



बैंक ऑफ़ बड़ौदा Bank of Baroda

**EMPANELMENT OF SECURITY FORM PRINTERS FOR PRINTING &
DELIVERY OF NON-PERSONALIZED CHEQUE BOOKS AND TDR & FCNR
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	: 27-11-2018
LAST DATE AND TIME OF SUBMISSION OF RFP	: 26-12-2018 up to 04:00 P.M
DATE OF OPENING OF TECHNICAL BID	: 28-12-2018 at 11:00 A.M
DATE OF OPENING OF FINANCIAL BID	: 28-12-2018 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, tenderer, printer 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 & DELIVERY OF NON-PERSONALIZED CHEQUE BOOKS AND TDR & FCNR**

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 Non-Personalized Cheque Books and TDR & FCNR 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 delivery of Non-Personalized Cheque Books and TDR & FCNR for -2- years subject to review after one year, in case of need.

Printers having sound technical and financial capacity to print security form items (Non-Personalized Cheque Books and TDR & FCNR) mentioned in this tender document (and security forms for New Products, if any, launched by the Bank during next two years) and to supply the same to our Branches / Regional Offices 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 accepted/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 shall 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 26.12.2018.

**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 (Non-Personalized Cheque Books and TDR & FCNR)”** 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 **28.12.2018 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 qualify for price bid, 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 28.12.2018 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).

The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders. Bank may allot the work to one more security printer on L-1/ negotiated rates. Bank at its sole discretion may split the work between L1 & other bidders in the ratio of 60:40 in case other bidder matches the rate of L1. Other bidder, if opts for working on L-1 / negotiated rates, will be selected on the basis of selection criteria decided by the bank and in such case decision of the bank shall be final and binding.

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 from the date of acceptance of bid & 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.
- (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 borne 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	SB & SB-NRE Cheque Book (10 Leaves)	22	20
2	SB-SUPER/SHUBH Cheque Book (25 Leaves)	1	
3	Current/ Current-Premium/Cash-Credit Cheque Book (50 Leaves)	40	
4	TDR-CONTINUOUS LEAVES	15	
5	FCNR-CONTINUOUS LEAVES	2	



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 1000 Leaves) (C)	For Delivery (in Rs. for 1.5 Kg) (D)	For Printing (In points) (E)	For Delivery (In points) (F)	
1	SB & SB-NRE Cheque Book (10 Leaves)	150	100	22	20	5000
2	SB-SUPER/SHUBH Cheque Book (25 Leaves)	100		1		2100
3	Current/ Current-Premium/Cash-Credit Cheque Book (50 Leaves)	800		40		34000
4	TDR-CONTINUOUS LEAVES	500		15		9500
5	FCNR-CONTINUOUS LEAVES	300		2		2600
			TOTAL			53200

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.
4. Bank at its sole discretion may split the work between L1 & other bidder in the ratio of 60:40 in case other bidder matches the rate of L1.



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 (If printing facility / ies i.e. press /factories) are at different locations, please mention details of location wise printing facilities.
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/ies) Address - (with name of contact person, Telephone, Mobile & Fax no. & E-Mail Address)ALL BRANCHES	
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 and "UV" printing software and other requirements available (reply "Yes" or "No") (attach cancelled instrument and its zerox)	
15	No. of Printing Machines: Make & year of purchase: Type: Capacity: Colour handling capacity: Speed in printing number of Personalized Cheque leaves per day. If more than one factory at different location, give the details of each factory	
16	Binding facilities Details of binding & pinning machines Capacity of binding in number of cheque books having 50 leaves per day	
17	List of successfully completed works, with details, /Bank certificate of total leaves of All Security Forms including PCBs/Non-PCBs, DD, BC, TDR/FCNR etc. printed 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 etc.).	
18	Since when you are on approved panel of IBA. Approval of IBA valid up to what date _____	



19	Empanelment with other Bank (Please specify) :	
20	(a)Have your Company and/or Associates under taken any work for Bank of Baroda or its subsidiaries(Please, give details): (b)Have you ever been disqualified or levied penalty by Bank of Baroda or any other Bank in India for non-fulfillment of contractual obligations? If yes, please, provide details in brief.	
21	Have you ever been put on holiday list or banned/delisted by any <u>Public / Private</u> Sector Bank? If yes, please provide details.	

