



बैंक ऑफ़ बड़ौदा Bank of Baroda

EMPANELMENT OF SECURITY FORM PRINTERS FOR PRINTING & SUPPLY OF DEMAND DRAFTS AND BANKER CHEQUES FOR -2- YEARS

REQUEST FOR PROPOSAL (RFP)

FOR

**TECHNICAL / FINANCIAL BIDS FROM PROSPECTIVE
IBA APPROVED SECURITY FORM PRINTERS**

IMPORTANT DATES

DATE OF ISSUE OF RFP	: 12-10-2018
LAST DATE AND TIME OF SUBMISSION OF RFP	: 12-11-2018 up to 04:00 P.M
DATE OF OPENING OF TECHNICAL BID	: 14-11-2018 at 11:00 A.M
DATE OF OPENING OF FINANCIAL BID	: 14-11-2018 at 3:00 P.M

**Bank of Baroda,
Stationery & Security Forms
Head Office, Seventh Floor, Baroda Bhavan,
R C Dutt Road, Alkapuri,
Baroda - 390 007(Gujarat)
(0265- 2316759/2316789/2316774/2316773/2316772/2316771).**



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Important Clarifications:

Following terms are used in the document interchangeably to mean:

1. RFP means this "RFP document"
2. Recipient, Respondent and Bidder means "Respondent to the RFP document".

"RFP Document" means RFP response documents prepared by the Bidder and submitted to Bank of Baroda.

This document is meant for the specific use by the Company / person/s interested to participate in the current RFP process. This document in its entirety is subject to Copyright Laws. Bank of Baroda expects the bidders or any person acting on behalf of the bidders to strictly adhere to the instructions given in the document and maintain confidentiality of information. The bidders will be held responsible for any misuse of the information contained in the document and liable to be prosecuted by the Bank in the event of such a circumstance is brought to the notice of the Bank. By downloading the document, the interested party is subject to confidentiality clauses.

1. NOTICE INVITING TENDER FOR

- a) **EMPANELMENT OF SECURITY FORM PRINTER FOR -2- YEARS**
- b) **RATE OF PRINTING & SUPPLY OF DEMAND DRAFTS AND BANKERS CHEQUES**

2. SCOPE OF WORK:-

Bank of Baroda, Stationery & Security Forms Department, Head Office, Baroda invites Sealed Tenders on two-bid system from IBA approved Security Form Printers having experience of at least -5- years in printing of Demand Draft & Bankers' cheques and fulfilling other terms mentioned in this notice for

(A) Empanelment of Security Form Printer for a period of -2- years and

(B) Rate of printing and supply of Demand Drafts (DD) and Bankers Cheques (BC) for -2- years subject to review after one year, in case of need.

Printers having sound technical and financial capacity for empanelment to print security form items (DD & BC) mentioned in this tender document (and security form for New Product, if any, launched by the Bank during next two years) and to supply the same to our Branches / Regions directly, may apply as under :

Tender shall be submitted duly filled in all respect in **two bid system** in the following manner:

Envelope No.1 (Tender Fee, EMD, Mandatory Information for Pre-qualification - Technical Bid):

Particulars	Favoring	Amount	DD/BC payable at
Tender Fee (Non-Refundable)	Bank of Baroda	Rs.15,000/-	Baroda
Earnest Money Deposit	Bank of Baroda	Rs.50,000/-	Baroda



The tenderer must submit the mandatory information strictly in Bank's prescribed format **as per Annexure-I**. Technical pre-qualification of the tenderer will be based on the mandatory information and supporting documents submitted along with the tender as well as Bank's scrutiny and/or inspection of work of the tenderer. Envelope No.1 must not contain price bid or else the Bank will disqualify the tender without any further scrutiny.

Envelope No.2 (Price Bids- Financial Bids):

Price Bid must be submitted in prescribed format **as per Annexure-II**. Bids submitted in any other format will be disqualified.

