



बड़ौदा यू.पी.बैंक
Baroda U.P. Bank

**EMPANELMENT OF SECURITY FORM PRINTERS FOR PRINTING & SUPPLY OF
PERSONALISED CHEQUE BOOKS AND FDR FOR -3- YEARS**

**REQUEST FOR PROPOSAL (RFP)
FOR
TECHNICAL / FINANCIAL BIDS FROM PROSPECTIVE
IBA APPROVED SECURITY FORM PRINTERS**

IMPORTANT DATES

| | |
|--|-----------------------------------|
| DATE OF ISSUE OF RFP | 05.09.2022 |
| LAST DATE AND TIME OF SUBMISSION OF RFP | 26.09.2022 up to 03:00 P.M |
| DATE OF OPENING OF TECHNICAL BID | 29.09.2022 at 03:30 P.M |

Baroda U.P. Bank
Premises & Equipment Department
Head Office
Buddh Vihar Commercial Scheme, Taramandal
Gorakhpur - 273016(U.P.) (0551-2230010/ Mob : 7839884009)

General Manager

| INDEX | | Page No. |
|--------------|---|-----------------|
| 1 | Notice Inviting Tender | 3 |
| 2 | Scope of Work | 3 |
| 3 | Tender Fee & Earnest Money Deposit | 4 |
| 4 | Mandatory Information | 4 |
| 5 | Tender Opening Process | 5 |
| 6 | Tender/Bid Validity | 5 |
| 7 | Contract Period | 5 |
| 8 | Security Deposit | 6 |
| 9 | Settlement of Disputes | 6 |
| 10 | Method of Arriving L-1 Rate | 7 |
| 11 | Technical Bid (Annexure-I) | 9 |
| 12 | Financial/Price Bid (Annexure-II) | 13 |
| 13 | Proforma of "Declaration" | 14 |
| 14 | Pre-Qualification Criteria | 15 |
| 15 | Details of Printing/Papers etc. | 17 |
| 16 | Details of cheque-book cover, inserts and envelope & Others | 19 |
| 17 | Terms & Conditions | 21 |

Important Clarifications:

Following terms are used in the document interchangeably to mean:

1. RFP means this "RFP document"
2. Recipient, Respondent and Bidder means "Respondent to the RFP document".
3. "RFP Document" means RFP response documents prepared by the Bidder and submitted to Baroda U.P. Bank.

This document is meant for the specific use by the Company / person/s interested to participate in the current RFP process. This document in its entirety is subject to Copyright Laws. Baroda U.P. Bank expects the bidders or any person acting on behalf of the bidders to strictly adhere to the instructions given in the document and maintain confidentiality of information. The bidders will be held responsible for any misuse of the information contained in the document and liable to be prosecuted by the Bank in the event of such a circumstance is brought to the notice of the Bank. By downloading the document, the interested party is subject to confidentiality clauses.

1. NOTICE INVITING TENDER FOR

a) EMPANELMENT OF SECURITY FORM PRINTERS FOR -3- YEARS

b) RATE OF PRINTING & SUPPLY OF PERSONALISED CHEQUE BOOKS AND FDR

2. SCOPE OF WORK:-

Baroda U.P. Bank is the largest Regional Rural Bank established under RRB's Act 1976 & owned by Government of India, Government of Uttar Pradesh and Bank of Baroda with network of 2016 branches/offices in 31 Districts of Uttar Pradesh.

Baroda U.P. Bank invites Sealed Tenders on two-bid system from IBA approved Security Form Printers having experience of at least -5- years in printing Bank's security forms and fulfilling all other terms mentioned in this notice for

- (A) Empanelment of Security Form Printers to print Personalized Cheque Books and FDR for a period of -3- years and
- (B) Rate of printing and supply of Personalized Cheque Books and FDR for -3- years subject to review after one each year, in case of need.

