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**THE WARANGAL DISTRICT  
CO.OPERATIVE CENTRAL BANK LTD.,**  
SUBEDARI, HANAMKONDA - 506001  
(A STATE PARTNERED BANK) (ESTD-1917) (Reg.No.20976)

Date: 20.06.2020

**SHORT TENDER NOTICE**

Sealed tenders are invited from the registered firms for supply of stationery to **Warangal DCC Bank.**

The details of work is as follows:

1. Estimated cost : Rs.10.00 lakhs (per annum)
2. EMD amount : Rs.10,000/-
3. Last date for sale of Tender Documents : 25.06.2020 till 14.00hrs
4. Last date for submission of Tender : 25.06.2020 till 15.00hrs

Further details can be obtained from our Bank website [www.warangaldccb.in](http://www.warangaldccb.in) or from The Warangal Dist. Cooperative Central Bank Limited, Head Office, Subedari, Hanamkonda on working days between 10:30 AM to 05:30 PM.

**Date: 20-06-2020**

**Sd/-**

**CHIEF EXECUTIVE OFFICER**

Cont: 7032465777

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Dated: 20.06.2020

**BID DOCUMENT**

Tender for Annual Rate Contract for Supply

of

Stationery & Other General Items for WDCC Bank

(Visit us at [www.warangaldccb.in](http://www.warangaldccb.in))

**Signature of the tenderer**

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## SECTION I

### Tender Details

Office of Issue:	The Warangal DCC Bank Ltd., Head Office, Opp. to ZP Office, Nakkalagutta, Hanamkonda, Warangal-506001
Last date of submission of Bids:	Up to 25 <sup>th</sup> June, Time 1500 Hrs
Earnest Money:	10,000/- (Ten Thousand Only)
Total Estimated Cost:	Approx. ₹ 10.00 Lakhs (Per Annum)

Tender Forms can be downloaded from: Website: [warangaldccb.in](http://warangaldccb.in)

Sealed limited tenders are invited from interested and eligible firms for Annual Rate Contract for “Supply of Stationery and other General Items” in Warangal DCC Bank Ltd., Hanamkonda.

Bidders shall have to submit Earnest Money Deposit (EMD) of ₹ 10,000/ - (Rupees Ten Thousand only) in the form of ‘**Demand Draft / Pay Order**’ drawn on any scheduled bank in favour of “**CEO, Warangal DCC Bank**” payable at Warangal along with the bid documents.

**Chief Executive Officer  
WDCC Bank**

## Section – II

### INSTRUCTIONS FOR SUBMISSION OF TENDER

#### **1. PREAMBLE**

The Warangal Dist. Co-operative Central Bank Ltd, a State Partnered Bank, intends to enter into a rate contract with a reputed firm for **Supply of Stationery and other General Items** for use by its office. Requirement of Stationery & other General Items are enclosed at **Annexure – I** to the Tender Document. The terms and conditions are described in “**Terms & Conditions Governing the Tender**” in **Section-III**.

#### **2. BONAFIDE OFFERS**

The bidder should be bonafide, which shall mean an entity:

- (a) Having a registration certificate of the firm;
- (b) Having Permanent Account Number;
- (c) Having GST registration;
- (d) Meeting all other requisites laid down in this Section and elsewhere in the tender document.

#### **3. TENDER DOCUMENT**

The tender must be submitted through a ‘*Letter of Submission of Tender*’ as per **Annexure-II** in the manner indicated below, failing which the tender is liable to be rejected. **Incomplete or conditional tender shall be rejected.**

#### **4. SUBMISSION OF TENDERS – TIME LIMIT/MODE**

The tender documents duly completed should be sealed in an envelope and superscripted as “**Technical Bid – Supply of Stationery & other General Items**”. This should contain all the information as given at **Annexure-III** which would enable the Bank to decide on credentials of the tenderers for supplying the required items besides EMD.

