

**EMPANELMENT OF SECURITY FORM PRINTERS FOR PRINTING &  
SUPPLY OF PERSONALISED CHEQUE BOOKS FOR -2- YEARS**

***REQUEST FOR PROPOSAL (RFP)  
FOR***

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

**IMPORTANT DATES**

<b>DATE OF ISSUE OF RFP</b>	<b>: 21-05-2020</b>
<b>LAST DATE AND TIME OF SUBMISSION OF RFP</b>	<b>: 12-06-2020 up to 5:00 P.M</b>
<b>DATE OF OPENING OF TECHNICAL BID</b>	<b>: 15-06-2020 at 11:00 A.M</b>
<b>DATE OF OPENING OF FINANCIAL BID</b>	<b>: 23-06-2020 at 11.00 A.M</b>

**Bank of Baroda,  
Operations and Services Department.  
Stationery & Security Forms  
Head Office, Seventh Floor, Baroda Bhavan,  
R C Dutt Road, Alkapuri,  
Baroda - 390 007(Gujarat)  
(0265- 2316774/2316773/2316772/2316759/89).**

INDEX		Page No.
1	Notice Inviting Tender	3
2	Scope of Work	3
3	Tender Fee & Earnest Money Deposit	4
4	Mandatory Information	5
5	Tender Opening Process	6
6	Tender/Bid Validity	6
7	Contract Period	6
8	Security Deposit	7
9	Settlement of Disputes	7
10	Method of Arriving L-1 Rate	8
11	Technical Bid (Annexure-I)	10
12	Financial/Price Bid (Annexure-II)	14
13	Proforma of "Declaration"	15
14	Pre-Qualification Criteria	16
15	Details of Printing/Papers etc.	17
16	Details of cheque-book cover, inserts and envelope & Others	18
17	Terms & Conditions	20

**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".
3. "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.*

## **INTRODUCTION**

### **OVERVIEW:**

**Bank of Baroda**, a Body corporate constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 and having its Head Office at Alkapuri, Baroda-390007 and Corporate Office at Baroda Corporate Centre, Bandra Kurla Complex, Bandra (East), Mumbai- 400 051, hereinafter referred to as the '**Bank**'. BANK OF BARODA is one of the largest banks with a network of over 9000+ branches spread across PAN India. The Bank also has presence in 24 countries across the globe. The Bank offers wide range of products and services to both Corporate and Retail Customers. The Bank also has one of the largest networks of more than 10,000 ATMs spread across geographical locations. Bank also provides services to its customers through alternate delivery channels such as Internet Banking, ATMs, Kiosks and Mobile Banking etc. To expand further reach, Bank is also forging ahead with cutting edge technologies and innovative new banking models and implementing various initiatives.

### **OBJECTIVES:**

The objective of this Request For Proposal is to select IBA approved security printers who are eligible, interested and capable of supplying on time, different types of Personalised Cheque Books mentioned in Annexure 'II'.

The selected vendor should have the **capability to deliver Personalised Cheque Books across 9000+ branches of the bank located in all states of the country.**

## **1. NOTICE INVITING TENDER FOR**

- a) **EMPANELMENT OF SECURITY FORM PRINTERS FOR -2- YEARS**
- b) **RATE OF PRINTING & SUPPLY OF PERSONALISED CHEQUE BOOKS**

## **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 Bank's security forms and fulfilling all other terms mentioned in this notice for

- (A) Empanelment of Security Form Printers to print Personalized Cheque Books for a period of -2- years and
- (B) Rate of printing and supply of Personalized Cheque Books for -2- years.

Printers having sound technical and financial capacity for empanelment to print and supply personalized cheque books as mentioned in this tender document 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.25,000/-	Baroda
Earnest Money Deposit	Bank of Baroda	Rs.2,00,000/-	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.25,000/- (Rupees Twenty Five Thousand only) and Earnest Money Deposit of Rs.2,00,000/- (Rupees Two Lacs only) shall be deposited in the form of Demand Draft or Banker's cheque drawn in favor 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 along with the Technical Bid in Envelope No. 1. **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 will be refunded without any interest, soon after the decision of empanelment.
- (d) The Earnest Money Deposit, of successful bidder, deposited with the bank shall be returned only after the execution of necessary Agreement and upon depositing the Security Deposit in the form Fixed Deposit or Bank Guarantee 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.

