

**EMPANELMENT OF SECURITY FORM PRINTERS FOR PRINTING &  
SUPPLY OF PERSONALISED CHEQUE BOOKS, NON-PERSONALIZED  
CHEQUE BOOKS AND TDR FOR -3- YEARS**

**REQUEST FOR PROPOSAL (RFP)  
FOR**

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

**IMPORTANT DATES**

DATE OF ISSUE OF RFP	: 22-01-2024
LAST DATE AND TIME OF SUBMISSION OF RFP	: 12-02-2024 up to 04:00 P.M.
DATE OF OPENING OF TECHNICAL BID	: 12-02-2024 at 05:00 P.M.

**RFP Reference No.: BGGB: HO: PE: 05: 03**

**Date: 22/01/2024**

**Baroda Gujarat Gramin Bank,  
Premises & Equipment Department  
Head Office, 3rd & 4th floor, Suraj Plaza -I,  
Sayajigunj,  
Vadodara - 390 005(Gujarat)  
(0265-2361260/2361210)**



"Reaching to unreached"

# બરોડા ગુજરાત ગ્રામીણ બેંક BARODA GUJARAT GRAMIN BANK

(ભારત સરકાર, ગુજરાત સરકાર તથા બેંક ઓફ બરોડા દ્વારા પ્રાયોજિત)

#	Particulars	Timeline
1	RFP Issuance Date	22-01-2024
2	RFP Coordinator Name, Contact details (Bank)	The Manager, Premises & Equipment Dept Phone - 0265- 2361210/2361260
3	Last date & time to submit pre bid queries	31-01-2024 by 3.00 P.M.
4	Last Date of Submission of RFP Response (Closing Date)	12-02-2024 at 04:00 P.M.
5	Tender Evaluation process	It is a two stage Process Stage 1 :- Technical evaluation (based on the documents submitted) Stage 2 :- Commercial Bid Evaluation
5	Eligibility Cum Technical Bid Opening Date	12-02-2024 at 05:00 P.M. Representatives of Bidders may be present with a proper authority letter during opening of Bid.
6	Commercial Bid	The commercial bids of only those Bidders who will qualify in technical bid will be opened. The date for opening of the commercial bid would be communicated separately to the technically eligible Bidders.
7	Tender Fee	Rs.5,000/- + 900 (GST @18%) = Rs. 5,900/- by way of Demand Draft in favour of Baroda Gujarat Gramin Bank payable at Vadodara
8	Total Cost of the Project (for 3 years)	Rs.60,00,000/- (Rupees Sixty Lakhs only)
9	Bid Security (Earnest Money Deposit)	Rs.1,20,000/- (Rupees One lakh twenty thousand only) by way of Demand Draft in favour of Baroda Gujarat Gramin Bank payable at Vadodara
10	Security Deposit	Rs. 6,00,000/- in the form of Fixed Deposit or Bank Guarantee
10	Mode of bid submission	Mode: Offline

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

*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. Baroda Gujarat Gramin Bank 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 PRINTERS FOR -3- YEARS**
- b) **RATE OF PRINTING & SUPPLY OF PERSONALISED CHEQUE BOOKS, NON-PERSONALIZED CHEQUE BOOKS AND TDR**

**2. SCOPE OF WORK:-**

Baroda Gujarat Gramin Bank is one of the Regional Rural Banks framed under RRB Act 1976 & owed by Government of India, Government of Gujarat and Bank of Baroda with network of 496 branches/offices in 22 Districts i.e. Valsad, Navsari, The Dang, Tapi, Surat, Bharuch, Narmada, Chhota Udepur, Vadodara, Anand, Kheda, Panchmahal, Dahod, Mahisagar, Ahmedabad, Gandhinagar, Aravali, Sabarkantha, Mehsana, Patan, Banaskantha, Kutch of Gujarat.

Baroda Gujarat Gramin Bank 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, Non-Personalized Cheque Books and TDR for a period of -3- years and
- (B) Rate of printing and supply of Personalized Cheque Books, Non-Personalized Cheque Books and TDR for -3- years subject to review after one year, in case of need.

