



**PASCHIM BANGA GRAMIN BANK**  
**DEPARTMENT OF GENERAL ADMINISTRATION**  
**HEAD OFFICE: NATABAR PAUL ROAD, CHATTERJEE PARA MORE**  
**TIKIAPARA, HOWRAH-711101**

## **Request for Proposal (RFP) For Empanelment of Security Printing Items**

Paschim Banga Gramin Bank, invites application from Indian Banks Association (IBA) approved / Empanelled Security Printers for PRINTING AND SUPPLY OF 2 category of CTS compliant MICR cheques Books, Personalized and Non-Personalized (25 Leaves) for Bank's SB/CA/CC/OD Account holders as per design /specifications approved by the Bank & NPCI and Delivery of cheque books to Four (4) Regional Offices of the Bank for onward dispatch to respective customers.

**Ref No:- PBGB/HO/DIT/119 /2021-22 Dated:- 23.04.2021**

**The information provided by the bidders in response to this RFP Document will become the property of the Bank and will not be returned. The Bank reserves the right to amend, rescind or reissue this RFP Document 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 Document without assigning any reason whatsoever and without any cost or compensation therefor.**

***This document is prepared by PASCHIM BANGA GRAMIN BANK for Supply of Security Items i.e. Personalized and Non-Personalized cheque (Rate Contract). It should not be reused or copied or used either partially or fully in any form.***

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Sl. No.	Particulars	Detail
1.	Issuing date for RFP	23.04.2021
2.	Last date and time for submission	15.05.2021 up to 15.00 Hrs.
3.	Date and Time of opening Technical Bid	15.05.2021 16.00 Hrs.
4.	Place and address of submission & opening of Bids	Paschim Banga Gramin Bank Head Office : Natabar Paul Road, Chatterjee Para More, Tikiapara, Howrah-711101
5.	Address for communication	Paschim Banga Gramin Bank Head Office : Natabar Paul Road, Chatterjee Para More, Tikiapara, Howrah-711101
6.	E- mail Address	<a href="mailto:ho.gad@mail.pbgb.co.in">ho.gad@mail.pbgb.co.in</a> <a href="mailto:ho.planing@mail.pbgb.co.in">ho.planing@mail.pbgb.co.in</a>
7.	Contact Telephone Number	(033)-2667-9391 (033)-2667-2477
8.	Contact Person	Debam Ghosh Asst. Manager; GAD 8617789096 Tarun Sardar Chief Manager; GAD 8617641934
9.	Bids to be submitted	At the table of General Administration (GAD) Dept. Paschim Banga Gramin Bank; Head Office: Natabar Paul Road, Chatterjee Para More, Tikiapara, Howrah-711101

## 1. INTRODUCTION

Paschim Banga Gramin Bank is one of the three Rural Banks in West Bengal having its Head office at Howrah and operating with 230 Branches & 4 Regional Offices namely Howrah, Hooghly, Bardhaman & Suri; geographically located across 5 Districts namely Howrah, Hooghly, Purba Bardhaman, Paschim Bardhaman and Birbhum of West Bengal.

Paschim Banga Gramin Bank invites technically complete proposal from reputed bidders for Printing and Supply of Security Items.

## 2. SCOPE OF WORK (Printing of Bank's Security items as per Bank's specification)

- a) Successful bidders will be empanelled for a period of 3 years or up to the date of finalisation of next empanelment list.
- b) Successful bidders will have to Print and Supply of Security Printing Items at Regional Office/Head Office as per Bank's requirement/Purchase Order.

## 3. ELIGIBILITY CRITERIA FOR PRINTERS

The panel for Security printing Items and supply of bank's Security printing Items- Eligibility Criteria thereof:

1. The printers who intend to apply for printing and supply of security items should have the experience of successfully completing similar works for Banks job during last 3 years.
2. Have a full fledged office at Kolkata / Howrah or nearby.
3. Must be an Income Tax assesses for last 3 years.
4. Must have a valid registration with commercial tax department.
5. Firm should have Average 50 Lakhs Turnover per year for last 3 years.
6. Firm should have Profit earning from last 3 years.
7. Firm should have experience of printing and supply of Security Items in minimum 3 Banks/Financial Institutions.
8. Firm should not be blacklisted by any Organisation in last 5 years.
9. Firm should have valid PAN,TAN and GST No.
10. Firm should have valid license from appropriate authority.

### GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

- 1) The process is meant for empanelment of printers for supplying of bank's **Security printing Items**. Generally, the routineworks of the Bank are awarded by inviting competitive tenders /quotations from the empanelled printers However, the Bank has the right to award the work to any of the empanelled vendors or opt for open tendering for procurement of security items (Sample of each Security printing item will be **displayed to interested persons at the table of General Administration (GAD) Dept. 1<sup>st</sup> floor, Paschim Banga Gramin Bank; Head Office : Natabar Paul Road, Chatterjee Para More, Tikiapara, Howrah-711101 on 06-05-2021 to 07-05-2021 from 3.30 p.m. to 5.00 p.m.**).
- 2) **Date of quarries (if any): 10-05-2021 to 11-05-2021.**
- 3) Competitive tenders / quotations may be submitted at our Head Office situated at above mentioned places for **Security Printing Items** for the branches/ offices. 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.

- 4) Any type of cost incurred by the applicants for applying seeking clarification or attending any discussion at the official site of the Bank will not be reimbursed.
- 5) Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be produced along with the application form. In this regard, copies of the work order and completion certificates shall be submitted. Incomplete applications or applications without proper proof for establishing their Credentials will be summarily rejected and no correspondence will be entertained in this regard.
- 5) If the application is made by a partnership firm, current address of the firm and full names and current address of the partners of the firm shall accompany the application. Any supporting documents as called for by the Bank as and when required shall be submitted by the firm.
- 6) If the application is made by a limited company, it should be signed by duly authorized person. Any supporting documents as called for by the Bank as and when required shall be submitted by the Company.
- 7) The evaluation will be made based on the experience of the printers and their financial capabilities. Decision of the bank regarding selection/rejection for empanelment will be final and binding and no further correspondence will be entertained. Only the empanelled printers will be informed by post.
- 8) If information and details furnished by the applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank later, the empanelment of such applicant will be cancelled immediately.
- 9) Applications received after the due date and time/ not fulfilling the prescribed criteria are liable for rejection.
- 10) The printers having their office in the state of West Bengal will be considered.
- 11) The printers should not indulge in unethical practices, and should execute the works awarded to them as per the terms and conditions of the contract and specifications, and should co-ordinate with bank officials, for smooth completion of the works.
- 12) The printers should execute the works satisfactorily, in time, and with good quality. The Bank will have the right to demote a contractor to a lower category/ suspend business with him for any period, debar/remove his name from the approved list of printers, after issue of a show cause notice as the case may be. Decision of the Bank will be final and binding.
- 13) All legal disputes between the parties shall be subject to the exclusive jurisdiction of the Courts situated at Kolkata.
- 14) Paschim Banga Gramin Bank reserves the right to reject any / or all the applications without showing any reason (s) to the applicant(s).
- 15) **Security deposit amount is Rs.25, 000/- (Rupees Twenty five thousand only).**
- 16) The printing machines, Processing & plate-making arrangement, Binding equipment etc. must be as per latest technology.
- 17) Already empanelled printers must apply for the new empanelment for printing and supply of security items.
- 18) Preference will be given to printers having experience of printing Bank's security items.

## **Guidelines of Bidding:**

### **1) Bidding Document:**

The Bidder is expected to examine all instructions, forms, terms, conditions and technical specifications in the Bidding Documents. Failure to furnish all information or suppressing of any information required by the Bidding Documents or Submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the bidder's risk and may result in the rejection of its bid. Bidder should submit the bid, strictly, as per RFP, failing which the bid is likely to be rejected as non-responsive.

### **2) Amendment of Bidding Document:**

At any time prior to the last date and time for submission of bids, the Bank may, for any reason, modify the Bidding Documents through amendment at its sole discretion.

### **3) Contacting the Bank:**

Any effort by a bidder to influence the Bank in evaluation of the technical bid, bid comparison or Contract award, decision may result in the rejection of the bidder's bid. Bank's decision will be final, without prejudice and will be binding on all parties.