#### **4. MANDATORY INFORMATION:**

These sealed tenders should reach at the following address latest by **5.00 PM** on **12.06.2020**.

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

In case of requirement of any clarification, please contact Chief Manager (Stationery & Security Forms) over phone No.0265-2316759 or through e-mail id [stationery.ho@bankofbaroda.com](mailto:stationery.ho@bankofbaroda.com) on any working day during office hours.

Both the properly sealed envelopes should be clearly inscribe (super-scribed) on them as under:

**(a) Envelope 1 – “Technical Bid”**

**(b) Envelope 2 – “Price Bid (Financial Bid)”**

These two sealed envelopes should be enclosed in one large envelope having heading on it “**Tender for Personalized Cheque Books**” 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 at Head Office, Baroda on **15.06.2020 at 11.00 AM** in **Bank’s Conference Room situated at 7<sup>th</sup> Floor, Baroda Bhawan Building, R C Dutt Road, Alkapuri, Baroda** and thereupon, the committee will open the Envelope No.1 (containing Technical Bid) in the same meeting. Representatives of Bidders 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 qualified for Price Bid who are found eligible in terms of pre-qualification criteria i.e. who fulfill Technical 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.**

#### **6. TENDER/BID VALIDITY:**

The bid submitted by the bidders will be valid for the period of 90 days from the date of opening of price bid. The L-1 price as quoted and accepted by the bank shall be valid for the entire contract period.

#### **7. CONTRACT & VALIDITY PERIOD:**

The successful bidder shall be required to execute necessary agreement and document along with security deposit within a period of 15 working days from the date of acceptance by the Bank & if the said agreement is not completed 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 contract is valid for a period of two years from the date of execution. 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 the prescribed specification and within the time period set by the Bank)

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 and the decision of the Bank will be final. Bank may allot the work to more than one security printers on L-1/ negotiated rates and in such case the total quantum of work shall be divided amongst the printers as per requirement of the bank. **Bank at its sole discretion may split the work between L1 & L2 in the ratio of 60:40 in case of L2 matching the rate of L1 and in case L2 & L3 matching the rate of L1 the work may be distributed in the ratio of 50:30:20.**

#### **8. SECURITY DEPOSIT:**

The Bank has decided to obtain Security Deposit of **Rs.35,00,000/- (Rupees Thirty Five Lacs only)** in the form of **Fixed Deposit** or **Bank Guarantee** from the successful tenderer/s who will be awarded printing work.

In case, if the said deposit is in the form of Fixed Deposit then the same should be issued by any branch of Bank of Baroda for two years bearing applicable interest rate at the time of depositing.

The earnest money deposit of successful bidder shall be returned only after the execution of necessary Agreement and depositing the Security Deposit

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.

#### **9. 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.

#### **10. METHOD 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.

<b>Sr. No.</b>	<b>Name of Security Forms</b>	<b>Allotted Weightage (In points/percentage)</b>
1	SB Cheque Book (15 Leaves)	80
2	Current/Cash-Credit Cheque Book (50 Leaves)	20

**For example:**

<b>Sr. No. (A)</b>	<b>Name of Security Forms (B)</b>	<b>Quoted Rate* (In Rs. Per Leaf) (C)</b>	<b>Allotted Weightage (In points) (D)</b>	<b>Eligible Rate (E= C*D)</b>
1	SB Cheque Book (15 Leaves)	0.30	80	24
2	Current/Cash-Credit Cheque Book (50 Leaves)	0.25	20	5
		<b>TOTAL</b>		<b>29</b>

**\*The Rate should be exclusive of GST as applicable.**

The lowest sum of total for sr. no. 1 & 2 (E1 to E2) 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 both items (item No. 1 to 2) as mentioned above in Annexure-II.**
3. **Bank at its sole discretion may split the work between L1 & L2 in the ratio of 60:40 in case of L2 matching the rate of L1 and in case L2 & L3 matching the rate of L1 the work may be distributed in the ratio of 50:30:20.**