Printers having sound technical and financial capacity for empanelment to print and supply Personalized Cheque books, Non-Personalized Cheque Books and TDR 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, and Mandatory Information for Pre-qualification - Technical Bid):**

Particulars	Favoring	Amount	DD/BC payable at
Tender Fee(Non-Refundable)	Baroda Gujarat Gramin Bank	Rs. 5,000/-+ GST Rs. 900/- = Rs. 5,900/-	Vadodara
Earnest Money Deposit (2% of Project Cost)	Baroda Gujarat Gramin Bank	Rs.1,20,000/-	Vadodara

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.5,900/- (Rupees Five Thousand Nine hundred only) and Earnest Money Deposit of Rs.1,20,000/- (Rupees One Lakh Twenty Thousand only) shall be deposited in the form of Demand Draft or Banker's cheque drawn in favor of "**Baroda Gujarat Gramin Bank**" payable at Vadodara 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 of 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 4.00 pm on 12.02.2024.**



**બરોડા ગુજરાત ગ્રામીણ બેંક**  
**BARODA GUJARAT GRAMIN BANK**  
(ભારત સરકાર, ગુજરાત સરકાર તથા બેંક ઓફ બરોડા દ્વારા પ્રાથોજિત)

**The General Manager**  
**Baroda Gujarat Gramin Bank, Head Office**  
**Premises & Equipment Department**  
**3<sup>rd</sup> & 4<sup>th</sup> floor, Suraj Plaza –I, Sayajigunj, Vadodara - 390 005**

In case of requirement of any clarification, please contact Manager (Premises & Equipment Department) on phone 0265-2361210 or on e-mail id [pe.ho@barodagujaratrrb.co.in](mailto:pe.ho@barodagujaratrrb.co.in) 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, Non-Personalized Cheque Books and TDR**” 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 the Bank at Head Office, Vadodara on **12.02.2024 at 5.00 PM** in **Bank’s Conference Room situated at 4<sup>th</sup> Floor, Suraj Plaza –I, Sayajigunj, Vadodara** 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.** Date and time for opening of price bid will be communicated to concerned bidders/vendors, if required.

#### **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 three 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 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.

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

The Bank has decided to obtain Security Deposit of **Rs. 6,00,000/- (Rupees Six Lakh 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 Baroda Gujarat Gramin Bank for three years bearing applicable interest rate at the time of deposit.

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 bear by both the parties equally.
- (vii) During the arbitration process, 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 (20 Leaves)- Personalized	50
2	Current/Cash-Credit Cheque Book (50 Leaves)- Personalized	20
3	SB & SB-NRE Cheque Book (10 Leaves)- Non Personalized	10
4	Current/ Current-Premium/Cash-Credit Cheque Book (50 Leaves)- Non Personalized	10
5	TDR- LEAVES	10

**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 (20 Leaves)- Personalized	0.30	50	15
2	Current/Cash-Credit Cheque Book (50 Leaves)- Personalized	0.25	20	5
3	SB & SB-NRE Cheque Book (10 Leaves)- Non Personalized	0.30	10	3

4	Current/ Current-Premium/Cash-Credit Cheque Book (50 Leaves)- Non Personalized	0.30	10	3
5	TDR-CONTINUOUS LEAVES	0.40	10	4
		<b>TOTAL</b>		<b>30</b>

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

The lowest sum of total for sr. no. 1 to 5(E1 to E5) 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 items (item No. 1 to 5) 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.**

**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)

No.	Description	Details (If printing facility / ies i.e. press /factories) are at different location, please mention details of location wise printing facilities for Security Forms.
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) GST 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").	
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 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, 2023.</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 31<sup>st</sup> March, 2023</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.).	
19	Since when you are on approved panel of IBA Approval of IBA valid up to 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 or RRBs (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</u> 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.2020-21, 2021-22 & 2022-23)
- 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.
- 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/RRBs.(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.5,900/- (Rupees Five Thousand Nine Hundred only) as a tender fee (non-refundable) and Rs.1,20,000/- (Rs. One Lakh twenty thousand only) as EMD- favoring "Baroda Gujarat Gramin Bank", payable at Vadodara and having details as under:

Particulars	DD/BC Rs. 5,900/-	DD/BC Rs. 1,20,000/-
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)**

