

STATIONERY SECTION

HEAD OFFICE, GAYATHRI BUILDING

No. 2 OTC ROAD B A N G A L O R E - 5 6 0 0 0 2.

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ENQUIRY NO: GAWS/ENQ/CARD/KPR/78:2011:12

DT: 19.08.2011.

PART-A - NOTICE INVITING OFFERS (NIT)

Sealed offers are invited from our **Empanelled suppliers** for supply of Plastic cards to be supplied to Canara Bank, Issue section, CARD Division, TB wing HO (annex), Spencer Towers, 5th floor, 86, MG road, Bangalore - 01.

1) **Eligibility** : Empanelled suppliers for Plastic cards in Canara Bank, Stationery Section, GA Wing, HO Bangalore.

2) **Item Required**: Canara Bank blank debit cards (MasterCard).

3) **Quantity** : 5 lakh no.s (Five lakhs only)

4). **EMD AMOUNT** : Rs. 50,000/- (Rupees Thirty thousand only).

5). **Delivery time** : within one moth from the date of order

6). **CONTENTS OF THE TENDER** ::

Part (A) Notice Inviting tender.

Part (B) General rules & instructions for the guidance of tenderer

Part (C) General conditions of contract

Part (D) Specification of the items / material

Part (E) Form of Tender

Part (F) Price Bid with schedule of quantities

Part (G) Annexures A, B , C

7). **Nature of tender** :: The tender is " Item rate Concept " & **Single bid system**

8). **Last date and time for submission**: on or before 16.09.2011at 11.00 AM

9). **Date of opening** : 16.09.2011 11.30 AM

Date : 19.08.2011

Divisional Manager

B - GENERAL RULES AND INSTRUCTIONS FOR THE GUIDANCE OF TENDERER

1. The tender is " ITEM RATE CONCEPT" and it has to be submitted as such. It should be always be placed in sealed cover along with the EMD with the name of the procurement written on the envelope and submitted on or before the prescribed date and time .
2. The sealed tenders should be deposited in the **Tender Box kept at Printing section Canara Bank, Head Office, Badami House, N R Square, Bangalore -2 on or before 16.09.2011, 11:00 AM.** If last day of submission of bids is declared a holiday under NI Act by the Government subsequent to issuance of RFP the next working day will be deemed to be the last day for submission of the RFP. No offer will be accepted by post or courier or email or FAX .
3. **Enclosures in the bids:** The bid should be made in an organized, structured and neat manner. Brochures / leaflets etc. should not be submitted in loose form. The suggested form for submission of Tender bid for this Enquiry is as follows:
 - a. Vendor's Covering letter as per Annexure B.
 - b. Tender documents in ORIGINAL duly filled and signed in all pages.
 - c. Any other details.
 - d. Earnest Money Deposit (EMD) - DD Rs.50,000/-
 - e. Price bid duly filled and signed.
4. The tender documents are not transferable .
5. **Earnest Money Deposit : Rs 50,000/- (Fifty Thousand only)** by Demand Draft on Bangalore from any Nationalized / Scheduled Bank favouring **Canara Bank Head Office** shall be submitted along with tender..
6. Tender Bids without EMD will be rejected.
7. There is no exemption for any category of suppliers like SSI/SME etc from submission of EMD.
8. The tenderers should quote in figures as well as in words the rate, and amount tendered by them. The amount for each item should be worked out and the requisite totals given.

9. Rates: Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the words `Rs.' should be written before the figure of rupees and words `P' after the decimal figures, e.g. Rs.2.15 "P" and in case of words, the word `Rupees' should precede and the word `Paise' should be written at the end, (upto 2 decimals only) unless the rate is in whole rupees and followed by the words `only' it should be invariably be up to two decimal places.

While quoting the rate in Price Bid (schedule of quantities) the word `only' should be written closely following the amount and it should not be written in the next line.

However, if a discrepancy is found;

- i). the rates which correspond with the amount worked out by the tenderer shall unless otherwise proved be taken as correct.

(OR)

- ii). if the amount of an item is not worked out by the tenderer or it does not correspond with the rates written either in figures or in words then the rate quoted by the tenderer in words shall be taken as correct. (OR)

- iii). where the rates quoted by the tenderer in figures and in words tally but the amount is not worked out correctly, the rates quoted by the tenderer will unless otherwise prove be taken as correct and not the amount.

