



PBGB

Paschim Banga Gramin Bank

Department of General Administration

Head office: Natabar Paul Road, Chatterjee Para More

Tikiapara, Howrah-711101

Date:04-06-2024

CORRIGENDUM TO THE RFP FOR EMPANELMENT OF IBA APPROVED SECURITY PRINTERS FOR PRINTING & SUPPLY/DELIVERY OF PERSONALISED/NON PERSONALISED CHEQUE BOOKS AND FDR(FIXED DEPOSIT RECEIPT) ITEMS FOR -3- YEARS.

RFP REF NO. PBGB/HO/GAD/0448/2024-25 DATED:22/05/2024.

SL. NO.	RFP PAGE NO.	RFP CLAUSE NO.	ORIGINAL RFP CLAUSE	MODIFIED RFP CLAUSE
1	1	NIL	<p>The information provided by the bidders in response to this Request for Proposal (RFP) will become the property of Paschim Banga Gramin Bank and will not be returned. The Bank reserves the right to amend, rescind, cancel or reissue this RFP and all amendments will be advised to the bidders and such amendments will be binding upon them. The Bank also reserves its right to accept or reject any or all responses to this RFP without assigning any reason whatsoever.</p> <p>This document is prepared by Paschim Banga Gramin Bank for selection of Service Provider for supply and installation of 65AH/12V UPS battery at 118 no. of branches in four regions i.e. Howrah, Hooghly, Burdwan & Suri. It should not be reused or copied or used either partially or fully in any form.</p>	<p>The information provided by the bidders in response to this Request for Proposal (RFP) will become the property of Paschim Banga Gramin Bank and will not be returned. The Bank reserves the right to amend, rescind, cancel or reissue this RFP and all amendments will be advised to the bidders and such amendments will be binding upon them. The Bank also reserves its right to accept or reject any or all responses to this RFP without assigning any reason whatsoever.</p> <p>This document is prepared by Paschim Banga Gramin Bank for selection of vendor for printing & supply of Fixed Deposit Receipt (FDR) ,Personalised and Non-Personalised cheque books in branches & Regional offices for three(3) years in four regions i.e. Howrah,</p>



				Hooghly, Burdwan & Suri..
2	13-14	31	The Commercial Offer (Soft copies) should contain all relevant price information as per Annexure E	The Commercial Offer (Hard copies) should contain all relevant price information as per Annexure - III(MODIFIED) copy enclosed.
3	18-19	34	Technical Bid Submission requires Integrity Pact to be submitted in the Bid. It has been mentioned in clause 34 Adoption of Integrity Pact & also mentioned format of IP is attached as Annexure G, which is missing.	Annexure-G is included renamed as Annexure-IX (Copy enclosed)

Date:04-06-2024

ADDENDUM TO THE RFP FOR EMPANELMENT OF IBA APPROVED SECURITY PRINTERS FOR PRINTING & SUPPLY/DELIVERY OF PERSONALISED/NON PERSONALISED CHEQUE BOOKS AND FDR(FIXED DEPOSIT RECEIPT) ITEMS FOR -3- YEARS.

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1) Adherence to Data Security

Bidders should ensure Data Security and protection of facilities/application managed by them. The deputed persons should aware about Bank's security policy and have to maintain the utmost secrecy & confidentiality of the bank's data including process performed at/outside the Bank premises. At any time, if it comes to the notice of the bank that data has been compromised / disclosed/ misused/misappropriated then bank would take suitable action as deemed fit and Bidder would be required to compensate the bank to the fullest extent of loss incurred by the bank. Bidder has to agree and provide undertaking not to disclose any Bank information and will maintain confidentiality of Bank information as per policy of the Bank and will sign "Non-Disclosure Agreement" (document provided by Bank). The legal and regulatory requirements, including data protection, intellectual property rights, copy right, all the relevant regulations for sub-contracting; including the controls that need to be implemented shall be included in the supplier agreement. All information resources (online/in-person) of the vendors and its partners shall be made accessible to reserve Bank of India as and when sought. Credentials of vendor/third party personnel accessing and managing the bank's critical assets shall be maintained and shall be accordance with Bank's policy. The Bank shall evaluate, assess, approve, review, control and monitor the risks and materiality of vendor/outsourcing activities and Bidder shall



ensure to support baseline system security configuration standards. The Bank shall also conduct effective due diligence, oversight and management of third-party vendors/service providers & partners. Vendor criticality assessment shall be conducted for all partners & vendors. Appropriate management and assurance on security risks in outsources and partner arrangements shall be ensured. Bidder has to abide by the data security guideline by consulting executives as defined by the bank from time to time. That the Bidder will strictly maintain the secrecy of Bank's data.