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

Sir,

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

**(A) With paper:**

Item No.	Item	Rate in Rs. including Packing & forwarding Charges – PER LEAF (Amount in Words & Figures)
1	For Personalized Cheque-Book of -20- cheque leaves with other inserts and envelope as mentioned in this Tender Document.	Rs.: _____ (Rupees _____)
2	For Personalized Cheque-book of -50- cheque leaves with other inserts and envelope as mentioned in this Tender Document.	Rs.: _____ (Rupees _____)
3	SB & SB-NRE Cheque Book (10 Leaves)- Non Personalized	Rs.: _____
4	Current/ Current-Premium/Cash-Credit Cheque Book (50 Leaves)- Non Personalized	(Rupees _____ _____)
5	TDR-LEAVES	Rs.: _____

**(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 except GST. We confirm that the rates are valid for three 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 \_\_\_\_\_





**DECLARATION**

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

**The General Manager  
Baroda Gujarat Gramin Bank  
Head Office  
3<sup>rd</sup> & 4<sup>th</sup> Floor, Suraj Plaza - I  
Sayajigunj,  
Vadodara - 390 005.**

Dear Sir

1. I / We hereby submit the quotation in your prescribed proforma and understand that if any information is found to be incorrect/contradictory at a later date, contract made between ourselves and Baroda Gujarat Gramin Bank, will be treated as invalid.
2. I / We agree that the decision of Baroda Gujarat Gramin Bank 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 :

### 13. PRE-QUALIFICATION CRITERIA:

**Please submit the proof for all -6- 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 **1,00,00,000 (one crore)** leaves of Personalized cheques for Commercial Banks put together for any one of the financial years during the period of 2020-21, 2021-22 and 2022-23. (Certificate/Copy of order 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 **2,00,00,000 (two 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 2020-21, 2021-22 and 2022-23. (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.
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.

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

**P.S: A meeting shall be convened prior to Opening of Bids, where Printers are supposed to attend the meeting positively for a discussion on incorporation of new security features for the prevention of Cloning of Cheque instruments.**

#### **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 –3- years.

- Current Account/Cash Credit Cheque-books (Personalized) having –50- cheque leaves.
- Current Account/Cash Credit Cheque-books (Non Personalized) having –50- cheque leaves
- Savings Bank Account Cheque-books(Personalized) having –20- cheque leaves
- Savings Bank Account Cheque-books (Non Personalized) having –10- cheque leaves
- Term Deposit Receipt leaves.

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.

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

**15. (A) DETAILS OF PRINTING/PAPER ETC FOR PERSONALIZED CHEQUE BOOK:**

Description of Item	Printing and supply of Personalized Current Account / Cash Credit Account Cheque Books containing -50- leaves and Savings Bank Cheque Books containing -20- 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 four colour / 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/ other 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>BARODA GUJARAT GRAMIN BANK</b> along with <b>Account No</b> in all Personalized Cheque Books.</li> </ul>

**15(B) SPECIFICATION, PAPER FOR SF ETC FOR NON PERSONALIZED CHEQUE BOOK & TDR:**

- 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.
- All cheques shall be printed with branch name and also having "VOID" pantograph and UV logo. 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.

3. Size of Term Deposit Receipt (TDR) leaves would be 9"x 6" i.e. -2- leaves would be printed on one leave of 9" x 12".  
For both these items, paper would be -105- GSM parchment paper of IBA approved "A" grade paper manufacturing mill.
4. All present as well as any future guidelines related to CTS-2010/other standards issued by RBI / NPCI / IBA are to be scrupulously followed by the bidder and 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 for Non Personalized Items **per branch** shall be as under:

(1) Book form (Cheque Book)

SB (10 Leaves)	50 Books
CA, CC & Premium CA (50 Leaves)	25 Books

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

Term Deposit Receipt leaves -500- 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) 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).

**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,

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.