### **4) Period of validity:**

- i) The vendor may modify or withdraw its offer after its submission, provided that written notice of the modification or withdrawal is received by Bank prior to the closing date and time prescribed for submission of offers. No offer can be modified by the vendor, subsequent to the closing date and time prescribed for submission of offers.
- ii) Bids shall remain valid for a period of three (3) years from the date of Contract agreement subject to satisfactory performance and annual review. Bank may extend validity period for one more year after completion of three (3) years at the same rates agreed initially, subject to review and/or satisfactory performance.
- iii) Further to any change in Management or financial position of the L1 or selected vendor(s), Bank reserves right to add/delete vendor(s) at its discretion.

### **5) Bidder Participation:**

The person(s) who is/are proprietor/Promoter/Partner or having interest in one Company participating in the bid process should not be proprietor/Promoter/Partner of another Company or having interest in another Company participating in the bid process.

### **6) EMD (Earnest Money Deposit):**

- i) The Bidder shall furnish, as part of its Technical Bid, a Security Deposit of Rs. 25,000.00 (Rupees Twenty five thousand only) for empanelment for printing of Security Items.
- ii) The Security Deposits of the unsuccessful bidders shall be returned within thirty (30) days from the date of finalization of process i.e. date of acceptance of purchase order by the successful bidder.

- iii) The Security Deposit shall be in the form of a Demand Draft from any Nationalised Bank/Scheduled Commercial Bank, in favour of **Paschim Banga Gramin Bank, payable at Howrah/Kolkata.**

**7) Bidding Process:**

The offer will be in two parts – Technical Bids and Commercial Bids; both the bids must be submitted simultaneously and duly super scripted as “Technical Bid for **Security printing Items**” and “Commercial Bid for **Security printing Items**”. These two separate covers should be packed in a sealed envelope. All the envelopes should indicate name, address and E-mail ID of the bidder. The demand draft of earnest money is to be enclosed along with Technical Bid.

The envelopes/covers should be addressed to **The General Manager (GAD), Paschim Banga Gramin Bank; Head Office: Natabar Paul Road, Chatterjee Para More, Tikiapara, Howrah-711101 (WB).**

**7(i) Technical Bid:**

To be superscripted as “Technical Bid for **Security printing Items**” and shall contain following information/documents as per Bio-data (Annexure-II) and self declaration on the firm/company’s letter head as per Annexure-I.

**7(ii) Opening of Technical Bid:**

All the bids will be opened at the date, time and locations mentioned in RFP (as per RFP Schedule). In the first stage, only **Technical Bid** will be opened and evaluated. The technical bids will be opened in the presence of the bidders/duly authorised representatives of the bidders. Those who choose to attend the bid must submit a letter of authorisation. No separate intimation will be given in this regard to the vendors. Only one representative of each vendor can be present at the time of opening of the Technical offers.

**7(iii) Technical Evaluation:**

Technical evaluation will be done only for those bidders, who fulfil all eligibility criterions. The Bank will not rely only on the vendor’s response and may cross check from other sources and Bank’s decision on satisfactory level will be binding on all Bidders.

Technical evaluation may include infrastructure, experience, expertise and certification details etc; on bidder letter head and site visits to shortlisted vendors/suppliers with comparable configurations as specified in the bidder document. The proposal will be rejected in case of any adverse fittings.

Bank shall shortlist the vendor(s) based on technical evaluation. Bank reserves the right to reject any and all proposals without assigning any reason whatsoever.

Those bidders satisfying the technical requirements as determined by the Bank and accepting the terms and conditions of this document shall be declared technically qualified and will be eligible for commercial stage of evaluation.

There will not be any separate communication from Bank to the Bidders who do not qualify in eligibility criteria and technical evaluation.

To assist in the examination, evaluation and comparison of bids, the Bank may, at its discretion, ask the Bidder for clarifications. The response should be in writing and no change in the substance of the bid shall be sought, offered or permitted.

#### **8) Quality Control Check:**

- a) All **Security printing Items** should be checked at each stage of Base printing etc. by the trained staff of the vendors.
- b) The record must be preserved for at least ten (10) years.
- c) Vendors should maintain secrecy with regard to printing of **Security Items**.