#### **5. The following documents must be submitted in the Technical Bid:–**

- Letter of Submission of Tender along with **Annexure-III**.
- Tender document with all pages duly signed and embossed with official seal.
- Demand Draft/Pay Order of ₹ 10,000/ - (Rupees Ten Thousand only) towards Earnest Money Deposit.
- Copy of Certificate of Incorporation/Registration

- Copy of PAN Card.
- Proof of registration for Service Tax, Sale Tax, GST registration

5.1 The Schedule of Rates (SOR) given at **Annexure-I** duly filled in and signed by the tenderer, shall be submitted in the bid. **A bidder is required to quote for all the items in full as given in SOR. Bids which are not for all the items in full in SOR, will not be considered.**

5.2 **All rates shall be quoted only in the proper form i.e. in the SOR** (Annexure-I) **indicating basic rates and rate of taxes separately.** Each page shall be signed in full by the tenderer or his authorized signatory as described in sub paras above.

5.3 The schedule of rates should be filled in carefully after considering all the aspects of work as described in the **Section-III** on **“Terms & Conditions Governing the Tender”**. No request for change or variation in rates or terms and conditions of the tender shall be entertained on the grounds that the tenderer had not understood the work envisaged by this tender document. Any overwriting in the schedule of rates should be avoided. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the tenderer or his authorized signatory.

5.4 The tender document duly completed as described in para above must reach the designated address up to **1500 hrs on 25<sup>th</sup> June, 2020**

5.5 Tenders received after the scheduled date and time shall not be considered under any circumstances.

5.6 The tenderer will have to submit an analysis of rates if called upon to do so by the Bank.

5.7 The Bank reserves the right to

- Accept or reject any or all the Technical and financial Bids without assigning any reasons.
- Withdraw/Cancel the tender process without assigning any reasons thereto.
- Disqualify the tenderers blacklisted by Central/State Govts./Public Sector Units/Autonomous Bodies or whose contracts have been terminated on account of poor performance.

5.8 Any variation, addition and/or omissions in the quantity/quality of items to be actually ordered shall not form a basis of any dispute regarding the rates quoted by the tenderer in the tender. The rate quoted by the tenderer shall be applicable irrespective of the volume of supplies ordered.

## **6. EARNEST MONEY:**

6.1 The tenderer shall deposit a sum of ₹ 10,000/- (Rupees Ten Thousand only) as earnest money along with completed tender documents. The earnest money is towards an undertaking by the tenderer that the tenderer will not back-out from his offer or modify the terms and conditions thereof in a manner not acceptable to the Bank. Should the tenderer fail to observe or comply with the said stipulation, the entire amount shall be liable to be forfeited.

6.2 The deposit as referred to under para 6.1 above shall be made by Pay Order' or Demand Draft made in favour of **CEO, Warangal DCC Bank Ltd.**, payable at Warangal and valid for the period of validity of the tender.

## **7. VALIDITY OF OFFER:**

The tenderer will be required to keep the offer open for a period of **60 (sixty) days** from the last date of submission of tender. The tenderer after submitting his tender, shall not rescind his offer or modify the terms and conditions thereof in any manner.

## **8. ACCEPTANCE OF TENDER:**

8.1 The authority for acceptance of the tender documents and tendered rates will rest with the competent authority of the Bank who does not bind itself to accept the lowest or any other tender, nor does it undertake to assign reasons for its decision in this matter.

8.2 Acceptance of tendered rates will be communicated to the firm through a letter as soon as the process is finalized.

8.3 All the tender documents submitted by a tenderer shall become the property of WDCC Bank and the Bank shall have no obligation to return the same to the tenderers.

8.4 Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.

8.5 If the tenderer deliberately gives wrong information or conceals any information/facts in the tender or uses any fraudulent means for acceptance of the tender, then the Bank reserves the right to reject such tender at any stage of execution without any financial liability and initiate legal action against such tenderer as it deems fit.

## **9. EXECUTION OF AGREEMENT:**

9.1 The firm whose tender is accepted shall be required to **execute an Agreement within 05 days of the date of issue of communication from Bank office and start the work from the date as mentioned in the communication.** Failure to do so shall constitute a breach of the contract.