3. NOTE FOR TENDER FEE & EARNEST MONEY DEPOSIT:

- (a) Tender fee of Rs.15,000/- (Rupees Fifteen Thousand only) and Earnest Money Deposit of Rs.50,000/- (Rupees Fifty Thousand only) shall be deposited in the form of Demand Draft or Banker's cheque drawn in favour of "Bank of Baroda" payable at Baroda along with tender submitted.
- (b) No tender shall be considered unless the Tender Fee & Earnest Money are so deposited. Please note that Tender Fee is non-refundable.
- (c) No interest shall be paid on Earnest Money Deposit. The Earnest Money of Tenderers who are not empanelled or who are not awarded printing work will be refunded without any interest, soon after the decision of empanelment and decision to award printing work is taken.
- (d) The Earnest Money, of successful bidder, deposited with the bank shall be returned only after the execution of necessary Agreement and on depositing of the Security Deposit as mentioned in security deposit clause.
- (e) EMD may be forfeited in the event of withdrawal of bid during the period of bid validity or if successful bidder fails to sign the contract in accordance with the terms & conditions and other requirements specified in RFP or any act of bidder not in line with contract obligations.



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4. MANDATORY INFORMATION:

These sealed tenders should reach the following address latest by 4.00 pm on 12.11.2018.

**The Deputy General Manager (Operations & Services)
Bank of Baroda, Head Office
Stationery & Security Forms Department
Baroda Bhawan, 7th floor, R C Dutt Road, Alkapuri, Baroda - 390 007**

In case of any clarification, please contact Chief Manager (Stationery & Security Forms) on phone No.0265-2316759/2316789 and/or on e-mail id stationery.ho@bankofbaroda.com on any working day during office hours.

Both the envelopes should have clear heading on them (super-scribed) as under:

(a) Envelope 1 – “Technical Bid”

(b) Envelope 2 – “Price Bid (Financial Bid)” and sealed properly.

These two sealed envelopes should be enclosed in one large envelope having heading on it “**Tender for Security Form Printing (DD/BC)**” and the same should be submitted to the above mentioned address.

5. TENDER OPENING PROCESS:

The cover containing Envelope No.1 & 2 so received shall be opened before Committee of Executives of the Bank’s Head Office, Baroda on **14.11.2018 at 11:00 AM** in **Bank’s Conference Room situated at 7th Floor, Baroda Bhawan, R C Dutt Road, Alkapuri, Baroda** and thereafter, Envelope No.1 (containing Technical Bid) will be opened in the same meeting. Representatives of Bidders, at their option, may be present **with a proper authority letter** during opening of Bid. However, Bids will be opened even in the absence of any or all of the Bidder’s representatives.

Only those bidders (printers) would be empanelled who are found eligible in terms of pre-qualification criteria i.e. who fulfill pre-qualification criteria given in this Tender Notice. For verification of data submitted in Technical Bids, Bank may take time for spot inspection, calling of further supporting documents etc., if required. After processing Technical Bids, empanelment of Security Form printers shall be decided.

Price Bids (Financial Bids) of only those bidders will be opened whose Technical Bids are accepted by the Bank. The Financial/Price Bid will be opened on 14.11.2018 at 03:00 PM in the same conference hall as mentioned above.

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.



6. CONTRACT PERIOD:-

The contract is valid for a period of two years. However, the Bank also reserves the right to extend the period of contract with the successful bidders for a period not exceeding one year after the expiry of validity period as above (or may discontinue the contract if work is not as per quality and in scheduled time).

7. SECURITY DEPOSIT:

The Bank has decided to obtain Security Deposit of **Rs.2,00,000/- (Rupees Two Lacs only)** from the successful tenderer/s who will be awarded printing work. The said deposit would be taken in form of Fixed Deposit issued by any branch of Bank of Baroda for two years bearing applicable interest rate at the time of depositing. They would also be required to execute necessary agreement and document along with security deposit within a period of 15 working days & if the said agreement is not executed within the aforementioned period then the same shall be treated as breach of contract and as such the EMD shall be liable to be forfeited.