#### **9) Quality Control Check:**

The Bank may impose financial penalties in addition to black listing the printer for following reasons:

- a) Not adhering to the delivery schedule.
- b) Mistakes done in printing of **Security Items**.
- c) Bad workmanship and deficiencies in quality of printing.
- d) Printing not in accordance with Bank's format and specification or is not as per Bank's instruction.
- e) Flouting Bank's instructions in respect of shortage of leaves, maintenance of records, transportation and delivery of **Security printing Items**.
- f) Penalty of 1% will be imposed on the printer for delayed printing of **Security Items** for 15 days and more.
- g) The frequent printing mistakes/defects while printing will be reviewed seriously.
- h) If such errors are repeated in more than five (5) occasions in a year, the vendor will be de-panelled and blacklisted.

#### **10) Specifications of Personalised cheque Books:**

1. The size and other specifications of the cheques, requisition slips, record slips etc. shall be as per RBI/IBA/NPCI/BANK's specifications for CTS 2010 compliant MICR instruments.
2. The sequence of placing Branch/Customer Details slip ,Record slips ,cheque leaves and Requisition slip for next Cheque Book shall be as under (from top to bottom):
  - a. Branch/ Customer Details slip containing name, address, account no. etc. on top.
  - b. Record slip with a notch at the bottom on the number portion of the cheque so that next cheque number becomes visible, next to Branch/Customer Details slip.
  - c. Cheque Leaves in serial below the Record slips.
  - d. Requisition slip for next Cheque Book at the last but five cheque leaves.

3. The Cheque Book Top and bottom cover pages shall be made of glazed Art paper of 170 gsm with 4-colour printing.
4. The Cheque Books shall be double stitched at the left side and spine to be pasted with cover in Perfect Binding style.
5. The specifications as stated above may change as per regulatory guidelines/Bank's requirements from time to time.

### **11) Printing of Personalised Cheque Books:**

1. Cheque Leaves shall be printed on Standard CTS MICR paper. Other material like paper for record slips, Art paper for cheque book cover pages also shall be of standard quality All CTS MICR instruments shall be printed with pre-printed fields as per RBI & IBA guidelines with good quality MICR ink. Printing with MICR ink shall be done in temperature and humidity controlled atmosphere and registration of ink should be within the RBI & IBA specifications.
2. A Master file containing branch wise particulars of the account requesting for issuance of 9 cheque books shall be provided by the Bank to the printer through SFTP on daily basis.
3. The text file will contain following fields:
  - a. Account Number (14 digit),
  - b. Account Holders Name (s) (to be printed on cheque leaves and requisition slip ), Address.
  - c. Sol ID of Branch,
  - d. Account type (SB/CA/CC/OD),
  - e. Branch IFS Code,
  - f. Number of leaves requisitioned
  - g. Customer Constitution code
  - h. special 6 character alpha-numeric code All relevant data required to be incorporated as per Bank's specimen / sample. The file structure or personalization data may be changed at any time as per requirement of the Bank.
4. Regulatory guidelines at a later stage may require printing of other information also, and such information will also be provided in the above file as and when required.

