



**Prathama UP Gramin Bank**  
(sponsored by : Punjab National Bank)  
Ram Ganga Vihar Phase -II Ind Moradabad  
e-mail: [cms@prathamabank.com](mailto:cms@prathamabank.com)  
website: [prathamaupbank.com](http://prathamaupbank.com)

**Head Office:**  
**Phone: 0591-2492088**

General Administration Department

**REQUEST FOR PROPOSAL**

Prathama UP Gramin Bank, invites application from IBA approved established Security printers for printing and supply of CTS cheque books for SB/CA and/or other accounts and DD of our bank”

Please visit our website [www.prathamaupbank.com](http://www.prathamaupbank.com) for details. RFP forms can be downloaded from the Bank’s web site.

Reference No.	<b>HO/GAD/007/2019-20</b> <b>DT. 05.10.2019</b>
Empanelment documents/ Application can be downloaded from bank’s website	<a href="http://www.prathamaupbank.com">www.prathamaupbank.com</a>
Date of commencement of proposal	05.10.2019
Last date and time for receipt of bids/applications	31.10.2019 02:00 p.m.
Date of evaluation of application and technical bid	31.10.2019 03:00 p.m.
Date of opening of price bid	01.11.2019 12:30 p.m.
Venue	Prathama UP Gramin Bank Head office, Ramganga Vihar Phase II, Moradabad
Earnest Money	Rs. 100000.00 (One lakh only)
Cost (Not refundable)	Rs. 5000.00 (Five thousand only)
Address for communication	General Manager (GAD) Prathama UP Gramin Bank Head office Ramganga Vihar Phase II, Moradabad

Bank reserves the right to change the dates, timings mentioned above or elsewhere in the RFP, which will be communicated by placing the same as corrigendum under Tender section on Bank’s web-site. Bidders should check the Bank’s website before the submission of proposal for the corrigendum, if any.





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## **INTRODUCTION:**

Prathama UP Gramin Bank (here in after referred to as the BANK) is one of the major regional rural banks having its Head Office at Moradabad, with 938 branches in 19 districts of Uttar Pradesh namely **Amroha, Badun, Bagpat, Balrampur, Bijnor, Bulandshahar, Ghaziabad, G.B.Nagar, Gonda, Hapur, Jhansi, Lalitpur, Meerut, Moradabad, Muzaffarnagar, Rampur, Sambhal, Shamli, Saharanpur**, and 1 district of Uttarakhand –**Haridwar**.

This contract will be for a period of 3 years subject to satisfactory performance and annual review. Bank at its sole discretion may extend the same for further two years.

## **1. ELIGIBILITY CRITERIA:**

This invitation of Bids is open to all eligible IBA approved Security printers, who have in house designing, printing, Variable data printing, finishing, binding, production & Storage/Ware house facilities, provided they meet the minimum qualification criteria as mentioned below. Only those vendors who fulfill all the criteria are eligible to respond to the RFP. Offers received from the vendors who do not fulfill all, or any, or part, of the listed eligibility criteria are liable to be rejected. No correspondence will be entertained in this regard.

The eligibility criteria has been set keeping in mind the requirements of the Bank for printing of security instruments and their dispatch directly to Head Office/Regional Offices /Branches situated in Uttar Pradesh. Since the support and services offered by the Successful bidder/s will have a direct impact on the reputation of the Bank, bidders need to have a proven track record.

Vendor must comply with all the mentioned criteria. Non-compliance of any of the criteria will entail rejection of the offer summarily. No further correspondence will be entertained in this case. Self certified photocopies of relevant documents / certificates should be submitted as proof in support of the claims made as mentioned. The Bank reserves the right to verify / evaluate the claims made by the vendor independently.

## **2. SCOPE OF WORK:**

The scope of work is to design (as per Bank's approval), print and deliver the Cheque books to intended destinations as ordered by the Bank. To get the CTS security stationery (Cheque books, DD etc.) design approved from NPCI/ RBI and other related agencies.

1. Designing, Printing and supply of Cheques for SB/CA and other ACCOUNTS as per the specification given by the Bank/RBI from time to time.
2. Printing of base stationery as per CTS 2010 standards (NPCI) in the IBA approved sites of the bidder and seek approval from the NPCI Authorities.
3. Printed & Bound cheque books to be dispatched/supplied FOR to our bank's HO/ROs/Branches as directed by bank .





