

CLARIFICATION ON THE QUERIES

CORRIGENDUM I - REQUEST FOR PROPOSAL (RFP) SELECTION OF VENDOR FOR END TO END PRINTING & STATIONERY MANAGEMENT STATIONERY SECTION GA WING HO BENGALURU

REF NO: GAW:SS:ENQ-1/09-2018 DATED: 12-Sep-2018

Sl. No.	Page No. of RFP	Clause No.	RFP Clause	Bidder's Query	Clarification
1	12	3.6, i	At times, the vendors may be asked to supply books, forms & stationery (existing or new) in bulk to a large number of branches. Vendors should therefore have the capability & infrastructure to meet the Bank's urgent requirement without any delay.	The delivery TAT for these one time/Bulk order should be mutually agreed as for procurement of raw material & production some additional time will be required.	The TAT for delivery of goods for the bulk orders may depend on the mutually agreed time frame.
2	14	3.6, w	Vendor will have to raise the bills with following declarations/enclosures on individual branches and submit them to the nodal office/as advised by the Bank in this regard. a. A copy of purchase order. b. A copy of proof of dispatch. c. Acknowledgement by branches through the system/software Invoices should be drawn with the break up of total amount indicating separately Taxes, Freight charges etc.	Raising Invoice branch wise will not be feasible. We request Bank to keep the Invoice raising, submission and payment processing centralised. We can raise State wise Invoices as per GST Provision for the benefit of input credit to Bank. Also with regard to delivery acknowledgement by branches in PMS system/software, we request Bank to define a timeline of 48 hrs after which it should be considered as auto acknowledged and clear for Invoicing.	Time line for auto acknowledgement will be 4 working days. The payment will be subsequently made upon producing a definite proof of delivery i.e., 1) Delivery Challan 2) Acknowledgement by branch/Office
3	26	3.35.1	The Bidder who is L1 as per clause no.3.30 will be referred to as the selected bidder and the Bank will notify the name of the selected bidder by display in the Notice Board of the Bank.	Will work be awarded to L2 vendor also and in what ratio?	The Bank proposes to award works to single vendor i.e., L1 only

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4	28	4.4.1	The bank shall enter into a tripartite agreement with the Supplier/Vendor and with India Post/any other courier agency as decided by the Bank for the delivery to branches on Pan India basis.	Will delivery be managed by Bank? Will India Post/Bank nominated courier will pick up material from Vendors premise/Warehouse for further delivery to branches/offices. We request Bank to add logistics services in the scope of work to make it end-to-end Stationery Management.	The delivery management /Logistic services shall be managed by the selected vendor himself.All the related clauses shall undergo changes accordingly.10kg will be the minimum logistic weight for pricing.
5	28	4.4.2	The goods which are ready for delivery are to be handed over to the India Post/courier agency as decided by the Bank for onward delivery to the branches concerned.	How material has to be handed over to the India Post/Courier. Will they pick up material from Vendors premise/Warehouse for further delivery to branches/offices	Now, logistics part shall be taken care by the selected vendor himself.All the related clauses shall undergo changes accordingly.
6	29	4.4.7	Bank reserves the right to change/modify locations for supply of the items. In the event of any change/modification in the locations where the books/forms/stationery items are to be delivered, the bidder in such cases shall deliver, install and commission at the modified locations at no extra cost to the Bank. However if the ordered items are Already delivered, and if the modifications in locations are made after such delivery, the bidder shall arrange for delivery of such items at the modified/changed location and the Bank in such cases shall bear the shifting charges/arrange shifting.	Clarity required if this pertains to change in delivery address of branches/offices. In case of any change in delivery address, same should be informed well in advance to the vendor to update the records and ensure that labelling is done correctly.	Noted
7	29	4.4.8	The Bank will not arrange for any Road Permit /GST clearance for delivery of the items to different locations and the Vendor is required to make the arrangements for delivery of the indented items at the respective delivery points.	Clarity required if here delivery points mean branches/offices of Bank of the location of India Post/Courier	Here the Delivery point shall mean indenting branch/Indented office.

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8	29	4.5.3	Prices payable to the Vendor as stated in the Contract shall be firm and not subject to adjustment during performance of the Contract, irrespective of reasons whatsoever, including exchange rate fluctuations, changes in taxes, duties, levies, charges, etc.	As price is excluding of GST which is the applicable tax now, we request Bank to consider and allow us to Bill additionally in case of introduction of any new tax by the Government.	Rates quoted shall be exclusive of taxes such as GST etc payable on the finished product.
9	29	4.5.4	From the date of placing the order till the delivery of the items so delivered to the India Post/courier agency, if any changes are brought in the duties such as GST etc., 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.	In case of increase in tax rate, it will be charged at new rate from the applicable date	No change in the RFP terms.
10	29	4.5.5	All the payments for the invoices raised shall be made by the Bank within 7 days from the date of receipt of confirmation from the branch /office regarding proper receipt of consignment in safe condition. Payment shall be made in Indian Rupees.	As Invoices has to be raised after delivery acknowledgement by branches in the System/Software (3.6, w), payment should be processed within 7 days of receipt of Invoice by the HO.	The vendor raises invoice after receipt of acknowledgement from the indented branch/Office and submits the same for payment. The payment will be processed within 7 days from the date of receipt (excluding public holidays).
11	29	4.5.6	Payment (after TDS etc as applicable) will be made online by Branches/Offices/RO/CO/HO as per the decision taken by the bank from time to time depending on management exigencies & subject to technical feasibility after receipt of invoice, delivery challan etc at monthly or other periodical intervals which will be formulated subsequently and as per IT infrastructure integration. The above payment mechanism may be further elaborated /modified/refined as per banks requirements.	We request Bank to centralise Invoice processing & Payments.	No change in the RFP terms.