### **12) Printing of Variable Data on Personalised Cheque Book:**

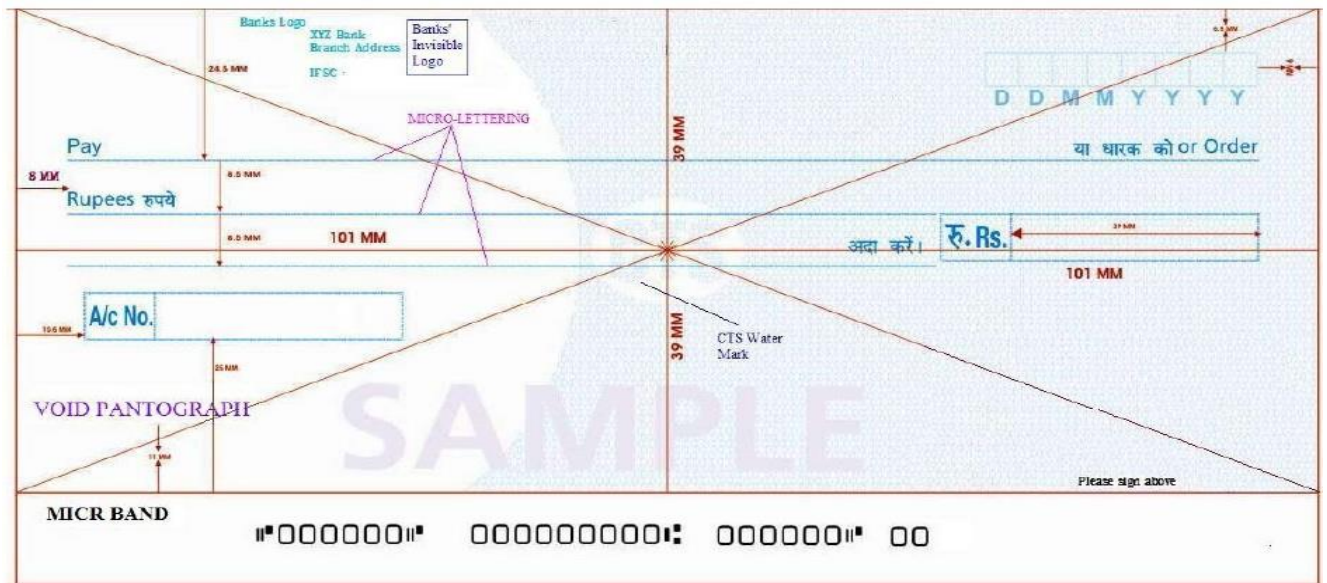
1. Printer shall carry out printing of all variable data on personalised cheque books as per the details appended below:-
  - i) **Cheque Leaves:**
    - a. Bank's logo & Bank's Name (Both in English & Hindi) will be printed on the extreme left upper corner of cheque leaves.
    - b. Address of the Branch in English on the top left side, just after the name of the Bank in Hindi & English.
    - c. IFS code shall be printed just below the address of the Bank.
    - d. Date box will be printed on extreme right upper side as DD/MM/YYYY format. "VALID FOR THREE MONTHS ONLY" will be printed just above the date box.
    - e. A special 6 character alpha-numeric code will be printed just before the Date box.
    - f. 14-digit Account Number in bold in the box provided for the same,
    - g. Type of Account like Saving Account/ Current Account etc. horizontally outside the box for account number in English followed by some abbreviation of the printer.
    - h. Name of the account holder at right hand bottom side below the space for signatures & just above 'Please sign above' For individual's accounts, as per customer constitution, only title of the account and for other accounts, 'For...(title of a/c).....and 'Authorized Signatory(ies)' is to be printed,
    - i. **Cheque serial number shall be printed in body of the cheque also**, in addition to in MICR band, vertically on extreme left hand side.
    - j. Cheque serial number, MICR sort code and Transaction code shall be printed with MICR ink at the appropriate place in the MICR band,
    - k. Date of printing of cheque book and short name of printer along with 'CTS-2010' shall be printed vertically on extreme left hand side of each cheque leaf and Cheque Book Requisition Slip.



**ii) Customer /Branch Details slip:**

- a. Bar code as per Postal dept/Couriers' requirements,
  - b. Date and some statistical data,
  - c. Name and Address of the account holder on the left hand side
  - d. 'If undelivered, please returns to Paschim Banga Gramin Bank ; Head Office.
  - e. The fields printed as per (a) to (d) above should be visible from window cut in top cover of the cheque book as well as the envelope,
  - f. On right hand top corner
    - (i) Name of the customer
    - (ii) Branch Name
    - (iii) Branch Address,
    - (iv) Customer ID,
    - (v) Account No. (vi) IFS Code &
    - (vii) Cheque series From Number - To Number, g. The fields printed as per (f) above would not be visible from window cut in top cover of the cheque book as well as from window of the envelope.
2. At any point of time Bank officials may carry out checking during printing & processing stage or before packing at the works site of the printer. Printer shall facilitate required space and infrastructure for the same.