10. All corrections such as cuttings, interpolations, omissions and over-writings shall be number as `c', `i', `o' and `ow' and initialed.
11. Tender shall be submitted on prescribed Form only . All rates shall be quoted on the proper form of the tender alone. Quoted rates and units different from prescribed in the tender schedule will be liable for rejection.
12. The rate shall confine to **Rupee and Paise only (Only 2-decimals)**. Quotations with rates in more than 2-decimals in paisa will be rejected.
13. The rates quoted shall be all inclusive of materials, labour, tools & plant, carriage & transport, loading, unloading, freight, supervision, overheads & profits, insurance , Sales tax, VAT, work contract tax, or any other tax, any royalties, duties, levies, cess, turnover tax, or any other tax (except entry tax, Octroi) on material or finished item , mobilizing and other charges whatsoever including any anticipated or un-anticipated difficulties etc. complete for proper supply of the items as per the specifications and nothing extra shall be paid/reimbursed by the Bank. The entry tax and octroi shall be paid based on the actual on production of receipts.

14. The acceptance of a tender will rest with the Bank which does not bind itself to accept the lowest tender, and reserves to itself the authority to reject any or all of the tenders received without assigning any reason.
15. Tenders which are incomplete in any respect are liable to be rejected.
16. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractor/vendors who resort to canvassing will be liable for rejection.
17. The applicant shall furnish the list of his relatives working in the Canara Bank with their present place of posting in the **Annexure C**
18. The applicant shall furnish the list of retired Government /PSU / Banks employees , employed by him with full details of their previous employment in **Annexure C**.
19. The tender for the supplies shall remain open for acceptance for a **period of 90 days from the date of opening of tenders**. No offer can be modified or withdrawn by the tenderer after submission of the tender bid. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Bank, then the Bank shall, without prejudice to any other right or remedy, be at liberty to **forfeit full value of the Earnest Money Deposit** as aforesaid.
20. The tender for the work shall not be witnessed by a tenderer/ contractor/vendor who himself / themselves has / have tendered or who may and had/have tendered for the same work. Failure to observe this condition would render tenders of the contractor/vendors tendering as well as witnessing the tender liable to summary rejection.
21. Tenderer or their authorized representatives with an authorization letter as per **Annexure A**, are requested to be present during the opening of the bids. If any of the Bidders or all the bidders who submitted are not present during the specified date and time of opening it will be deemed that such Bidder is not interested to participate in the opening of the Bid/s and the Bank will proceed further with opening of the technical bids in their absence.
22. It will be obligatory on the part of the tenderer to tender and sign the tendered documents for all the component parts and that, after the work is awarded, he / they will have to enter into an agreement for each component with the competent authority of the Bank.

23. The tenderer shall agree that until a formal agreement on stamp paper is prepared and signed, this tender shall constitute a binding contract between the tenderer and the Bank/ Employer.
24. On acceptance of the tender, the name of the accredited representative(s) of the Tenderer/ contractor/vendor who would be responsible for taking instructions from the Bank / Employer shall be communicated to the Employer.
25. Method of Evaluation of tender: the tender will be evaluated on the basis of the commercial aspects and the rates quoted by the tender and work will be awarded to the lowest evaluated tender.
26. All the contents of this tender document and price bid with quoted rates shall form a part of the contract document. The successful tenderer/contractor/vendor, on acceptance of his tender by the Accepting Authority, shall sign an agreement on stamp paper contract consisting of the following within 14 days from the date of acceptance of the tender:-
 - (a) Standard form of Agreement on stamp paper.
 - (b) All the contents of this tender document and price bid with quoted rates , Technical Brochures in schedules submitted by the tenderer , any correspondence leading to placing of the supply order or acceptance of tender by the Bank, etc.,

Divisional Manager

PART - C : General Conditions of Contract.

1. INTERPRETATION & DEFINATIONS

In construing these conditions, the specifications, the schedule of quantities, tender and Agreement, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires.

Employer or Bank: The term "Employer" or "Bank" shall denote CANARA BANK with their Head Office at BANGALORE represented by any of its employees authorized on their behalf.