The earnest money of successful bidder shall be returned only after the execution of necessary Agreement and depositing the Security Deposit of Rs.2,00,000/-(Rupees Two lacs only).

The Security Deposit taken by the bank shall be returned only after the successful completion of the period of contract & in case of any loss to the bank due to non-compliance of the terms & conditions as agreed between the parties, it shall be liable to be forfeited straight away.

8. SETTLEMENT OF DISPUTES:

- (i) Should any dispute or difference of any kind whatsoever arise between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such disputes or difference by mutual consultation.
- (ii) If after 30 days the parties fail to resolve their disputes or difference by such mutual consultation, then either the Bank or the Vendor may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute. No arbitration in respect of this matter may be commenced unless such notice is given.
- (iii) Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this clause shall be settled in accordance with the Arbitration and Conciliation Act, 1996.



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- (iv) Arbitration proceedings shall be held at Bank's office i.e. Head Office that placed the order and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.
- (v) The process of arbitration shall be conducted by a sole Arbitrator appointed by the Bank.
- (vi) The cost of Arbitration proceeding will be bear by both the parties equally.
- (vii) During the arbitration, the vendor has to ensure delivery of its services till the finalization of the proceedings.



9. METHOD OF ARRIVING L-1 RATE:

For arriving at L-1 rate, the following weightage formula will be applied for all items (as mentioned in Annexure-II). It is compulsory to quote rates for all items.

Sr. No.	Name of Security Forms	Allotted Weightage(In points/percentage)	
		For Printing	For Delivery
1	Banker's Cheque continuous leaves (Without carbon & Advice copy)	25	20
2	Demand Draft continuous leaves (Without carbon & Advice copy)	30	
3	Foreign DD (Open) continuous leaves (With carbon & Advice copy)	8	
4	GBP-Demand Draft continuous leaves (With carbon & Advice copy)	5	
5	USD-Demand Draft continuous leaves, (With carbon & Advice copy)	12	



For example:

Sr. No. (A)	Name of Security Forms (B)	Quoted Rate		Allotted Weightage		Eligible Rate (G= (C*E)+(D*F))
		For Printing (In Rs. Per 500 Leaves) (C)	For Delivery (in Rs. for 1.5 Kg) (D)	For Printing (In points) (E)	For Delivery (In points) (F)	
1	Banker's Cheque continuous leaves (Without carbon & Advice copy)	500	100	25	20	14500
2	Demand Draft continuous leaves (Without carbon & Advice copy)	550		30		18500
3	Foreign DD (Open) continuous leaves (With carbon & Advice copy)	525		8		6200
4	GBP-Demand Draft continuous leaves, (With carbon & Advice copy)	575		5		4875
5	USD-Demand Draft continuous leaves, (With carbon & Advice copy)	600		12		9200
			TOTAL			53275

The lowest sum of total from sr. no. 1 to 5 (G1 to G5) will be declared as L-1.

Important Notes:

1. After concluding as per the above formula on the basis of quoted rates as per Annexure-II, Bank will declare L-1 bidder.
2. It is compulsory to quote rates for all five items (item No. 1 to 5) as mentioned above in Annexure-II.
3. If after due processing it is discovered that the quantity to be ordered is for more than what L-1 alone is capable of supplying then quantity being finally ordered should be distributed among other bidder in a manner that is fair transparent and equitable.