9.2 The tenderer shall treat the contents of the tender documents as private and confidential.

#### **10. POSTAL ADDRESS FOR COMMUNICATION:**

Every tenderer shall state in the tender his postal address fully and clearly. Any communication sent to the tenderer by post at the said address shall be deemed to have reached the tenderer in time.

**Chief Executive Officer  
WDCC Bank**



## **Section – III**

### **TERMS & CONDITIONS GOVERNING THE TENDER**

#### **1. TERMS AND CONDITIONS:**

1.1 The Rate Contract for supply of stationery and other general stores items shall be valid for a period of one year from the date of commencement of Contract. The Annual Rate Contract (RC) awarded under present Tender Enquiry will be in the nature of a Standing Offer. The Supply Order may be placed from time to time against the RC. The Bank does not give any guarantee of minimum purchase under the present RC.

1.2 If the successful Bidder fails to fulfill his obligations under the present RC i.e., non- adherence to terms and conditions, the WDCC Bank after due notice to the Supplier may blacklist the firm. In such events, the Contract will stand terminated and the EMD/Performance Securities of such Firm shall be forfeited to WDCC Bank.

1.3 The tendering firms will have to give an undertaking to the effect that they have not been blacklisted or their business dealings with the Government departments have not been banned.

#### **2. Delivery period:**

2.1 Within 7 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order. Requirements indicated as “Immediate” will have to be supplied urgently not later than 5 days. In case of delay beyond the stipulated period, a penalty of Rs. 200/- per day of delay will be levied.

2.2 In the case of rejected items, the replacement is to be made within two days of receipt of information regarding rejection of items. Else, penalty @ Rs.200/ per day will be levied.

2.3 In the case of short supply, the items are to be replenished within the time stipulated in the supply order. Otherwise, penalty @ Rs.200/- per day of delay will be levied.

#### **3. Payment terms:**

3.1 100% payment shall be released on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances.

3.2 TDS and all other taxes will be deducted as per applicable rules.

#### **4. Dispatch instructions:**

Stationery is required to be delivered at bank's address at Head office of The Warangal Dist. Co-operative Central Bank Ltd., H.No: 2-5-302, Nakkalagutta, Opp. to ZP office, Hanamkonda, and no additional payment will be made on account of freights/transportation.

**5. Risk Purchase:** In case the tenderer fails to supply the ordered quantity within the stipulated time limit, the Bank may purchase the goods from open market and recover the difference in cost of purchase from the successful tenderer.

#### **6. GUARANTEE/WARRANTY:**

6.1 The tenderer shall guarantee that the stores, articles sold/ supplied to the Bank under this tender shall be of the best quality and new (i.e. fresh stock) in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry.

6.2 The successful tenderer shall ensure that the items supplied are as per the specifications mentioned in the supply order and of good quality & free from defects. In case the items/articles are not as per the specifications and required quality, the same are liable to be rejected by Bank. Decision of the WDCC Bank will be final on this account. The rejected items must be removed by the successful tenderer from Bank's premises within three days from the date of information of their rejection. The expenses incurred on this account shall be borne by the successful tenderer.

#### **7. DURATION OF CONTRACT:**

7.1 The contract shall be awarded for a period of one year initially from the date of commencement of the Contract. The Bank will have discretion for extending it for further term of one or more years on mutually acceptable terms and conditions and rates at the sole discretion of the Bank.

7.2 However, it will be obligatory on the part of the tenderer to continue to work at the rates prevailing on the last date of the Contract even beyond contract period for at least 3 (three) months or till the new contract is finalized, whichever is earlier.