Vendor : The term "Contractor", "Bidder" or "Tenderer" or "Supplier" shall mean _____
(Name and address of Contractor) and his/their heirs, legal representatives, assigns and successors.

Site: The "site" shall mean the Canara Bank, Issue section Card Division, TB wing HO . (annex), Spencer towers, 5th floor, 86, MG road, Bangalore - 01.

"The Supply " shall mean the items to be delivered under this contract and shall include materials and labour.

"Contract " means the contract effected between the vendors and the Employer's acceptance thereof comprising (in addition to the Tender and Acceptance) the tender documents consisting of Notice inviting the tender, General rules and instructions for the guidance of the tenderers, Form of Tender, Form of agreement, General conditions of contract , Technical specifications, price bid with schedule of quantities of the various items of supply with rates or attached to any of the forgoing documents, Annexures, any alterations agreed in writing between the parties before the formal acceptance of the Tender, all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.

"Specification" means the specification annexed to or issued with these documents

"Approved " means approved in writing including subsequent written confirmation of previous verbal approval and "approval" means approval in writing including as aforesaid.

"The Schedule of Quantities" or "Priced Schedule of Quantities" shall mean the schedule (or bill) of quantities as specified and forming part of this contract.

“Act of Insolvency” shall mean any act such as defined by the Presidency Towns Insolvency Act or in Provincial Insolvency Act or any amending statutes.

`Notice in writing' or `written notice' shall mean a notice in writing typed or printed characters delivered to or sent by registered post to the last known address private or business address or registered office address, and shall be deemed to have been received when in ordinary course of post it would have been delivered, and/or delivered personally, or otherwise proved to have been received.

`virtual completion' shall mean that the delivery of the items is complete in all respects in the opinion of the Employer and for which the completion/clearance certificate has been issued by the Employer .

`Purchase order' or “ Acceptance of the Tender” shall mean an intimation by a letter issued by the Accepting Authority of the Employer to tenderer that his tender has been accepted in accordance with the provisions in the said letter.

2. SCOPE

The supply of 5 lakh numbers of Blank debit cards (MasterCard) as per **tender specification stipulated in Part D** of the tender documents for Canara Bank, Issue section Card Division, TB wing HO . (annex), Spencer towers, 5th floor, 86, MG Road, Bangalore - 01 within the time specified in the tender. It includes providing all materials, labour, transportation and incidental to the supply and manufacture.

3. TENDERS

The entire set of tender documents issued to the tenderer should be submitted fully priced and also signed at appropriate places as detailed in the Instructions to Tenderers together with initials on every page. Notwithstanding this, Initials / signature in every page will indicate the acceptance of the tender documents by the tenderer.

No modifications, writings or corrections can be made in the tender documents by the tenderer, but may at his option offer his comments or modifications in a separate sheet of paper attached to the original tender documents .

The Employer reserves the right to reject the lowest or any tender and also to discharge any or all of the tenders for each section or to split up and distribute any item of work to any specialist firm or firms, without assigning any reason.

The tenderers should note that the tender is strictly on the item rate basis and their attention is drawn to the fact that the rates for each and every item should be correct, workable and self-supporting. If called upon by the Employer detailed analysis of any or all the rates shall be submitted. The Employer shall not be bound to recognize the contractor's analysis.

The items supplied will be paid for as “measured items” on the basis of actual quantity accepted by the bank.

The Employer has power to add /to omit/ cancel any item as shown in tender and intimate the same in writing but no addition, omission or variation shall be made by the contractor without authorization from the Employer. No variation shall vitiate the contract.

The tenderer shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the supplies to be made by them and of the rates and prices quoted in the price bid and prices shall, except as otherwise provided, cover all his obligations under the Contract.

4. AGREEMENT

The successful tenderer shall sign an agreement within 7 days from date of receipt of the purchase order issued by the Bank in the prescribed form on Non judicial stamp paper as per the form of agreement detailed under **Annexure B**. All legal expenses, incidental thereto shall be borne by the contractor. If the tenderer fails to sign the agreement within the stipulated time Bank reserves the right to cancel the “ purchase order” and forfeit the Earnest money deposit submitted by the Tenderer.