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### 3. GUIDELINES OF BIDDING:

#### BIDDING DOCUMENT:

The bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding Documents. Failure to furnish all information or suppressing 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 strictly submit the bid as per RFP failing which the bid is likely to be rejected as non-responsive.

#### BIDDER PARTICIPATION:

The person/s who is proprietor / Promoter/ partner or having interest in one company participating in the bid process, should not be director / partner / proprietor / promoter of another company or having interest in another company participating in the bid process.

#### LAST DATE FOR SUBMISSION OF BIDS:

Bids must be submitted on or before the specified date and time mentioned in the Bid Document. In case of the specified date of submission of bids being declared a holiday for the Bank, the bids will be accepted up to the specified time on the next working day. The Bank may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of the Bank and bidder, subject to the deadline, will thereafter be subject to the extended deadline.

Any change in date or time will be displayed on the Bank's website and NIC, no separate notice will be sent. In the event of the specified date of bid opening being declared a holiday for Bank, the bids shall be opened at the specified time and place on the next working day.

### 4. EMD (EARNEST MONEY DEPOSIT) /Security Deposit:

- i. The Bidder shall furnish, as **part of its Technical Bid**, an EMD of 1,00,000/- (Rupees one Lakhs only) for empanelment of security printers.
- ii. The EMD of the unsuccessful bidders shall be returned within 30 days from the date of finalization of process i.e. acceptance of purchase order by the successful bidder.
- iii. The EMD shall be in the form of a Demand Draft *from any nationalised bank/Scheduled commercial Banks in favour of Prathama UP Gramin Bank, payable at Moradabad*.
- iv. The successful bidders will be required to **provide Bank Guarantee/ Duly discharged FDR in favour of Prathama UP Gramin Bank for an amount not less than 10% of work order or Rs. 200000/- (Two lakh), whichever is higher.**
- v. MSEs registered under single point Registration scheme of NSIC may be exempted from payment of cost of RFP.

The EMD may be forfeited:

If the Bidder withdraws his Bid during the period of Bid validity specified in this RFP; or  
If the Bidder makes any statement or submit information which turns out to be false /





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---

General Administration Department

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incorrect at any time prior/post of issuing work order, or Bidder fails to submit Security Deposits or Non performance after work order.

## **5. BIDDING PROCESS:**

The offer will be in two parts - Technical and Price/Commercial/financial Bids. Both the bids must be submitted simultaneously in sealed/closed envelopes, and duly superscripted as **“Technical Bid”** and **“Financial Bid”**. These two covers should be packed in a sealed envelope. All the envelopes should indicate name, address and email ID of the Bidder. The demand draft of earnest money & cost of tender are to be enclosed along with Technical bid.

### **5.1 TECHNICAL BID:**

To be superscripted as “Technical bid” and shall contain following information / documents:

1. Demand Draft of non-refundable application fee & EMD by way DD /TDR in favour of Prathama UP Gramin Bank, payable at Moradabad.
2. Bio-data as per Annexure-I.
3. CA certified audited financial statement for three financial years i.e. 2016-17, 2017-18 & 2018-19.
4. Self declaration on the firm/company's letter head as per Annexure – II.
5. Letter of Authority for participation in tender process, signed by authorised signatory on each page.
6. Each page of all related documents including RFP & Technical Bid should be duly signed by the persons with date and seal of the tenderer /vendor.
7. Any alteration / cutting should be properly authenticated / signed.
8. The Technical offer (TO) should be complete in all respects and contain all information asked for in this document.
9. It is mandatory to submit the technical details in the prescribed formats duly filled in, along with the offer. The Bank, at its discretion, may not evaluate a TO in case of non-submission or partial submission of technical details. Bank may ask the vendor to furnish the support documents if required.
10. The TO must be submitted in an organized and structured manner. No brochures/leaflets etc. should be submitted in loose form (in sequence as required in RFP)
11. The vendor should agree and conform to the terms & conditions specified in the RFP.





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---

### General Administration Department

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The vendor is advised not to specify or mention any other terms and conditions, as the Bank may take such conditions as deviations/non-conformity with the RFP terms.

12. The prices in any form or by any reasons should not be disclosed in the technical or other parts of the bid except in the commercial bid. Failure to do so will make the bid liable to be rejected.