10. TECHNICAL BID (PROFORMA)

Mandatory information required for pre-qualification of the bidder for empanelment of Security Form printers. (Note: This is a proforma containing mandatory questions to be replied in details. So please use sufficient paper sheets / additional sheets required to furnish your details)

No.	Description	Details
1	Name of the Bidder	
2	Year of Establishment	
3	Constitution(Proprietorship/Partnership/Pvt. Ltd./ Public Ltd.)	
4	Office Address – (with name of contact person, Telephone, Mobile & Fax numbers) E-mail address	
5	Press (Factory) Address – (with name of contact person, Telephone, Mobile & Fax no.) (Please provide the details of other press/factory if any)	
6	Area in Sq.ft. of Office & Factory building. Whether owned or rented, please specify.	
7	Name & addresses of Proprietor / Partners / Directors	
8	Registration number and date with Registrar of Companies / Firms PAN number (attach copy) Sales Tax number(attach copy)	
9.	Whether ISO certificate obtained (reply “Yes” or “No”) (Attach copy in case of “Yes”)	
10	Whether all printing related activities done at one place or at different places (reply “Yes” or “No”). If “No”, please give details	
11	Bankers and their address	
12	Whether you have in-house four colour sheet fed offset printing machines (reply “Yes” or “No”)	
13	Whether you have in-house four colour web offset printing machines (reply “Yes” or No”)	
14	Whether you have in house “VOID” pantograph printing software and other requirements available (reply “Yes” or “No”) (attach cancelled instrument and its zerox)	
15	(A) No. of printing machines	



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	<p>Make & year of purchase Type Capacity Colour handling capacity Speed in printing number of DD, BC etc. leaves per day. <u>(B)Total Installed Capacity:</u> <u>Utilized Capacity:</u> <u>Surplus Capacity:</u> <u>(Minimum surplus capacity should be</u> <u>-50- lakhs leaves per year)</u></p>	
16	Whether you have in house UV printing technology to print SF (reply "Yes" or "No")	
17	List of successfully completed security forms printing works during last three years with details <u>as on 31st March, 2018.</u> (Please use separate sheets giving full details viz. Client's name, quantity and name of item printed, during which period printing work done <u>etc.</u>)	
18	Whether you are presently empanelled by any <u>Nationalized Bank</u> to print Security Forms, please give details.	
20	Since when you are on approved panel of IBA : Approval of IBA valid up to what date	
21	Have you ever been put on holiday list or banned by any <u>Public / Private Sector Bank</u> ? If yes, please provide details.	

List for documents to be enclosed:

- (a) Copy of audited Annual Reports Balance Sheet and Income Tax Returns for last three years.(i.e. 2014-2015, 2015-16, 2016-17 (CA certified provisional Balance Sheet for 2017-18 along with income tax challans)
- (b) Copy of Purchase orders / evidence supporting work done mentioned at Sr.No.17 above with the detailed list mentioning complete details of Purchase Orders/evidences.
- (c) Profile of Management Team, Organization Structure, Employee strength etc.
- (d) Self-certified copy of IBA Approval as a Security Printer.
- (e) Copy of Certificate of Incorporation/Partnership Deed
- (f) Full details of all printing Locations with daily output capacity.
- (g) Client Certificate from at least two of your nationalized/Private banks.(Preferably from bank's where you are empanelled)



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I/we confirm that we have never been black listed by any bank and to the best of my/our knowledge the information provided above is correct and any concealment of facts will lead to my/our disqualification at any stage by the Bank.

I / We also enclose herewith Demand Draft / Banker's Cheque of Rs.15,000/- (Rupees Fifteen Thousand only) as a tender fee (non-refundable) and Rs.50000/-(Rs. Fifty Thousand only) as EMD- favoring "Bank of Baroda", payable at Baroda and having details as under :

Particulars	DD/BC Rs. 15000/-	DD/BC Rs. 50000/-
Name of Issuing Bank		
Issuing Branch		
Date of Instrument		
Instrument No.		

I/We have read and understood the terms and conditions in the tender document including the process of technical short listing.

I/We certify that the details provided about the firm and the documents enclosed are correct and we are liable to be disqualified in case any information therein is found to be false at any stage of the tender process.

The undersigned is a duly authorized representative of the company/firm to sign these documents and also to enter into negotiations/agreements with the bank.