**• SAMPLE OF CTS-2010 CHEQUE**



**Annexure I**

**SELF DECLARATION FORM**

**(TO BE FILLED IN AND SIGNED BY THE PRINTERS ON THE LETTER HEAD OF THE FIRM/COMPANY)**

1. I/ we have read the instructions appended to the proforma and I/ we understand that if any false information is detected at a later date, any future contract made between ourselves and Paschim Banga Gramin Bank, on the basis of the information given by me/us can be treated as invalid by the Bank.
2. I/ we agree that the decision of Bank in selection of tender will be final and binding on me/us.
3. All the information furnished in the attached proforma is correct to the best of my/our knowledge.
4. I/We also agree that I/We have no objection if enquiries are made about my/our knowledge. Works listed by me/us in the accompanying sheets or any other enquiry on the information furnished herewith in the accompanying sheets.
5. I/We bound for Confidence maintain with bank.

Signature of Authorized Signatory

Name of Signatory:

Designation:

Seal of Company

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Annexure II**

**TECHNICAL BID**

**(TO BE FILLED IN AND SIGNED BY THE PRINTER'S)**

1.		Name of organisation with complete : Address & Telephone No. (Attach KYC Document)		
2.	a.	Type of organisation (whether Sole : Proprietor-ship, Partnership, Private Ltd., Limited or Co-operative body etc. (Attach KYC Document)		
	b.	Name and Address of the Proprietor/Partners of Directors in the organisation (Attach KYC Document) 1. 2. 3. 4.	:	
	c.	Other Managerial Personnel	:	
3.	a.	Registration No.	:	
	b.	Commercial Tax Registration No. date and authority	:	
	c.	Permanent Account No. of Income Tax		
	d.	GST No		
	e.	Bank's Details- A/c No, Bank, Branch . with IFSC code	:	
4.		Security Printing experience( in years)	:	
5.		Business activities other than the type of work applied for (Pl. specify)	:	
6.		Name/s of Banker/s and their Address. (attach Letter from existing Banks/FI)	:	

7.	Whether office is at Kolkata or Howrah or nearby. If yes then mention office address.	:	
8.	Reference of two reputed persons	:	1. 2.
9.	Capital – 31-03-2021	:	
	Sale – 31-03-2021	:	
	Profit & Loss – 31-03-2021 (Please attach audited copies of Balance sheet and Profit & Loss A/c) for last three years	:	
10.	Details of infrastructure available for ensuring quality and timely execution of work orders.	:	
11.	Particulars of Bank's security printing job executed during last three years.	:	
12.	Is any staff member of the Bank related to the Proprietor/Partners or Directors? If so, please mention the name/s.	:	
13.	Other institution's name where Empanelled.	:	
14.	Experience of Security printing for Bank/Financial Institute in years	:	
15.	Whether you have been Black Listed from any institute for printing of security items.	:	
16.	Whether Valid Licence taken from appropriate authority	:	
17.	Whether fulfil all criteria for this bid	:	
18.	Details of Security Deposit	:	D.D. No. .... dated ..... Amount Rs.. ..... Bank----- Payable at .....

Signature of Authorized Signatory

Name of Signatory:

Designation:

Seal of Company

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**COMMERCIAL BID**

**(TO BE FILLED IN AND SIGNED BY THE PRINTERS)**

The General Manager (GAD),  
Paschim Banga Gramin Bank;  
Head Office: Natabar Paul Road, Chatterjee Para More,  
Tikiapara, Howrah-711101 (WB).

Sub: Tender for printing of Personalised & Non-Personalized Cheque Books.

Ref: Your reference –

Dear Sir,

Rate for printing and supply of Personalised & Non-Personalized Cheque Books in four (4) Regional Offices of Paschim Banga Gramin Bank:

Product Details (SB/CA/CC/OD)	Per book contains 25 leaves
Per Cheque Book Rate for Personalized Cheque Book (in Rs.)	
Per Cheque Book Rate for Non-Personalized Cheque Book (in Rs.)	

