

Request for proposal (RFP)

Tender Notice in terms of advertisement published in Aajkaal and Business Standard on 28.07.2023 for printing and supply of printed forms and office stationeries.

E-Tenders are invited from reputed printers/firms having experience for the printing and supply of printed forms/Registers etc. Details of works, tender cost, details of submission, last date of submission, EMD etc. are mentioned below:

1	Tender Notice No.	WBSCB/E-Tender/Stationery/2.1 dated 28.07.2023
2	Details of work	Printing and supply of stationery items as per Annexure-B attached here-in-below.
3	Quantity of Items to be printed and supplied	As per Annexure-B attached here-in-below.
4	Specifications of the items	Please collect the specimen copies from Law & Estate Department, 2 nd Floor of the Bank at 24-A, Waterloo Street, Kolkata-700069 before submission of Bid.
5	Location for Dispatch	As per Annexure-D
6	Tender inviting authority	Shri Nilanjan Sinha, Managing Director, The West Bengal State Co-operative Bank Ltd., 24A, Waterloo Street, Kolkata - 700069.
7	Closing date and time for submission of Bid Documents online	18.08.2023, 04:00 P.M.
8	Tender document fee	No tender fee is required to be submitted.
9	Amount of EMD	No EMD to be deposited separately. The Bidders through their submission of Bid agrees that upon selection they will submit Performance Security Deposit equivalent to 3% of the award value for due fulfillment of the awarded work within 3 working days in the form of Bank Draft only of any scheduled commercial Bank favouring The West Bengal State Cooperative Bank Ltd. payable at Kolkata. For further reference please see Instruction No.-I under "General Information & Terms and Conditions"
10	Bid Opening date, Time, and Venue.	The Technical Bid will be opened first on 19.08.2023, at 11.30 A.M. at Conference Hall of the Head Office of the Bank at 3 rd floor, 24A, Waterloo Street, Kolkata-700069.
11	Date and Time of Opening of Commercial Proposals	Bank shall advise the technically qualified bidders indicating the date, time & place for opening of the commercial bids later.
12	Availability of Tender Document	To be downloaded from WBSCB Website ' www.wbstcb.com ' and/or www.tenderwizard.com/eproc from 28.07.2023 after 11:00 A.M.
13	Mode of submission of Tender	To be uploaded on e-tender portal - www.tenderwizard.com/eproc . In addition, The hardcopy of the technical documents duly

		authenticated has to drop in the Tender Box at 3rd floor of the Bank at 24-A, Waterloo Street, Kolkata-700069 on and before 18.08.2023 till 4.00 P.M.
14	Tender to be submitted to	The Managing Director, The West Bengal State Co-operative Bank Ltd., 24-A, Waterloo Street, Kolkata – 700069.
15	Bid system	Two cover system (Technical bid and price bid)
16	Bid validity	180 days from the date of submission.
17	Selection process	First the technical bid will be opened. After evaluation, Bank shall advise the technically qualified bidders indicating the date, time & place for opening of the commercial bids later. For details please see clause Y of General Terms & Conditions.
18	Defects Liability Period (DLP)	3 months from the date of supply of last consignment of printed items.
19	Mode of payment	90% of the value of items on satisfactory supply at the Bank's Head Office/and other places as per Annexure-D and on submission of Tax Invoice along with proof of supply received from the Bank/offices. 10% value of the items after defect liability period.
20	Flexibility of price once quoted	No escalation permitted. Prices shall be firm.
21	Currency of price and taxes & other components of price.	The offer must be in Indian Rupees only and the prices shall be inclusive of Transportation charges / Transit insurance but exclusive of all taxes / GST/ Octroi etc. The price shall be firm and binding without any escalation whatsoever, till the date of supply of entire lot of the said printed forms/ items.
22	Date for supply of the items	20 days from the date of work order
23	Penalty	Penalty @ Rs.1500.00 (Rs. One Thousand Five Hundred) only for each day's delay to the maximum of 5% of the work value, unless such default is due to failure of the Bank to make available the facilities.
24	Contact Details	1) Shri Snehasis Chakraborty, Mobile No:9073681048 E- Mail: ledept@wbstcb.com 2) Shri Partha Mitra, Mobile No- 9073717171 E- Mail: gm.hrmd@wbstcb.com

GENERAL INFORMATION & TERMS AND CONDITIONS:

- A) The Bidder should examine all instructions, forms, terms and conditions and technical specifications in the bidding document.
- B) Submission of a bid not substantially responsive to the Bidding document will be at the bidder's risk and may result in the rejection of its bid without any further reference to the bidder.

