



# उत्तराखण्ड ग्रामीण बैंक

(प्रायोजक: भारतीय स्टेट बैंक)

Uttarakhand Gramin Bank

(Sponsored by State Bank of India)

प्रधान कार्यालय: 18 न्यू रोड, देहरादून, 248001

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## TENDER FOR BANK'S SECURITY FORMS PRINTING

Uttarakhand Gramin Bank Head office 18, New Road Dehradun having 286 branches & 04 regional offices functioning in different parts of Uttarakhand state, invites sealed tender from IBA approved security printers for printing and supply of Bank's security forms (MICR Cheque, & term deposit receipt).

Details of the tender are as under-

1. The offer will be in two parts i.e. technical bid, containing technical information & commercial bid, containing commercial information as under;

i) First part i.e. technical bid, should be submitted in separate sealed cover duly super-scribed as "Technical Bid for Bank's Security Forms Printing" containing all required documents/proof and EMD.

ii) Second part i.e. commercial bid, should be submitted in separate sealed cover duly super-scribed as "Commercial Bid for Bank's Security Forms Printing" **containing commercial bid only.**

Both envelope shall be enclosed in another sealed envelope super-scribed as "Tender for Bank's Security Forms Printing" & the address of the bidder should be mentioned in the left bottom side of each of the envelope with phone number & valid e-mail ID **and it must reach to**- General Manager, Uttarakhand Gramin Bank, Head Office 18 New Road, Dehradun, Uttarakhand up to **11.09.2020 by 5:00 p.m.** Any tender received thereafter will not be entertained.

2. Security forms should be delivered to the Branches/offices of the Bank located at different parts of Uttarakhand state. The rates for printing of security forms should be **excluding GST and transportation** but including all other expenses. Transportation charge for delivery of security forms to the offices/branches of the Bank will be reimbursed on actual basis on submission of the bill.

3. The approximate average number of security forms leaf printed by the Bank for last three years are 17 Lakh. The bidder should print and supply the security forms as per order to the branches/regional offices of the bank as and when required basis up-to the validity of the rate contract.

### 4. Specifications

| Sr. No. | Item                 | Quality of paper   |
|---------|----------------------|--|
| 1       | MICR Cheque Book     | 1. Cover paper of MICR cheque book must have 120 GSM Art paper with two colour printing on front & single colour printing on back side.<br>2. Cheque leaf of 95 GSM MICR Cheque paper from RBI Approved Mill to be printed in two colour.<br>3. Requisition slip & record slip must be 70 GSM maplitho paper to be printed in single colour. |
| 2       | Term Deposit Receipt | TDR Size 20*14 cm (printable size of 18*12.5cm) of 120 GSM white parchment paper should be printed in two colour in front with watermark bank logo and single colour in Back side. TDR must be packed in bunch of 100 receipts wrapped firmly with good quality material. (Size is subject to the change up-to 1.5 cm plus/minus)            |



## **5. Technical & Commercial Evaluation**

(i). The Technical Bids will be evaluated as per eligibility criteria. The Bank will examine the bids to determine whether they are complete, whether the documents have been properly signed, and whether the bids are generally in order. The decision of the Bank with regard to the pre-qualification criteria will be final. The Financial bids of only those bidders who qualify in the technical bid, shall be opened. The date of opening of financial bid will be informed to the bidders through e-mail/ phone call.

(ii). Specimen of security forms will be shown to the tenderers at our Head office 18 New Road Dehradun.

(iii). During the course of technical evaluation, if found necessary the Bank may seek supplementary details and the same shall be submitted within the stipulated time (as per the decision of the Bank). Non-submission of such details in time may render such applications for disqualification from further evaluations.

**(iv). Tenderer should note that Price bid aspects of the offer should not be disclosed in any way, in technical bid and such technical bids consisting Price bids are liable for rejection.**

## **6. Evaluation of L1 Bidder-**

(i) Rates must be filled in the specific column in Annexure-IV with affixing stamp & signature.

(ii) Evaluation of successful bidder would be done by taking into consideration of lowest rate quoted for printing and supply of security forms in each category i.e. MICR Cheque and TDR as per annexure-IV.

(iii) In the case of two or more tenderers appearing "Prima Facie" lowest, quoting the same figure for security forms printing, then the order shall be placed to all said tenderers in equal numbers. In case of refusal by any L1 tenderer to print MICR Cheque & TDR, the Bank shall have the right to print said security forms from other L1 tenderers.

## **7. Validity Period**

The bids shall be valid up-to **30.09.2021**. It shall however be renewable for further **three years on annual basis** at the same terms and conditions as per satisfactory services rendered by the L1 tenderer at the sole discretion of the Bank.

A bid submitted for a shorter period shall be rejected by the Bank as non-responsive. The bank reserves its right for placing the orders as per requirement up to the validity of rate contract.