**8. WDCC Bank reserves the right to cancel/modify the tender schedule and also to terminate the Contract at any time without assigning any reason/notice.**

## **9. FORCE MAJEURE:**

If at any time, during the continuance of the agreement/contract, the performance in whole or in part, by the firm, of any obligation specified in the agreement/contract, is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civil commotion, sabotage, act of State or direction from statutory authority, explosion, epidemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as event), the firm may be excused from performance of its obligation provided that notice of happenings of any such event is given by the firm to the Bank within seven calendar days from the date of occurrence thereof. Provided further that the obligations under the Agreement shall be resumed by the firm, as soon as practicable, after such event comes to an end or ceases to exist. The decision of WDCC Bank as to whether the obligations may be so resumed (and the time frame within which the obligations may be resumed) or not, shall be final and conclusive.

However, the Force Majeure events mentioned above will not in any way cause extension of the period of the Contract.

**The scope of work and all terms and conditions listed from para 1 to 9 along with their sub-  
paras have been read carefully, understood and accepted.**

**Signature of the tenderer**

**ANNEXURE – I**

**REQUIREMENT OF STATIONERY & OTHER GENERAL ITEMS**

**(Schedule Of Rates)**

Sl.No	Particulars	Unit	Required Qty.	Specifications	Quoted Rate (per unit)	GST (in %)	Total (including GST)
1	A/c. opening forms	Forms	20,000	8 Pages , back to back prints, Two Stepples			
2	B.C. Books	Book	50	One white, one pink, 50 leaves each (total 100 leaves)			
3	Debit Cash/Transfer Vouchers pads	Pad	1000	100 leaves each in pink colour			
4	Credit Cash/Transfer Voucher pads	Pad	1000	100 leaves each in green colour			
5	Cash Denomination Slips (per 1000)	Bundle	50	1000 slips in green colour per bundle			
6	Cash Denomination Books	Book	50	100 pages each book			
7	F.D. Bond Books	Book	50	100 leaves each in multi colour			
8	Dhanalaxmi Bond Books	Book	50	100 leaves each in multi colour			
9	F.D/D.L.D Applications pads	Pad	200	100 leaves each in green colour			
10	F.D /DLD Loan applications pads	Pad	200	100 leaves each in white colour			

11	Forms 15G	Pad	200	100 leaves each in white colour			
12	Forms 15H	Pad	200	100 leaves each in white colour			
13	Forms 60	Pad	200	100 leaves each in white colour			
14	Forms 61	Pad	200	100 leaves each in white colour			
15	Gold Loan Application pads	Pad	200	100 leaves each in green colour			
16	Gold Loan Memorandum pads	Pad	200	One white, one yellow, one pink (50 leaves each)			
17	LT Advice Books (1+2)	Book	100	50 leaves each of 3 colours (pink, white, yellow)			
18	LT disbursement Pads(1+2)	Pad	100	50 leaves each of 3 colours (pink, white, yellow)			
19	RTGS/NEFT application pads	Pad	500	100 leaves each pad in white colour			
20	S/B Computer Pass Books	Book	1000	20 white pages with multi colour cover			
21	S.B Withdrawals Pads	Pad	1000	100 leaves with pink colour			
22	SB/CA/RD/DD Pay in slip Pads	Pad	1000	100 leaves in white			
23	SAO Loan Challan Pads	Pad	1000	100 leaves in green			
24	S.A.O Loan Debit Slips Pads	Pad	2000	100 leaves (50 leaves each in white and yellow)			

25	LT Mortgage Bond forms (Tractor, Education, SOD)	Forms	600	8 Pages , back to back prints, Two Stepples (200 each of 3 types)			
26	Short Term Individual Loan Application Book	Book	100	100 leaves (50 leaves each in white and green)			
27	Top-up Voucher pads	Pad	50	100 pages each			
28	Demand Notice Books of Bank	Book	100	100 leaves (50 leaves each in white and green)			
29	ATM/Debit card Application forms	Forms	5000	A4 size			
30	SMS Alerts Request Forms	Forms	3000	A4 size			
31	Letter Head Pads	Pad	10	100 each with multi colour (JK bond paper)			
32	Demand Notice Of Society	Pad	100	100 leaves (50 leaves each in white and green)			
33	S.A.O Receipt Books	Book	100	100 leaves (50 leaves each in white and pink)			
34	CKCC Pass Books	Book	500	50 pages			
35	LT Loan Applications	File	500	Multi page book			
36	Petty Traders File	File	1000	Multi page book			
37	SHG Loan Files	File	1000	Multi page book			
38	Vehicle Loan Application Files	File	1000	Multi page book			