2) Addition/Deletion/Modification

There may be intermittent modifications in some/ many of existing items/Category. Similarly, new items/Category may also have to be introduced periodically, to meet business / regulatory requirements. In all such cases involving increase / decrease in the number of pages, GSM & other related specifications (if any), the same will be the primary determinant in fixing the pricing for such items, which will be arrived at by rates of comparable items/Category / changes made or rate discovered by the bank. Bank's decision in this regard will be final and acceptable to the vendor.

3) Right to Audit

- a) The Selected Bidder (Service Provider/ Printer) has to get itself annually audited by internal/ external empanelled Auditors appointed by the Bank/ inspecting official from the Reserve Bank of India or any regulatory authority including Bank's own internal auditors, covering the risk parameters finalized by the Bank/ such auditors in the areas of products (IT hardware/ software) and services etc. provided to the Bank and the Service Provider is required to submit such certification by such Auditors to the Bank. The Service Provider and or his / their outsourced agents / sub – contractors (if allowed by the Bank) shall facilitate the same The Bank can make its expert assessment on the efficiency and effectiveness of the security, control, risk management, governance system and process created by the Service Provider. The Service Provider shall, whenever required by the Auditors, furnish all relevant information, records/data to them. All costs for such audit shall be borne by the Service Provider.
- b) Where any deficiency has been observed during audit of the Service Provider by IBA/regulatory authority on the risk parameters finalized by the Bank or in the certification submitted by the Auditors, the Service Provider shall correct/resolve the same at the earliest and shall provide all



necessary documents related to resolution thereof and the auditor shall further certify in respect of resolution of the deficiencies. The resolution provided by the Service Provider shall require to be certified by the Auditors covering the respective risk parameters against which such deficiencies have been observed.

- c) Service Provider shall, whenever required by the Bank, furnish all relevant information, records/data to such auditors and/or inspecting officials of the Bank/Reserve Bank of India and or any regulatory authority. The Bank reserves the right to call and/or retain for any relevant material information /reports including audit or review reports undertaken by the service provider (e.g., financial, internal control and security reviews) and findings made on Selected Bidder in conjunction with the services provided to the Bank.

4) CCTV Footage

The printer should have the facility of 90 days back up for CCTV footage of all cameras within the printing unit for capturing activities associated with printing/ binding /despatch within the printing unit and at any point of time and will issue a monthly certificate confirming preservation of records with dates of available back up and coverage and this can be verified by the Bank officials during visits. However, reprinting logs have to be stored for a period beyond 90 days general back up.


General Manager



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 & supply of FDR, Personalised & Non-Personalized Cheque Books.
Ref: Your reference –

Dear Sir,

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

Product Details (SB/CA/CC/OD)	Rate (In Rs.)	QTY/QUARTERLY	Total Cost (in Rs.)
Personalized Cheque Book (Per books contains 25 leaves)		6000 Books (SB-4200,CC/OD-1200,CA-600)	
Non-Personalized Cheque Book (Per books contains 25 leaves)		7000 Books (SB-4900,CC/OD-1400,CA-700)	
FDR books (Per books contains 50leaves)		1000 Books(CFDR-750, FDR-250)	

*The above quantity is estimated books on quarterly basis. **Vendors are allowed to deliver all security item through speed post (India Postal services) only and raise invoice on actual delivery cost by submission of original invoice.**

The above rate is inclusive of all charges (i.e. Insurance etc) & all Taxes/Cess/Duties (i.e. Central/State/Local Taxes like GST/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 Branches and 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: _____

INTEGRITY PACT

(To be stamped as per the Stamp Law of the Respective State)

Whereas Paschim Banga Gramin Bank, body corporate constituted under the Regional Rural Bank Act, 1976 having its head office at Natabar Pal Road, Tikiapara, Howrah - 711101 (hereinafter called "BANK") In consideration of acting through its Department of IT, represented by Authorised Signatory hereinafter referred to as the Buyer and the first party, proposes to select vendor IBA approved security printers for printing & supply /delivery of personalized/Non- personalized cheque books and FDR (Fixed deposit receipt) items for 3 years Hereinafter referred to as Stores and / or Services.

And

M/s _____ represented by _____ Authorised signatory, (which term, unless expressly indicated by the contract, shall be deemed to include its successors and its assignee), hereinafter referred to as the bidder/seller and the second party, is willing to offer/has offered the Stores and / or Services.