## **8. Earnest Money Deposit (EMD)**

The tenderer must submit earnest money deposit in the form of demand draft/ pay order for an amount of Rs 25,000/- (Rs. Twenty Five Thousand only) drawn in favour of General Manager, Uttarakhand Gramin Bank, Head office 18, New Road Dehradun. The EMD of unsuccessful tenderers shall be returned within 30 days after selection of L1 bidder. No interest shall be paid on the EMD.



## 9. FORFEITURE OF EMD:

Bank reserves the rights to forfeit the EMD if,

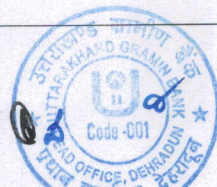
- The tenderer makes any statement or encloses any documents that turns out to be false, incorrect &/or misleading or conceals or suppresses material information.
- Security Deposit is not submitted within the stipulated time.
- If any tenderer makes any modifications in the terms and conditions of the tender which are not acceptable to the Bank.

## 10. SECURITY DEPOSIT

The successful bidder(s) should submit security deposit of Rs. 50,000.00 (Rs. Fifty Thousand only). The Security Deposit shall be by way of STDR/TDR issued by a Scheduled Bank in India favouring General Manager, Uttarakhand Gramin Bank, Head office 18, New Road Dehradun up to the validity of contract. After the submission of Security deposit, the EMD of successful bidder will be refunded forthwith.

## 11. ELIGIBILITY CRITERIA

| Sr. No. | Criteria   | Documents Required   |
|---------|--|--|
| 1.      | The bidder should be empaneled by the IBA as security printer for printing of MICR instruments.  | Copy of letter issued by the IBA should be enclosed to establish their empanelment.  |
| 2.      | The bidder should be approved by the National Payment Corporation of India for printing CTS 2010 standard instruments.   | Copy of letter from NPCI should be enclosed.   |
| 3.      | The bidder must have an experience of 05 years in printing and supplying security forms to the schedule Banks preceding to 01/04/2020 for value of an average <b>10 lakh</b> in each financial year i.e. FY 2015-16, FY 2016-17, FY 2017-18, 2018-19, 2019-20) | Purchase order/certificate issued by the schedule Banks establishing average value of order for printing of security forms worth Rs. 10.00 lakh each year. |
| 4.      | The bidder should have an average annual turnover of minimum <b>25 lakh</b> for three financial years i.e. FY 2016-17, FY 2017-18, FY 2018-19 <b>OR</b> FY 2017-18, FY 2018-19, FY 2019-20.  | Documents supporting the annual turnover amount like audited Balance Sheet, Profit & loss statement  |
| 5.      | The Firm/Company should not be a loss making one and should have profit for three years i.e. FY 2016-17, FY 2017-18, FY 2018-19 <b>OR</b> FY 2017-18, FY 2018-19, FY 2019-20   | Supporting documents like Balance sheet, Profit & Loss statement, ITR.   |
| 6.      | PAN & GSTIN  | Copy of PAN and GSTIN Certificate of the Firm/Company  |



## GENERAL RULES AND INSTRUCTIONS TO TENDERER

1. The tenderers are advised to examine all the instructions, terms & conditions and furnish the required information unambiguously. Original tender should be submitted complete in all respect with all annexures, documents etc. None of the pages of the original tender document issued should be removed.
2. Only IBA approved security printers should participate in tendering process.
3. All the expenses in terms of designing of Cheque books, Banker's Cheque and term deposit receipt will be borne by the bidder.
4. All security forms should be strictly printed in paper mentioned above & as per RBI guidelines. Any conditional bid/offer shall be liable for rejection.
5. The L1 bidder should provide proof of all security forms to the Bank within 15 days of selection of L1 bidder.
6. Order for MICR Cheque Books consist of 10/25/50/100 leaves will be placed as per requirement of the branches. Binding of security forms should be of good quality and stock of Cheque books and TDR should be packed in cartons and slip showing the contents be pasted outside the cartons to enable us to verify the contents without opening the packets.
7. One sheet of all kind of paper being used should be enclosed with tender and sheet should be signed & stamped by the vendor.
8. The security forms must be delivered to the branches/offices of the Bank located at different parts of Uttarakhand state within 20 days of confirmed order. In case of delay for any reason penalty shall be imposed @ 1.0% (one percent) per week subject to a maximum of 15.0 % of the order.
9. **Order Cancellation:** The Bank reserves the right to cancel the order & forfeit the Security deposit in the event of one or more of the following situations: -
  - Delay in supply, beyond the specified period.
  - In case the supply is not found according to the RBI specifications as per CTS-2010 standard and as per proof approved by us/RBI/IBA.
10. Insertions, post scripts additions & alterations shall not be valid unless confirmed by the authorized representative of the bidder's signature & stamp.

