

# Kerala Gramin Bank

Head Office: Malappuram  
General Administration Wing  
Malappuram-Kerala-676 505.

## TENDER NOTICE

Enquiry No. 05/2022

Quotes are invited from reputed Dealer /Distributor for supplying A4 papers for the use of Branches and Offices of the Bank up to 31-03-2023 as per the specification mentioned below.

SI No	Particulars	A4 paper
1	Quantity	206 Boxes Minimum- South Zone 205 Boxes Minimum- Central Zone 233 Boxes Minimum - North Zone And replenishment as per requirement
2	Specifications	A4 Paper of Reputed make, 80 GSM, good quality with ISI mark.
3.	Packing	Box containing 10 packets of 500 Sheets each

### 1. General conditions

- Dealer /Distributor having minimum 2 years' experience in the field.
- Rates are to be quoted in Indian Rupees (INR) only.
- The rate quoted should be net, i.e. inclusive of all charges, taxes, GST, packing, transporting charges and all other expenses.**
- Boxes containing A4 papers should be supplied to various branches /offices situated at different location of Kerala at the cost of suppliers within the specified time period.
- Rates are to be quoted zone wise for i) Supply to individual Branches(Annexure I) ii) Supply to Cluster Head Branches (Annexure II ) and iii) Supply to Kerala Gramin Bank, Head Office Malappuram. Rates for Eco friendly papers may be quoted separately.
- List of these branches/offices is annexed with this Tender notice. Number of Boxes containing A4 papers to be supplied to these branches/offices will be informed at the time of placing final order.

## 2. Jurisdiction

In the event of any dispute arising out of the tender, such dispute will be under the jurisdiction of the **Honourable Civil Courts in Malappuram** Only

## 3. Quotes

The tender is **"Two Envelope Concept"**

(Envelope No-1-Technical bid, Envelope No.2- Financial bid)

- I. **Envelope No.1-Technical bid-** All quotes should contain information regarding experience, expertise in the line of activity, capacity to supply large quantity within a specified time, the names & addresses of existing large clients and copy of last two years' financial statements , Proforma –A and checklist.
- II. **Envelope No.2- Financial Bid-** The actual price quote in Proforma - B.

## 4. Mode of submission of quote

Technical bid shall be placed in a sealed cover super scribed **"Envelope-1 Technical Bid for Enquiry No: 05/2022"** and Financial bid in a separate sealed cover super scribed **"Envelope -2-Financial bid for Enquiry No: 05/2022"** with full postal address, phone numbers, mail ID of the tenderer. These sealed envelopes (Envelope - 1 and 2) shall be enclosed in a single large sealed cover super scribed **"Quote-A4 Paper - Enquiry No: 05/2022"**. This should be sent to the following address by Regd. Post/Speed Post/ Courier.

**The Assistant General Manager**

General Administration Wing

Kerala Gramin Bank

Head Office, A.K.Road, Malappuram,

Kerala

Pin-676 505.

**Ph: 0483 2734847, 0483-2733507 ,9400999015.**

**Last date of submission of tender- 21-02-2022, Monday, 17:00 hrs.**

<p><b>Date of opening of bids - <u>23-02-2022, Wednesday at 12:00 Noon.</u></b> <b><u>Venue-Kerala Gramin Bank Head Office, A.K.Road Malappuram, Kerala.</u></b></p>
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## 5. Other Terms and Conditions

- a) Technical evaluation of the bidders based on "Technical Bid" will be conducted first and those who are found eligible only will be considered for opening the financial bid.
- b) Kerala Gramin Bank reserves the right to accept or reject any/all quotation without assigning any reason whatsoever.
- c) Any tender received after the due date & time will not be considered. The tender will be received through Regd. Post/Speed Post/ Courier only.
- d) Bidder who has been blacklisted either by the Tender inviting authority or by any State Govt./Union Territory/Govt. of India/Govt. Organization for supply of Not of Standard Quality Items /non-supply is not eligible to participate in the tender during the period of blacklisting.
- e) The decision of the committee constituted for finalization of the selection of the supplier will be final and binding.
- f) **The Rate Contract once approved should remain valid till 31.03.2023 from the date of approval.**
- g) Boxes containing A4 papers should be delivered to the specified Branch/Office **within 10 days** from the date of receipt of final supply order from the Bank. Under no circumstances the supply shall be delayed and the Bank will be at liberty to claim suitable compensation for the loss or damage due to the delay in supply or non-receipt of the items on the stipulated date.
- h) The payment shall be made to supplier after satisfactory completion of delivery of items and observing all legal formalities. Bank reserves the right to reject the whole or part of items supplied if found to be of inferior quality/ not as per our specifications in the tender notice .The Bank in no way be responsible for any loss/ damage consequent to this.
- i) **Boxes containing A4 papers to be supplied in lot to the Branches, Regional offices and Head Office at the cost of supplier within the specified time period.** The number of boxes to be supplied to each office and detailed address will be informed to the successful bidder while placing the final supply order.
- j) Kerala Gramin Bank has 634 Branches (See Annexure I).These branches come under 10 Regional Offices. The total branches are divided in to three zones viz. South Zone, Central Zone and North Zone for this purpose. Each zone covers branches under three to four Regional Offices as per list attached.
- k) The quotes containing the price per item as per the above conditions along with all enclosures mentioned above should reach to the Bank to the address shown above on or Before **21-02-2022, Monday, 17:00 hrs.**