The above rate is inclusive of all charges (i.e. Freight, Insurance etc) & all Taxes/Cess/Duties (i.e. Central/State/Local Taxes like GST/VAT/CST/Excise/Entry Tax etc) including cost for printing and supply of cheque book cover, cheque leaves printing, gathering, perforation, die cut/punching, sewing, binding, Welcome slip (address with bar code, variable data), printing of requisition slip & record slips, insertion of books into envelope, pasting and pressing, bulk dispatch in envelope/cover/carton boxes to Regional Offices, two pin wrapper, handling charges, loading charges and any other cost.

We have read this tender document in full and abide by the Terms & Conditions mentioned here-in-above.

Signature of Authorized Signatory

Name of Signatory:

Designation:

Seal of Company

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Technical Selection/Eligibility criteria:**

Total 100 Marks & Minimum Qualifying Marks = 60

Sl.No.	QUALIFICATION CRITERIA	REQUIRED DOCUMENTS	Printer self Rating	Marks
1	IBA Approved Security printers with a valid certificate: Please attach the copy of listed mandatory document evidences. {Mandatory}	i. Copy of registration and certificate of incorporation of business/Certificate of commencement of business if public/private ltd co. ii. List of factories & other information with documents. iii. IBA approval certificate of all the units to be attached.	YES/NO	XXXX
2	ISMS Information Security Management Systems Certified Units. Units wise valid certificate and renewal certificates to be attached)(years will be recognized as on 31.03.2021) {Mandatory}	Data & Protection is a Business critical activity for the modern day organization. Please attach the certificate.	For 3 years =6 marks For each additional year = 2 marks (Max 4 marks)	10 Marks
3	The bidder should have: x PAN card x Trade Tax/ Sales Tax / VAT/Excise registration x Service tax registration x TIN registration	Copy of PAN card, VAT, Excise registration, Service tax registration & TIN registration etc. are to be submitted.	YES/NO	XXXX
4	Infrastructure: The Bidder should own the state of the art Infrastructure facilities like Machine & Materials and skilled, technical, administrative and operational Manpower to handle the job. {Mandatory}	Printing, Gathering, Folding, Digital machines/Variable data, Side stitching, cutting, lamination, Envelope making, other finishing machines and franking machine etc., List of machine is also to be enclosed with details.	YES/NO	XXXX
5	Multiple Locations, storage: Should have own premises or leased premises with validity of lease period covering contract period at Head office & production units i.e. printing, finishing with Storage / Ware house facilities at multiple locations to keep sufficient stock of paper.	Details of machines & storage facility with daily printing, Variable data, Binding and finishing capacity of each location & addresses of Godowns with Capacity	YES /NO 5 and more locations =15 marks 4 locations = 12 marks 3 locations =9 marks 2 locations = 6 marks	15 Marks

6	Location wise machines: Should have minimum 2 Web Offset Machines with MICR numbering & other attachments, 4 to 6 colour units, 2 Sheet Fed Offset Machines having 4 to 5 colour units & Collation units. Pre press equipment details for Nylo and PS plates. High speed Digital machines of table top - 10 nos., high stack - 1 no. In house design capability with state of the art Software & Hardware.	Details comprising of equipment/machine, model no, year of purchase, no of machines, purpose of machine, working condition of the machine/equipment etc. (should be submitted on separate sheet).	YES/NO 5 and above locations marks = 20 4 locations = 16 marks 3 locations = 12 marks 2 locations = 8 marks	20 Marks
7	The DTP specialist with knowledge of Security designing tools. Software, Hardware system details to be attached.	i. Copy of list of equipments and designer details. ii. If necessary attach details in separate sheet.	YES/NO	XXXX
8	Similar jobs: Should have minimum 3 scheduled Nationalized / Private Sector Banks excluding Co-operative Banks for doing the work for personalized cheques in book form for the minimum 3 financial years during last 5 years.  (Years will be recognized as on 31.03.2021).	i. Details of PO, Number of Years of service record with numbers of Instruments printed etc., ii. Experience certificate not older than 3 years from PSU/Private banks is required. iii. Letter of satisfaction from organizations where bidder has completed jobs successfully.	YES/NO Large 3 PSB/Pvt sector Bank = 10 Marks. For each additional Bank 2 Marks (Max 10 addl. marks)	20 Marks
9	Printers having (i) average turnover of Rs. 50 lac from printing of MICR Cheque Books (excluding cost of paper) In the last 3 years ending 31-03-2021	(i) Copies of CA certified Audited statement of accounts, balance sheet & ITR for the FY 18-19, 19-20 and 2020-21.	YES/NO	XXXX
10	Having made continuous profit during last 3 financial years. {Mandatory}	Copies of CA certified Audited statement of accounts, balance sheet for the last 3 FY.	Profit for last 3 years = 10 mark Profit for each addl yr above 3year = 2 marks (Max 10 addl marks)	20 Marks
11	Experience: Should have established Multiple units in India with 3 years of experience in security printing (with personalization of Cheques & Book Binding & CS cheques) as ending on 31/03/2021.	Attach copy of orders obtained from leading PSU / Private Sector Banks during past 10 years and/or current invoices and letter satisfaction from Banks.	3 years = 10 marks  1 mark for Each additional year (max 5 addl mark)	15 Marks