### 11. TERMS OF PAYMENT

- 100% payment will be made against supply of security forms at branches/offices of the Bank. Tax will be deducted as per norms in all bills.
12. The bidder should arrange for appropriate insurance to cover the ordered item(s) for the transit period and till the time of its receipt by the Bank at the respective destination. The cost of the insurance will be borne by the vendor.
  13. No advance / mobilization amount will be paid to the bidder. Bill will be paid only on production of acknowledgements of receipt of the item ordered at the destinations as per specifications, quantity & in good condition.

No subsequent pleas/excuses for non-performance/execution of the order placed on L1 bidder during the contracted period, showing the "increase in market prices of the paper" as the cause, shall be entertained. Once the acceptance letter is submitted and agreement is entered, the bidder is bound to print & supply any of the security forms mentioned in the list till the currency of the contract period. Any reluctance on the part of the security printer shall be considered rejection of the order and shall tantamount to breach of the contract and shall be liable for forfeiture of the security deposit.



14. The Bank's decision in the selection process is final and Bank will neither entertain any correspondence in this regard nor will be bound to furnish any explanation. The acceptance of an offer will rest with the Bank which does not bind itself to accept the lowest offer and reserves the right to reject any or all of the offers received without assigning any reason.
15. Documentary proof with respect to the eligibility criteria shall be furnished along with the tender. In this regard, copies of the work orders and certificates obtained from clients and or such other documents shall be submitted. Incomplete tenders or tenders without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.
16. Tender shall be quoted on prescribed format only and quoting in any other format will be rejected. All rates shall be quoted on the proper format of the tender alone.
17. The rate should be quoted in figures as well as in words in Indian currency only. Offers which are incomplete in any respect or conditional offers shall be rejected.
18. In case the rate quoted in figures differs from those quoted in words, the rates quoted in words will be taken as the tendered rate and shall be binding on the tenderer.
19. All the parts of this tender document shall form a part of the contract document.
20. The Bank retains ownership of all proposals received under this bidding procedure. Consequently, bidders have no right to have their proposals returned to them.
21. If last day of submission of tender is declared a holiday under NI Act by the Government then the next working day will be deemed to be the last day for submission of the tender. No offer will be accepted by email.
22. The contractor shall not transfer or sublet the work order to any third party.
23. If required, the Bank may ask the L1 bidder to change the paper material of TDR/ Cheque book requisite slip/record slip with other equivalent paper material without increasing the price in any purchase order during the rate contract.
24. The Bank may waive any minor informality, non-conformity, or irregularity of a tender which does not constitute a material deviation & such waiver does not prejudice or affect the relative ranking of any bidder.
25. The tenderer shall have to comply with all the rules, regulations, and laws, the Bank shall have no liability in this regard.
26. The Bank may give notice at any time in writing to the supplier either to stop the supply altogether or reduce or cut it down.
27. All the pages of tender & Annexures (I to IV) should be signed by the authorized representative of the vendor with seal to confirm their acceptance of the terms & conditions.
28. The Bank at its own or on request of the bidder may modify any of the term & condition at its sole discretion. The amendment/ corrigendum, if any, will be displayed on Bank's website. The Bank shall not be liable for any communication gap. In order to provide reasonable time to take the amendment into account for preparation of their bid, the Bank at its discretion may extend the last date for bid-submission.

## 29. **ARBITRATION**

All disputes and differences whatsoever arising between the parties out of/ or relating to the construction, meaning & operation or effect of this tender documents & consequent contract or the breach thereof shall be mutually settled. However, in case no such mutual settlement is arrived at, the matter shall be settled by arbitration in accordance with the provision of



arbitration of the Indian Arbitration & Conciliation Act, 1996 & any statutory modification or re-enactment thereof & the Rules made there under & for the time being in force. The venue of arbitration shall be Dehradun unless otherwise agreed by the Bank.

30. Uttarakhand Gramin Bank reserves the right to verify any or all statements made or documents submitted by any or all the bidders in their bid documents & to inspect the bidder's facilities, if necessary, to establish to its satisfaction, the bidder's credibility & capacity to undertake the job.
31. Bank reserves the right to cancel the tender process partly or fully at its sole discretion at any stage without assigning any reason to any bidder. In case of cancellation, the EMD deposited by the bidder will be refunded forthwith.

**For Uttarakhand Gramin Bank**

  
**General Manager**

**Place- Dehradun**

**Date- 20.08.2020**



The General Manager,  
Uttarakhand Gramin Bank,  
Head Office,  
18 New Road Dehradun  
Distt. Dehradun.

**SUBMISSION OF TENDER FOR PRINTING & SUPPLY OF BANK'S SECURITY FORMS**

Dear Sir,

With reference to your tender notice dated 20.08.2020 for printing & supply of Bank's security forms, we are enclosing herewith our offer in sealed envelope in accordance with the instructions of tender.