Printers having sound technical and financial capacity for empanelment to print Personalized Cheque books and FDRs mentioned in this tender document (and security forms for New Products, if any, to be launched by the Bank during next two years) and to supply the same to our Customers / Branches / Regional Offices directly, may apply as under:

Tender shall be submitted duly filled in all respect in **two bid** system in the following manner:

Envelope No.1 (Tender Fee, EMD, and Mandatory Information for Pre-qualification - Technical Bid):

| Particulars | Favoring | Amount | DD/BC payable at |
|-----------------------------|------------------|--------------|------------------|
| Tender Fee (Non-Refundable) | Baroda U.P. Bank | Rs.10,000/- | Gorakhpur |
| Earnest Money Deposit | Baroda U.P. Bank | Rs.100,000/- | Gorakhpur |

The tenderer must submit the mandatory information strictly in Bank's prescribed format **as per Annexure-I**. Technical pre-qualification of the tenderer will be based on the mandatory information and supporting documents submitted along with the tender as well as Bank's scrutiny and/or inspection of work of the tenderer. **Envelope No.1 must not contain price bid or else the Bank will disqualify the tender without any further scrutiny.**

Envelope No.2 (Price Bids- Financial Bids):

Price Bid must be submitted in prescribed format **as per Annexure-II**. Bids submitted in any other format will be disqualified.

3. NOTE FOR TENDER FEE & EARNEST MONEY DEPOSIT:

- (a) Tender fee of Rs.10,000/- (Rupees Ten Thousand only) and Earnest Money Deposit of Rs.100,000/- (Rupees One Lakh only) shall be deposited in the form of Demand Draft or Banker's cheque drawn in favor of "**Baroda U.P. Bank**" payable at **Gorakhpur** along with tender.
- (b) No tender shall be considered unless the Tender Fee & Earnest Money are so deposited along with the Technical Bid in Envelope No. 1. Please note that Tender Fee is non-refundable.
- (c) No interest shall be paid on Earnest Money Deposit. The Earnest Money of Tenderers who are not selected for empanelment will be refunded without any interest, soon after the decision of empanelment.
- (d) The Earnest Money Deposit, of successful bidder, deposited with the bank shall be returned only after the execution of necessary Agreement and upon depositing the Security Deposit in the form of Fixed Deposit or Bank Guarantee as mentioned in "**Security Deposit**" clause.
- (e) EMD may be forfeited in the event of withdrawal of bid during the period of bid validity or if successful bidder fails to sign the agreement in accordance with the terms & conditions and other requirements specified in RFP or any act of bidder not in line with contract obligations.

4. MANDATORY INFORMATION:

These sealed tenders should reach at the following address latest by **3.00 pm** on **26.09.2022**.

**The General Manager
Baroda U.P. Bank
Head Office
Buddh Vihar Commercial Scheme, Taramandal
Gorakhpur - 273016(U.P.)**

In case of any clarification, if required, please contact Chief Manager (Premises & Equipment Department) on phone 0551-2230010 or on e-mail id pe.ho@barodauprrb.co.in on any working day during office hours.

Both the properly sealed envelopes should be clearly inscribe (super-scribed) on them as under:

- (a) **Envelope 1 - "Technical Bid"**
- (b) **Envelope 2 - "Price Bid (Financial Bid)"**

These two sealed envelopes should be enclosed in one large envelope having heading on it "**Tender for Personalized Cheque Books and FDR**" and the same should be submitted to the above mentioned address.

5. TENDER OPENING PROCESS:

The cover containing Envelope No.1 & 2 so received shall be opened before Committee of the Bank at Head Office, Buddh Vihar Commercial Scheme, Taramandal, Gorakhpur on **29.09.2022 at 3.30 PM** in **Bank's Conference Room situated at 1st Floor of Head Office, Gorakhpur** and thereupon, the committee will open the Envelope No.1 (containing Technical Bid) in the same meeting. Representatives of Bidders may be present **with a proper authority letter** during opening of Bid. However, Bids shall be opened irrespective of absence of any or all of the Bidder's representatives.

Only those bidders (printers) would be qualified for Price Bid who are found eligible in terms of pre-qualification criteria i.e. who fulfill Technical pre-qualification criteria given in this Tender Notice. For verification of data submitted in Technical Bids, Bank may take time for spot inspection, calling of further supporting documents, etc., if required. After processing Technical Bids, empanelment of Security Form printers shall be decided.

Price Bids (Financial Bids) of only those bidders will be opened whose Technical Bids are accepted by the Bank. Date and time for opening of price bid will be communicated to concerned bidders/vendors in due course.

6. TENDER/BID VALIDITY:

The bid submitted by the bidders will be valid for the period of 45 days from the date of opening of price bid. The L-1 price as quoted and accepted by the bank shall be valid for the entire contract period.

