


<p>बैंक ऑफ महाराष्ट्र प्रधान कार्यालय लोकमंगल, 1501, शिवाजी नगर, पुणे-5</p>		<p>BANK OF MAHARASHTRA Head Office LOKMANGAL, 1501. SHIVAJINAGAR, PUNE-5</p>
<p>निगमित सेवाएं विभाग</p>		<p>Corporate Service Department</p>
<p>टेलीफोन/TELE : 25534331, 25532731-33to35 फैक्स/ FAX : (020)25512351 ई-मेल /e-mail: bomcocs@mahabank.co.in</p>		

TENDER FOR DISPATCH OF EGM NOTICES TO SHAREHOLDERS.

FOR
 Assistant General Manager
 Bank of Maharashtra
 Corporate Services
 Head Office, Lokmangal,
 1501, Shivajinagar Pune- 411005.
 Tel. 020-25614283, 25614331.
 Email: bomcocs@mahabank.co.in

TENDER REF. – AX1/CSD/DISP/EGM/NOTICES/2016-17

TENDER NO. – 04/2016-17 DATED 29.03.2017

DUE ON 01.04.2017 BY 3:00 PM.

Bank of Maharashtra Head Office, Pune invites sealed tenders from the competent and experienced Courier Service Agencies having requisite amenities for dispatch of EGM notices (weight below 50 gms) to shareholders across PAN India.

SCOPE OF WORK

- i. An approximate 100000 nos (\pm 10%) of EGM notices to be delivered to shareholders across PAN India.
- ii. The authorized representative of the Courier Service will collect the notices from the office of mailer/printer (preferably Mumbai/Pune).
- iii. The tender will be valid for this job only.
- iv. The Courier Service will arrange to deliver the notices within 5 (Five days) from date of collection from the mailer/printer.
- v. The Courier Service will ensure that all the notices are delivered to the recipient to whom it is meant for and in no case is delivered to anybody other than the recipient.
- vi. The Courier Service will furnish proof of delivery of notices after getting signature of the recipient, his / her name and telephone number and submit along with invoice.
- vii. The Courier Service will return the undelivered notices with justification.

TENDER DOCUMENTS

Tender comprises two aspects. One part consists of General Condition of contract; Special condition of contract etc. and the second part consists of Price Schedule.

TAX CERTIFICATES

Courier Service should provide all necessary papers related to Registration, ESI, Provident Fund, Service Tax , Income Tax etc.(if applicable).

VALIDITY OF OFFER

Submitted tender shall remain valid for acceptance for a period of Sixty days from the date of opening of tender.

NON-CONFORMANCE

Tenders not conforming to the requirements are liable for rejection.

PAYMENT TERMS

Payment will be made within 30 days from date of submission of the invoice with proof of receipt of the notices to shareholders.

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RIGHT OF ACCEPTANCE / REJECTION

- a) Mere issue of tender document and submission of offer does not necessarily qualify for consideration of offer Bank of Maharashtra reserves the right to accept
- b) Submission of incomplete tender will not be considered nor shall the Bank will entertain any queries / persons whatsoever, on the subject.

GENERAL TERMS & CONDITIONS

- a) The offer should inclusive of all rates and taxes, duties of the Government or Statutory authorities, levy , Octroi and or any other duties.
- b) The offer should be a firm price contract. No price escalation will be entertained during the contractual period.
- c) While offering, please note that in the event of your non-compliance to any of the stipulations as specified here in above, Bank also reserve the right to take appropriate action including termination of contract.
- d) The Courier Service shall abide by the security regulation at site promulgated by the Bank from time to time.
- e) An interest free Earnest Money Deposit (EMD) of Rs. 10,000.00 (Rupees Ten thousand only) is required to be deposited by the tenderer by Pay Order / Bank Draft executed by any Scheduled Bank drawn in favor of Bank of Maharashtra payable at Pune . The same amount shall be refunded to the un-successful bidder as soon as the order shall be placed on successful bidder. However, EMD shall be refunded to successful bidder after completion of total jobs.
- f) The vendor/ courier agency should have turnover of more than Rs. 20. Lakhs (Rupees Twenty Lakhs only) for the last three years ie. 2013-14, 2014-15, 2015-16.

DELIVERY

The successful vendor has to deliver the consignment within 5 days from the date of receipt of notices from mailer/printers house. They also will be responsible to inform us thru mail on daily basis in respect of status & dispatch position.