List for documents to be enclosed:

- Copy of audited Annual Reports Balance Sheet and Income Tax Returns for last three years.(i.e. 2015-2016, 2016-17, 2017-18)
- Copy of certificates issued by Banks supporting work done mentioned at Sr.No.17 above with the detailed list mentioning complete details.
- Profile of Management Team, Organization Structure, Employee strength etc.
- Self-certified copy of IBA Approval as a Security Printer.
- Copy of Certificate of Incorporation/Partnership Deed
- Full details of all printing Locations with daily output capacity.
- Client Certificate from at least two of your nationalized/Private banks.(Preferably from bank's where you are empanelled)

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		



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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 -1000- 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	SB & SB-NRE Cheque Book (10 Leaves)		
2	SB-SUPER/SHUBH Cheque Book (25 Leaves)		
3	Current/ Current-Premium & Cash-Credit Cheque Book (50 Leaves)		
4	TDR-CONTINUOUS LEAVES (With carbon and record copy)		
5	FCNR-CONTINUOUS LEAVES (With carbon and record 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.
6. I/We undertake that we have not been banned/delisted by any Public/Private Sector Bank as on date.

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 of Nationalized/Private Banks 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
 - **1,00,00,000 (One crore)** leaves of cheques (all type of MICR INSTRUMENTS including Personalized/Non-Personalized cheques /DDs /BCs) and
 - **20,00,000 (Twenty Lacs)** leaves of TDR/FCNR of Nationalized/Private Banks during any one financial year of last three financial years (2015-16, 2016-17, 2017-18). (Certificates issued 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 infrastructure / software to print cheques including VOID pantograph and UV logo of Bank as per new "CTS -2010" standard /guidelines. (Declaration on letter head or in Annexure-I regarding infrastructure & for VOID pantograph verification - enclose Xerox copy of printed Instruments.)

Note: Documents supporting / confirming data must be submitted by the tenderer and if required, spot inspection may also be carried out by Bank.

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.

- Current Account Cheque-books having –50- cheque leaves.
- Cash Credit Account Cheque-books having –50- cheque leaves
- Baroda Premium Current Account Cheque-books having –50- cheque leaves
- Savings Bank Account Cheque-books having –10- cheque leaves
- NRE - Savings Bank Account Cheque-books having –10- cheque leaves
- Super Savings Bank Account Cheque-books having –25- cheque leaves
- Shubh Savings Bank Account Cheque-books having –25- cheque leaves.
- Term Deposit Receipt continuous leaves (with carbon & record copy).
- FCNR continuous leaves (with carbon & record copy).

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



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While quoting your rates in price-bid (Annexure-II), please see that they are quoted for -1000- leaves of respective security forms. In other words, it would be as under:-

For -10- leaves cheque-books, quotation rate would be for -100- cheque books-
(100x10=1000 Leaves)

For -20- leaves cheque-books, quotation rate would be for -50- cheque books-
(50x20=1000 Leaves)

For -25- leaves cheque-books, quotation rate would be for -40- cheque books-
(25x40=1000 Leaves)

For -50- leaves cheque-books, quotation rate would be for -20- cheque books-
(50x20=1000 Leaves)

Note: Pre-Bid meeting is not organized, however tenderer may forward Pre-Bid queries through email only including demand for artwork of Non-PCB, TDR, FCNR on or before 19-12-2018.

15. SPECIFICATION, PAPER FOR SF ETC:

1. All type of Cheques shall be printed on 95 GSM MICR paper AS PER CTS-2010 STANDARD specified by RBI / IBA / Bank. MICR Security Paper (-95-GSM) with water mark of Bank and "CTS- INDIA" for cheque leaves will be supplied by Bank in Reel form, however paper in sheet form can be arranged by Bank for which additional cost incurs for cutting to be borne by the tenderer. All cheques shall be printed with branch name and also having "VOID" pantograph and three Bank's UV logo. FCNR & TDR continuous leaves would be printed without branch name. Printing will be as per Bank's design. Art-work shall be provided in soft-copy.
2. Paper consumption for cheque-books should not be more than industry practice. Paper wastage will **not be allowed more than 8%**. The cost of excess wastage of paper will be recovered from the printer.
3. Size of FCNR continuous leaves and Term Deposit Receipt (TDR) continuous leaves would be 9"x 5.5" i.e. -2- leaves would be printed on one continuous leave of 9" x 11".
For both these items, paper would be -105- GSM parchment paper of IBA approved "A" grade paper manufacturing mill and advice copy would be -60- GSM white cream wove paper. The cost of papers specified for FCNR/TDR shall be borne by the tenderer/printer.
4. All present as well as any future guidelines related to CTS-2010 standards issued by RBI / NPCI / IBA are to be scrupulously followed by the bidder and



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any changes suggested by them shall be incorporated without charging any extra cost during the tenure of the contract.

5. All security 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 art-work given. Delay in submission of correct proof may attract penalty as per bank's discretion. **Thereafter it shall be sent to NPCI by tenderer for approval. After approval from NPCI, bank will place work order.**
6. Printing Quality: MICR cheques to be printed in fugitive super sensitized inks (i.e. they react against with liquid / dry chemicals) as per RBI guidelines.
7. Minimum quantity **per branch** shall be as under :

(1) Book form (Cheque Book)

SB (10 Leaves)	100 Books
CA, CC & Premium CA (50 Leaves)	50 Books

(2) For other SF (without Branch name).