7. CONTRACT & VALIDITY PERIOD:

The successful bidder shall be required to execute necessary agreement and document along with security deposit within a period of 15 working days from the date of acceptance by the Bank & if the said agreement is not completed within the aforementioned period then the same shall be treated as breach of terms of RFP and as such the EMD shall be liable to be forfeited. Further, Bank shall be at liberty to enter into agreement with any of the qualified tenderer in such case.

The contract is valid for a period of three years. However, the Bank may in its discretion extend the period of contract with the successful bidders for a period not exceeding one year after the expiry of validity period as above.(or may discontinue the contract if work is not as per the prescribed specification and within the time period set by the Bank)

The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and the decision of the Bank will be final. Bank may allot the work to more than one security printers on L-1/ negotiated rates and in such case the total quantum of work shall be divided amongst the printers as per requirement of the bank. **Bank at its sole discretion may split the work between L1 & L2 in the ratio of 60:40 in case of L2 matching the rate of L1.**

8. SECURITY DEPOSIT:

The successful bidder shall furnish Security Deposit of **Rs. 2,00,000/- (Rupees Two Lakhs only)** in the form of **Fixed Deposit** or **Bank Guarantee**.

In case, if the said deposit is in the form of Fixed Deposit then the same should be issued by any Nationalized/Scheduled Commercial Bank with marking lien in favour of Baroda U.P. Bank for three years bearing applicable interest rate at the time of deposit.

The earnest money deposit of successful bidder shall be returned only after the execution of necessary Agreement and depositing of the Security Deposit.

The Security Deposit taken by the bank shall be returned only after the successful completion of the period of contract & in case of any loss to the bank due to non-compliance of the terms & conditions as agreed between the parties, it shall be liable to be forfeited straight away.

9. SETTLEMENT OF DISPUTES:

- (i).Should any dispute or difference of any kind whatsoever arise between the Bank and the successful tenderer in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such disputes or difference by mutual consultation.
- (ii).If after 30 days the parties fail to resolve their disputes or difference by such mutual consultation, then either the Bank or the Vendor/ successful tenderer may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute. No arbitration in respect of this matter may be commenced unless such notice is given.
- (iii).Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this clause shall be settled in accordance with the Arbitration and Conciliation Act, 1996.
- (iv).Arbitration proceedings shall be held at Gorakhpur and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.
- (v).The process of arbitration shall be conducted by a sole Arbitrator appointed by the Bank.
- (vi).The cost of Arbitration proceeding will be borne by both the parties equally.
- (vii).During the arbitration process, the vendor shall ensure delivery of its services till the finalization of the proceedings and hereafter as per outcome of the proceedings.

10. METHOD ARRIVING L-1 RATE:

For arriving at L-1 rate, the following weightage formula will be applied for all items (as mentioned in Annexure-II). It is compulsory to quote rates for all items.

| Sr. No. | Name of Security Forms | Allotted Weightage (In points/percentage) |
|---------|---|---|
| 1 | SB Cheque Book (10 Leaves)- Personalized | 60 |
| 2 | Current/Cash-Credit Cheque Book (50 Leaves)- Personalized | 30 |
| 3 | FDR- LEAVES | 10 |

For example:

| Sr. No. (A) | Name of Security Forms (B) | Quoted Rate* (In Rs. Per Leaf) (C) | Allotted Weightage (In points) (D) | Eligible Rate (E= C*D) |
|-------------|---|------------------------------------|------------------------------------|------------------------|
| 1 | SB Cheque Book (10 Leaves)- Personalized | 0.30 | 60 | 18 |
| 2 | Current/Cash-Credit Cheque Book (50 Leaves)- Personalized | 0.30 | 30 | 9 |
| 3 | FDR (50 Leaves Book) | 0.40 | 10 | 4 |
| | | TOTAL | | 31 |

*The Rate should be exclusive of GST as applicable.

The lowest sum of total for Sr. no. 1 to 3 (E1 to E3) will be declared as L-1.

Important Notes:

1. After concluding as per the above formula on the basis of quoted rates as per Annexure-II, Bank will declare L-1 bidder.
2. It is compulsory to quote rates for all items (item No. 1 to 3) as mentioned above in Annexure-II.
3. Bank at its sole discretion may split the work between L1 & L2 in the ratio of 60:40 in case of L2 matching the rate of L1.