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12	52	Point 1	Order Placement Window will be provided and shall be open for placing the order through-out the period. The orders placed by the branches/offices through the order placing window, shall be printed/procured and delivered to India Post/courier agency as decided by the Bank WITHIN 07 DAYS from date of the indent of the branches /offices for onward delivery to the branches/ offices concerned.	What will be the ordering Window. We assume vendor will get 7 working days to handover materials ordered by branch after the ordering window closure date. As the dispatch TAT is only 7 days vendor would need to maintain Stock so stock confirmation would be required from Bank to maintain stock.	Branches can indent throughout the contract period. However, the orders placed from 1st to 15th of each month shall be delivered to the destination branch within 15 days from 15th and the orders placed between 16th & last day of the month shall be delivered within 15 days from the closure of such month. The bank may shift to supply of indented item once in a month or likewise as decided by the bank upon experience gained.
13	44	4.40.19(b)	Tax deduction at Source: Wherever the laws and regulations require deduction of such taxes at the source of payment, the Bank shall effect such deductions from the payment due to the Vendor. The remittance of amounts so deducted and issuance of certificate for such deductions shall be made by the Bank as per the laws and regulations in force.	The Bank shall provide the TDS certificate within the statutory due date, failing which, the amount shall be treated as due from the Bank.	TDS certificate will be provided as requested.
14	29	4.5.5	All the payments for the invoices raised shall be made by the Bank within 7 days from the date of receipt of confirmation from the branch /office regarding proper receipt of consignment in safe condition. Payment shall be made in Indian Rupees.	Delay beyond 7 days will attract 2% interest per month/part of the month.	Not Acceptable

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15	30	4.6.5	Following parameters shall be taken into account, subject to mutual agreement: 4.6.5.a Input: Paper price movement 4.6.5.b 1st Year - No change in price 4.6.5.c After One year - Price change if average paper price fluctuates by + / - 20% 4.6.5.d Review Parameters: Base Price for paper to be recorded as the average price of three months prior to the date of contract / revision request date.	Price change to be affected if the paper/Oil Price changes by 3%. It has to be reviewed half yearly once including 1st year.	No change in the RFP terms.
16	20	3.21	Last date of submission of bids was 11/10/2018 upto 03:00pm	Last of Date for submission of bid may be extended for another 15 days	22nd October 2018 is last date of submission and 23rd october is Bid opening date.
17	11	3.5	The bidder should have satisfactorily executed a contract/work-order minimum worth of Rs.10.00 crores per annum for the preceding 02 years towards printing/procurement and supplying of books/forms/stationery items to Government Organizations/PSUs.	Since some of the bidders may be executing running projects which meet this criteria, We request you to change the point as, The bidder should have satisfactorily executed a contract/work-order minimum worth of Rs.10.00 crores average per annum till the date of bid submission towards printing/procurement and supplying of books/forms/stationery items to Government	No change in the RFP terms.
18	25	3.30.2	Reverse Auction event will be carried out among the technically qualified Bidders, based on evaluation of Part A – Technical Bid, for providing opportunity to the Bidders to quote the price dynamically for the procurement for which RFP is floated and also to get the most competitive price.	We request for a closed financial bid for arriving the L1 bidder.	No change in the RFP terms.

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19	28	4.4.1	The bank shall enter into a tripartite agreement with the Supplier/Vendor and with India Post/any other courier agency as decided by the Bank for the delivery to branches on Pan India basis.	For this kind of products we suggest you to consider a consolidated landing cost at branches which will be including the logistic & delivery charges, and in turn we would manage and have end to end arrangement with the regional specialised courier companies.	Now, logistics part should be taken care by vendor himself. All the related clauses of the RFP will accordingly undergo changes.
20	33	4.17.1	The bidder shall ensure that the End to end Printing & Stationery Management Solution provided meets all the technical and functional requirements as envisaged in the scope of the RFP.	We being technology and print specialist suggest the Bank to handle office stationery separately as this would benefit the Bank commercially.	No change in the RFP terms.
21	23	3.26.3	The Bank can repeat this normalization process at every stage of bid submission till the Bank is satisfied. The shortlisted bidders agree that, they have no reservation or objection to the normalization process and all the technically shortlisted bidders will, by responding to this RFP, agree to participate in the normalization process and extend their co-operation to the Bank during this process	We need physical samples of all the products in the RFP	Allowed to visit the nearest Printing and stationery section with Bank's prior permission.