5. PERMITS AND LICENCES

Permits and Licenses for release of materials, which are under Government control, shall be arranged by the tenderer. The Employer may render necessary assistance, sign any forms or applications that may be necessary but shall not be responsible for actual procurement or for any delay in procurement.

It may be clearly understood that no compensation or additional charges can be claimed by the contractor for non receipt of any controlled materials in due time on this account or according to his own requirements.

The Employer shall be indemnified against all Government or legal actions for theft or misuse of controlled materials in the custody of the tenderer.

6. GOVERNMENT AND LOCAL RULES

The tenderer shall confirm to the provisions of all local Bye-laws and Acts relating to the supply of the items and to the Regulations etc., of the Government and Local Authorities . The tenderer shall give all notices required by said Act, Rules, Regulations and Bye-laws etc., and pay all fees payable to such authority/authorities for supply of the items. The cost, if any, shall be deemed to have been included in his quoted rates, taking into account all liabilities for licenses, fees. and shall indemnify the Employer against such liabilities and shall defend all actions arising from such claims or liabilities.

8. QUOTED RATE

The rates quoted shall be all inclusive of materials, labour, tools & plant, carriage & transport, loading, unloading, freight, supervision, overheads & profits, insurance, Sales tax, VAT, work contract tax, or any other tax, any royalties, duties, levies, cess, turnover tax, or any other tax (except entry tax, Octroi) on material or finished item, mobilizing and other charges whatsoever including any anticipated or un-anticipated difficulties etc. complete for proper supply of the items as per the specifications and nothing extra shall be paid/reimbursed by the Bank. The entry tax and octroi shall be paid based on the actual on production of receipts.

No extra charge / tax will be paid for the location/ site where road permit is required. Bank will not arrange for Road permit. Any letter addressed to the tax authorities shall be issued by the Bank if required.

From the date of placing the order till the delivery of the items, if any changes are brought in the tax structure by the Government resulting in reduction of the cost of the items, the benefit arising out of such reduction shall be passed on to the Bank. However any increase in the tax structure by the Government shall not be paid by the Bank.

The rate quoted shall be firm throughout the contract and No escalation shall be paid for any reason.

9. EARNEST MONEY DEPOSIT :

The tenderer shall submit along with the bid **Rs 50,000/- (Fifty Thousand only)** by Demand Draft on Bangalore favouring " **Canara Bank Head office** " shall be submitted along with tender.

No interest is payable on EMD.

The EMD of other unsuccessful bidders will be returned within 15 days after placing the order on the successful bidder or within 7 days after the expiry of the validity of the tender.

The EMD of the successful bidder shall be returned within 7 days after signing of agreement and depositing of the Security Deposit as per General conditions of contract of this document.

The EMD may be forfeited in the following instances :

- If the bidder withdraws or amends the bid during the period of validity Tender bid specified in this document.
- If the successful bidder fails to sign the contract and fails to furnish Performance Guarantee/ Security Deposit in accordance with the terms of this tender within 7 days from the date of receipt of the Purchase order .

10. SECURITY DEPOSIT

- a) The successful bidder should submit a Security Deposit for 5 % **value of the contract** within seven **days** from the date of receipt of the purchase order issued by the Bank. If the Security Deposit is not submitted within the stipulated time, Bank reserves rights to cancel the order by forfeiting the EMD.
- b) The successful bidder should submit Security Deposit by way of Demand Draft favouring Canara Bank, HO. No interest shall be payable by the Bank on the above security deposit.
- c) 50% of the security deposit will be returned to the bidder within 15 days after completion/ delivery of all the items and balance 50% shall be returned within 15 days of completion of the warranty period subject to satisfactory quality as per specifications & correctness of the quantity of the items supplied and deducting the recoveries if any .

11. DELIVERY, COMPLETION TIME, SUPPLY SCHEDULE

- TOTAL DELIVERY TIME:- 1 Month from the date of receipt of the purchase order issued by the Bank.
- **COMPLETION OF SUPPLIES** : on delivery of full tendered quantity.
- Where part supplies are made, the delivery shall be deemed to be completed only after all the items as per the purchase order are delivered to that site/ location. In such case, delivery date will be the date of delivery of the last item delivered to that particular location.
- Failure to adhere to the above time schedule is liable to be treated as default/ non performance of the contract.