Annexure - I

11. TECHNICAL BID (PROFORMA)

Mandatory information required for pre-qualification of the bidder for empanelment of Security Form printers. (Note: This is a proforma containing mandatory questions to be replied in details. So please use sufficient paper sheets / additional sheets required to furnish your details)

| No. | Description | Details (If printing facility / ies i.e. press /factories) are at different location, please mention details of location wise printing facilities for Security Forms. |
|-----|---|---|
| 1 | Name of the Bidder | |
| 2 | Year of Establishment | |
| 3 | Constitution (Proprietorship/ Partnership/ Pvt. Ltd./ Public Ltd.) | |
| 4 | Office Address - (with name of contact person, Telephone, Mobile & Fax numbers) E-mail address | |
| 5 | Press (Factory/ies) Address -(with name of contact person, Telephone, Mobile & Fax no. & E-Mail Address)ALL BRANCHES | |
| 6 | Area in Sq. ft. of Office & Factory building. Whether owned or rented, please specify. | |
| 7 | Name & addresses of Proprietor / Partners / Directors | |
| 8 | Registration number and date with Registrar of Companies / Firms PAN number (Attach copy) GST number (Attach copy) | |
| 9 | Whether ISO certificate obtained (reply "Yes" or "No") (Attach copy in case of "Yes") | |

| | | |
|----|---|--|
| 10 | Whether all printing related activities done at one place or at different places (reply "Yes" or "No"). | |
| 11 | Bankers and their address | |
| 12 | Whether you have in-house four colour sheet fed offset printing machines (reply "Yes" or "No") | |
| 13 | Whether you have in-house four colour web offset printing machines (reply "Yes" or "No") | |
| 14 | Whether you have in house "VOID" pantograph and "UV" printing software and other requirements available (reply "Yes" or "No") (attach cancelled instrument and its zerox) | |
| 15 | No. of Printing Machines: Make & year of purchase: Type: Capacity: Colour handling capacity: Speed in printing number of Personalized Cheque leaves per day. If more than one factory at different location, give the details of each factory | |
| 16 | Binding facilities Details of binding & pinning machines Capacity of binding in number of cheque books per day | |
| 17 | List of successfully completed works, with details, /Bank certificate of total leaves of All Security Forms including PCBs, DD, FDR etc. printed during last three years with details as on 31 st March, 2022. (Please use separate sheets giving full details viz. Client's name, quantity and name of item printed, during which period printing work done etc.). | |
| 18 | List of successfully completed works, with details, /Bank certificate of total leaves of Personalized Cheques (only) printed during last three years with details as on 31 st March, 2022. (Please use separate sheets giving full details viz. Client's name, quantity and name of item printed, during which period printing work done etc.). | |

| | | |
|----|---|--|
| 19 | Since when you are on approved panel of IBA Approval of IBA valid up to date | |
| 20 | Empanelment with other Bank (Please specify) : | |
| 21 | a. Have your Company and/or Associates under taken any work for Bank of Baroda or its subsidiaries or RRBs (Please, give details): b. Have you ever been disqualified or levied penalty by Bank of Baroda or any other Bank in India for non-fulfillment of contractual obligations? If yes, please, provide details in brief. | |
| 22 | Have you ever been put on holiday list or banned by any Public / Private Sector Bank? If yes, please provide details. | |

List for documents to be enclosed:

- (a). Copy of audited Annual Reports Balance Sheet and Income Tax Returns for last three years. (i.e.2019-20, 2020-21 & 2021-22) **and** CA-certified provisional Balance Sheet for 2022-23 along with the Income Tax Challans.
- (b). Copy of Purchase orders / evidence supporting work done mentioned at Sr.No. 17 &18 above with the detailed list mentioning complete details of Purchase Orders/evidences.
- (c). Profile of Management Team, Organization Structure, Employee strength etc.
- (d). Self-certified copy of IBA Approval as a Security Printer.
- (e). Copy of Certificate of Incorporation/Partnership Deed.
- (f). Full details of all printing Locations with daily output capacity.
- (g). Client Certificate from at least two of your nationalized/Private banks/RRBs.(Preferably from bank's where you are empanelled)

I/we confirm that we have never been black listed by any bank and to the best of my/our knowledge the information provided above is correct and any concealment of facts will lead to my/our disqualification at any stage by the Bank.