#### **5.2. OPENING OF TECHNICAL BIDS:**

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 duly authorised representatives of the bidders who choose to attend should submit an authorisation letter. No separate intimation will be given in this regard to the vendors. Only one representative of the vendor can be present for the opening of the Technical Offers.

#### **5.3 TECHNICAL EVALUATION:**

Technical evaluation will be done only for those bidders who fulfill all eligibility criteria. 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 & certification details etc., (All Annexures to be filled in & if necessary extra sheets to be attached) 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 findings.

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/financial stage of evaluation.

There will not be any separate communication from Bank to the Bidder's 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.

#### **5.4 PRINTING OF MICR INSTRUMENTS:**

##### **PRINTING:**

- a. All Printing is to be done on sheet-fed/Web-fed printing machines in accordance with the requirements of the Bank/ RBI.
- b. Standard design of Back ground is to be printed with fugitive ink and other matters in





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General Administration Department

---

Bank's specified colours on all original security forms/instruments. The back ground and security features shall be printed on all Cheque leaves / DD etc.

- c. The fugitive Ink used for printing ground should not be mixed with any other type of ink and should be easily removable by applying water over it without vigorous rubbing.**
- d. Printer's name to be printed as imprint during Base stationery printing. The details should be appeared as per design approved by bank.
- e. All printing is to be done in the specified format and with specified colour scheme (SB/CA/Other & DD) of each instrument. Printer shall supply the specimen of the instruments. Printing of other items like acknowledgement slip, requisition slips, record slips and cover etc., shall also be as per standard design and colours specified by the Bank.
- f. Font Type and size shall be as per the specimen or as approved/advised by the Bank.
- g. Bank's Logo and name shall be in specified portions and in standard style of the Bank.
- h. All safeguards and instruction of RBI, NPCI, IBA and Bank must be adhered to in the printing of cheque leaves / DDS.
- i. Printing of security items shall be bilingual, i.e. Hindi & English as directed by Bank. However only English numerals shall be used in Printing.
- j. The name of the branch is to be printed in Hindi and English as per the specimen provided by the Bank to successful bidders.
- k. Printing shall be done using the best printing techniques and aesthetics.
- l. The size of all instruments must be 8" x 3.2/3" (excluding stub portion) as per CTS- 2010 standard. Cheque leaves/ DDS will be of 95 GSM and/or as approved by the bank
- m. Any changes in cheque leaves required due to technological up gradation or regulatory guidelines etc., shall be done without escalation of cost to the bank.

#### **5.5 GATHERING & COLLATING:**

- a. Gathering and Collating of security form/leaves of instruments like requisition slips and record slips etc. shall be as per specifications of each type of security form books as specified by the bank. For all types of cheque books, the Record slips shall be placed at the beginning of the cheque books in all cases followed by dye cut/punched so that the cheque number is visible when the cheque book wrapper is turned.
- b. 70 GSM paper to be used for welcome slip, cheque book requisition slip and transaction record slip.
- c. The number of record slip leaves to be provided is as under:





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General Administration Department

---

Cheque book with 25 Cheque leaves – 1 leaves with 10 lines each on both sides.  
Cheque book with 50 Cheque leaves – 3 leaves with 10 lines each on both sides.

**5.6 NUMBERING:**

- a. The numbering in MICR instruments shall be made as per RBI & IBA specifications.
- b. All 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.
- c. All MICR instruments shall be test checked by the printer and a record for the same shall be maintained and shall be offered for inspection by Bank's authorized officials on demand.

**5.7 PERFORATION & STUB:**

- a. Proper Perforation of all leaves, 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.
- b. The perforated portion of the security form when detached from the book should have minimum deformity and should be in straight line.
- c. The final size of the instrument as specified in the annexure should be after it is detached from the book along the perforation.
- d. The stub width should be at least 1 cm or as specified by the Bank.

**5.8 BINDING:**

- a. The binding of all books of security forms shall be side stitched type with two wires stitching, pasting of front and back cover and binding cloth with good quality calico for cheque books of 50 L. The binding cloth should be of superior quality and have an evenly placed overlapping of minimum 0.8 to 1.0 cm on Spine (front & back) of the book OR Good quality adhesive to ensure proper binding of 50 L.
- b. For cheque books of below 50 cheque leaves, wrapper is to be covered on bounded leaves with 2 wires stitching inside.
- c. The stitching wire used should be rust proof type of minimum 24 gauge for books of up to 20 leaves, 22 gauge for books 50 leaves or more.
- d. Paper used for the cover should be 150 GSM Art Card paper for all types of Book.
- e. The binding and cutting of the book should be done aesthetically and there should be no visible defect in size, shape, stacking.