FCNR & Term Deposit Receipt continuous leaves -1000- Leaves

8. Each cheque book shall have **one Requisition Slip**. Each cheque book shall have required number of **Record Slips** as under depending upon number of leaves of book. (Each side of record copy will have –10- entries record.):-

One record copy for 10 leaves cheque book (both side printing),

Two record copies for 25 leaves cheque book (both side printing) and

Three record copies for 50 leaves cheque book (both side printing).

Besides these each cheque book contains 1 page of Publicity Leaf (both side printing). At present BCSBI Code is printed on this leaf.

Specification of Requisition Slip, Record Slip and Publicity Leaf: -70- GSM white paper of "A" Grade Mill.

Publicity Leaf and Requisition & Record copies shall be printed in single colour (black) and paper shall NOT be given by the Bank.

Specification of Cheque Book cover of Art Board paper: - 220 GSM for all type of cheque-books. All Cheque Book Cover will be with **four colour** /multi colour printing on front side and two colours printing on reverse side and paper shall NOT be given by the Bank. In short, as mentioned above, Bank will not supply paper for advice copy / record copy / Requisition Slip/Publicity



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Leaf/Cheque Book cover etc. 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.

9. Perforation & Stub:

- i. 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 the book.
- ii. The perforated portion of the security form when detached from the book should have minimum deformity and should be in a straight line.

Binding:

- i. The binding and cutting of the book should be done aesthetically and there should be no visible defect in size, shape, stacking.

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 are placed once in a year preferably in June/July as per the annual indents (requirement for the period from April to March). Regular order shall be placed in the form of Region wise / Branch wise quantity. This order is required to complete strictly within –60- days depending upon quantity. Bank shall advise such period at the time of placing 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. Ad-hoc orders are required to be executed strictly within -21- days.

Quantity of various security forms of Regular (Annual) Order and ad-hoc order for current year 2018-19 (up to Oct'2018), is given here under to consider approximate quantity of such work.



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Regular & Adhoc Order for Current Year (Up to Oct-2018)

Sr. No.	SF ITEMS	Adhoc Order	Regular Order	Total Books	Total Leaves
1	CA-50L	6750	58700	65450	3272500
2	CC-50L	4100	35850	39950	1997500
3	SB-10L	9000	80350	89350	893500
4	SB-20L	0	0	0	0
5	NRE-10L	1050	20350	21400	214000
6	NRE-20L	0	0	0	0
7	BPCA-50L	0	0	0	0
8	SUSB-25L	0	0	0	0
9	SHSB-25L	0	0	0	0
	TOTAL				6377500
	TDR			2310600	2310600
	FCNR			0	0

The quantity of cheque books may be reduced in view of introduction of issuance of personalized cheque-books by the Bank.



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 deduction of TDS and GST-TDS etc as applicable) will be made online centrally by Head Office, Baroda.
 - D) The Non-PCBs will be dispatched and delivered to Branches and TDR/FCNR will be dispatched and delivered to Regional Offices, 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 (Non-PCBs and TDR/FCNR) 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 bidder. The Insurance Policy should be in the name of Bank of Baroda – A/c. printer and the 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 bidder 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 bidder shall be liable for any loss incurred to the bailer/Bank.
3. The monthly paper consumption statement should be submitted along with bill for printing of Non-PCBs and TDR/FCNR. Bills not accompanying paper consumption / stock on hand statement will not be considered & 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



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 Non-PCBs and TDR/FCNR.

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 bidder 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 Bidder either from the printing press and/or during the course of transit 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 Non-PCB for the first time, 500 number of leaves of specimen each Security Form 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. The tenderer shall also arrange for obtaining of approval from NPCI for the security forms of the Bank printed by them on Annual basis.
9. 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.
10. 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 and suitable penalty may be imposed.
11. The payment to the bidder 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.



12. 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 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 & SLA (Service Level Agreement) 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.

13. In case of any loss due to the breach of any agreed term & condition between the Bank & the bidder then the bidder 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.

14. The bidder will be required to arrange for inspection (at their cost) of their security printing unit by our officials for verification at any time.

15. 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.

16. Bidder will keep a complete record of checking at each stage for mistakes, corrections etc. done during process of printing, binding and packing of Non-PCBS and TDR/FCNR etc. such records is required to preserve at least for 10 years.

17. Bank reserve right to reject / not to open tenders / quotations submitted by the Bidders, who have not executed our orders satisfactorily in past.

18. All disputes are subject to Baroda jurisdiction only.

Last Date for submission of Tender: 26.12.2018 up to 4:00 PM