- C) At any time prior to the deadline for submission of bids, the Bank may, for any reason, modify the bidding document by amendments at the sole discretion of the Bank.
- D) In order to provide prospective bidders reasonable time to take the amendment into account in preparing their bid, the Bank may, at its discretion, extend the deadline for submission of bids.
- E) All clarifications/amendments should be sought from the Bank within 05.08.2023 upto 4:00 P.M. After that, no clarifications/ proposal of amendments will be entertained by the Bank. The Bidder may raise their queries through e-mail to ledept@wbstcb.com with a copy to gm.hrmd@wbstcb.com within 05.08.2023 upto 4:00 P.M after which, no queries will be entertained.
- F) The bidders have to submit their Bid two ways. Technical Bid and Financial Bid are to be submitted separately through e-portal-www.tenderwizard.com/eproc. In addition, Technical documents in hard copy duly signed by the authorized signatory have to be submitted in sealed covers in the tender box placed at 3rd floor of the Bank within stipulated time with ref to clause 13 mentioned above. First the technical bid will be opened. Financial Bid of the successful bidders qualifying in Technical Bid will be opened later.
- G) **The Bidders have to agree that the rate quoted will remain in vogue for next two years and will supply all or any part of the items as and when requisitioned by the Bank. A declaration in this regard as per ANNEXURE-C has to be furnished in Bidder's Letter Head Pad.**

I. In the Technical Bid, the Bidders must submit the following documents

- i) PAN Card
- ii) Valid Trade license
- iii) Document for address Confirmation of the Regd Business Name & Style
- iv) GST Registration Certificate
- v) Income Tax returns for last three years i.e 2019-2020, 2020-2021 and 2021-2022.
- vi) Audited Balance Sheet and Profit & loss account (As per provision of Income Tax Act & Rules of the land) for last three years i.e 2019-2020, 2020-2021 and 2021-2022 with provisional statement of Accounts for the year 2022-2023.
- vii) Original RFP Documents by signing on each paper with impression of company seal.
- viii) Credentials of performing three similar jobs (amounting Rs.2,50,000.00 and above) in last three years.
- ix) Technical bid will also contain the bidder's information in the format given in Annexure- A.
- x) Submission of Undertaking in regard to print and supply the printing items for next two years at the same rate in ref to Annexure-C.
- xi) The Tenderer must ensure sample of paper which is to be used for printing of the items with the tender paper. The sample paper must contain the item no for which the sample is presented and the Bidder's name and seal and to be submitted with the hardcopy of the technical bid.
- xii) Final Check List with ref to Annexure-E

- II. The Commercial Bid will contain the unit cost of each item inclusive of Transportation charges / Transit insurance but exclusive of all taxes / GST/ Octroi etc in the prescribed format as per Annexure-B.**

- H) The printed forms of all types must be delivered **within 20 days from the date of work order** to the addresses as per Annexure-D. **The Bank will bear no carriage cost separately. However the above time frame cannot be stretched beyond 30 days, else the Bank may at their sole discretion cancel the contract without thereby compensating the bidder any loss suffers.**
- I) The successful tenderer has to submit **Performance Security Deposit** in the form of Bank Draft Payable at Kolkata equivalent to 3% of the work value in favour of **"The West Bengal State Co-operative Bank Ltd"**, which would be adjusted afterwards towards Security Money of the successful tenderer. Security money additionally @10% will be deducted from the final bill of the supplier and the Security Money will be released after three months from the date of delivery of full consignment of the printed items as per approved specification. The Performance Security Deposit of successful Tenderer may at Bank's sole decision be forfeited, if not supplied the printed items as per specification or for unnecessary delayed supply or not replacing the defective items as the case may be.
- J) Interested Commercial Art printing firms having well experience in executing similar type of quality printing and performed at least three similar jobs amounting Rs.250000.00 or above in last three years may apply. Tenderers must submit credentials in support to their experience as a Tenderer of such quality printing works with reference to clause **G(I)(vii)** of the General Terms and conditions.
- K) Please note, the time period mentioned herein above is/are excluding public holidays. The Bank Management has every right to change/modify the said periods/dates without assigning any reason after due notification.
- L) The Tenderer must also submit latest income tax certificate/sales tax and other tax certificates/GST certificate/PAN card along with their tender, failing which, the same may be rejected by the Bank Authority at their sole discretion.
- M) The successful Tenderer must ensure that quality of paper, printing and binding is maintained as per sample supplied with the tender. However, the Bank may reject any or all items which is/are found defective either in respect of quality of paper or printing or binding. **The Tenderer must ensure sample of paper which is to be used for printing of the items with the tender paper and to be submitted with hardcopy of technical documents.**
- N) The successful Tenderer will be obliged to replace all the items which are considered defective by the Bank on account of any of the defects in regard to quality of paper, printing and binding and other specifications and if the firm/person fails to replace the defective items, deduction would be made from their bill @ Rs.100.00 per defective items (pad of 100 or per book will be considered) or the rate quoted whichever is higher.
- O) The successful firm must make physical delivery of all the printed items by the time scheduled as mentioned in reference to clause 22 above, failing which the firm will have to pay penalty @ Rs.1500.00 (Rs. One Thousand Five Hundred) only for each day's default to the maximum of 5% of the work value, unless such default is due to failure of the Bank to make available the facilities. **Before going for final print, the Bidder has to confirm the correctness of the contents from the Law & Estate Department of the Bank.**