**Annexure – I**

**11. 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)

<b>No.</b>	<b>Description</b>	<b>Details (If printing facility / ies i.e. press /factories) are at different location, please mention details of location wise printing facilities for Personalized Cheque books.</b>
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 <b>All Security Forms including PCBs, DD, BC etc.</b> printed during last three years with details <u>as on 31<sup>st</sup> March, 2020</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	List of successfully completed works, with details, /Bank certificate of total leaves of <b>Personalized Cheques (only)</b> printed during last three years with details <u>as on</u>	

	<u>31<sup>st</sup> March, 2020</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> ).	
19	Since when you are on approved panel of IBA Approval of IBA valid up to what date _____	
20	Empanelment with other Bank (Please specify) :	
21	(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-fulfilment of contractual obligations? If yes, please, provide details in brief.	
22	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. 2016-17, 2017-18 & 2018-19. **and** CA-certified provisional Balance Sheet for 2019-20 along with the Income Tax Challans.
- (b) Copy of Purchase orders / evidence supporting work done mentioned at Sr.No. 17 & 18 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)
- (h) System of procedure (SOP) for minimizing the wastage of security paper below 8%.

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.25,000/- (Rupees Twenty Five Thousand only) as a tender fee (non-refundable) and Rs.200000/- (Rs. Two

Lacs only) as EMD- favoring “Bank of Baroda”, payable at Baroda and having details as under:

<b>Particulars</b>	<b>DD/BC Rs. 25000/-</b>	<b>DD/BC Rs. 200000/-</b>
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

### **12. FINANCIAL/PRICE BID (PROFORMA) (To be submitted on company's letter head)**

(Please quote your rates **exclusive of GST as applicable**)

Sir,

We quote our rates for personalized cheque books/leaves as under:

#### **(A) With Bank's MICR paper:**

Item No.	Item	Printing Rate in Rs. including Packing & forwarding <b>Charges – PER LEAF</b> (Amount in Words & Figures)
1	For cheque-book of -15- cheque leaves with other inserts and envelope as mentioned in this Tender Document. (Cheque leaves MICR paper to be given by Bank)	Rs.: _____ (Rupees _____)
2	For cheque-book of -50- cheque leaves with other inserts and envelope as mentioned in this Tender Document. (Cheque leaves MICR paper to be given by Bank)	Rs.: _____ (Rupees _____)

**(Note: You may quote rates up to -2- decimal places.)**

We agree to abide by the terms and conditions as laid down in the Tender document. The rates are inclusive of all charges, taxes and duties etc excluding GST. We confirm that the rates are valid for two years from the date of approval, extendable for further one year in case required by the Bank.

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

Date:

Name: \_\_\_\_\_

Place:

Designation \_\_\_\_\_

### **13. DECLARATION**

#### **(Declaration to be given on Letter Head)**

**The General Manager  
(Operations and Services)  
Bank of Baroda  
Head Office  
Baroda Bhawan, 7<sup>th</sup> Floor,  
R C Dutt Road, Alkapuri,  
Baroda - 390 007.**

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 ourselves 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 are 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 :

#### **14. PRE-QUALIFICATION CRITERIA:**

**Please submit the proof for all -7- criteria**

1. Must be an **IBA approved** Security Form Printer. (Certificate given by IBA should be enclosed).
2. Must have experience of printing Security Forms at **least -5- years** & PCBs printing for -3-years and have never been black listed by any bank. (Certificate/Copy of order given by respective Banks)
3. Must have executed order of minimum **10,00,00,000 (Ten crore)** leaves of Personalized cheques for Commercial Banks put together for any one of the financial years during the period of 2017-18, 2018-19 and 2019-20. (Certificate/ given by respective Banks). Please give such detail invariably in details at Sr.No.18 of Technical Bid (Annexure-I) failing which, empanelment and price-bid shall not be considered.
4. Must have executed order of minimum **15,00,00,000 (Fifteen crore)** leaves of cheques (all type of MICR INSTRUMENTS including Personalized cheques /DDs /BCs of Commercial Banks) for any one of the financial years during the period of 2017-18, 2018-19 and 2019-20. (Certificate 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.
5. Must have in-house all infrastructure / software to print cheques with all requisite features including VOID pantograph and UV logo of Bank as per new "CTS -2010" standard /guidelines. (Declaration on letter head regarding infrastructure & for VOID pantograph verification - enclose Xerox copy of printed Instruments.)
6. **The printer should have minimum two IBA Approved printing locations in two different states.** The printer should have own/leased secured storage area for storing at least 50 Metric Tons of paper supplied by the Bank.
7. Providing data through SFTP platform must be available with the printer for sharing of data files of Personalised Cheque Book with the Bank. A letter issued by any commercial bank certifying the printer shall be submitted, which shall not be older than 1 (One) year.

