ALLAHABAD UP GRAMIN BANK

Head Office, DM Colony, Civil Lines, Banda-210 001

Dated:- 08.05.2014

Short termTender Notice: Part- A

1. Allahabad U P Gramin Bank invites Tender / rates on urgent basis for printing and supply of 2.00 lac leaves of MICR cheque in book form of 10 & 25 leaves on 95 GSM MICR paper up to 31st May 2014 from IBA approved security printers, who are printing cheque books for Public Sector Banks.
2. IBA approved security printers are requested to submit their Technical and Financial tenders under two bid system in separate sealed envelopes, super scribed "*Tender for printing of cheque books Revised on 15.05.2014 TECHNICAL BID*" & "*Tender for printing of cheque books Revised on 15.05.2014 FINANCIAL BID*" respectively and addressed to:

General Manager
Allahabad UP Gramin Bank
Head Office, D.M. Colony,
Civil Lines, **Banda (U.P.)**
PIN-210 001

to reach us before 3.00 p.m. on 15.05.2014. The tenders can also be dropped at above address before the scheduled time. Please mention Name of Contact Person, Tel. No. /Mobile No. and e-mail address on the envelope.

3. The tender document can be downloaded from Bank's website **www.allahabadgraminbank.in** and to be submitted along with Technical Bid.
4. Interested IBA approved Security Printers may submit their "Technical Bid" as per Annexure "A" and "Financial Bid" as per Annexure "B" in separate sealed envelop for the Cheque Books to be printed on security paper supplied by IBA approved mill.
5. Printers can submit the Bids on same forms duly signed by authorized signatory of the Bidder under seal of the company / firm quoting Name/s, Designation/s of Signatory/ies, address and contact details. The Bids can be submitted on Company / Firm's letterhead giving details exactly as per Tender Formats.

6. All Tender documents should be duly signed by authorized person (with name, designation, date and seal of the company, with signatures on all pages). Also any correction/ overwriting / cancellation should be duly authenticated; otherwise tender may be liable for rejection.
7. The Tenders not submitted as per format given in Annexure "A" for Technical Bid and Annexure "B" for Financial Bid will not be entertained. The documents/ certificates mentioned as per annexure "A" to be enclosed with Technical Bid. The Financial Bid should contain only rates as per annexure "B". Additional details, if any, bidders desire to submit should be submitted with Technical Bid only.
8. Earnest Money Deposit (EMD) :-

- The bidder shall furnish non interest earning Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees Five Thousand only) by way of Demand Draft drawn on any scheduled bank in favour of **General Manager,Allahabad U P Gramin Bank**, payable at **Banda** and should be kept along with Technical Bid.

- The EMD of the Bidders not qualified under Technical Bid and Financial Bid will be returned in due course after opening of the financial bid of the technically qualified bidders. The EMD of selected bidders will be returned after accepting the order and furnishing the bank guarantee.

- The EMD may be forfeited:-

    i) If the bidder withdraws or amends the bid during the period of bid validity specified in this document.

ii) If the selected bidder fails to sign the contract within 15 days or fails to furnish security deposit/ bank guarantee in accordance with the terms of the tender.

9. Bank reserves right to accept/reject any or all of the offers without assigning any reason whatsoever. Also bank reserves rights to split the order amongst two vendors if required, to ensure timely supply and to avoid dependence on only one supplier.
10. Schedule of tender process is as under:

Date of tender	08.05.2014
Last date of submission of tender	15.05.2014 – 3.00 pm
Opening of tender – technical bid	15.05.2014 – 4.00 pm
Opening of tender – financial bid	As mentioned above
Place of submission of tenders and opening of tenders	Allahabad UP Gramin Bank, Head Office, D.M. Colony, Civil Lines, **Banda** – 210001

1. In case of any clarification, please contact Senior Manager (Property) phone No. 05192-221096 on any working day during office hours.

General Manager

ITEM SPECIFICATIONS: PART – B

Sr. No	Type of Book	Particulars
1	**Savings Account Cheque book**	10, Leaves
2	**Current Account Cheque Book**	25, Leaves
	Specifications required to make a complete cheque book	
a	**Cheque Leaves**	Cheque leaves are to be printed as per CTS-2010 standards specification containing all mandatory and desirable security features as under: i) Void pantograph ii) Invisible UV logos of the Bank iii) Micro Lettering Line iv) Standard Field Placement v) Cheque Printing Colours Background v) Fugitive Ink vii) Secondary Fluorescent Ink vi) Banks logo printed in the branded Colour vii) New Rupee Symbol viii) Printers Name with “CTS 2010” <u>Printing of Cheque Leave</u> In standard format of cheque, Branch address in Hindi and English, IFS Code of branch, & MICR numbering details will be printed on each leave.

b	**Cover Pages**	130 GSM white Art paper. 1st page to be both side printed in single colour . cover pages contain instructions in Hindi and English in single colour. The 4th cover page will remain blank.
c	**Acknowledgement Slip cum Address slip**	Not required
d	**Requisition Slip**	On MICR Paper of 95 GSM with back ground printing as per the cheque leaves and other text matter in black colour. Branch Name, current cheque series is to be printed. To be inserted after 8th leaf for a cheque book of 10 leaves,and 20th leaf for acheque book of 25 leaves

e	**Record Slip**	On 70 GSM Maplitho Paper. 1 record slip of 8 lines on each side for cheque book of 10 lvs, 2 record slip of 8 lines on each side for cheque book of 25 lvs,
f	**Envelope Size**	Not Required

TENDER TERMS AND CONDITIONS: PART – C

1. Our Bank is having 650 branches all over Uttar pradesh scattered in 10 regions Orai, Mahoba, Banda, Chitrakoot, Mirzapur, Sitapur, Baharaich, Shrawasti, Bhinga and Lakhimpur. The printed Cheque book has to be deliver at respective Regional Offices.