- P) The bidder shall bear all the costs associated with the preparation and submission of bid and Bank will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.
- Q) The printed items should be delivered to the banks / branches/offices as per **Annexure-D**. No payment will be made to the supplying firm till the acknowledgement from the Branches/Offices in respect of receipt of such supply is produced to the Bank.

R) **BIDDING PROCESS (TWO STAGES)**

For the purpose of the present job, a two-stage bidding process shall be followed. The response to the present tender will be submitted in two parts:

- Technical bid - Part-I
- Commercial Bid - Part-II

The bidder will have to submit the technical bid and commercial portion of the bid separately through the tender portal www.tenderwizard.com/eproc as also the hardcopy of technical bid in sealed envelopes duly superscribing "**TECHNICAL BID IN REF TO TENDER FOR PRINTED FORMS**" has to be dropped in the tender box placed at the 3rd floor of the Bank at 24-A, Waterloo Street, Kolkata-700069.

Technical Bid

- i) Technical bid will contain the bidder's information as per clause-G above and in the format given in Annexure-A
- ii) Technical bid will strictly not contain any pricing or commercial information. Submissions of commercial information in Technical Bid will summararily be rejected & such bidder will be disqualified from participation in tender process further.
- iii) The bid shall be typed or written in legible ink and shall be signed by the bidder or a person duly authorized by the firm. All pages of the bid shall be signed by the person(s) signing the bid and should also be properly numbered.
- iv) The bid shall contain no interlineations, erasures or over-writing except as necessary to correct errors made by the bidder, in which case corrections shall be initialed by the person(s) signing the bid.

Commercial Bid

- i) The bidder shall quote the price in reference to **Annexure -B**
- ii) The offer must be in Indian Rupees only and the prices shall be inclusive of Transportation charges / Transit insurance but **exclusive of all taxes / GST/ Octroi etc.** The price shall be firm and binding without any escalation whatsoever, till the date of supply of entire lot of the printed items and for next two years from final selection.

S) **SUBMISSION OF BIDS:**

The bid should be addressed to Bank at the following address up to the time and date mentioned on page-1 of this document.

**The Managing Director,
The West Bengal State Cooperative Bank Ltd.
Head Office, 24A, Waterloo Street, 3rd Floor, Kolkata – 700069**

T) **LAST DATE FOR SUBMISSION OF BIDS:**

- i) **Bids must be submitted to Bank at the address specified in the bid document not later than the stipulated date and time.** In the event of the specified date for submission of bids being declared a holiday for the Bank, the bids will be received upto the appointed time on the next working day.
- ii) 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.

U) **LATE BIDS:**

Any bid received by the Bank after the deadline for submission of bids will be rejected and/or returned unopened to the bidder.

V) **MODIFICATIONS AND/ OR WITHDRAWAL OF BIDS:**

Bids once submitted will be treated as final and no further correspondence will be entertained on this. No bid will be modified after the deadline for submission of bids.

W) **CONTENT OF DOCUMENTS TO BE SUBMITTED:**

- a) Document required in Technical Bid:
Information as per **clause - G (1)** in respect of Technical Eligibility criteria under **General Terms & Conditions and as per Annexure-A**
- b) Documents required in Commercial bid:
Commercial bids shall be as per format given in **Annexure - B** and to be uploaded through e-portal only.
[No other document shall be enclosed with the commercial bid in strict sense].