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



## **15. DETAILS OF PRINTING/PAPER ETC:**

Description of Item	Printing and supply of Personalized Current Account / Cash Credit Account Cheque Books containing -50- leaves and Savings Bank Cheque Books containing -15- leaves with all inserts and window envelope.
Art-work	Art-work for cheque leaf, all inserts and envelope will be provided by Bank in soft copy.
Printing	<p>Cheques are to be printed in multi-colour as per the art-work provided.</p> <p><b>Note:-</b></p> <ul style="list-style-type: none"> <li>• MICR cheques to be printed in fugitive super sensitized inks (i.e. they react against with liquid / dry chemicals) and also have "VOID" pantograph and UV logo of Bank as per RBI / IBA / NPCI guidelines. Necessary Authorization / Certification of sample cheques by NPCI would be required before printing actual cheques.</li> <li>• In case RBI or Bank introduces some changes/additions in the contents of Cheque books or related formats/stationery, such changes/additions will be carried out at no additional cost during the tenure of the contract.</li> <li>• 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 any changes suggested by them have to be incorporated without charging any extra cost during the tenure of the contract.</li> <li>• All other stationery viz. laminated and tear proof envelope of bio degradable plastic with minimum 50 micron, cheque-book cover, welcome letter, requisition slip, publicity leaf, record copy are also to be printed in Multi-colour / four colours.</li> <li>• Proof of the same before finalizing printing to be submitted within - 10- days from art-work given. Delay in submission of correct proof may attract penalty as per Bank's discretion.</li> <li>• Micro Lettering of <b>BANKOFBARODA</b> along with <b>Account No</b> in all Personalized Cheque Books.</li> </ul>
Paper	<p><b>For Item No. 1 &amp; 2 of (A) as per Annexure-II</b></p> <ul style="list-style-type: none"> <li>• MICR Security Paper (-95-GSM) with water mark of Bank and "CTS- INDIA" for cheque leaves will be supplied by Bank in Reel form.</li> </ul>

	<ul style="list-style-type: none"> <li>• However, paper for all other inserts viz. Requisition slip, Record slips, additional -2- leaves (one for printing details of account holder and another reserved for Bank's publicity material), cheque book cover leaf with window cutting and envelope will not be supplied by Bank but to be managed by the Printer. No extra cost would be paid for this stationery and the same may be included in printing rate.</li> </ul>
--	--

**16.DETAILS OF CHEQUE BOOK COVER, INSERTS AND ENVELOPE (FOR ITEMS NOS.1 & 2 of A AS PER ANNEXURE-II) ARE AS UNDER:**

(a)	Cheque-book Cover	-170- GSM Art paper of "A" Grade Mill. Both side printing.
(b)	<b>Inserts</b>	
(b-i)	Welcome Letter	-70- GSM paper of "A" Grade Mill. Single side printing.
(b-ii)	Publicity leaf	-70- GSM art-paper of "A" Grade Mill. Both side printing.
(b-iii)	Requisition Slip	-70- GSM paper of "A" Grade Mill. Single side printing.
(b-iv)	Record slip	-70- GSM paper of "A" grade Mill. Both side printing. -2- sheets (both side printing) for -50- leaves cheque-book & -1- Sheet (both side printing) for -15- leaves cheque-book with window cutting at bottom to see cheque-numbers.
(c)	Envelope	Laminated and tear proof bio degradable plastic envelope with minimum 50 micron. One envelope to be used for dispatching cheque book(s) of One Account i.e. One envelope per account. Normal size (for one cheque book) is 9.5" x 4.5" with window. However for dispatching more than one cheque book of same account, bigger size with window can be used.

