for and on behalf of M/s.

Place:

Date:



From

.....

DECLARATION

I/we,..... hereby
declare that our firms / company is not blacklisted / debarred / no litigation pending with
any of the Nationalized / PSUs / PSBs / State / Central Government.

If the information is found to be incorrect during the tender / execution of the project, we
will be liable for legal action and the pending bills for payment.

Yours Sincerely

Punjab Gramin Bank
General Administration Department, Head Office



Integrity Pact

Punjab Gramin Bank, a body corporate constituted under the Regional Rural Banks Act 1976 and having its Head Office at Jalandhar Road-Kapurthala, hereinafter referred to as "The Principal", which expression shall mean and include unless the context otherwise requires, its successors in office and assigns of the First Part.

And

M/s. _____ having its registered office at _____ hereinafter referred to as "The Bidder/Contractor", expression shall mean and include unless the context otherwise requires, successors and permitted assigns of the Second part.

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for _____. The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1- Commitments of the Principal

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

c. The Principal will exclude from the process all known prejudiced person.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.



Section 2- Commitments of the Bidder(s) / Contractor(s)

(1) The Bidder(s)/Contractor(s) commit themselves to take all measures necessary to prevent corruption during any stage of bid process/contract. The Bidder(s)/Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution.

a. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or the other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

c. The Bidder(s)/ Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans., technical proposal and business details, including information contained or transmitted electronically.

d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any, similarly the Bidder(s)/Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only.

e. The Bidder(s)/Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

f. Bidder(s)/Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

(2). The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3-Disqualification from tender process and exclusion from future contracts.

If the Bidder(s)/Contractor(s) before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per the existing provisions of GFR, 2017, PC Act, 1988 and other Financial Rules/Guidelines etc.



Section 4- Compensation for Damages

- (1). If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to earnest Money Deposit/Bid Security.
- (2). If the Principal has terminated the contract according to Section 3, or the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

Section 5- Previous transgression

- (1) The Bidder declares that no previous transgression occurred in the last three years immediate before signing of this integrity pact with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprises or central/state government department in India that could justify his exclusion from the tender process.
- (2). If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealing".

Section 6- Equal treatment of all Bidders/Contractors/Subcontractors

- (1) In case of sub-contracting, the Principal contractor shall take the responsibility of the adoption of IP by the sub-contractor. It is to be ensured that all sub-contractors also sign the IP.
- (2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.
- (3) The Principal will disqualify from the tender process all the Bidders who do not sign this Pact or violate its provisions.

Section 7- Criminal charges against violating Bidder(s)/ Contractor(s)/ Subcontractor(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Sub contractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8- Independent External Monitor

- (1) The Principal will get the services of competent and credible Independent External Monitors approved by sponsored Bank. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under the agreement.
- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would be provided access to all documents/records pertaining to the contract for which a complaint or issue is raised before them, as and when warranted. However, the documents/ records/ information having National Security implications and those documents which have been

Punjab Gramin Bank
General Administration Department, Head Office



classified as Secret/Top Secret are not to be disclosed. It will be obligatory for him/her to treat the information and documents of the Bidders/Contractors as confidential. He/she reports to the Chairman, Punjab Gramin Bank.

(3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all project documentation of the Principal including that provided by the Bidder(s)/ Contractor(s). The Bidder(s)/Contractor(s) will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractor.

(4) The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Subcontractor(s) with confidentiality. The Monitor has also signed declarations on "Non-Disclosure of Confidential Information" and of "Absence of Conflict of Interest". In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, Punjab Gramin Bank and recues himself/herself from that case.

(5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and Contractor. The parties offer to the Monitor the option to participate in such meetings.

(6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

(7) The Monitor will submit a written report to the Chairman, Punjab Gramin Bank within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.

(8) If the Monitor has reported to the Chairman, Punjab Gramin Bank, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman, PGB has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

(9) The word '**Monitor**' would include both singular and plural.

Section 09- Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion future business dealings.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/ determined by Chairman, PGB.

Punjab Gramin Bank
General Administration Department, Head Office



Section 10- Other provisions

- (1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the "Place of award of work".
- (2) The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.
- (3) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (4) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (5) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (6) Issues like warranty/Guarantee etc. shall be outside the purview of IEMs.
- (7) In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the Integrity Pact will prevail.

(For & On behalf of the Principal)

(For & On behalf of Bidder/Contractor)

(Office Seal)

(Office Seal)

Place.....

Date.....

Witness 1:
(Name & Address)

Witness 2:
(Name & Address)