Date:

Place:

(Signature with stamp of firm / seal of Co.)

Note: Please sign in full with stamp of Firm / seal of Company on all pages of "Technical Bid" including additional sheets / annexure attached thereto including documents mentioned at (a) to (g) above.

Please refer "Specifications" and other sections given in this tender document before filling in rates and cost.

Please do not change/alter the format. Quote as per format only. Quotation with illegible writing, cutting and overwriting will be rejected.



Annexure-II

11. FINANCIAL/PRICE BID (PROFORMA)

Please refer details given on paper specification, printing, packing, dispatches and other terms & conditions etc. given in this Tender Notice before quoting your rates.

Please quote your rates exclusive of GST as applicable.

Sr. No.	MICR SECURITY FORMS (CTS-2010 STANDARD)	Printing Rate per -500- leaves Including packing & forwarding charges. MICR paper to be provided by Bank (Rs. Amount in words & figures)	Delivery Rate for 1.5 Kg (Rs. Amount in words & figures)
		(i)	(ii)
1	Banker's Cheque continuous leaves (Without carbon & Advice copy)		
2	Demand Draft continuous leaves (Without carbon & Advice copy)		
3	Foreign DD (Open) continuous leaves (With carbon & Advice copy)		
4	GBP-Demand Draft continuous leaves (With carbon & Advice copy)		
5	USD-Demand Draft continuous leaves, (With carbon & Advice copy)		

Date:

(Signatures with firm's stamp / seal of co.)



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12. DECLARATION

(Declaration to be given preferably on Letter Head)

**The Deputy General Manager
(Operations & Services)
Bank of Baroda
Head Office
Baroda Bhawan, 7th Floor,
RC Dutt Road, Alkapuri,
Baroda**

Dear Sir

1. I / We hereby submit the quotation in your prescribed proforma and understand that if any information is found to be false at a later date, contract made between us and Bank of Baroda will be treated as invalid.
2. I / We agree that the decision of Bank of Baroda in selection of tenders will be final and binding on me / us.
3. All the information furnished in the attached forms is correct to the best of my / our knowledge.
4. Bank shall have the authority to verify all the information provided by us.
5. All supporting documents shall be provided by us in authenticity of the information furnished.

Signature :

Place :

Name & Designation :

Date :

Organization :



13. PRE-QUALIFICATION CRITERIA:

- ❑ Must be an **IBA approved** Security Form Printer. (Certificate given by IBA should be enclosed).
- ❑ Must have experience of printing Security Forms at **least -5- years** and have never been black listed by any bank. (Certificate/Copy of order given by respective Banks)
- ❑ Must have executed order of minimum **25,00,000** (Twenty Five lacs) leaves of DDs/BCs of any Schedule Commercial Bank during any one year of last three years (2015-16, 2016-17, 2017-18) (Certificate/Copy of order given by respective Banks). Please give such detail invariably in details at Sr.No.17 of Technical Bid (Annexure-I) failing which, empanelment and price-bid shall not be considered.
- ❑ Must have in-house all infra-structure (hardware as well as software) required for printing DD/BC/cheques as per CTS-2010 Standard.
- ❑ Must have in-house **four colour** offset printing machines to print Security Forms.

14. DETAILS OF SECURITY FORMS:

At present, price-bid is called as per annexure-II for following Security Forms which are to be supplied to Bank's Branches / Regional Offices for -2- years and may be extended further for one year.

1. Banker's Cheque continuous leaves (**Without carbon & Advice copy**).
2. Demand Draft continuous leaves (**Without carbon & Advice copy**).
3. Foreign Demand Draft (Open) continuous leaves (**With carbon & Advice copy**).
4. Foreign Demand Draft (GBP) continuous leaves (**With carbon & Advice copy**).
5. US-DD continuous leaves (**With carbon & Advice copy**).

In addition to the above, Bank may invite quotation from Empanelment Printers for printing and supply any new product Bank may introduce in next -2- years.