- i)** We have carefully examined entire tender document & understood the terms & conditions stated therein.
- ii)** With reference to the above tender, I/We accept to print & supply all security forms mentioned therein, at the L-1 rates approved by the Bank.
- iii)** We hereby confirm that all information, particulars & copies of certificates attached herewith along with our bid, are correct & genuine.
- iv)** We also undertake to produce the originals of all the papers/ documents attached herewith if asked for & assist the Bank authorities for the purpose of evaluation & selection of bidder.
- v)** We also understand that if any information submitted by us is detected to be false at a later date & any future contract made between ourselves & Uttarakhand Gramin Bank on the basis of the information given by us can be treated as invalid by the Bank & we shall be solely responsible for the consequences.
- vi)** We agree that our offer for printing and supply of Bank's MICR Cheque book and TDR will remain valid up-to 30.09.2021 & this period of validity can be extended for such period as may be mutually agreed between the Bank & us in writing.
- vii)** We submit herewith our bid with required list of enclosures duly filled, signed & stamped by the authorized signatory of our organization, on the standard format.
- viii)** We understand that this bid document together with your notification of award of contract & all other correspondence pertaining to it shall constitute a binding contract between us.
- ix)** We hereby undertake to deliver & execute an agreement in line with the terms & conditions of tender and take on the assigned works up to the satisfaction of the Bank.
- x)** We understand that you are not bound to accept the lowest or any tender you received & you reserve the right to accept or reject any or all the offer/tender either in full or in part without assigning any reason thereof.
- xi)** We confirm that all the pages of tender have been signed by the authorized representative of ours.

**Date:**  
**Place:**

**Signature of the authorized representative of the  
Vendor with name, designation & official seal**

**TENDERER'S GENERAL INFORMATION**

| <b>Sr. No.</b> | <b>Particulars</b>  | <b>Response/ Compliance</b>  |
|----------------|---|--|
| 01             | Name of the Company/ Firm   |  |
| 02             | Registered office address   |  |
|                | Phone Nos. & e-mail ID  |  |
|                | Mobile Nos.   |  |
| 03             | Approval from IBA (Enclose proof)   |  |
|                | Approval from NPCI with CTS-2010 standards (Enclose proof)  |  |
| 04             | Name of authorized person with contact detail for tendering process   |  |
| 05             | <b>Registration with Tax &amp; other authorities</b>  |  |
|                | i) GST registration no. of Company/ Firm  |  |
|                | ii) Income Tax registration (PAN) No  |  |
| 06.            | Total turnover of company (Rs in lakh)  | FY 2016-17..... lakh, FY 2017-18.....lakh<br>FY 2018-19 .....lakh FY 2019-20 .....lakh   |
| 07.            | Net profit of the Company (Rs in lakh)  | FY 2016-17..... lakh, FY 2017-18.....lakh.<br>FY 2018-19 .....lakh, FY 2019-20 .....lakh |
| 08.            | Experience of printing work of MICR Cheque in scheduled Banks with CTS-2010 standard (enclose POs of relevant period) |  |

**Date:**  
**Place:**

**Signature of the authorized representative of the Vendor with name, designation & official seal**





**COMMERCIAL BID FOR PRINTING & SUPPLY OF MICR CHEQUE & TDR**

**(A) MICR CHEQUE-**

| <b>Sr. No</b> | <b>Item</b>      | <b>Specification</b>   | <b>Rate Per 1000 Leaves in figure (Excluding GST)</b> | <b>Rate Per 1000 Leaf in Words (Excluding GST)</b> |
|---------------|------------------|--|---|--|
| 1             | MICR Cheque Book | 1. Cover paper of MICR cheque book must have 120 GSM Art paper with two colour printing on front & single colour printing on back side.<br>2. Cheque leaf of 95 GSM MICR Cheque paper from RBI Approved Mill to be printed in two colour.<br>3. Requisition slip & record slip must be 70 GSM maplitho paper to be printed in single colour. |   |  |

**(B) TERM DEPOSIT RECEIPT**

| <b>Sr. No</b> | <b>Item</b>          | <b>Specification</b>  | <b>Rate per pad of 100 Leaves in figure (Excluding GST)</b> | <b>Rate per pad of 100 Leaves in Words (Excluding GST)</b> |
|---------------|----------------------|---|---|--|
| 1             | Term Deposit Receipt | TDR Size 20*14 cm (printable size of 18*12.5cm) of 120 GSM white parchment paper should be printed in two colour in front with watermark bank logo and single colour in Back side. TDR must be packed in bunch of 100 receipts wrapped firmly with good quality material. (Size is subject to the change up-to 1.5 cm plus/minus) |   |  |

Date: .....

Place: .....

Signature of the authorized representative of the Vendor with name, designation & officials