I / We also enclose herewith Demand Draft / Banker's Cheque of Rs.10,000/- (Rupees Ten Thousand only) as a tender fee (non-refundable) and Rs.100,000/-(Rs. One Lakh only) as EMD-favoring "**Baroda U.P. Bank**", payable at **Gorakhpur** and having details as under:

| Particulars | DD/BC Rs. 10000/- | DD/BC Rs. 100000/- |
|----------------------|--------------------------|---------------------------|
| Name of Issuing Bank | | |
| Issuing Branch | | |
| Date of Instrument | | |
| Instrument No. | | |

I/We have read and understood the terms and conditions in the tender document including the process of technical shortlisting.

I/We certify that the details provided about the firm and the documents enclosed are correct and we are liable to be disqualified in case any information therein is found to be false at any stage of the tender process.

The undersigned is a duly authorized representative of the company/firm to sign these documents and also to enter into negotiations/agreements with the bank.

Date:

Place:

(Signature with stamp of firm / seal of Co.)

Note:

Please sign in full with stamp of Firm / seal of Company on all pages of "Technical Bid" including additional sheets / annexure attached thereto including documents mentioned at (a) to (g) above.

Please refer "Specifications" and other sections given in this tender document before filling in rates and cost.

Please do not change/alter the format. Quote as per format only. Quotation with illegible writing, cutting and overwriting will be rejected.

Annexure-II

12. FINANCIAL/PRICE BID (PROFORMA)

(Please quote your rates **exclusive of GST**)

Sir,

We quote our rates for personalized cheque books/leaves as under:

With Bidder's MICR paper:

| SI No. | Item | Rate in Rs. including Packing & forwarding Charges – PER LEAF (Amount in Words & Figures) |
|--------|--|---|
| 1 | For Personalized Cheque-Book of -10- cheque leaves with other inserts and envelope as mentioned in this Tender Document. | Rs.: (Rupees) |
| 2 | For Personalized cheque-book of -50- cheque leaves with other inserts and envelope as mentioned in this Tender Document. | Rs.: (Rupees) |
| 3 | FDR (50 Leaves Book) <i>Note : FD Receipts on 105 GSM Parchment Paper & Cover of 170 GSM superior quality paper</i> | Rs.: (Rupees) |

(Note: You may quote rates up to -2- decimal places.)

We agree to abide by the terms and conditions as laid down in the Tender document. The rates are inclusive of all charges, taxes and duties except GST. We confirm that the rates are valid for three years from the date of approval, extendable for further one year in case required by the Bank.

(Signatures with firm's stamp / seal of co.)

Date:

Name: _____

Place:

Designation _____

DECLARATION
(Declaration to be given on Letter Head)

**The General Manager
Baroda U.P. Bank
Head Office
Buddh Vihar Commercial Scheme
Taramandal
Gorakhpur - 273016**

Dear Sir,

1. I / We hereby submit the quotation in your prescribed proforma and understand that if any information is found to be incorrect/contradictory at a later date, contract made between ourselves and Baroda U.P. Bank, will be treated as invalid.
2. I / We agree that the decision of Baroda U.P. Bank in selection of tenders will be final and binding on me / us.
3. All the information furnished in the attached forms are correct to the best of my / our knowledge.
4. Bank shall have the authority to verify all the information provided by us.
5. All supporting documents shall be provided by us in authenticity of the information furnished.

Signature :

Place :

Name & Designation :

Date :

Organization :

13. PRE-QUALIFICATION CRITERIA:

Please submit the proof for all -6- criteria

1. Must be an **IBA approved** Security Form Printer. (Certificate given by IBA should be enclosed).
2. Must have experience of printing Security Forms for at **least -5- years** & PCBs printing for -3-years and have never been black listed by any bank. (Certificate/Copy of order given by respective Banks)
3. Must have executed order of minimum **1,00,00,000 (one crore)** leaves of Personalized cheques for Commercial Banks put together for any one of the financial years during the period of 2019-20, 2020-21 and 2021-22. (Certificate/Copy of order given by respective Banks). Please give such detail invariably in details at Sr.No.18 of Technical Bid (Annexure-I) failing which, empanelment and price-bid shall not be considered.
4. Must have executed order of minimum **2,00,00,000 (two crore)** leaves of cheques (all type of MICR INSTRUMENTS including Personalized cheques /DDs /BCs of Commercial Banks) for any one of the financial years during the period of 2019-20, 2020-21 and 2021-22. (Certificate/Copy of order given by respective Banks). Please give such detail invariably in details at Sr.No.17 of Technical Bid (Annexure-I) failing which, empanelment and price-bid shall not be considered.
5. Must have in-house all infrastructure / software to print cheques with all requisite features including VOID pantograph and UV logo of Bank as per new "CTS - 2010" standard /guidelines. (Declaration on letter head regarding infrastructure & for VOID pantograph verification - enclose Xerox copy of printed Instruments.)
6. The printer should have minimum one IBA Approved printing location in India.