While quoting your rates in price-bid (Annexure-II), please see that they are quoted for

-500- Leaves of respective security forms. In other words, it would be as under:-

Rate for column (i) of (Annexure-II) be taken considering **95 GSM MICR** paper for DDs/BCs leaves to be supplied by Bank and cost of other paper viz., carbon Paper, record copy etc., wherever applicable, to be borne by the printer.



15. SPECIFICATION, PAPER FOR SF ETC:

1. All type of Cheques including Banker's Cheques and Demand Drafts shall be printed on 95 GSM MICR paper AS PER CTS-2010 STANDARD specified by RBI / IBA / Bank. MICR Paper, supplied by Bank, would generally be in **Reel Form** of 23 cms /46 cms as per the requirement. All cheques including Banker's Cheques and Demand Drafts shall be printed with branch name and also having "VOID" pantograph and Bank's UV logo. Printing will be in -4- colours with Bank's design. Art-work shall be provided in soft-copy by e-mail / CD. Foreign DDs would be printed as per the specification of foreign countries.
2. Paper consumption for DD, BC should not be more than industry practice, normal technical specifications. Paper wastage will **not be allowed more than 8 %**. The cost of excess wastage usage of paper will be recovered at rate of cost of paper as incurred by the Bank or the existing rate whichever is higher.
3. All security form items are to be printed as per Bank's specification / design / art-work and proofs of the same to be submitted within -10- days from receipt of art-work. Delay in submission of correct proof may attract penalty at the rate of 10% of the Security Deposit.
4. Printing Quality: DDs/BCs are to be printed in Super Sensitized inks (i.e. they react against liquid / dry chemicals) as per RBI guidelines. Drafts are to be printed with visible fluorescent red galaxies and fibers with two straight top and bottom lines with "Bank of Baroda" marked, should glow under ultra violet lamp.
5. Specification of Foreign DD (GBP): Specifications for printing and paper of these DDs should be as per the UKPA (formerly known as APACS) standard applicable in UK.
6. Specification of Foreign DD (USA): Specifications for printing and paper of these DDs should be as per the CHIPS and the Federal Reserve's National Settlement Service (NSS) standard applicable in USA.

7. Minimum quantity **per branch** shall be as under:-

Banker's Cheque continuous leaves -500- Leaves

Demand Draft continuous leaves -500- Leaves

For other SF (without Branch name), minimum quantity for ad-hoc order would be as under:

Foreign DD (Open), Foreign DD (GBP) & USA DD continuous leaves -500- Leaves.

Specification of Record Slip: -70- GSM white paper of "A" Grade Mill.



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Record copies shall be printed in single colour (black) and paper shall NOT be provided by the Bank.

8. In short, as mentioned at Sr.No.7 above, Bank will not supply paper for advice copy / record copy / carbon paper / cover.

Printer has to use their own paper/carbon paper which may be considered while calculating and submitting rates.

Carbon paper is required to be inserted in all type of continuous leave form of Security Forms (as per sr. no. 3 to 5 of Annexure-II) except Banker's Cheque and domestic DD.

9. Perforation & Stub:
- Perforation of all originals and copies, 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 next leaf.
 - The perforated portion of the security form when detached, other leave/s should have minimum deformity and should be in a straight line.

16. STYLE/MODE OF PRINTING ORDERS:

Bank shall place two types of orders for all type of Security Forms viz. Regular (Annual) & Ad-hoc.

Regular orders shall be placed once in a year. For the year 2019 - 2020, Regular Order may be placed during August-September 2019 as per the annual indents. Regular order shall be placed in the form of Region wise / Branch wise quantity. This order is required to complete within -60- days from the date of receipt of work order.