2. Whereas the Bidder/Seller is a private company/public company/ /partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is a Public Sector Undertaking and registered under Companies Act 1956. Buyer and Bidder/Seller shall hereinafter be individually referred to as –Party or collectively as the –parties, as the context may require.

3. Preamble

Buyer has called for tenders under laid down organizational procedures intending to enter into contract /s for supply / purchase / etc. of **selection of vendor IBA approved security printers for printing & supply /delivery of personalized/Non- personalized cheque books and FDR (Fixed deposit receipt)** items and the Bidder /Seller is one amongst several bidders /Proprietary Bidder /Customer Nominated Source/Licenser who has indicated a desire to bid/supply in such tendering process. The Buyer values and takes primary responsibility for values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder (s) and / or Seller(s).

In order to achieve these goals, the Buyer will appoint Independent External Monitor(s) (IEM) in consultation with Central Vigilance Commission, who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

4. Commitments of the Buyer

4.1 The Buyer commits itself to take all measures necessary to prevent corruption and fraudulent practices and to observe the following principles :-

- (i) No employee of the Buyer, personally or through family members, will in connection with the tender, or the execution of a contract demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- (ii) The Buyer will during the tender process treat all Bidder(s) /Seller(s) with equity and reason. The Buyer will in particular, before and during the tender process, provide to

all Bidder (s) /Seller(s) the same information and will not provide to any Bidders(s) /Seller(s) confidential /additional information through which the Bidder(s) / Seller(s) could obtain an advantage in relation to the process or the contract execution.

(iii) The Buyer will exclude from the process all known prejudiced persons.

4.2 If the Buyer obtains information on the conduct of any of its employees which is a criminal offence under the Indian Legislation Prevention of Corruption Act 1988 as amended from time to time or if there be a substantive suspicion in this regard, the Buyer will inform to its Chief Vigilance Officer and in addition can initiate disciplinary action.

5. Commitments of the Bidder(s) /Seller(s):

5.1 The Bidder(s)/ Seller(s) commit itself to take necessary measures to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

- (i) The Bidder(s) /Seller(s) will not directly or through any other persons or firm, offer promise or give to any of the Buyer's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he / she is not legally entitled to, in order to obtain in exchange any advantage during the tendering or qualification process or during the execution of the contract.
- (ii) The Bidder(s) /Seller(s) will not enter with other Bidders / Sellers into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- (iii) The bidder(s) /Seller(s) will not commit any offence under the Indian legislation, Prevention of Corruption Act, 1988 as amended from time to time. Further, the Bidder(s) /Seller(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Buyer as part of the business relationship, regarding plans, technical proposals and business details, including information constrained or transmitted electronically.

5.2 The Bidder(s) /Seller(s) shall ensure compliance of the provisions of this Integrity Pact by its sub-supplier(s) / sub-contractor(s), if any, Further, the Bidder /Seller shall be held responsible for any violation /breach of the provisions by its sub-supplier(s) /sub-contractor(s).

5.3 The Bidder(s) /Seller(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

5.4 Agents / Agency Commission

The Bidder /Seller confirms and declares to the Buyer that the bidder/Seller is the original manufacturer/authorized distributor / stockiest of original manufacturer or Govt. Sponsored /Designated Export Agencies (applicable in case of countries where domestic laws do not permit direct export by OEMS of the stores and /or Services referred to in this tender / Offer / contract / Purchase Order and has not engaged any individual or firm, whether Indian or Foreign whatsoever, to intercede, facilitate or in any way to recommend to Buyer or any of its functionaries, whether officially or unofficially, to the award of the tender / contract / Purchase order to the Seller/Bidder; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of

any such intercession, facilitation or recommendation. The Seller / Bidder agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in anyway incorrect or if at a later stage it is discovered by the Buyer that the Seller incorrect or if at a later stage it is discovered by the Buyer that the Seller/Bidder has engaged any such individual /firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract /Purchase order, the Seller /Bidder will be liable to refund that amount to the Buyer. The Seller will also be debarred from participating in any RFP / Tender for new projects / program with Buyer for a minimum period of five years. The Buyer will also have a right to consider cancellation of the Contract / Purchase order either wholly or in part, without any entitlement of compensation to the Seller /Bidder who shall in such event be liable to refund agents / agency commission payments to the buyer made by the Seller /Bidder along with interest at the rate of 2% per annum above LIBOR (London Inter -Bank Offer Rate) (for foreign bidders) and Base Rate of SBI (State Bank of India) plus 2% (for Indian bidders). The Buyer will also have the right to recover any such amount from any contracts / Purchase order concluded earlier or later with Buyer.