12. DEFECT LIABILITY PERIOD /WARRANTY PERIOD

The duration of the defect liability period/ warranty period is minimum **12 (Twelve) months from the date of completion of the supplies.** During this period the Vendor / tenderer is responsible for making good any inherent or manufacturing defects in quality observed, though it might not be apparent or observed at the time of acceptance of stocks. In such an event, the supplier/tenderer will have to replace the stock in part or full/ or compensate for the loss or inconvenience that it might have already caused or might cause to the bank on account of such defects or deviation from the bank's specifications.

For the purpose of this clause the completion shall be date of supply of tendered quantity. The intermediate supplies shall not be considered.

13 LIQUIDATED DAMAGES FOR DELAY

- a) If the bidder fails to supply the items within the specified time for delivery, the Bank shall have the option to accept or reject the stock/ items delivered by the bidder/ tenderer after the expiry of delivery period specified in the tender. In case of acceptance of the delayed delivery as mentioned above, the bidder shall be liable to pay the Bank the following amount as Liquidated damages at the rates specified below, for each completed week of delay or part thereof, on the basic price of the card delivered at that location.

Liquidated Damages per week of delay or part thereof	1.0% (one per cent)of the contract value per week subject to maximum of 10% of the contract value
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- b) The bidder agrees and considers that the liquidated damages set out herein above are fair and reasonable and that he will raise no objection or dispute with regard to the bank's right to recover the liquidated damages.
- c) The liquidated damages shall be deducted / recovered by the bank from any money due or becoming due to the bidder under this purchase contract or may be recovered by encashment of bank guarantees or otherwise from bidder.

14. ORDER CANCELLATION AND FORFEITURE.

The Bank reserves its right to cancel the entire / unexecuted part of Purchase Order at any time by assigning appropriate reasons in the event of one or more of the following conditions treating it as default / non performance of the contract:

1. Fails to sign the agreement within the specified time.
2. Fails to deposit the Security deposit /performance Guarantee within the specified time.
3. Delay in delivery beyond the specified period including if intermediate supplies are delayed beyond one month.
4. Supplying the materials which do not conform to the specification/quality prescribed or defective,
5. Negligence / contravenes the terms of the contract
6. Breaches in the terms and conditions of the Order.

In addition to the cancellation of purchase order, the Bank shall invoke the Bank Guarantee or forfeit the Security Deposit given by the bidder towards non performance/non compliance of the terms and conditions of the contract, to appropriate the damages.

The bank shall also have the right to Recover of extra cost if any incurred by the Bank in securing the material etc. from other source due to the defect/delay in Execution over the stipulated time and such extra cost shall be recovered by the Bank from any money due or becoming due to the bidder/ tenderer under this purchase contract or may be recovered by encashment of bank guarantees or otherwise from bidder under any other contract.

15. PRE-DISPATCH INSPECTION & ATTENDING TO POST DISPATCH DEFECTS:

The Bank and / or its nominated officials / consultants may carry out pre-dispatch inspection of the items before the delivery. The vendor/ tenderer shall inform his readiness for pre-dispatch inspection at least 7 days in advance. Inspection of the items to be supplied to the Bank will be carried out at vendor's facility. There shall not be any additional charges payable by the Bank for such inspection.

The Bank reserves the right to reject of the entire stock/ to the extent of defective stock.

The stocks / materials accepted by the Bank at initial inspection and in final inspection shall in no way absolve the supplier responsibility as per the contract and bank shall have the right to reject the same at a later date if found deficient/ defective in terms of the warranty clause of the contract.

The Vendor is liable for any inherent or manufacturing defects observed after procurement, though it might not be apparent or observed at the time of acceptance of stocks. In such an event the Vendor will have to replace the stocks in part or full and/ or compensate for the loss or inconvenience that might have already caused or might cause to the Bank on account of such defect or deviation over the specifications observed at such later date.

16. PACKING AND VERIFICATION OF THE QUANTITY

The stocks / material shall be packed in boxes. The quantity in each box shall be clearly specified before despatch.

The number of boxes supplied shall be verified for 100% for acceptance of quantity.