X) **PRELIMINARY EXAMINATION:**

The Bank will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information has been provided as underlined in the bid document, whether the documents have been properly signed, and whether bids are generally in order.

The bid determined as not substantially responsive will be rejected by the Bank.

Y) **BID OPENING AND EVALUATION:**

The Bank will first open the technical bids, in presence of bidder representatives who choose to attend, at the time and date mentioned in bid document at the address mentioned at **clause- 10 above**.

The bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for Bank, the bids shall be opened at the appointed time and place on the next working day.

In the first stage, only **TECHNICAL BID** shall be opened and evaluated. Bidders satisfying the pre-qualification criteria/technical requirements as determined by the Bank and accepting the terms and conditions of this document shall be short-listed. In the second stage, the **COMMERCIAL BID** of the short-listed bidders will be opened.

Z) **SELECTION OF L-1 VENDOR**

Commercial bids of the bidders only whose technical bids are found suitable by the Bank shall only be opened. The lowest bidder shall be identified based on the cumulative rates of all the items quoted or the L-1 bidder may be selected item-wise as per discretion of the Bank. The L-2 bidder will have to match the price for the L-1 bidder in order to be selected, if situation arises. In this regard, Bank's decision will be final.

Orders would first be placed on the L-1 vendor and would be given to the L-2 vendor only if the L-1 vendor expresses its inability in providing the items or bank decides to cancel the orders placed upon the L-1 vendor.

AA) **CLARIFICATION OF BIDS:**

To assist in the examination, evaluation and comparison of bids, the Bank may, at its discretion, ask the bidder for clarification or submission of additional documents. Response to such request shall be in writing; however no change in the price or substance of the bid shall be sought, offered or permitted.

AB) **CONTACTING THE BANK DURING BID PROCESSING:**

Any effort by bidder to influence the Bank in the bid evaluation, bid comparison or contract award decision may result in rejection of the bid. Bank's decision will be final and without prejudice and will be binding on all parties.

AC) **BANK'S RIGHT TO ACCEPT OR REJECT ANY BID OR ALL BIDS:**

The Bank reserves the right to accept or reject any bid and null the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the Bank's sanction.

AD) **GOVERNING LAW AND DISPUTES:**

All disputes and differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of these tender documents or breach thereof shall be settled amicably. If, however, the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Indian Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator(s) shall give a reasoned award. Any appeal will be subject to exclusive jurisdiction of the courts of Kolkata, State of West Bengal only.

The Selected vendor shall continue to work under the contract during the arbitration proceedings unless otherwise directed in writing by the Bank or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator or umpire, as the case may be, is obtained.

AE) USE OF CONTRACT DOCUMENT AND INFORMATION:

The supplier shall not, without the Bank's prior written consent, make use of any document or information provided by the Bank in bid document or otherwise except for purpose of performing contract.

AF) ASSIGNMENT:

The supplier shall not assign, in whole or in part, its' obligations to other firm /company to perform under the contract, except with the Bank's prior written consent.

AG) PLACEMENT OF ORDER AND ACCEPTANCE:

The service provider shall give acceptance of the order placed on it, to the Head Office, within 3 days from the date of order, failing which; the Bank has the right to cancel the order.

AH) PAYMENT

On printing and supply of entire lot of specified quantity of items to Head Office/Branches/Offices against submission of Proof of delivery from Bank. The Bank reserves the right not to make any payment before the supply and distribution is completed. For details please see Clause-19 & 23.

AI) TRANSPORTATION/ DELIVERY

The items are to be packed in reference to **Annexure-B** and again packed in six ply corrugated carton boxes duly covered with polythene sheets and dispatched to Head Office of the Bank, 24A, Waterloo Street, Kolkata - 700069 or its branches or any other destinations in West Bengal as per Clause-5 at page-1. No packing material/packing charges will be provided/ paid by the Bank separately. The entire quantity of printing items is to be supplied by 20 days from the issue of work order.

AJ) DEFECT IN THE SUPPLIER'S PERFORMANCE:

Any defect or delay in providing the services as mentioned above will lead to penalty.

AK) PENALTY FOR DELAY IN DELIVERY

With reference to **clause D** of the RFP document, penalty @ Rs.1500.00 (Rs. One Thousand Five Hundred) only for each day's default to the maximum of 5% of the work value shall be charged.