Ad-hoc orders shall be placed on piecemeal basis as and when any branch/es demand for the same. Such orders may continue throughout the year due to various reasons like celebrations of any special campaign or launching of special product or increase in requirement due to increase in business of individual branch/es and even for new branches to be opened. Printer awarded the work has to pay full attention to such order though it may be in smaller quantity (say 500 leaves). Ad-hoc orders are required to execute within -21- days from the date of receipt of work order.

Bank may cancel the contract if orders remain unexecuted beyond 3 months from the due date of completion and in such case, the security deposit with the Bank shall be forfeited. Further, the Bank shall also claim for losses which occurs to the Bank due to breach of contract.



17. INSTRUCTION FOR PACKING, DISPATCH, BILLING ETC:

1. Dispatch details to be submitted through e-mail in bank's format immediately after dispatching to concerned Branches / Head Office. Dispatch details in hard copy to be submitted with bills for payment along with copy of waybill/docket/consignment no. of the transporter.
2. Packing: The branch wise packets should be properly packed. A slip showing the contents be pasted outside enabling the recipient office to know the contents without opening the packet. There should not be any complaint from our Branches / Regional Offices for loose packing. Security forms should be packed in corrugated boxes covered with water proof stretchable plastic packing bags /gunny bags of which charge /cost is included in packing and forwarding charges.
3. Dispatch Instructions:
 - A) The arrangement for dispatch and delivery of the consignments shall be done by the Printer and payment for the same shall be made by the Bank to the Printer itself.
 - B) Vendor will have to raise the bills with following declarations/enclosures and submit them to the Head Office, Baroda in this regard.
 - A copy of purchase order.
 - A copy of transit insurance policy.
 - A copy of delivery challan.
 - A copy of proof of dispatch.
 - Acknowledgement by the branches/offices.
 - C) Invoice should be drawn with the break-up of total amount indicating separately Taxes, Freight charges etc. Payment (after TDS etc as applicable) will be made online centrally by Head Office, Baroda.
 - D) The Demand Drafts, Banker Cheques, Foreign DD will be dispatched and delivered to concerned Branches only, unless advised otherwise.
 - E) The liability of proper delivery of Security Forms to the concerned Branches/Offices lies on the Approved Bidder.



F) Minimum Chargeable weight:

- The concept of minimum chargeable weight is to be implemented for supply of security forms.
- It is the Minimum weight to be charged by the Bidder for supply of security forms per consignment to Branches/Offices in PAN India.
- If the weight of the consignment is greater than that of minimum chargeable weight then the Bidder shall charge on “Actual Weight” basis above the minimum chargeable weight.
- The minimum chargeable weight is set at **1.5 Kg** per consignment.

G) Dispatch details viz. type of security form, quantity in number of leaves, distinguished instrument numbers with prefix, invoice number and date, delivery challan number and date, name of transporter / courier, LR /Docket number and date are to be invariably furnished by e-Mail to concerned Branch/Office immediately on dispatch of SF with a cc e-Mail to Head Office. List of e-mail IDs would be provided by the Bank. Non-adherence to the said instruction may affect delay in payment of bills of Printers and may also attract penalty @ 5% of the bill amount.

H) If the goods are not delivered at destination, the transport company / courier will intimate to Bidder as well as destination Regional Office / Head Office for further instruction to ensure delivery. In no case any consignment should be misplaced during transportation.

18. OTHER TERMS & CONDITIONS:

1. If at any point of time after opening the tender it is found that the information in Technical Bid submitted by the bidder/s is false, 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 and the EMD amount deposited with the Bank shall be liable to be forfeited straight away.
2. The paper supplied by bank must be kept in safe custody and insurance cover covering all risk should be obtained and paid by the printer. The Insurance Policy should be in the name of Bank of Baroda – A/c. printer. Copy of policy should be submitted to the Bank. The Liability of the printer shall be of bailee & the same shall be governed by the chapter IX of the Indian contract act, 1872 for the purposes which are not being mentioned specifically in this contract. Further the printer shall have no right to lien or retain the goods of bank in any case. And in case of non-compliance with the above said provision then the printer shall be liable for any loss incurred to the bailor/Bank.
3. The monthly paper consumption statement should be submitted along with bill for printing of DD/BC. Bills not accompanying paper consumption / stock on hand statement will not be processed.
Paper Stock Statement in prescribed format on First day of every month shall be sent to the Bank giving details of paper received and consumed and in process



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etc up to last day of previous month. No-lien Certificate in respect of Bank's paper would be required to submit to Bank periodically.