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General Administration Department

---

**5.9 QUALITY CONTROL CHECK:**

- a. All security forms should be checked at each stage of Base printing, printing & numbering, binding and packing by the trained staff of the printers.
- b. All leaves with printing flaws and mistakes must be removed and replaced with corrected leaves with good workmanship.
- c. No security forms should be supplied without thorough checking by the printers for any printing mistakes, defects etc
- d. The printed formats are to be checked twice before packing and authenticated on packing slip.

**5.10 PACKING:**

- a. In case of Bulk cheque books parcels to be packed in Heat shrink file packing with the list inside showing following details:
  - i. No. of cheque books & No. of leaves
  - ii. Serial No. From & To
  - iii. Name & Signature of checking staff and date
- b. Cheque book/s is/are to be sent as per the instruction of the Bank.

**5.11 TEST/CHECKING OF MICR INSTRUMENTS:**

- a. The Bank will provide details of Branches & their MICR Code. Whenever new branch is opened, the printer will supply cheque books of 500 leaves of each type i.e. SB/CA/other accounts AND DD for testing at MICR cheque processing centre of RBI, NPCI/Local clearing Centre/House.
- b. Bank shall be free to get the samples of MICR instruments test checked with NPCI/NCC, RBI or any of the MICR cheque processing centres and in case of high rejection rate, the whole consignment shall be rejected. The decision of the Bank in this regard, shall be final and binding on the printers.

**5.12 PAYMENT:**

Bills for payment, after supply of the security forms as described in point no. 2(3), will be submitted to the Bank and the Payment will be released, after verification of specification and quantity, within 30 days, if bills are found in order. No request of advance payment will be entertained.





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General Administration Department

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**5.13 PENALTIES:**

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

- a) Not adhering to the delivery schedule.
- b) Mistakes in Printing, binding, Seriatum, or packing of the security items.
- c) Bad workmanship and deficiencies in quality of printing.
- d) Printing not according to bank's format and colour scheme and specification is not as per Bank's instructions. The right/Correct Inks to be used for printing of cheque books or other security Instruments and security features as demanded by bank.
- e) Frequent rejection of MICR instruments in clearing.
- f) In case of rejection of any consignment of security forms on account of any reason, no payment of printing charges shall be made and penalty charged by RBI/Local Clearing Centre/House, will be recovered from the printer.

**5.14 PRICE/COMMERCIAL BID:**

Commercial Bid should be inclusive of all taxes, duty, Octroi, Entry Taxes, Printing charges, Variable data charges, Fright charges, Binding Charges, Packing charges, Franking charges, handling charges etc. and including 150 GSM art paper used for cover page and 70 GSM paper used for welcome slip, requisition slip, transaction noting slips and all materials, manpower used till hand over of security stationery FOR at Bank's HO/RO/designated office.

Envelope is to be superscripted as "**Finanacial Bid**" and it shall contain following:

- a. Commercial/Financial offer should give all the relevant price information in line with "Price Composition" as per ANNEXURE-IV.
- b. It should not contain any terms and conditions or additional documents.
- c. There should be no hand written material corrections or alterations in the commercial offer. The Price should be inclusive of all duties and levies. However, Bidder will provide details of all types of Taxes.
- d. Each page of Commercial/Financial Bid should be duly signed by the persons with date and seal of the tenderer / vendor.

**5.15 COMMERCIAL EVALUATION:**

- a. In the first stage, offers will be evaluated against the stipulated eligibility criteria of the Bank and commercial conditions. Offers not complying with the Bank's eligibility criteria and commercial conditions will be rejected summarily.