AL) LIQUIDATED DAMAGES:

If the Selected vendor fails to perform services within stipulated time schedule, the Bank shall, without prejudice to its other remedies under the contract, cancel the order and claim liquidated damages @10% of the charges and or may forfeit the Performance Security Deposit.

AM) The bidder shall bear all the costs associated with the preparation and submission of bid and Bank will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

- AN) The Bank reserves the right to reject technical or commercial proposal of the bidder at any stage of the evaluation process.
- AO) The Bank reserves the right to reject or accept the tender in whole or in part at any stage without assigning any reason whatsoever.
- AP) In accordance with the Arbitration and Conciliation Act, 1996, with its statutory modifications, enactments or re-enactments thereto, before resorting to litigation in which case the courts in Kolkata will have the jurisdiction.
- AQ) Bids shall remain valid for 180 DAYS from the date of bid opening prescribed by the Bank. A bid valid for shorter period shall be rejected by the Bank as non-responsive and would be liable for rejection.
- AR) The vendor will provide sample copy of each item for final approval of the Bank.
- AS) The Bank reserves the right to extend the date of submission, opening of Technical Bid, if no of participants are found less than three.

Sd/-

[Nilanjan sinha]
Managing Director

FORMAT FOR TECHNICAL QUOTATIONS INFORMATION SHEET:

The bidder has to submit the following details in his technical bid along with all documents specified in Clause No. (G) (I) under "GENERAL INFORMATION & TERMS AND CONDITIONS":

Company information (Format given below):

Sl.No.	Particulars	Details		
1	Name of the Firm			
2	Name of the individual responding to this request			
3	Designation of the individual responding to this request			
4	Contact Postal Address			
	a Telephone,			
	Whatsapp No.			
b	E - mail address			
5	PAN			
6	Bank Account Details			
7	Parent Company (if any)			
8	Financial Details (attach audited balance sheets)	2019-20	2020-21	2021-22
	a Turn over (In lakh)			
	b Profit (In lakh)			
9	Quality Certifications (for example ISO 9000)			
10	Details of major works handled in the last three years			
11	Details of expertise in the related field			
12	Any other information, which may be relevant			

Authorized Signatory
(Organization name)

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

COMMERCIAL BID FORMAT

(In Rs....)

Sl No	Particulars	Quantity required	Rate quoted excluding GST (in Rs.)	Total price excluding GST
1	Meeting Resolution Book	500 Books x 100 pages (back to back)		
2	Cash Book of SHG	500 Books x 50 Folio		
3	SHG Passbook for Members	5000 books x 32 pages (back to back with cover page extra)		
4	Annexure-III (Articles of Agreement with Self Help Group)	5000 pieces x 6 pages (back to back)		
5	Application for hiring of locker (Form No-219)	50 pads x 200 pages (back to back)		
6	Locker Signature Card (Form No-220)	2000 pieces (print back to back)		
7	Transfer Journal Register	200 Books x 200 pages		
8	Attendance Sheet	2000 pieces (print back to back)		
9	Common Loan Application Form (SHG)	100 x 50 nos (18 pages in booklet form)		
10	Account Opening Form for Individual	600 x 100 nos per pad (2 pages back to back)		
11	Account Opening Form for Non-Individual	50 x 100 nos per pad (2 pages back to back)		
12	CKYC Registry-KYC application form for Individual	550 x 100 nos per pad (8 pages back to back)		
13	Withdrawal Pad	200 x 100 nos per pad		
14	Common Deposit Slip	2000 x 10 pages per pad		
	Total			

**Note: Sample for each item mentioning serial no should be attached.
Each page of the document should be signed by the authorized signatory.**

**Authorized Signatory
(Organization name)**

Undertaking in regard to print and supply the printing items for next two years at the same rate without escalation.

Ref No:

Date:

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

Sub:- Declaration in regard to print and supply of the printing items for next two years at the same rate without escalation.

Dear Sir,

Ref:- Bank's RFP No- WBSCB/E-Tender/Stationery/2.1 dated 28.07.2023 as also corrigendum as may be issued time to time for Selection of Vendor for printing and supply of stationery items as per Annexure- B.