**DETAILS OF CHEQUE BOOK COVER, INSERTS AND ENVELOPE (FOR ITEMS NOS.1 to 4 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 -20- leaves cheque-book & -1- Sheet (both side printing) for -10- 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 area of operation.
Placement of Order	Orders will be placed by our different offices (called Regional Offices, known as "RO") with all details viz. a/c no., name, no. of cheque leaves, address where the cheque book is to be sent etc. in an encrypted form by e-Mail or by other means.  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 Regional office (RO) by e-Mail in encrypted form.  At present, ROs are established at Vadodara, Bhuj, Godhra, Himatnagar, Mehsana, Patan, Surat, Valsad. Looking to the need Bank may, in future, establish more ROs or reduce number of ROs by merging them. Preference of printer would be given to geographical location of press nearer to these centers.
Delivery Schedule	Every day in the morning / evening our Regional Office (RO) 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 Customer/Branch/RO/HO address as per Bank requirement). On the same day printer will send the details of cheque books dispatched along with dispatch details to the RO by email. Necessary MIS reports shall also be provided 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 by Stationery and Security forms Department, Head Office, Vadodara.

**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.**



## **16. 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 Insurance Policy should be in the name of Baroda Gujarat Gramin Bank – 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 printer shall keep confidential all Art-work provided for printing of Non-PCBs and TDR.

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

4. 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.
5. 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.
6. 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.
7. The tenderer shall also arrange for obtaining of approval from NPCI for the security forms of the Bank printed by them on Annual basis.
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 and suitable penalty may be imposed.
10. 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.
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 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 exceed 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.
12. 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 Vadodara only.
13. 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.
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. 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 etc. such records is required to be preserved 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 Vadodara jurisdiction only.

**Last Date for submission of Tender: 12-02-2024**  
**up to 4.00 pm**

**Annexure III – Integrity Pact**  
**PRE CONTRACT INTEGRITY PACT**  
**(TO BE STAMPED AS AN AGREEMENT)**

**General**

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on \_\_\_\_\_ day of \_\_\_\_\_ month, 20\_\_\_\_, between, on one hand,

**BARODA GUJARAT GRAMIN BANK**, is a Regional Rural Bank established under RRB Act, 1976 with a network of over 487 branches in Gujarat State having Head Office at 3rd & 4th Floor, Suraj Plaza – I, Sayajgunj, Vadodara 390005. (hereinafter referred to as “BGGB”; which expression shall, unless it be repugnant to the meaning or context thereof, be deemed to mean and include its successors and assigns); and.....hereinafter referred to as “The Bidder /Bidder”

**Preamble**

BGGB is a one of the Regional Rural Bank having its presence through its 487 number of branches and 8 Regional Offices and Head Office throughout Gujarat. BGGB is committed to fair and transparent procedure in appointing of its outsource service providers.

The BGGB intends to appoint/ select, under laid down organizational procedures, contract/ s for Selection of Vendors for Stationery Management in the Bank. The BGGB values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder(s) and / or Bidder(s).

In order to achieve these goals, the BGGB will appoint Independent External Monitors (IEM) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section 1 - Commitments of BGGB**

1. The BGGB commits itself to take all measures necessary to prevent corruption and to observe the following principles: -

a. No employee of the BGGB, personally or through family members, will in connection with the tender for, or the execution of a contract, demand; take a promise for or accept, for self or third person, any monetary or non-monetary benefit which the person is not legally entitled to.

b. The BGGB will, during the tender process treat all Bidder(s) with equity and reason. The BGGB will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential /additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

c. The BGGB will make endeavor to exclude from the selection process all known prejudiced persons.

2. If the BGGB obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if the substantive suspicion in this regard, the BGGB will inform the Chief Vigilance Officer and in addition can initiated is disciplinary actions.

## Section 2 - Commitments of the Bidder(s)/ Bidder(s)

- a. The Bidder(s) / Bidder(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) / Bidder(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution.
  - b. The Bidder(s) / Bidder(s) will not, directly or through any other person or firm, offer, promise or give to any of the BGGB's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/ she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - c. The Bidder(s) / Bidder(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
  - d. The Bidder(s)/ Bidder(s) will not commit any offence under the relevant IPC/ PC Act; further the Bidder(s) / Bidder(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the BGGB as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - e. The Bidder(s) / Bidders(s) of foreign origin shall disclose the name and address of the Agents/ representatives in India, if any, similarly the Bidder(s) /Bidders(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s) / Bidder(s). 6-7}
  - f. The Bidder(s) / Bidder(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
  - g. Bidder(s) / Bidder(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
3. The Bidder(s) / Bidder(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

## Section 3 - Disqualification from tender process and exclusion from future contracts

If the Bidder, before contract award has committed a transgression through a violation of Section 2 or in any other form such as to put his reliability or credibility as Bidder into question, the Principal is entitled to disqualify the Bidder from the tender process or to terminate the contract, if already signed, for such reason.