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General Administration Department

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- b. In the second stage, technical evaluation will be carried for such of those tenders who comply with eligibility criteria & commercial conditions. Commercial Conditions stipulated is to be accepted by vendor otherwise it will be rejected.
- c. The Demand Draft of non-refundable application fee & EMD by way DD /TDR in favour of Prathama UP Gramin Bank, payable at Moradabad, should be placed in technical bid envelope.
- d. In the third stage ,second envelope containing " Price Bid " of such of those qualified tenders complying with the eligibility criteria's, Commercial conditions and Technically acceptable shall be opened on a given date and time in presence of the qualified tenderers with prior notice. The qualified tenderers are expected to attend the tender opening and their inability in participating will not in any way prevent the Bank undertaking the opening of the bids.
- e. During the course of technical evaluation if found necessary the Bank may seek supplementary price bids to bring the evaluation at par and any such price bids shall be prepared as stated in the tender and submitted in sealed envelopes superscribing "Supplementary Price Bid for the printing of personalized MICR cheque books". Such supplementary price bid shall be opened simultaneously with the original price bid on the prescribed date and taken into consideration in its evaluation. Such "Supplementary Price Bid" will supersede "original price bid" and original price bid will not be considered in such a case.
- f. Voluntary submission of the supplementary price bid by the contractor/vendor / tenderer shall not be accepted and supplementary bids shall be limited to the details sought for by the Bank only. Any other un-related price variations furnished in supplementary price bids shall not be recognised and might be liable for rejections if undue information is furnished.
- g. In case of other un-qualified tenderers, the sealed Price bid along with EMD shall be returned within 30days after signing the contract by successful bidders.
- h. Bank shall not responsible for any error during the downloading of the tender document. No claims shall be entertained on this reason.
- i. All the contents of this tender document and price bid with quoted rates shall form a part of the contract document. The successful tenderer/contractor/vendor, on acceptance of his tender by the Accepting Authority, shall sign an agreement on stamp paper contract consisting of the following within 14 days from the date of acceptance of the tender:-
  - (a) Standard form of Agreement on stamp paper.
  - (b) All the contents of this tender document and price bid with quoted rates Technical Brochures in schedules submitted by the tenderer , any correspondence leading to placing of the supply order or acceptance of tender by the Bank, etc.,





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j. Method of Arriving at L1 rate-

For arriving at L-1 rate, the following weightage formula will be applied.

- Weightage for SB cheque books (25 leaves) is given 60 points each.
- Weightage for CA/ other account cheque books (50 leaves) is given 10 points each.

For example:-

25 leaves Cheque Book rate per leaf is Rs. 20ps. 20X60 (weightage point)= 1200

50 leaves Cheque Book rate per leaf is Rs. 25ps 25X10 (weightage point)= 250

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**TOTAL= 1450**

(The printer has to quote rates for both the varieties of cheque leaves. The bidder who gets lowest point will be L-1. Bank reserves the right to negotiate rates with L1 /selected bidders.)

**6. OTHER TERMS & CONDITIONS:**

**6.1 SECURITY DEPOSIT & EMD:**

If the contract is awarded then the Security Deposit of Rs. 02 lakh or 10% of work order, whichever is higher, in form of Bank Guarantee / duly discharged TDR in favour of Prathama UP Gramin Bank, Moradabad is required to be provided to the bank by the concerned vendor. The EMD will be returned in such a case but the security deposit will be kept till final completion of work order or completion of empanelled period. In case the contract is awarded to more than one vendor or centre/unit, the security deposit will be obtained on pro-rata basis in the form of Demand Draft in favour of Prathama UP Gramin Bank, payable at Moradabad / or TDR in favour of the Bank within one week's time and the same will be retained by the Bank till the satisfactory completion of the entire project. The Bank has the right to forfeit the EMD & SD amount in case contractor fails to execute the order.

In case Bidder fails to perform the contract, Bank shall invoke the SECURITY DEPOSIT (SD) to recover penalty/damages or any other amount due to the Bank /amount recoverable by the Bank. Bank has the right to invoke the Security Deposit & other amount payable to vendor/printer for any non-compliance of the terms & conditions in terms of this RFP.

**6.2 BANK'S RIGHT TO ACCEPT OR REJECT ANY BID OR ALL BIDS:**

The Bank reserves the right to accept or reject any bid or cancel the bidding process or even reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders about the grounds for the Bank's action. The Bank reserves the right to accept or reject any technology proposed by the Bidder. The Bank reserves the right to select more than one Bidder keeping in view its large requirements.

**6.3 SELECTING OF BIDDERS:**

Bank reserves the right to visit the locations/units of the eligible bidders to verify Technical details for ensuring their preparedness/setup for undertaking security printing. In case the preparedness/setup is found unsatisfactory, the bank the technical bid will be





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may rejected the bid of said bidder(s). No bidder can make any claim about this.