Apart from the above 5 % of the Boxes in random shall be verified for correctness of its contents for acceptance of the quantity. In case of any discrepancy further 5% in random shall be verified. If the discrepancy continues all the boxes in the lot shall be rejected and the supplier shall repack the same and call the bank for verification. Any delay on this account shall not be valid for extension of time.

During the usage if any discrepancy is reported the same shall be made good by the supplier by supplying the deficit quantity.

17. PAYMENTS

Payments shall be made by our Card Division based on the accepted quantity / stocks by the Bank at the site after complying with clause 15 , 16 and on submission of invoice with CST, VAT, TIN, and acceptance certificate by the bank .

All invoices which are in order as per the terms of the contract shall be paid within one month from the date of receipt of invoice.

No advance payment will be considered.

18. VARIATION IN QUANTITY

The quantities indicated in the tender are as per the present assessment of Bank's requirement and Bank shall have the option to purchase (+) or (-) 10% of the quantity specified in this bid at the same price and on the same bid conditions.

19. INDEMNITY

The tenderer shall indemnify, protect and save the Bank against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the items supplied by him.

20. PUBLICITY

Any publicity by the vendor in which the name of the Bank is to be used shall be done only with the explicit written permission of the Bank.

21. FORCE MAJEURE:

The vendor/ tenderer shall not be liable for default or non-performance of the obligations under the contract, if such default or non-performance of the obligations under this contract is caused by any reason or circumstances or occurrences beyond the control of the vendor, i.e. Force Majeure.

For the purpose of this clause, "Force Majeure" shall mean an event beyond the control of the vendor, due to or as a result of or caused by acts of God, wars, insurrections, riots, earth quake and fire, events not foreseeable but does not include any fault or negligence or carelessness on the part of the vendor, resulting in such a situation.

In the event of any such intervening Force Majeure, the Vendor shall notify the Bank in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by the Bank, the Vendor shall continue to perform / render / discharge other obligations as far as they can reasonably be attended / fulfilled and shall seek all reasonable alternative means for performance affected by the Event of Force Majeure.

In such a case, the time for performance shall be extended by a period (s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, the Bank and the Vendor shall hold consultations with each other in an endeavor to find a solution to the problem. Notwithstanding above, the decision of the Bank shall be final and binding on the Vendor.

22. RESOLUTION OF DISPUTES:

All disputes and differences of any kind whatsoever, arising out of or in connection with this Offer or in the discharge of any obligation arising under this Offer (whether during the course of execution of the order or after completion and whether beyond or after termination, abandonment or breach of the Agreement) shall be resolved amicably.

In case of failure to resolve the disputes and differences amicably the matter may be referred to a sole arbitrator mutually agreed upon after issue of at least 30 days notice in writing to the other party clearly setting out their in the specific disputes. IN the event of absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrators; one to be nominated by each party and the said arbitrators shall appoint a presiding arbitrator. The provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern the arbitration.

23. JURISDICTION

The Purchase Contract shall be governed by the Laws and Regulations of India for the time being in force and will be subject to the exclusive jurisdiction of the Courts in Bangalore, India.

Accepted all the terms & conditions

Signature of tenderer/ vendor

PART -D ITEM SPECIFICATIONS

1. ITEM TO BE SUPPLIED: Canara Bank Debit Cards (MasterCard) - Blank

2. Quality and Security Features:

- HICO Cards meeting ISO Standards (Quality should be one of the best in the Card industry).
- The Card should meet latest Security features/quality/specifications prescribed by M/MasterCard & NPCI such as dimensions, thickness, positioning, micro printing, ultra violet printing, Magnetic stripe (HICO) Hologram, Logo etc.
- The Pre-production proof should be got approved from our Card Division.
- The Pre-production proof as well as post- production proof should be got approved from M/s MasterCard.
- The manufacturer should be one in the latest valid approved list of M/s MasterCard for manufacturing above type of MasterCards.
- Copy of the license/permission standing in the name of the manufacturer and issued by M/s MasterCard to be enclosed.
- The quality of the card that is thickness, position of magnetic stripe hologram etc. as per the specimen approved by CARD DIVISION should be maintained through out the entire cycle of production.