4. The printer shall keep confidential all Art-work provided for printing of Security Forms (DD/BC).

Printed Security Forms as well as printing under process material should be kept safe to avoid misuse/alteration. Wastage paper must be shredded regularly.

5. The printer shall agree to indemnify the Bank and hereby keep the Bank indemnified in respect of any loss of security paper from the custody of the Printer either from the printing press and/or during the course of transit after completion of the printing order while dispatch and supply of the same in accordance with the instructions of the Bank to various branches/offices of the Bank including the loss of printed security forms and any consequential loss which may be suffered by the Bank on account of theft or pilferage of the security paper whether printed or not.
6. Tenderer awarded printing order shall be required to execute Agreements / Indemnity Bonds as per Bank's format within a period of 15 working days, failing which the bank shall treat it as a breach of Contract And as such the EMD shall be liable to be forfeited and bank may further claim for damages before appropriate authority /court at the jurisdiction of Baroda.
7. Before printing the Demand Drafts/Bankers Cheques for the first time, adequate number of specimen DD/BC leaves would be required to be forwarded to NPCI for testing the features of CTS-2010 standards. Report given by NPCI of such testing should be submitted to us.
8. Bank is authorized to depute official from any branch / office for verification of printing of security forms at the press at any time. Any discrepancy found from the order placed will have to be rectified at printer's cost without prejudice to any rights/claims of Bank.
9. Bank may transfer the order to other printer in case of delay / non-execution of order and Bank may allot quantity in part / full to other bidder/s with L-1 rate. The decision of the Bank will be final.
10. The payment to the printer shall be made within 1 month from the date of receipt of bills and related papers & only after receiving the confirmation from the respective Regions.
11. Penalty: Delay in supply of Security Forms will be viewed seriously and penalty on pro rata basis @ 5 % of bill amount per month (or part thereof) of delay or as may be decided by Bank shall be imposed at the discretion of the Bank which may please be noted carefully. Penalty will also be imposed at the discretion of the Bank, in case of defective printing / no printing or any deviation from the



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specification given or deficiencies in quality of paper. Such supply may be rejected or accepted as may be decided by Bank.

In any case the amount of maximum penalty will not be exceeding 10% of the accepted contract sum/ order value during the contract period.

In case of breach of Terms/Conditions of the RFP, the Bank in its sole discretion shall rescind the contract and actions like forfeiture of Earnest Money Deposit/ Security Deposit and delisting of name of printer from the panel of the Bank shall also be taken.

12. In case of any loss due to the breach of any agreed term & condition between the Bank & the printer then the printer shall be liable to indemnify for all the loss to the bank. Further the bank may initiate any appropriate proceeding before Appropriate Authority/ Court at jurisdiction of Baroda only.
13. The printer will be required to arrange for inspection (at their cost) of their security printing unit by our officials for verification at any time.
14. The relative art work / positives that will be supplied by us /developed by you will be the Bank's property and the same has to be returned to us or destroyed as per Bank's instruction after completion of job.
15. Printers will keep a complete record of checking at each stage for mistakes, corrections etc. done during process of printing, binding and packing of security forms (DD/BC) and such records is required to preserve at least for 10 years.
16. Bank reserve right to reject / not to open tenders / quotations submitted by the Bidders, who have not executed our orders satisfactorily in past.
17. All disputes are subject to Baroda jurisdiction only.

Last Date for submission of Tender: 12.11.2018 up to 4:00 PM