Bank may select more than one vendor for the sake of reducing dependency on single source of supply or area wise allocation to reduce turnaround time or provision of service.

After opening the price bids, the vendors may be called for meeting and the product wise price will be fixed. On accepting the terms of the bank the Purchase order will be issued. The Bank may divide job in between the security printers. Bank may prefer those bidders who also have more than one BCP sites/IBA approved locations and end to end set up at each and every location/s. The Bank's decision in this regard will be final and binding.

The Bank shall also be entitled to award the contract to L2, L3 or L4 etc. bidders in the event of L1 bidder backing out to honour the commitment, or for the matter that not in a position to supply (TAT, Infrastructure etc.,) the bidding as per RFP.

In case more than one vendor selected on L-1 / negotiated rates, the total quantum of **work may be given to any one of the L-1 bidder OR shall be divided amongst the vendors at the sole discretion of the bank, as per the requirement and discretion of the Bank,** depending upon the quantum of work. In such case decision of the Bank shall be final and binding.

#### **6.4 GENERAL INFORMATION:**

1. The relative art work/Positives that will be supplied /developed by the printer will be the Bank's property and the same has to be returned to us/destroyed after completion of the job in the presence of Bank officials.
2. It is mandatory for the printer to get "CTS-2010 Standards" new 500 cheque leaves to be submitted for test certification from NPCI before printing cheque books for Bank.
3. The final proof (3 cheque books of each type with minimum 5 leaves each) should be submitted to the Bank for approval before commencing execution of our orders. Printer is also required to submit specimen cheque leaves as per NPCI instructions for testing the compatibility of the same with CTS environment before execution of the work.
4. If, at any time after opening the tender it is found that the information in technical Bid and other information submitted by the bidder/s is false/incorrect, 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. Moreover, such bidder will be blacklisted and will not be allowed to participate in any tender process of our bank for a period of three years.
5. Bidders need to declare if they were blacklisted in the past with reasons thereof along with name/s, address & contact details of the organizations.
6. Printer shall not be defaulter to any tax/Govt. Authorities/statutory dues etc .In this regard, Printer should submit an undertaking letter on their letter head.
7. Vendor/ service provider shall comply with Govt/statutory requirements on





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General Administration Department

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implementation of GST or any other Govt/Statutory guidelines.

**6.5 NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER:**

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reason whatsoever.

Bank will not be obliged to meet and have discussion with any firm on this matter.

**6.6 INDEMNITY:**

1. In case of delay in printing and delivery, the Printer shall be liable for the payment of 1% of order value per week as delay and liquidated damage to the Bank. The day will be reckoned at the end of working hours including part there of shall be a full day.
2. If the work is not found to be of good quality then the Bank will have the right to make suitable deductions from the payable amount or material delivered will be rejected without paying any price / compensation. The decision of the Bank in this regard will be final.
3. Delivery of the goods and performance of the Services shall be made by the printer in accordance with the time schedule provided by the Bank or as per bank's requirement. Any delay in performing the obligation by the printer will result in imposition of liquidated damages and/or termination of rate contract for default.
4. The Bank reserves the right to forfeit the Security Deposit amount in case Printer/vendor fails to execute the order.
5. The rates quoted in the Financial/commercial/price Bid will be inclusive of all taxes, charges, freight etc. Except GST. GST to be shown extra. The rates will be FOR at HO, Moradabad or at RO/place desired by the bank.
6. The Bank will not make any advance payment. TDS etc. will be deducted at source as per the prevailing Tax Rules (if applicable).
7. The Printers' are sole responsible to adhere to Government Rules and Regulations.

**6.7 USE OF CONTRACT DOCUMENTS AND INFORMATION:**

The vendor shall not, without Bank's prior written consent, make use of any document or information provided by the Printer in the Bid document or otherwise except for purposes of performing contract.

**7. ORDER CANCELLATION AND FORFEITURE.**

The Bank reserves its right to cancel the offer at any time by assigning appropriate reasons in the event of one or more of the following conditions treating it as default / non performance of the contract:





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---

General Administration Department

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1. Fails to sign the agreement within the specified time.
2. Fails to deposit the Security deposit /performance guarantee within the specified time.
3. Delay in delivery beyond the specified period
4. Supplying the cheque books which do not conform to the specification/quality prescribed or defective,
5. Negligence / contravenes the terms of the contract
6. Breaches in the terms and conditions of the Order.