3. Other essential basic requirements:

- The design colour and the specifications of the Cards should be got approved by Card Division HO Bangalore.
- In case of existing Card only physical card with specific instructions for enhancement in the features if any, will be given to match the cards to be produced as per our order.
- If the order is for a new design of Card, then the artwork will be provided with specific instructions for enhancement in features, if any.
- Should have Hi-coercivity Magnetic stripe (HICO Cards) with all the three tracks 1/2/3 for encoding data. The Magnetic stripe should be of international quality and should withstand normal wear and tear.
- The mode of delivery of cards should be strictly as per guidelines of M/s MasterCard duly ensuring all safety procedures.

- **The final delivery of cards should be made at:**

The Senior Manager/Manager
Canara Bank, TB Wing
Card Division, Issue Section
5th Floor, Spencer Towers,
No.86,M G Road, Bangalore - 560 001 , PHONE: 080 25584172/ 25593309
Fax: 080 25584162 Email: hocancardissue@canarabank.com

- The cards ordered should be delivered by the supplier within a maximum period of 21 days (excluding the actual time taken by the Card Division, after submission of proof by the supplier to approve the pre-production/post production proof) from the date of placement of order.
- The time limit for execution of purchase order/delivery of the cards are as below:
 - ❖ Time limit for submission of pre production proof Within FIVE DAYS from the date of placement of order.
 - ❖ In the event of failure by the vendor/supplier to keep up the time schedule as indicated above, Canara Bank Card Division reserves to charge penalty upto 0.5% on the invoice value (Amount in Rs) which will be deducted before settlement of bill.

The payment for the entire consignment will be made in Indian Rupees on delivery of Cards in good condition meeting the quality specified by us. No advance payment will be made. The invoice to be raised for the total cost of each consignment of cards supplied but not exceeding the total quantity of cards ordered.

- At a later date, if the cards supplied are found to be defective /Sub-standard/ not as per the approved specimen/or marked deviation from the requirement specified, then the supplier /vendor should arrange for replacement of supply, if any, effected at his cost/risk and responsibility. Further the supplier will be held responsible and accountable for the differential cost of purchase the Bank may incur due to the delayed/non supply of cards as per our order.
- The Bank reserves the right to cancel the order placed if the pre production proof or post-production proofs of cards do not meet our requirements specifications/not executing the orders as per our requirements/or not within the time schedule/ for non conformity to any of the conditions intimated to you or if the company/supplier is delisted by M/s MasterCard.

- The Security features or any other information gathered from CANARA BANK during this process should not be disclosed to any person/agency who does not have direct responsibility for executing this order.
- The Bank shall not be responsible for any subsequent exchange fluctuations or change in the rate of customs, local taxes, cost of production, all taxes upto the point of delivery at Card Division etc. The supplier is responsible for meeting all important requirements.

We agree to supply the items as per the above specifications .

Signature of the Tenderer/ vendor

PART- E
Tender form

Our Reference No:

Date:

To

The Divisional Manager,
Canara Bank,
Printing & Stationery Section
Bangalore – 560 002.
Karnataka.

Dear Sir,

Sub : Supply Plastic Debit Cards (MasterCard) to Canara Bank.

Ref: ENQUIRY NO: GAWS/ENQ/CARD/KPR/78:2011:12 DT: 19.08.2011.

Having examined the bid document including all **Annexures** the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply the items in conformity with the said bid in accordance with the Schedule of Prices indicated in the Price bid and made part of this offer.

If our offer is accepted, we undertake to commence and complete delivery within the stipulated time period calculated from the date of receipt of your Notification of Award / Order.

We agree to abide by this offer till 90 days from the date of opening of the offer by the Bank and our offer shall remain binding upon us and may be accepted by the Bank any time before the expiration of that period.

We accept all Terms and Conditions of the subject tender. We hereby submitting the tender document duly signed in all the pages for having accepted all the terms and conditions.

We understand that the Bank is not bound to accept the lowest or any offer the Bank may receive without assigning any reason whatsoever.

**We are enclosing herewith our DD No. _____ Dtd. _____
_____ for Rs..50,000/- drawn on _____
Bank towards Earnest Money Deposit.**

Dated this _____ day of _____ YYYY.

Signature. _____

Name of the company/Authorised Supplier with seal.