12	The bidder, bidding for the above tender, should not have been black listed or been expelled from any project or have had their contract terminated for any breach by any Government Authority / Corporate Institutions/ Public Sector Undertaking /PSU Banks / Private Banks, otherwise their bid will not be considered.{Mandatory}	Self Declaration on printers letter head is to be submitted. ( Annexure-I)	YES/NO	
13	The Bidder should ensure that there are no pending cases against the bidder involving cheating/fraudulent activities.{Mandatory}	Self Declaration on printers letter head is to be submitted.	YES/NO	XXXX
14	Confirmation from the bidder that there is no outstanding Income Tax / Sales Tax / any other statutory dues.	Certificate from CA	YES/NO	XXXX
15	Post Office branch /Courier Service/Other mode of delivery unit for booking of articles is in nearby place of production unit/factory	Self Declaration on printers letter head is to be submitted.	YES/NO	Preference will be given to such units

Suppression of any information will lead to disqualification.

The printer has to deliver the items within seven (7) days from receiving the requisition from the Bank.

A penalty of 1% for the delayed printing will be imposed on the printer. If it is found that the delays are frequent and if such occasions exceed more than 5 in a quarter, the work assigned will be shifted to other printer and the existing printer will be blacklisted.

The frequent printing mistakes/defects/reprint, personalized repeated data errors while printing, collation, insertion Binding errors, repeated MICR numbers cheques & books delivery to customer all will be viewed seriously. If the errors repeats and intensity of the kind of mistakes is serious the bank may depanel and may blacklist the security printer.

No claims will be entertained for not awarding further work.

We have read this tender document in full and abide by the Terms & Conditions mentioned here-in-above.

Signature of Authorized Signatory

Name of Signatory:

Seal of Company

Designation:

Date: \_\_\_\_\_



**PRODUCTION UNIT DETAILS**

Annexure: V

Name of the Applicant : .....

Sl.No.	Details	Unit-1	Unit-2	Unit-3	Unit-4	Unit-5	Unit-6
1	Address of the units						
2	IBA licenses expiry date (If rented lease is valid as on date)						
3	ISMS Certificate renewal date						
4	Owned/Rental premises						
	(i) Area in sq. ft.						
	(ii) Storage area for MICR paper in sq. ft.						
5	List of machineries:						
	1. Name/Type of machine						
	2. No. of Machine						
	3. Speed/hour or capacity						
	4. Year of Purchase						
	5. 2 <sup>nd</sup> hand machines if any to be shown separately						
6	Print Capacity (per day)- No of leaves						
7	Personalization Capacity per day in No of leaves						
8	Binding Capacity (per day) – No of books						
9.1	Postal Unit in press premises (Yes/No)						
9.2	Franking machines in Premises (Yes/No)						
10	Experience (No. of years) in Book form & Continuous stationery Cheque processing for leading public /Private Banks in India.						
11	Full-fledged in house processing facility (yes/No)						
12	Municipal/Corporation license, Sales tax, VAT, TIN and Excise No						

Signature of Authorized Signatory  
Name of Signatory:  
Date: \_\_\_\_\_

Designation:  
Seal of Company  
Place: \_\_\_\_\_