In addition to the cancellation of offer, the Bank shall invoke the Bank Guarantee or forfeit the Security Deposit given by the bidder towards non performance/non compliance of the terms and conditions of the contract, to appropriate the damages.

The bank shall also have the right to Recover of extra cost if any incurred by the Bank in securing the material etc. from other source due to the defect/delay in Execution over the stipulated time and such extra cost shall be recovered by the Bank from any money due or becoming due to the bidder/ tenderer under this work contract/rate contract or may be recovered by encashment of bank guarantees or otherwise from bidder under any other contract.

**8. PUBLICITY :**

Any publicity by the vendor in which the name of the Bank is to be used shall be done only with the explicit written permission of the Bank.

**9. FORCE MAJEURE:**

The vendor/ tenderer shall not be liable for default or non-performance of the obligations under the contract, if such default or non-performance of the obligations under this contract is caused by any reason or circumstances or occurrences beyond the control of the vendor, i.e. Force Majeure.

For the purpose of this clause, "Force Majeure" shall mean an event beyond the control of the vendor, due to or as a result of or caused by acts of God, wars, insurrections, riots, earth quake and fire, events not foreseeable but does not include any fault or negligence or carelessness on the part of the vendor, resulting in such a situation.

In the event of any such intervening Force Majeure, the Vendor shall notify the Bank in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by the Bank, the Vendor shall continue to perform / render / discharge other obligations as far as they can reasonably be attended / fulfilled and shall seek all reasonable alternative means for performance affected by the Event of Force Majeure.

In such a case, the time for performance shall be extended by a period (s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, the Bank and the Vendor shall hold consultations with each other in an endeavor to find a solution to the problem. Notwithstanding above, the decision of the Bank shall be final and binding on the Vendor.

**10. RESOLUTION OF DISPUTES:**

All disputes and differences of any kind whatsoever, arising out of or in connection with this Offer or in the discharge of any obligation arising under this Offer (whether during the course of execution of the order or after completion and whether beyond or after





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General Administration Department

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termination, abandonment or breach of the Agreement) shall be resolved amicably. In case of failure to resolve the disputes and differences amicably the matter may be referred to a sole arbitrator mutually agreed upon after issue of at least 30 days notice in writing to the other party clearly setting out their in the specific disputes. IN the event of absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrators; one to be nominated by each party and the said arbitrators shall appoint a presiding arbitrator. The provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern the arbitration.

## **11. JURISDICTION**

The Purchase Contract shall be governed by the Laws and Regulations of India for the time being in force and will be subject to the exclusive jurisdiction of the Courts in Moradabad (UP).

Authorized Signatory

Designation

Seal

Date & Place





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General Administration Department

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ANNEXURE-1  
BIO-DATA OF SECURITY PRINTER

Details of the Organization

1. Name of the Company :

2. Constitution :

3. Date of Establishment :

4. Address with Tel. Nos. & name(s) of persons to be contacted

Phone (Land Line) :

Phone (Mobile) :

E-mail address:

Total area of the press in sq. feet :

Total area of the storage area in  
square feet :

5. Factories at various cities (With Address, Telephone Nos. & E-mail ID)  
**(If necessary attach a separate sheet with detailed information)**

Phone (Land Line) :

Phone (Mobile) :

E-mail address:

Total area of the Press in sq. feet :

Total storage area in square feet :

6. Representative Offices at various cities (with Address, Telephone/Mobile Nos. & E-mail IDs)

7.a. No of employees in Corporate (Main) office:\_\_\_\_\_:

b.No of emp. in Main Factory at\_\_\_\_\_:

c. No of employees in Unit 1 at\_\_\_\_\_:

d. No of employees in Unit 2 at\_\_\_\_\_:

e. No of employees in Unit 3at\_\_\_\_\_:

f. No of employees in Unit 4 at\_\_\_\_\_ : etc.

