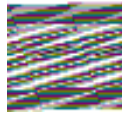


**REQUEST FOR PROPOSAL  
FOR  
SUPPLY OF 500000 (FIVE LACS) NUMBERS  
OF  
POUCH FOR ATM/VISA DEBIT CARDS**

The information provided by the vendors in response to this Request For Proposal (RFP) will become the property of the Bank and will not be returned. The Bank reserves the right to amend, rescind or reissue this RFP and all amendments will be advised to the bidders and such amendments will be binding on them. The Bank also reserves its right to accept or reject any or all the responses to this RFP without assigning any reason whatsoever. The Bank will evaluate the proposals by following such methods, criteria and rationale which, in its opinion, are in the best interest of the Bank.

*This document is prepared by UCO Bank. It should not be reused or copied or used either partially or fully in any form.*

**UCO Bank, Head Office-2,  
ATM Cell, CBS Project,  
Deptt. of Information Technology,  
7<sup>th</sup> Floor, 3 & 4 DD Block,  
Sector-I, Salt Lake,  
Kolkata-700 064**



**UCO BANK**

**Notice Inviting Tender**  
**FOR**  
**SUPPLY OF POUCH FOR ATM/VISA DEBIT CARDS**

UCO BANK invites tenders from the vendors for supply of 5,00,000 (Five Lacs) number of Pouch for ATM/VISA Debit cards as per specifications mentioned below, for which sample may be collected from Asstt. General Manager (Alternate Delivery Channels), UCO Bank, Head Office-2, ATM Cell, CBS Project, Deptt. Of Information Technology, 7th Floor, 3 & 4 DD Block, Sector-I, Salt Lake, Kolkata-700 064.

Sealed tenders addressed to the Asstt. General Manager (Alternate Delivery Channels), UCO Bank, Head Office-2, ATM Cell, CBS Project, Deptt. Of Information Technology, 7th Floor, 3 & 4 DD Block, Sector-I, Salt Lake, Kolkata-700 064 may be submitted by dropping the relevant tender documents in the tender box kept for the purpose, on the 5<sup>th</sup> Floor of UCO BANK at the above address on or before April 12<sup>th</sup>, 2008. This tender document can be collected from UCO Bank or can be downloaded from the Bank's website [www.ucobank.com](http://www.ucobank.com).

The details are as given below :

<b>Activity</b>	<b>Date</b>
Date of commencement of issue of tender document	March 31, 2008
Date of closure of tender document	April 12, 2008 2 PM
Queries to be mailed by	April 5, 2008
Last Date and Time for receipt of offers	April 12, 2008, 2 PM
Date of opening of technical bid	April 12, 2008, 2.15 PM
Address for Communication	Asstt. General Manager (Alternate Delivery Channels), UCO Bank, Head Office-2, ATM Cell, CBS Project, Deptt. Of Information Technology, 7 <sup>th</sup> Floor, 3 & 4 DD Block, Sector-I, Salt Lake, Kolkata-700 064
Contact Telephone Numbers	Phone: 033- 23595607

1. Eligibility Criteria for the Bidder: The bidder submitting the offer should be a registered firm/company in sound financial condition as judged by UCO BANK for this purpose. The bidder should be in business for the last two years and must have made supplies to various Banks/Institutions. Photocopies of relevant documents / certificates should be submitted as proof in support of the claims made. UCO BANK reserves the right to verify /evaluate the claims made by the vendor independently. Only the bidders, who fulfill eligibility criteria as mentioned above, are eligible to participate in the bid.
2. UCO BANK reserves the right to accept or reject in part or full any or all the offers without assigning any reasons thereof. Any decision of UCO BANK in this regard shall be final, conclusive and binding on the bidders.
3. The price quoted by the bidder will be an **all-inclusive price** i.e. it shall include all taxes, levies, duties, insurance, transportation etc.
4. UCO BANK reserves the right to re-issue the tender and or any part thereof without assigning any reason whatsoever, at the sole discretion of UCO BANK. Any decision in this regard shall be final, conclusive and binding on the tenderer/bidder.
5. UCO BANK does not bind itself to the lowest tender.

### **Terms and Conditions of the offer/contract**

Terms and conditions for bidders who participate in the offer for quotes/bids are specified below. These terms and conditions will be binding on all the bidders. These terms and conditions will also form a part of the purchase order, to be issued to the successful bidder(s) on the outcome of the offer process.

- Specification of Pouch: 3.75"X2.50" size, Clear Plastic and Blue Rixin for pouch, Card with four colour design setting with four colour offset printing on 95 GSM paper, Fabrication-Die embossing and Heat pasting (Sample may be collected from UCO Bank at the address mentioned above)
- Quantity: 5,00,000 (Five Lacs) Nos. as per specification for which sample may be obtained from UCO Bank on above mentioned address. UCO Bank reserves the right to modify the quantity as per business requirement of the Bank.
- Price: The price quoted by the bidder will be an **all-inclusive price** i.e. it shall include all taxes, levies, duties, insurance, transportation etc.
- Delivery Schedule: The material to be supplied to UCO Bank, Head Office-2, ATM Cell at the address mentioned above (or to any address to be advised by us) within 20 (Twenty) days from the date of this Order.

- Terms of Payment: Payment will be made on receipt of material, acceptance thereof and approval of the bill on the basis of the sample of the material retaining 10% of the Bill amount, which will be released after satisfactory completion of delivery of entire stock subject to deduction of Tax at Source as per rules.
- Cancellation: The Bank reserves the right to cancel the order in the event of non-compliance with any of the terms and conditions as mentioned above.
- Penalty: The Bank will have an option to impose penalty @20% of the total cost referred to above for delayed delivery per block of every three days.

Eligible vendors may submit their quotations/bids within stipulated time frame. All the envelopes must be superscribed with the following information:

- Name of Bidder
- Offer Reference Number

Asstt. General Manager-ADC  
UCOBANK, HO-2, Kolkata

Dated: 31<sup>st</sup> March 2008