

TENDER DOCUMENT

M/s.._____

Contract for Transportation of Stationery Items from Regional Stationery Department to Branches/Offices on Door to Door basis

We invite sealed quotations from contractors for Transportation of Stationery Items from Regional Stationery Department to Branches/Offices on Door to Door basis across the State of Maharashtra and Goa for a period of one year. The details are to be furnished in Part A & B of the Tender Document attached herewith.

2. The Bank reserves to itself its right to reject all or any quotation without assigning any reason; or to call for fresh quotations/ at any time at its own option. Further, Contractor(s) who do not qualify for the technical specifications, will not be called for the opening of the commercial quote.
3. Applications complete in all respect should reach the Chief Manager(Procurement), State Bank of India, Regional Stationery Department, Plot no. SP 12, phase I, MIDC Area, Dombivali East, Dist Thane 421 203. by 00/00/2017 upto 4.00pm in two separate envelopes, each sealed and clearly identified as to envelope number and contents as "Technical Bid" and "Commercial Bid". The two envelopes shall be contained in a large envelope super scribed as "Application for Contractor of transportation of Stationery Item." Applications received after 00/00/2017 (4.00pm) will not be entertained. The bid not submitted in the above manner will be rejected.
4. The Technical Bid will be opened at State Bank of India, Synergy, C-6, G-Block, 2nd flr, Local Head Office, Bandra Kurla Comlex, Mumabi 400 051 in the presence of your representative who may be deputed to our office to remain present at that hour. Contractors should note to bring the Company's rubber stamp at the time of tender opening, and their representative should be fully authorized to commit in writing on behalf of their companies. The Commercial Bid will be opened subsequently on the date that will be decided by the committee and advised by Chief Manager (Regional Stationery Department) to the contractors, who have successfully qualified in Technical Bids.
5. Please complete the specifications in Part – A & B separately carefully before submitting your quotes.
6. Transportation of stationery items in good condition and in good order will be the responsibility of the contractor to the satisfaction of the Bank.

7. Quotation(s) not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected.

8. Canvassing in connection with quotations or in any matter is strictly prohibited.

9. Terms and conditions governing the contract of transportation of the stationery items are detailed in the enclosed Annexure-I. The Annexure-I (in the prescribed format) duly signed should be returned in the envelope, along with quotation-Form 'A'

10. No change whatsoever will be permitted in the Technical and/ or Commercial quotes after opening the quotes.

11. Latest details regarding the service set up throughout the country should be furnished along with the Technical quotation in terms of :

- Status of your office, whether own, franchises, etc.
- No. of persons stationed at the office,
- No. of systems, sites being handled at present by the office
- Names of contact persons, addresses and telephone nos.

12. The contract prices quoted should be valid for 12 months and there after renewable for further 12 months. The price will be inclusive of all taxes, duties and charges, etc. Octroi charges to be paid at actual, against submission of original receipts and relevant forms. Service charges not more than 3% of actual octroi charges will be paid extra with minimum of Rs 100/- per consignment (Please also indicate separately the rates and the unit(s) of any Tax included in the prices).

13. The Transport Contractor shall furnish a Bank Guarantee for uninterrupted services for a minimum period of one year.

14. The delivery schedule will have to be strictly adhered to, as per stipulation in the LOI/ Order. Any delay will not be accepted, and penalties will be levied at the rate specified in the LOI/ Order.

15. The payment terms for the purchases would be as follows :

(a) Bank will not pay any advance.

(b) Payment including reimbursement of octroi charges if any, shall be made on monthly basis at Regional Stationery Department, within 15 days of submission of invoice complete in all respects

(c) The contract provider shall provide the Bank guarantee of a first class PSU Bank for an amount of Rs.1.00 lac shall have to be furnished against satisfactory/ rated performance. The Bank Guarantee shall be initially for a period of one year and subject to renewal at the discretion of the Bank and on such terms as may be acceptable to the Bank.

16 No transport contractor will get any price advantage vis-à-vis other transport contractor by offering any special discount for bulk orders or any other add-on feature over and above what has been specified before the technical evaluation committee. The Bank reserves the right to place the order with one or more contractors.

17 No payments will be released, if there are any part deliveries or short deliveries. Delivery reports should be forwarded to Regional Stationery Department Mumbai by email on daily basis.

18. Contractor's participation is desirable at the time of opening of Tenders, as stated hereunder. However, if your Representative does not turn up at the appointed time, the quotations will be opened in their absence.

19. All the contractors should give Income Tax PAN No. allotted by Income Tax authorities and Registration No. allotted by Sales/Service Tax authorities. Xerox copies of the certificates of Income Tax Authority and Sales Tax Authority duly certified by a Gazetted Officer of the State/ Central Government should be enclosed. If such certificates are not enclosed, the Technical Bid will be rejected summarily.

20 While allotting the work guidelines of Public Procurement Policy for Micro and Small Enterprises (MSEs) order 2012, notified by the Ministry of Micro, Small and Medium Enterprises of Government of India in Extraordinary Gazette of India on 23/03/2012, will be followed.

21. We reiterate that the Bank reserves to itself the right to reject any or all quotations, without assigning any reason.

Yours faithfully,

CHIEF MANAGER (Procurement)