**Others:-**

Binding	Cheque-book to be stapled with two wire pins. The binding and cutting of the book should be done aesthetically and there should be no visible defect in size, shape, stacking.
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 the book. The perforated portion of the security form when detached from the book should have minimum deformity and should be in a straight line.
Quantity	As per requirement of our customers from time to time. Volume of work will increase gradually with opening of new branches across the country. It is expected that approximately <b>5,00,000</b> leaves printing work per day would be required.
Placement of Order	Orders will be placed by our different offices (Zonal Offices/RLBO) with all details viz. a/c no., name, no. of cheque leaves, address where the cheque book is to be sent etc. through SFTP.

	Printer would be required to print cheque-books / leaves and deliver to courier / speed post as per predefined arrangement. The printing and cost of Bar coding as allotted by Postal authorities and any other cost managing the same will be the sole responsibility of the printer. Printer would also be required to update simultaneously the request file with cheque serial no. ref. no / consignment no./ details and to send it back to our RLBO through SFTP.
Delivery Schedule	Every day in the morning / evening our RLBO will send encrypted data file to the identified printer for printing cheque books (day T). The printer will print the cheque books and arrange to hand over to postal authority or courier for delivery on T+1 day. On the same day printer will send the details of cheque books dispatched along with dispatch details to the RLBO through SFTP. Necessary MIS reports shall also be provided zonewise as per Bank's requirement.
Courier Services	Courier charges / Speed Post charges will be paid by Bank. Selection of courier services /Speed Post will be finalized by our different offices located across the country or at Head Office level.

**Attention: Bank may require to deliver some special messages / information to customers along with the Cheque books, which will be provided by the Bank and the same may be required to print on "publicity leaf" described as inserts herein above.**

## **17. 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 arranged 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. Paper Stock Statement of every month shall be sent to the Bank giving details of paper received and consumed etc up to last day of previous month within 10<sup>th</sup> of the succeeding month. The printer will be required to provide all the information/MIS with related to paper usages, cheque leaves printing as requested by the Bank in every month. Any delay/ mistake will attract penalty as decided by the Bank. No-lien Certificate in respect of Bank's paper would be required to submit to Bank periodically. **Maximum 8% of Wastage** on normal, prescribed usage of paper will be allowed. Endeavors to reduce to minimum wastage are expected from the printers. **Also highlight the system of procedure (SOP) for minimizing the wastage below 8%.**
4. **Printed Security Forms as well as printing under process material should be kept safe to avoid misuse/alteration. Wastage paper must be shredded regularly. A report on Shredding of Wastage to be submitted on monthly basis along with the stock statement invariably.**
5. The printer shall keep confidential all Art-work provided for printing of Security Forms. The relevant Art work will be returned or destroyed after completion of the contract as per instruction of the Bank.
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. 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.
8. Before printing the Cheque books for the first time, adequate number of specimen cheque 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.
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. The printer will be required to arrange for inspection (at their cost) of their security printing unit by our officials during the printing process.
11. The payment to the printer shall be made by ZO/any office as decided by the Bank after verifying the details of bills claimed by the printers.
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. Penalty: Delay in supply of Cheque-books will be viewed seriously and penalty as may be decided by Bank shall be imposed at the discretion of the Bank which may please be noted carefully. However, following minimum penalty will be imposed on printers :

<b>Reason</b>	<b>Penalty</b>
Rejection of cheques by MICR centre on account of MICR ink or printing.	110% of cost of MICR paper and no printing charges and recovery of delivery cost.
Wrong printing (detected after dispatch) resulting in rejection of cheque book	Rs.200 per record + cost of Cheque book / Leaves
Wrong printing (detected after dispatch) with minor mistakes and not resulting in rejection of cheque book	Rs.75 per record
Delay in delivery to speed post/courier up to 24 Hours (for Books)	Rs.5 per record
Delay in delivery to speed post / courier over 24 Hours (for Books)	Rs.10 per record per day
Delay in submission of paper stock statements, any other information	Rs. 1,000/ - per day from the prescribed due date

14. All disputes are subject to Baroda jurisdiction only.

**Last Date for submission of Tender: 12-06-2020**  
**up to 5.00 PM**