Note: Documents supporting / confirming data must be submitted by the tenderer and if required, spot inspection may also be carried out by Bank.

P.S: A meeting shall be convened prior to Opening of Bids, where Printers are supposed to attend the meeting positively for a discussion on incorporation of new security features for the prevention of Cloning of Cheque instruments.

14. DETAILS OF SECURITY FORMS:

At present, price-bid is called as per annexure-II for following Security Forms which are to be supplied to Bank's Branches / Regional Offices for -3- years.

- Savings Bank Account Cheque-books(Personalized) having -10- cheque leaves
- Current Account/Cash Credit Cheque-books (Personalized) having -50- cheque leaves.
- Fixed Deposit Receipt Book -50- leaves binded book

In addition to the above, Bank may invite quotation from Empanelled Printers for printing and supply of any new product which Bank may introduce in next -2- years.

15. (A) DETAILS OF PRINTING/PAPER ETC FOR PERSONALIZED CHEQUE BOOK:

| | |
|---------------------|--|
| Description of Item | Printing and supply of Savings Bank Cheque Books containing -10- leaves and Personalized Current Account / Cash Credit Account Cheque Books containing -50- leaves with all inserts and window envelope. |
| Art-work | Art-work for cheque leaf, all inserts and envelope will be provided by Bank in soft copy. |
| Printing | <p>Cheques are to be printed in four colour / multi-colour as per the artwork provided.</p> <p>Note:-</p> <ul style="list-style-type: none"> • MICR cheques to be printed in fugitive super sensitized inks (i.e. they react against with liquid / dry chemicals) and also have "VOID" pantograph and UV logo of Bank as per RBI / IBA / NPCI guidelines. Necessary Authorization / Certification of sample cheques by NPCI would be required before printing actual cheques. • In case RBI or Bank introduces some changes/additions in the contents of Cheque books or related formats/stationery, such changes/additions will be carried out at no additional cost during the tenure of the contract. • All present as well as any future guidelines related to CTS-2010/ other standards issued by RBI / NPCI / IBA are to be scrupulously followed by the bidder and any changes suggested by them have to be incorporated without charging any extra cost during the tenure of the contract. • All other stationery viz. laminated and tear proof envelope of bio degradable plastic with minimum 120 micron, cheque-book cover, welcome letter, requisition slip, publicity leaf, record copy are also to be printed in Multi-colour / four colours. • Proof of the same before finalizing printing to be submitted within -10- days from art-work given. Delay in submission of correct proof may attract penalty as per Bank's discretion. • Micro Lettering of BARODAUPBANK along with Account No. & Customer Name in all Personalized Cheque Books. |

**15(B) SPECIFICATION, PAPER FOR PERSONALIZED / NON PERSONALIZED
CHEQUE BOOK & FDR:**

1. All type of Cheques shall be printed on 95 GSM MICR paper AS PER CTS- 2010 STANDARD specified by RBI / IBA / Bank. MICR Security Paper (-95- GSM) with water mark of "CTS- INDIA" for cheque leaves.
2. All cheques shall be printed with branch name and also having "VOID" pantograph and three Bank's UV logo. FDR leaves would be printed without branch name. Printing will be as per Bank's design. Art-work shall be provided in soft-copy. Size of Fixed Deposit Receipt (FDR) leaves would be 11"x 5.5" (with counterfoil & perforation)
3. For FDR leaves, paper would be -105- GSM parchment paper of IBA approved "A" grade paper manufacturing mill. Cover of binded book on 170 GSM superior quality paper
4. All present as well as any future guidelines related to CTS-2010/other standards issued by RBI / NPCI / IBA are to be scrupulously followed by the bidder and any changes suggested by them shall be incorporated without charging any extra cost during the tenure of the contract.
5. All security items are to be printed as per Bank's specification / design / art - work and proofs of the same to be submitted within -10- days from art-work given. Delay in submission of correct proof may attract penalty as per bank's discretion. Thereafter it shall be sent to NPCI by tenderer for approval. After approval from NPCI, bank will place work order.
6. Printing Quality: MICR cheques to be printed in fugitive super sensitized inks (i.e. they react against with liquid / dry chemicals) as per RBI guidelines.
7. Each cheque book shall have one **Welcome Letter cum Requisition Slip**. Single side printing.(This will be first leaf of cheque book)

