



Aryavart Bank

Request for Proposal (RFP) For Rate Contract for Printing and Supply of MICR CHEQUE IBA approved Security Printers only

Head Office,
At A-2/46, Vijay Khand, Gomti Nagar, Lucknow-226010
(UP)

Date of RFP :	02.12.2022
Last date of Submission of RFP	26.12.2022
Opening of Technical Bids:	26.12.2022 at 03.30 PM (subject to availability of tender committee members of the bank)
Bid Security value:	Rs 25000 (twenty five thousands only)
Financial Evaluation:	Lowest One



Format –I

Letter to the Bank on the vendor's Letter Head

To,

Aryavart bank
A-2/46, Vijay Khand,
Gomti Nagar,
Lucknow-226010

Dear Sir,

Sub: Response to RFP in connection with Printing of MICR Cheque

With reference to the above RFP, having examined and understood the instructions, terms and conditions, we hereby enclose our offer for the printing of MICR Cheque as detailed in your above referred inquiry.

We confirm that the offer is in conformity with the terms and general conditions as mentioned in your above referred RFP. We further confirm that the information furnished in the proposal, annexure, formats, is correct. Bank may make its own inquiries for verification and we understand that the Bank has the right to disqualify and reject the proposal, if any of the information furnished in the proposals not correct.

We also confirm that the prices offered shall remain fixed for the period of one year from the date of first supply order. We also understand that the Bank is not bound to accept the offer either in part or in full. If the Bank rejects the offer in full or in part the Bank may do so without assigning any reasons thereof. We also adhere to the penalty clause stated in the tender notice.

Technical Bid- One sealed envelope containing format-I, II & III duly signed (with all requisite documents) and for commercial bid another sealed envelope containing format- IV duly signed.

Yours faithfully

Authorized Signatories

(Name, Designation and Seal of the Company/Firm)

Date:



Format – II
Vendor Profile

S.N.	Particulars	Vendor's response
1.	Name of the vendor	
2.	Address of the communication	
3.	Sr. No. & Valid up to in List of Empaneled Security Printers for Printing of MICR Cheque – (Enclose proof)	
4.	Approval from IBA- Enclose Proof	
5.	Approval from National Payments Corporation of India (NPCI) with CTS-2010 Standards- Enclose proof	
6.	Contact Person 1 Mob. No. Email ID	
7.	Contact Person 2 Mob No. Email ID	
8.	Date of incorporation of company/firm Enclosed proof	
9.	Experience of Printing Work of MICR Cheques in any scheduled Bank with CTS -2010 standard- enclose proof of each year in last five years 9.1 Name of the Bank & Address 9.2 Actual Amount of work (enclose work order if any)	
10.	Business details for the last three financial years (enclose copies of financial statements published/audited)	
	Financial Year	Sales Turnover Operating profit Net profit after tax
	2019-20	
	2020-21	
	2021-22	

Authorised signature of the vendor
(with seal of the firm/co.)

Date:



Format –III

General Conditions

1. The tenderers are requested to send their tenders in a properly sealed cover. Sealed tenders should be addressed to General Manager, Aryavart Bank and supers cribbed "Printing Work of MICR Cheque", "Technical Bid" and "Financial Bid" in separate envelope and should reach the office before 02.00 p.m. on or before 26.12.2022.
2. The supplier must have average annual turnover of Rs 1.00 crore or above.
3. **The tenderers must have an experience of 5 years in printing and supplying CTS instruments to scheduled banks.**
4. The envelope "Technical Bid" must enclose following documents
 - Format-I, Format-II and Format-III duly signed.
 - Audited balance sheet of the requisite years.
 - Letter of approval from IBA.
 - Invoice copies for purchase of MICR paper in the year 2018-19, 2019-20, 2020-21 and 2021-22 till date.
 - The requisite EMD must be enclosed in a separate sealed envelope and must be enclosed with technical bid.
 - Purchase order of each year in last five years for ascertaining the experience of 5 years in printing and supplying of CTS instrument to scheduled banks.
5. The commercial bid must be enclosed duly filled Format-IV in a separate sealed envelope.
6. No tender shall be accepted after 2.00PM on 26.12.2022. The technical bids shall be opened on the 26.12.2022 at 03.30 PM (subject to the availability of all tender committee members).
7. Format- I, Format –II and Format-III shall be duly signed and must be enclosed with Technical Bid
8. Only the IBA approved security printers should quote their rates for the printing and supply of security stationery.
9. Incomplete & Conditional tender forms are liable to be rejected.
10. **Placement of order in case of personalized cheque books** - Orders will be placed by our Head Office, known as "HO" with all details viz. a/c no., name, no. of cheque leaves, address where the cheque book is to be sent etc. in a password protected file by e-Mail or by other means. Printer would be required to print cheque-books / leaves and deliver to India Post (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 Head Office/Regional office (RO) by e-Mail in password protected file. At present, ROs are established at 22 locations in the state of Uttar Pradesh. Looking to the need Bank may, in future, establish more ROs or reduce number of ROs by merging them.
11. **Delivery Schedule in case of personalized cheque books**: Twice in a week our Head Office (HO) will send password protected 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 HO by email. Necessary MIS reports shall also be provided as per Bank's requirement.