Where courier service is not available agency has to arrange dispatch of notices through speed post and actual bill should be submitted.

Tender needs to be submitted in a sealed cover, containing stamped and signed copy of Tender Document, copy of Tax Certificates, etc. for evaluation and priced part shall be filled up with price figures only in the given schedule.

Detailed offer complete in all respects as stipulated in the tender should reach to the office of Assistant General Manager, Bank of Maharashtra, Corporate services, Head Office, 1501, Lokmanagal, Shivajinagar Pune- 411005. Latest by 3:00 p.m. on or before 01.04.2017.

Telex / Telegraphic / Fax offers shall not be accepted.

Bank will not accept any responsibility for any delay in receipt or non-receipt of bidding document sent by post. Offers not conforming to the above mentioned requirements are liable to be rejected.

For further clarification on Tender Documents, please contact office of the Assistant General Manager, Bank of Maharashtra, Corporate Services, Head Office , Pune - 411005. Phone Nos. – 020-25614331, 283.

Please acknowledge receipt and confirm your participation in this tender.

Thanking you,

Yours faithfully,

For Bank of Maharashtra



Assistant General Manager
Corporate Services.



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FORM OF TENDER

(TO BE FILLED IN BY THE TENDERER)

Assistant General Manager
Corporate Services
Head Office, Pune-411005

Dear Sir,

Sub. - Tender for Courier Service against your Tender Ref. – 04/2016-17 DATED 29.03.2017

Having examined the subject Tender Documents consisting of Notice Inviting Tender, General Conditions of Contract, Special Condition of Contract, Price Schedule and having understood the provisions of the said Tender Document and having thoroughly studied the requirements of Bank of Maharashtra For Courier Services

I/We hereby submit our tender offer for the performance of proposed work in accordance with the terms and conditions as mentioned in the Tender Document at the rate[s] quoted by me / us in the accompanying price schedule based on the Schedule of Works included within the Tender document.

If the work or any part thereof is awarded to me / us, I / We undertake to perform the work in accordance with the Tender Document and accept the terms and conditions of the Tender as will be laid down therein failing which Bank of Maharashtra Shall be at liberty, without further reference to me / us and without prejudice to any of its rights or remedies, to terminate the agreement and / or to forfeit the earnest money deposited in terms thereof.

Thanking you,

Yours faithfully,

[Name & Address of Firm): -

Contact No.: -

Contact Person

With Designation: -

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(TO BE FILLED IN /FURNISHED BY THE TENDERER)

- [a] I / we have annexed to this tender the following documents: -
- [b] Tender document in sealed envelope duly filled in with Annexure.
- [c] Set of tender document, as issued duly signed.
- [d] Original Power of Attorney or other proof of authority of the person who has signed the Tender or Copy of Power of Attorney or other authority in proof of authority of the person who has signed the tender.
- [e] Copy of up to date Income Tax or Clearance certificate
- [f] Copy of up to date Sales Tax /Service Tax or Clearance certificate
- [g] Photocopy of Pan Card / Trade License
- [h] Turnover of your concern for the last three financial year i.e. 2013-14, 2014-15, 2015-16 over Rs. 20 Lakhs or else will be rejected.
- [i] Any additional documents as asked for.

I / We hereby undertake that the statements made herein and the information given in the Annexure referred to above are true in all respects and that in the event of any such statement or information being found; to be incorrect in any particular, the same be construed to be a misrepresentation entitling Bank of Maharashtra to avoid any resultant contract.

I / We further undertake as and when called upon by Bank of Maharashtra to produce, for its inspection, original[s] of the document[s] of which copies have been annexed hereto.

Yours faithfully,

Signature[s] of the Tenderer[s] with Official
Seal

Witness

Signature with
date :

Name [in block letters] :

Occupation :

Address :

Name and Designation of Authorized
person

Signing the tender on behalf of the
Tenderer[s] :

Full Name and Address of the
Tenderer[s] :

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[TO BE FILLED IN /FURNISHED BY THE TENDERER]

PRICE BID

Name of the Organization

Address & Telephone Number :

Service Tax No. :

PAN No. :

Rates offered

Sr.No.	Descriptions	Rate per EGM notice in Rs. In India	Total Amount for One lakh notices
1.	Up to 50 gms		
2.	51 gms to 200 gms		

Rates quoted shall be exclusive of Service Tax, Cess, GST. All other charges, Taxes, as applicable from time to time to be included to the quoted rates.

Declaration:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized in signing such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....

Name:.....

Designation:.....