**REGISTERS**

<b>Sl.No</b>	<b>Particulars</b>	<b>Unit</b>	<b>Required Qty.</b>	<b>Specifications</b>	<b>Quoted Rate</b>	<b>GST</b>	<b>Total (including GST)</b>
39	Cheque for collection Ledgers	Register	20	200 pages each			
40	Nominal share Ledger	Register	10	200 pages			
41	Key movement register	Register	10	200 pages			
42	ATM/KCC cards issue Register	Register	50	200 pages			
43	LT disbursement cum Loan Register	Register	10	200 pages			
44	Mortgage Bond Register	Register	30	200 pages			
45	Cash Scroll Ledgers	Register	20	200 pages			
46	Suspense Payable/Receivable Ledgers	Register	10	200 pages each			
47	In Ward Ledger	Register	5	200 leaves			
48	Locker Rent Ledgers	Register	20	200 leaves			
49	Locker Renter's Visit Ledgers	Register	20	200 leaves			
50	Dispatch Ledgers	Register	5	200 pages each			

ANNEXURE – II

**LETTER OF SUBMISSION OF TENDER**

To,  
The Chief Executive Officer,  
Warangal DCC Bank,  
Head Office,  
Nakkalagutta, Hanamkonda,  
Warangal-506001.

**Subject:** Tender for "**Supply of Stationery & other General Items**" for a period of one year from the date of commencement of contract.

Dear Sir,

Subject to the conditions given in the tender documents for the above mentioned TENDER, I/We hereby tender for supply of stationery and other general stores items for WDCC Bank at the rates specified in the SOR, I/We hereby certify that I/We have examined and am/are fully familiar with all the provisions of the contract documents and I/We am/are satisfied that they are accurate and agree to abide by all the terms and conditions laid therein.

The following certificates/ documents are enclosed herewith:-

1. Certificate of Incorporation/Registration.
2. Copy of Income Tax PAN Card;
3. Copy of Service Tax, Sale Tax, GST Registration;
4. A sum of ₹ 10,000/- (Rupees Ten Thousand only) towards Earnest Money in the form of pay order/demand draft No. \_\_\_\_\_ Dated \_\_\_\_\_ drawn on the bank/branch. In favour of CEO, Warangal DCC Bank, payable at Warangal.
5. Duly signed tender document.

I/We do hereby declare that the entries made in the tender and annexure attached therein are true.

Yours faithfully,

Signature of Tenderer / (s)

Place :

Seal

Name: \_\_\_\_\_

Mobile/Tel No.: \_\_\_\_\_

Date :

Designation: \_\_\_\_\_



**ANNEXURE – III**

**PROFORMA FOR TECHNICAL BID**

1. Name of the Firm & Owner :  
(With Tel./Mob. Nos.)
2. Office Address with :  
Tel./Fax/Mob. Nos.
3. Date of Incorporation/Registration :  
(Attach documentary proof)
4. Registration No. (Copy of :  
Certificate to be attached)
5. Contact Person(s) Name :  
Tel./Fax/Mob. Nos.
6. PAN/TIN No./Sales Tax/GST :  
Regn. No. :  
(copies to be attached)
7. Details of Earnest Money : PO/DD No. dt.
8. Whether Terms & Conditions  
issued by WDCB Bank are  
acceptable to the Firm
9. Whether copies of all certificates  
have been attached as per  
Checklist.

Signature of Tenderer / (s)

Place :

Seal

Date :

Name: \_\_\_\_\_

Mobile/Tel No.: \_\_\_\_\_

Designation: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_