(PLEASE ENSURE THAT ALL THE COLUMNS ARE FILLED BEFORE SUBMITTING THE TENDER)

PART F
PRICE BID

SUB: Supply of Canara Bank Debit Cards (VISA)
to CANARA BANK ISSUE SECTION, CARD DIVISION, TB WING H.O (ANNEX) SPENCER
TOWERS 5TH FLOOR, 86, MG ROAD,
BANGALORE-01

Ref: Your Enquiry: ENQUIRY NO: GAWS/ENQ/CARD/KPR/78:2011:12 DT: 19.08.2011.

In response to your above enquiry, we hereby submit our offers as under for five lac numbers of Canara bank Debit Cards (MasterCard) - Blank

Destination	RATE PER CARD INCLUSIVE OF ALL TAXES, VAT, CESS, FRIEFHT, INSURANCE ETC IN INDIAN RUPEES
CANARABANK CARD DIVISION SPENCER TOWERS 86, MG ROAD BANGALAORE - 560 001	

TOTAL AMOUNT IN WORDS:

SIGNATURE OF THE SUPPLIER WITH SEAL

ANNEXURE - A (Authorization letter format)

The Divisional Manager,
Canara Bank,
Printing & Stationery Section
Head Office
Bangalore – 560 002.
Karnataka

Dear Sir,

SUB: Tender for supply of 6 lac debit cards (MasterCard) - blank - Authorization Letter for attending the Quotation / Bid Opening.

REF: YOUR Enquiry NO ENQUIRY NO: GAWS/ENQ/CARD/KPR/78:2011:12 DT: 19.08.2011

This has reference to your above Enquiry for supply of the subject items.

We hereby authorise Mr/ Miss/Mrs. _____ to attend the bid opening of the above bids on the due dates on behalf of our organization.

The specimen signature is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority

Signature of Attesting Authority

Name of Authorizing Authority

ANNEXURE –B
FORMAT OF CONTRACT AGREEMENT

This supply agreement made on this _____ day of the month of ____ in the year Two Thousand Eleven(____. 2011) BETWEEN, Canara Bank a body corporate constituted under the Banking & Companies (Acquisition and Transfer of Undertakings) Act, 1970, having its Head Office, at 112, J C Road, Bangalore- 560 002, represented by Divisional Manager, P & S Section, GA Wing, HO, Bangalore, its duly constituted attorney (hereinafter referred to as Bank) of the ONE PART;

AND

M/s. _____ duly represented by one of its Proprietor/Partner / Director _____, aged ____ years, S/o Sri _____, residing at _____ and _____ having their office at _____ (hereinafter called the Supplier) of the other part.

WHEREAS THE Bank is desirous of purchasing debit cards for said location and has accepted the tender opened on _____.2011 submitted by the supplier & the supplier has agreed to perform as set out and subject to the terms & conditions set forth in the said documents mentioned herein under.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.

2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz.

a) Notice inviting Tender

b) The Tender Document comprising Notice inviting the tender , General rules & Instruction to tenderers, General Conditions of the Contract, Special; conditions , Appendices to General Conditions of Contract, Special Conditions of Contract, PRICE BID (Priced schedule of quantities with specifications), Drawings .

c) Corrigendum to tender document if any.

e) Letter from supplier dt. _____ in response to the negotiation meeting discussions held on _____

f) Letter of Acceptance issued to supplier by Bank – letter No. _____ DT _____.

g) Letters from and to the supplier, if any, leading to and prior to acceptance letter.

3. In consideration of the payments to be made by the Bank to the supplier the supplier hereby covenants and agrees with the Bank to supply the ORDERED ITEMS to specified location/s and perform the contractual obligations in conformity in all respects and subject to all terms and conditions/rules as mentioned in the aforesaid documents which shall form part of this agreement.

In witness whereof, the parties hereunto have set their respective hands and seals the day and year first above written.

For & on behalf of the
Contractor with seal

for & on behalf of the
Canara Bank with seal

ANNEXURE - C

1. Details List of relatives working in Canara bank;

NAME OF THE OFFICIAL	DESIGNATION	ADDRESS OF THE OFFICE / BRANCH

2. Details List of retired Government / PSU/ Bank employees ,
employed by the applicant :

NAME OF THE RETIRED OFFICIAL	DESIGNATION	NAME & ADDRESS OF THE PREVIOUS EMPLOYER