## Section 4 - Compensation for Damages

(1) If the BGGB has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the BGGB is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.

(2) If the BGGB has terminated the contract according to Section 3, or if the BGGB is entitled to terminate the contract according to Section the BGGB shall be entitled to demand and recover from the Bidder liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

#### **Section 5 - Previous transgression**

(1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.

(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

#### **Section 6 - Equal treatment of all Bidders I Bidders I SubBidders**

(1) In case of Sub-contracting, the Principal Bidder shall take the responsibility of the adoption of Integrity Pact by the Sub-Bidder.

(2) The BGGB will enter into agreements with identical conditions as this one with all Bidders and Bidders.

(3) The BGGB will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

#### **Section 7 - Criminal charges against violating Bidder(s) / Bidder(s) /SubBidder(s)**

If the BGGB obtains knowledge of conduct of a Bidder, Bidder or SubBidder, or of an employee or a representative or an associate of a Bidder, Bidder or SubBidder which constitutes corruption, or if the BGGB has substantive suspicion in this regard, the BGGB will inform the same to the Chief Vigilance Officer.

#### **Section 8 - Independent External Monitor**

(1) The BGGB appoints competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his/ her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders/Bidders as confidential.

(3) The Bidder(s) / Bidder(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BGGB including that provided by the Bidder. The Bidder will also grant the Monitor, upon his/ her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-Bidders.

- (4) The Monitor is under contractual obligation to treat the information and documents of the Bidder(s) / Bidder(s) / Sub-Bidder(s) with confidentiality. The Monitor has also signed 'Non-Disclosure of Confidential Information'. In case of any conflict of interest arising during the selection period or at a later date, the IEM shall inform BGGB and recuse himself / herself from that case.
- (5) The BGGB will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the BGGB and the Bidder. The parties offer to the Monitor the option to participate in such meetings.
- (6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/ she will so inform the Management of the BGGB and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- (7) The Monitor will submit a written report to the BGGB officials within 15 days from the date of reference or intimation to him by the BGGB and, should the occasion arise, submit proposals for correcting problematic situations.
- (8) If the Monitor has reported to the BGGB, a substantiated suspicion of an offence under relevant IPC/ PC Act, and the BGGB has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word 'Monitor' would include both singular and plural.

### **Section 9 Facilitation of Investigation**

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination

### **Section 10 - contract has been awarded. Any violation of the same would entailed is qualification of the Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the selected Bidder till the contract period, and for all other Bidders 6 months after the bidders and exclusion from future business dealings.

If any claims made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by BGGB.

### **Section 11 - Other provisions**

- (1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the Head Office of the BGGB, i.e. Vadodara.
- (2) Changes and supplements as well as termination notices need to be made in writing.
- (3) If the Bidder is a partnership or a consortium, this agreement must be signed by all partners or consortium members.



**બરોડા ગુજરાત ગ્રામીણ બેંક**  
**BARODA GUJARAT GRAMIN BANK**  
(ભારત સરકાર, ગુજરાત સરકાર તથા બેંક ઓફ બરોડા દ્વારા પ્રાયોજિત)

(4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to the original intentions.

(5) Issues like scope of work, Warranty/ Guarantee etc. shall be outside the purview of IEMs.

(6) In the event of any contradiction between the Integrity Pact and RFP/ RFQ/ tender documents and its Annexure, the Clause in the Integrity Pact will prevail.

\_\_\_\_\_  
(For & On behalf of the BGGB)

\_\_\_\_\_  
(For & On behalf of Bidder/ Bidder)

(Office Seal)

(Office Seal)

Place-----

Date-----

Witness1:

(Name & Address)

Witness2:

(Name & Address)