**Malappuram  
11-02-2022**

**General Manager  
GA Wing**

**KERALA GRAMIN BANK**  
**HEAD OFFICE : MALAPPURAM**

Last Date for Submission of Tender is 21-02-2022 ,17:00 hrs

Head Office: Malappuram  
General Administration Wing  
Malappuram-Kerala-676 505

**PROFORMA-A**  
**TECHNICAL BID**

1.Name of the Tenderer	
2. Address	
3. Name of the Contact Person	
4. Address	
5.Contact Number	
6.Alternate Contact Number	
7. E-mail Id	
8. GST Registration Number ( Enclose Copy of GST Registration Certificate & GSTR-3B form)	
9. PAN Number ( Enclose copy)	
10.Date of inception	
11.Experience and Expertise in the field	

12. Details of Existing Large Clients	1. 2. 3. 4.			
13. Turnover Details **	Sl No	Financial Year	Turnover in Lakhs ( Rs.)	Profit/ Loss(-) in Lakhs ( Rs.)
	1	2019-20		
	2	2020-21		
14. Bank Details	Name of Bank			
	Branch Name			
	Acc. Number			
	Branch e- mail			
	IFSC Code :			

\*\* Enclose copies of Balance Sheet & Profit & Loss Account

### Declaration

I / We hereby declare that the particulars given above are correct and complete. If the transactions are delayed or not effected due to incomplete or incorrect information I would not hold Kerala Gramin Bank responsible. I/We have read the conditions of the tender and agree to discharge the responsibility expected of me /from the company as a tenderer / successful tenderer. I / We do hereby declare that I / We have not been blacklisted by any State Govt./Union Territory/Govt. of India/Govt. Organization for supply of Not of Standard Quality Items /non-supply.

Place :

Seal

Signature

Date :

( Name of Person signing & Designation)

# KERALA GRAMIN BANK

HEAD OFFICE: MALAPPURAM

Last Date for Submission of Tender is 21-02-2022, 17:00 hrs

Head Office: Malappuram  
General Administration Wing  
Malappuram-Kerala-676505

## PROFORMA –B FINANCIAL BID

1. Name of the Tenderer :

2. Address :

3. Rate details for Box containing 10 packets A4 paper of 500 Sheets each (A4 Paper of Reputed make, 80 GSM, good quality with ISI mark)

Particulars	Rate per packet (Inclusive of all charges, taxes, GST, packing, transporting charges and all other expenses.) in INR		
	South Zone	Central Zone	North Zone
To be supplied directly to Branches ( Annexure I)			
To be supplied to Cluster Head Branches (Annexure II )			
To Be Supplied at Kerala Gramin Bank Head Office Malappuram			

South Zone : Branches under RO Thiruvananthapuram, RO Kottayam & RO Ernakulam

Central Zone : Branches under RO Thrissur , RO Malappuram & RO Kozhikode

North Zone : Branches under RO Kalpetta, RO Thalassery, RO Kannur & RO Kasargode

Particulars	Rate per packet for eco-friendly paper (Inclusive of all charges, taxes, GST, packing, transporting charges and all other expenses.) in INR		
	South Zone	Central Zone	North Zone
To be supplied directly to Branches ( Annexure I)			
To be supplied to Cluster Head Branches (Annexure II )			
To Be Supplied at Kerala Gramin Bank Head Office Malappuram			

South Zone : Branches under RO Thiruvananthapuram, RO Kottayam & RO Ernakulam

Central Zone : Branches under RO Thrissur , RO Malappuram & RO Kozhikode

North Zone : Branches under RO Kalpetta, RO Thalassery, RO Kannur & RO Kasargode

Place:

Seal

Signature

Date:

(Name of Person signing & Designation)

# CHECK LIST

(To be submitted in Envelope No.1- Technical Bid)

Enquiry Number	
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ENVELOPE NO:1 – (TECHNICAL BID) DOCUMENTS		
1.	Proforma – A – Technical Bid	
2.	Photocopy of GST Registration Certificate	
3	Photocopy of GSTR-3B Form	
4	Photocopy of PAN	
5	Photocopy of Balance Sheet and Profit & Loss Account	