Each cheque book shall have required number of **Record Slips** as under depending upon number of leaves of book. (Each side of record copy will have -10- entries record.): -

One record slip for 10 leaves cheque book (both side printing),

Three record slips for 50 leaves cheque book (both side printing)

Specification of Welcome Letter cum Requisition Slip and Record Slip: -70- GSM white paper of "A" Grade Mill. Welcome Letter cum Requisition Slip and Record Slips **shall be printed in single colour (black) and paper shall NOT be given by the Bank.**

All Cheque Book Cover will be with **four colour** /multi colour printing on front side and two colours printing on reverse side and paper shall NOT be given by the Bank.

8. Perforation & Stub:

- i. Perforation of all originals and copies, wherever required shall be in such a way that tearing force required is minimum and no portion of stub or form should tear off when detached from the book.
- ii. The perforated portion of the security form when detached from the book should have minimum deformity and should be in a straight line.

Binding:

- i. The binding and cutting of the book should be done aesthetically and there should be no visible defect in size, shape, stacking.

DETAILS OF CHEQUE BOOK COVER, INSERTS AND ENVELOPE (FOR ITEMS NOS.1 to 4 of ANNEXURE-II) ARE AS UNDER:

| | | |
|--------|-------------------------------------|--|
| (a) | Cheque-book Cover | -170- GSM Art paper of "A" Grade Mill. Both side printing. |
| (b) | Inserts | |
| (b-i) | Welcome Letter cum Requisition Slip | -70- GSM paper of "A" Grade Mill. Single side printing. |
| (b-ii) | Record slip | -70- GSM paper of "A" grade Mill. Both side printing. -2- sheets (both side printing) for -50- leaves cheque-book & -1- Sheet (both side printing) for -15- leaves cheque-book with window cutting at bottom to see cheque-numbers. |
| (c) | Envelope | Laminated and tear proof bio degradable plastic envelope with minimum 120 micron. One envelope to be used for dispatching cheque book(s) of One Account i.e. One envelope per account. Normal size (for one cheque book) is 9.5" x 4.5" with window. However for dispatching more than one cheque book of same account, bigger size with window can be used. |

Others:-

| | |
|--------------------|---|
| Binding | Cheque-book to be stapled with two wire pins. The binding and cutting of the book should be done aesthetically and there should be no visible defect in size, shape, stacking. |
| Perforation & Stub | Perforation of all originals and copies, wherever required shall be in such a way that tearing force required is minimum and no portion of stub or form should tear off when detached from the book. The perforated portion of the security form when detached from the book should have minimum deformity and should be in a straight line. |
| Quantity | As per requirement of our customers from time to time. Volume of work will increase gradually with opening of new accounts/branches across the area of operation. |
| Placement of Order | <p>Orders will be placed by our Head Office/different offices (called Regional Offices, known as "RO") with all details viz. a/c no., name, no. of cheque leaves, address where the cheque book is to be sent etc. in an encrypted form by e-Mail or by other means.</p> <p>Printer would be required to print cheque-books / leaves and deliver to courier / speed post as per predefined arrangement. The printing and cost of Bar coding as allotted by Postal authorities and any other cost managing the same will be the sole responsibility of the printer. Printer would also be required to update simultaneously the request file with cheque serial no. ref. no / consignment no./ details and to send it back to our Head Office/Regional office (RO) by e-Mail in encrypted form.</p> <p>At present, ROs are established at 30 locations in the state of Uttar Pradesh. Looking to the need Bank may, in future, establish more ROs or reduce number of ROs by merging them. Preference of printer would be given to geographical location of press nearer to these centers.</p> |
| Delivery Schedule | Every day in the morning / evening our Head Office/Regional Office (RO) will send encrypted data file to the identified printer for printing cheque books(day T). The printer will print the cheque books and arrange to hand over to postal authority or courier for delivery on T+1 day. On the same day printer will send the details of cheque books dispatched along with dispatch details to the RO by email. Necessary MIS reports shall also be provided as per Bank's requirement. |
| Courier Services | Courier charges / Speed Post charges will be paid by Bank. Selection of courier services /Speed Post will be finalized by our Head Office, Gorakhpur. |

Attention: Bank may require to deliver some special messages / information to customers along with the Cheque books, which will be provided by the Bank and the same may be required as inserts herein above.