2. Please note that this tender is for arriving rates for printing of Saving Bank and Current cheque books.

3. The rates quoted shall be valid for 180 Days from the date of agreement.

4. All the cheque books should be printed as per CTS-2010 Standard specifications issued by NPCI/ IBA time to time.

5. The Rates quote should be as under:-

   For printing of cheques on 95 GSM MICR paper. All paper required for completion of book will be provided by the printer. The cost /price quoted should be inclusive of cost of paper for Cover page, and Record slips, labour charges, packing and forwarding charges including applicable taxes.

6. Bank reserve the right to distribute the job, not more than 40%, to L^2 on L^1 rates to ensure timely supply of cheque books.

7. The Printer will be required to arrange for Inspection (at their cost) of their Security Printing Unit by our officials/ RBI or other inspecting officials during the printing process, if required.

8. The relative 'art work/positives' that will be supplied/developed by you will be the Bank's property and the same has to be returned to us/ destroyed after completion of the job.

9. Printer is also required to submit 500 specimen cheque leaves as per NPCI instructions for testing the compatibility of the same with CTS 2010 environment. Execution of the work will be made only after approval of specimen by NPCI.

10. Final proof (5 cheque books with minimum 5 leaves each) should be submitted to us for approval before commencing execution of our orders.
11. Bank reserves right to reject / not to open tenders / quotations submitted by the Bidders, who have not executed our orders satisfactorily as per delivery schedule in past.

12. The bank may impose financial penalties as mentioned hereunder in addition to black listing the printer for following reasons:

- Not adhering to the delivery schedule.
- Mistakes in printing, binding, seriating or packing of security forms.
- Bad workmanship and deficiencies in quality of printing.
- Printing not according to Bank's format and colour scheme, and specifications etc.
- Flouting Bank's instructions in respect of, maintenance of records, transportation and delivery of security forms etc.
- Frequent rejection of MICR instruments in clearing.

Reason	Penalty
Rejections of cheques by MICR centre on account of MICR ink or printing.	110% of cost of printing charges
Wrong printing (detected after despatch) resulting in rejection of cheque book	Rs.200 per cheque book + cost of Cheque book

13. The bill is to be submitted to respective Regional Office after execution of supply order for payment. The financial penalties imposed, if any, will be recovered from final bill.
14. If at any 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.

15. **Pre-qualification Criteria:**

- Must be on IBA approved panel of Security Form Printers (Copy of IBA approval certificate to be enclosed with annexure A)
- Must have experience of printing Security Forms for at least - 5 years (Certificate from Banks to be enclosed with annexure A)
- Annual turnover of the company should be an average of 5 crores in last 3 years (proof of turnover to be enclosed with annexure A)
- Must be profit making company during last 3 years.
- Must have in-house infrastructure / software to print cheques including VOID pantograph and UV logo of Bank as per new "CTS -2010" standard /guidelines (relevant machinery list to be furnished with annexure A)
- Must have printing machines for printing of cheque leaves from MICR Paper sheets as well as reels.
- Must have executed order of average 20,00,000 (Twenty Lac) leaves of cheques of any one Public Sector Bank during last three financial years (document either PO or certificate to be attached with annexure A)

Annexure "A"

TECHNICAL BID

Ref. No. ----------

1. Name of the Unit :

2. Address :
   Office :
   Press / Factory :
   (Please furnish addresses of all units)

3. Turnover and profit of the company during last three years:
   (Submit copy of audited Balance Sheet for 2010-11 , 2011-12 and 2012-13)

4. Name of the **Public Sector Banks** for whom Cheque Books are printed in bulk (Documentary proof to be enclosed) with value

5. Bank wise orders for cheques executed during last 3 years details to be submitted as under – (Please give details **separately** for the year **2010-11 , 2011-12 & 2012-13**)

Sr. No.	**Name of the Bank**	**No. of Cheque Books printed**			
		SB	Current/ Over-draft	Cash Credit/ OGC	Total
1					
2					
3					
4					
5					
	Total				

6. (a) Whether the press is having a full-fledged department to take care of the binding and dispatch of cheque books in bulk, and

(b) The maximum number of cheque books the press can bind and dispatch daily:

(c) At present number of cheque books printing, binding and dispatching:

7. Name, Designation, Telephone No. of contact Person:

AUTHORISED SIGNATORY

Annexure "B"

FINANCIAL BID

Ref. No. ----------

We refer to the above-mentioned enquiry. We give below our best rate for the items mentioned below.

(For printing on MICR Paper with CTS water mark paper i.e. .MICR paper supplied by the IBA/RBI approved Paper Mill)

Sr. No. (a)	Particulars (b)	Rate per Book (in Rs. Upto 2 decimal points) (c)	Weightage (d)	Total points (c) x (d)
1.	Savings A/c Cheque book of 10 leaves.		10	
2.	Current A/C cheque book of 25 leaves			

(The cost /price quoted should be inclusive of cost of paper for Cover page, and Record slips, labour charges, packing and forwarding charges including all applicable taxes)

The above rates are submitted as per your specifications after verification of your specimen. We are aware that if the tenders are not submitted in the prescribed format, the same are liable for rejection.

AUTHORISED SIGNATORY

Date:

Place: **Name:**