(Only furnish the details for full fledged Security printing units inclusive of Personalized Cheque print & bind facility)





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---

General Administration Department

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8.Total amount of wages paid during the year for factory & all units:

9.Details of printing machinery available: (Location wise & capacity wise)  
**(If necessary attach a separate sheet with detailed information)**

10. Name of the Bankers :

11. Awards & recognition won for work done:

12. Name of Banks with whom empanelled (minimum 3 leading Public sector / Private Banks for personalized cheques and Continuous Stationery form orders to be done/executed currently, evidence to be attached with Bank PO & invoices):

13. Other Details (If any)

i) PAN No. :

ii) Sales Tax No :

iii) VAT/Works contract Tax No :

iv) Service Tax No : From\_\_\_\_\_To\_\_\_\_\_.

v) Validity of IBA Approval :  
(Unit wise details)

14. Nature of Main Activities :

15. Business parameter :

(Rs. in lacs)

Year	Annual Turnover	WW Security printing Turnover	Net Profit (Profit after tax)
2016-2017			
2017-2018			
2018-2019			

Please note that there should not be loss during last three financial years.

16. Any Other Information

List of documents to be attached:

1) Copy of valid certificate of IBA Approval– for each unit.





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General Administration Department

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- 2) Copy of PAN.
- 3) Copy of Sales Tax Registration Certificate.
- 4) Copy of Service Tax Registration Certificates.
- 5) Copy of VAT Registration Certificate.
- 6) Copies of Public Sector /Private Bank's Work Orders satisfying the criteria.
- 7) Copy of CA certified Audited financial with Auditor's Report for the last 3 years.
- 8) Copy of ITR for last 3 years.
- 9) ISO 27001 copy





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**Annexure-II:**  
**Bidders Acceptance**  
**(Letter to be submitted by the Bidders on their firm's letter head)**

To,  
The General Manager,  
Prathama UP Gramin Bank  
Moradabad.

Sir,

Sub: Declaration accepting the terms and conditions of RFP for Empanelment of Security Printers

We submit our Bid Documents herewith and undertake and agree to abide by all the terms and conditions stipulated by the Bank in the RFP, including all annexure, agenda and corrigenda; We understand that,

- Bank is not bound to accept the lowest or any bid received, and Bank may reject all or any bid/s.
- If our Bid for the above job is accepted this bid together with Bank's written acceptance thereof shall constitute a binding contract between us.
- If our bid is accepted, we are to be jointly and severally responsible for the due performance of the contract.

We confirm that

- We have not been black listed or expelled from any project or not have had our contract terminated for any breach by any Government Authority / Corporate Institutions or Public Sector Undertaking (PSU) / Private Banks.
- There is no case pending against us involving cheating/fraudulent activities.
- There is no outstanding Income Tax / Sales Tax / any other statutory dues.
- We will not resort to any corrupt practices in any aspect/stage of the contract.
- We have read this tender document in full and abide by the Terms & Conditions mentioned therein.

Date:

Place:

Yours faithfully,

Signature of Signatory

Name of Signatory:

Designation:

Seal of Company





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General Administration Department

**Annexure III**

**PAST PERFORMANCE STATEMENT (FOR LAST 3 YEARS)**

**only relevant orders with copy of PO to be enclosed**

Order Placed by (Full Address of the Purchaser)	Name of the Bid, Order No. and Date	Description and Quantity of Order executed last 3 yrs (in No of Leaves)	Value of Order	Date of Completion as per Actual Contract	Date Of Dispatch (Reasons for late delivery) if applicable	Attach Certificate for performance

**Signatory**

**Signature**

**Designation Seal**

**Date & Place**





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**ANNEXURE-IV**

**PRICE BID**

The Divisional Manager  
Prathama UP Gramin Bank  
Moradabad

**Sub : Tender for printing of Cheque Books Ref: Your Enquiry:**

Dear Sir,

Personalised Cheque Book Printing with MICR paper supplied by Bank

**(Amount in Rs.)**

Product Details	25 Leaves	50 leaves
Per Cheque Book Rate		

The above rate inclusive of all charges (i.e., Freight, insurance etc.) & all TAXES (except GST), CESS, DUTIES (i.e., Central / State Local Taxes, like VAT, CST, Excise, Entry Tax, Octroi, etc), cheque book cover, cheque leaves printing, gathering, perforation, die cut/punching, sewing, binding, printing of requisition slip & Record slips, insertion of books into envelope, pasting and pressing, Bulk dispatch envelope/cover/carton boxes to branches, two pin wrapper, handling charges, loading charges if any and cost quoted all are in Indian rupees. FOR at HO Moradabad /ROs/specified places as per bank's requirement.

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

SIGNATURE OF THE PRINTER WITH SEAL & DATE