6. Previous Transgression

- 6.1** The Bidder /Seller declares that no previous transgressions have occurred in the last three years from the date of signing of this Integrity Pact with any other company in any country conforming to the anti-corruption approach or with any other Public Sector Enterprise in India that could justify Bidder's /Seller's exclusion from the tender process.
- 6.2** If the Bidder /Seller makes incorrect statement on this subject, Bidder /Seller can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason without any liability whatsoever on the Buyer.

7. Company Code of Conduct

Bidders /Sellers are also advised to have a company code of conduct (clearly rejecting the use of bribes and other unethical behavior) and a compliance program for the implementation of the code of conduct throughout the company.

8. Sanctions for Violation

- 8.1** If the Bidder(s) /Seller(s), before award or during execution has committed a transgression through a violation of Clause 5, above or in any other form such as to put his reliability or credibility in question, the Buyer is entitled to disqualify the Bidder(s) /Seller (s) from the tender process or take action as per the procedure mentioned herein below:
 - (i)** To disqualify the Bidder /Seller with the tender process and exclusion from future contracts.
 - (ii)** To debar the Bidder /Seller from entering into any bid from Buyer for a period of two years.
 - (iii)** To immediately cancel the contract, if already signed /awarded without any liability on the Buyer to compensate the Bidder /Seller for damages, if any. Subject to Clause 5, any lawful payment due to the Bidder/Seller for supplies effected till date of termination would be made in normal course.

(iv) To encash EMD / Advance Bank Guarantees / Performance Bonds / Warranty Bonds, etc. which may have been furnished by the Bidder / Seller to the extent of the undelivered Stores and / or Services.

8.2 If the Buyer obtains Knowledge of conduct of Bidder / Seller or of an employee or representative or an associate of Bidder / Seller which constitutes corruption, or if the Buyer has substantive suspicion in this regard, the Buyer will inform to its Chief Vigilance Officer.

9. Compensation for Damages

9.1 If the Buyer has disqualified the Bidder(s) / Seller(s) from the tender process prior to the award according to Clause 8, the Buyer is entitled to demand and recover the damages equivalent to Earnest Money Deposit in case of open tendering.

9.2 If the Buyer has terminated the contract according to Clause 8, or if the Buyer is entitled to terminate the contract according to Clause 8, the Buyer shall be entitled to encash the advance bank guarantee and performance bond / warranty bond, if furnished by the Bidder / Seller, in order to recover the payments, already made by the Buyer for undelivered Stores and / or Services.

10. Law and Place of Jurisdiction

This Integrity Pact is subject to Indian Laws, and exclusive Jurisdiction of Courts at Kolkata, India.

11. Other Legal Actions

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provision of the extant law in force relating to any civil or criminal proceedings.

12. Integrity Pact Duration.

12.1 This Integrity Pact begins when both parties have legally signed it. It expires of order / finalization of contract.

12.2 If any claim is made/ lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Integrity Pact as specified above, unless it is discharged / determined by Chairman, Bank.

12.3 Should one or several provisions of this Integrity Pact turn out to be invalid, the reminder of this Integrity Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

13 Other Provisions

13.1 Changes and supplements need to be made in writing. Side agreements have not been made.

13.2 The Bidders (s)/ Sellers (s) signing this IP shall not initiate any Legal action or approach any court of law during the examination of any allegations/complaint by IEM and until the IEM delivers its report.

- 13.3 In view of nature of this Integrity Pact, this Integrity Pact shall not be terminated by any party and will subsist throughout its stated period.
- 13.4 Nothing contained in this Integrity Pact shall be deemed to assure the bidder / Seller of any success or otherwise in the tendering process.
14. This Integrity Pact is signed with Bank exclusively and hence shall not be treated as precedence for signing of IP with MoD or any other Organization.
15. In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the Integrity Pact will prevail.
16. The Parties here by sign this Integrity Pact at _____ on _____ (Seller/Bidder) and at _____ on _____ (Buyer)

BUYER

Signature:
Authorized Signatory
Bank
Department of IT

Place:
Date:

Witness:
(Name & Address)

BIDDER /SELLER

Signature:
Authorized Signatory

Witness:
(Name & Address)

Thanking You,
Yours faithfully,