16. TERMS & CONDITIONS:

1. If at any point of time after opening the tender it is found that the information in Technical Bid submitted by the bidder/s is false, the Financial Bid submitted by the said bidder, even though he is L-1 bidder, is liable to be rejected by the Bank and no orders will be placed with such bidder/s and the EMD amount deposited with the Bank shall be liable to be forfeited straight away.
2. The printer shall keep confidential all Art-work provided for printing of PCB and FDR.
3. Printed Security Forms as well as printing under process material should be kept safe to avoid misuse/alteration. Wastage paper must be shredded regularly,
4. The bidder shall agree to indemnify the Bank and hereby keep the Bank indemnified in respect of any loss of security paper from the custody of the Bidder either from the printing press and/or during the course of transit in accordance with the instructions of the Bank to various branches/offices of the Bank including the loss of printed security forms and any consequential loss which may be suffered by the Bank on account of theft or pilferage of the security paper whether printed or not.
5. Tenderer awarded printing order shall be required to execute Agreements / Indemnity Bonds as per Bank's format within a period of 15 working days, failing which the bank shall treat it as a breach of Contract And as such the EMD shall be liable to be forfeited and bank may further claim for damages before appropriate authority /court at the jurisdiction of Baroda.
6. Before printing the PCB for the first time, 500 number of leaves of specimen each Security Form would be required to be forwarded to NPCI for testing the features of CTS-2010 standards. Report given by NPCI of such testing should be submitted to us.
7. The tenderer shall also arrange for obtaining of approval from NPCI for the security forms of the Bank printed by them as per guidelines in the matter.
8. Bank is authorized to depute official from any branch / office for verification of printing of security forms at the press at any time. Any discrepancy found from the order placed will have to be rectified at printer's cost without prejudice to any rights/claims of Bank.

9. Bank may transfer the order to other printer in case of delay / non-execution of order and Bank may allot quantity in part / full to other bidder/s with L-1 rate. The decision of the Bank will be final and suitable penalty may be imposed on tenderer for non-execution of order.
10. The payment to the bidder shall be made within 1 month from the date of receipt of bills and related papers & only after receiving the confirmation from the appropriate office/department.
11. Penalty: Delay in supply of Security Forms will be viewed seriously and penalty on pro rata basis @ 5 % of bill amount per month (or part thereof) of delay or as may be decided by Bank shall be imposed at the discretion of the Bank which may please be noted carefully. Penalty will also be imposed at the discretion of the Bank, in case of defective printing / no printing or any deviation from the specification given or deficiencies in quality of paper. Such supply may be rejected or accepted as may be decided by Bank.
12. In any case the amount of maximum penalty will not exceed 10% of the accepted contract sum/ order value during the contract period.
13. In case of breach of Terms/Conditions of the RFP & SLA (Service Level Agreement) the Bank in its sole discretion may rescind the contract and actions like forfeiture of Earnest Money Deposit/ Security Deposit and delisting of name of printer from the panel of the Bank shall also be taken.
14. In case of any loss due to the breach of any agreed term & condition between the Bank & the bidder then the bidder shall be liable to indemnify for all the loss to the bank. Further the bank may initiate any appropriate proceeding before Appropriate Authority/ Court at jurisdiction of Gorakhpur.
15. The bidder will be required to arrange for inspection (at their cost) of their security printing unit by our officials for verification at any time.
16. The relative art work / positives that will be supplied by us /developed by you will be the Bank's property and the same has to be returned to us or destroyed as per Bank's instruction after completion of job.
17. Bidder will keep a complete record of checking at each stage for mistakes, corrections etc. done during process of printing, binding and packing of PCBs and FDR etc. such records is required to be preserved at least for 10 years.
18. Bank reserve right to reject / not to open tenders / quotations submitted by the Bidders, who have not executed our orders satisfactorily in past.
19. All disputes are subject to Gorakhpur jurisdiction only.

Last Date for submission of Tender: 26.09.2022
up to 3.00 pm