

List of Parameters that shall be evaluated by the Bank during visit to printing presses of bidders:

S No	Areas/Parameters to be looked into by the Inspecting Officer
1.	Availability of adequate separate storage space for keeping Bank's stationery items.
2.	Maintenance of existing records of job work in system database and physical books pertaining to stocks present in the warehouse.
3.	Frequency of reconciliation of available stock of stationery items.
4.	Installation of CCTVs within the premises of Printing Press.
5.	Availability of Fire Extinguishers, Alarms.
6.	Check point for unauthorized access to warehouse and other areas of the printing press.
7.	Utilization of SFTP for transfer of files between bidder and customer organization. If it is being utilized, then the same shall be in operation for at least 6 months prior to date of Bank's RFP.
8.	Details of Insurance taken in general & for machines that are used for printing of stationery items and the same shall match with the inventory present in the warehouse.
9.	Availability of copies of Agreements with reputed courier/logistics services (such as India Post, DHL, BlueDart, FedEx, First Flight Couriers Ltd, etc.) for supply of stationery items.
10.	Details of Business Continuity Plan.
11.	Technical Analysis of Machines assigned for printing job of stationery items.

Place : Vadodara

Date : 30-07-2019