We <organization name> hereby confirm and declare that the prices quoted by us for each of the required items will remain same for the next two years from the date of accepting the commercial proposal without any price escalation for whatever reason and agree to supply the same on requisition from the Bank whether in full or in part. We understand and agree that failing to supply the items as per Bank's requisition; we shall be debarred/ blacklisted for participating in any tender process initiated by the Bank for next two 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]

LOCATION FOR DELIVERY (QUANTITY WISE)			
SL NO.	ITEM	QUANTITY	ADDRESS FOR DELIVERY
1	Meeting Resolution Book	500 Books x 100 pages back to back	Law & Estate Department, The West Bengal State Co-operative Bank Ltd., 24-A, Waterloo Street, Kol-700069
2	Cash Book of SHG	500 Books x 50 Folio	-Same as above-
3	SHG Pass Book for members	5000 books x 32 pages back to back with cover page extra	-Same as above-
4	Annexure-III (Articles of Agreement with Self Help Groups)	1000 pieces x 6 pages back to back	-Same as above-
5	Application for hiring of locker	50 pads x 200 pages back to back	-Same as above-
6	Locker Signature Card	2000 pieces (print back to back)	-Same as above-
7	Transfer Journal Register	200 Books x 200 pages	-Same as above-
8	Attendance Sheet	2000 pieces (print back to back)	-Same as above-
9	Common Loan Application Form (SHG)	100 x 50 nos (18 pages in booklet form)	-Same as above-
10	Account Opening Form for Individual	600 x 100 (2 pages back to back)	1) The Regional Manager, The West Bengal State Co-operative Bank Ltd, Coochbehar Region, Biswa Singha Road, Coochbehar, PIN-736101 - 25000 nos 2) The Regional Manager, The West Bengal State Co-operative Bank Ltd, North 24-Parganas Region, 36, Rishi Bankim Sarani, Kolkata-700124 - 5000 nos 3) The Regional Manager, The West Bengal State Co-operative Bank Ltd, South 24-Parganas Region, Diamond Harbour, South 24-Parganas, PIN-743331- 30000 nos
11	Account Opening Form for Non-Individual	50 x 100 (2 pages back to back)	The Regional Manager, The West Bengal State Co-operative Bank Ltd, North 24-Parganas Region, 36, Rishi Bankim Sarani, Kolkata-700124 - 5000 nos
12	CKYC Registry-KYC application form for Individual	550 x 100 (8 pages back to back)	1) The Regional Manager, The West Bengal State Co-operative Bank Ltd, Coochbehar Region, Biswa Singha Road, Coochbehar, PIN-736101 - 25000 nos 2) The Regional Manager, The West Bengal State Co-operative Bank Ltd, South 24-Parganas Region, Diamond Harbour, South 24-Parganas, PIN-743331 - 30000 nos
13	Withdrawal slip	200 x 100 nos per pad	The Regional Manager, The West Bengal State Co-operative Bank Ltd, South 24-Parganas Region, Diamond Harbour, South 24-Parganas, PIN-743331 - 20000 nos
14	Common Deposit Slip	2000 x 10 pages	The Regional Manager, The West Bengal State Co-operative Bank Ltd, South 24-Parganas Region, Diamond Harbour, South 24-Parganas, PIN-743331 - 20000 nos

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

SL NO.	DESCRIPTION	YES/NO	REMARKS
1	Document for Company Registration with proof of address		
2	Document for address Confirmation of the Regd Business Name & Style		
3	Trade License Details		
4	Credentials of performing three similar jobs (amounting Rs.2,50,000.00 and above) in last three years		
5	Copies of the Audited Balance Sheet for the last three (3) Years i.e. 2019-2020, 2020-2021 & 2021-2022 along with the Profit & Loss Account with provisional statement of accounts for the year 2022-23		
6	Income Tax Return for the Financial Year 2019-2020, 2020-2021 & 2021-2022		
7	PAN Card		
8	GST Registration Certificate		
9	Submission of original RFP Document duly signed		
10	Submission of General & Technical Information in ref to Annexure-A		
11	Submission of Undertaking in regard to print and supply the printing items for next two years at the same rate in ref to Annexure-C		
12	Original RFP Document duly signed in each paper with impression of company seal		
13	Sample of paper indicating serial no as per Annexure-B with company name & seal		

CHECK LIST FOR COMMERCIAL BIDS

SL NO.	DESCRIPTION	YES/NO	REMARKS
1	Commercial Bid Document- with all relevant quotes duly confirmed vide Digital sign or e-sign in ref to Annexure-B		

AUTHORISED SIGNATORY