12. The freight charges will be paid by the bank as per actual in case of personalized cheque books only.
13. The MICR cheque books must have 170 GSM Art paper as cover page with multi colour printing on cover and single colour printing on back side. The record slip must be 70 GSM maplitho paper.
14. The personalized cheque books shall be delivered at the address specified by the bank from time to time.
15. The binding of cheque books should be of good quality with good quality multi colour printed art covers. Books must invariably be tightly packed in good quality polythene. Stock of cheque books should be packed in Cartons and slip showing the contents be pasted outside the cartons enabling us to verify the contents without opening the packets
16. The rough proofs are required to be sent to us within 15 days for approval of the Bank and subsequent approvals from the date of our order and the supply is to be made within given time from the date of approval of proofs.
17. The bank reserves its right to ask for performance bank guarantee of 10% of the total cost of the awarded work order from the bidders.
18. The tenders received on the other than prescribed tender form will be rejected, tenders without the earnest money shall be rejected.
19. **If the rates quoted by you are found competitive, order will be placed with you for the supply as and when required. The supply shall be required to be made strictly within stipulated time from the date of approval of proofs. The order can however be placed in parts/ suitable lots spread over the year 2022-2023 & 2023-24. In case of delay (for any reason) the penalty shall be imposed as below which shall not be disputed.**

For delay upto 15 days = 1% of order

For delay upto 30 days = 3% of order

20. In case the supply is not found according to R.B.I. specifications, as per CTS-2010 standard and as per proof approved by us/RBI/IBA or if the supply is not received by us in time, the deposited security deposit will be forfeited, besides the delisting of your firm's name from our list will also be done.
21. In case if the service is not found satisfactory then the bank has right to cancel the contract at any time during the contract period, without assigning any reason
22. All disputes are subject to Lucknow jurisdiction only.
23. Bank reserves all the rights to reject one or all tenders without assigning any reason.
24. **If two or more firms found to have quoted the same financial bid, then the firm with earlier date of empanelment with IBA will be given preference over the other. (additional clause)**
25. The award of work/approval of tenders will be done category wise separately for current/savings/over drafts etc.
26. The successful bidder shall be required to execute necessary agreement and document along with security deposit if any, within a period of 15 working days from the date of acceptance by the Bank.



27. The contract is valid for a period of one years. However, the Bank may in its discretion extend the period of contract with the successful bidders for a period not exceeding one year after the expiry of validity period (or may discontinue the contract if work is not as per the prescribed specification and within the time period set by the Bank).
28. The rates quoted by vendors should be valid upto one year; orders can be placed in parts or one time. Quantity may be increased/decreased according to the banks requirements.
29. We further advice you that the acceptance of the tender shall be sole discretion of the Bank.
30. All the security features required as per CTS-2010 standard for MICR cheque must be as per the requirement issued by IBA and NPCI.
31. Please note that all the mandatory features as per RBI guidelines are to be strictly complied with, besides size of the paper and printing of each item on the cheque must be taken care of and adhered to and acceptable to IBA and NPCI. Design, colour of the cheque books will be decided at the time of order
32. Please note last date for seeking clarification on the terms and conditions of this RFP is 12-12-2022 (5:00 PM), after that no clarification or queries will be entertained by the bank till the continuity of the agreement executed in compliance of point no 26 of this RFP. In case of any dispute, decision of the bank shall be final.
33. **The cheque books will be delivered at 22 Regional offices.**
34. Designing of the cheque books as per the choice of the Bank will be done by the printer.
35. The payment will be made only after the confirmation of delivery of cheque books at the designated place in the work order.
36. Please submit complete detail of your Bank account, as the payment will be made by NEFT/RTGS.


(P V Sahai)
Chief Manager



FORMAT- IV**RATES PER BOOK**

(A) CHEQUE BOOKS WITH BRANCH'S NAME AND ADDRESS WITH MICR CODE

S. No.	Name of Item	Rate per Book (including all charges, levies, taxes etc.) excluding GST The freight charges will be paid by the bank. Provided all the cheque books will be delivered by India Post (Speed Post)
1	Personalized Savings Bank A/c Cheque Books containing 25 leaves Tentative qty: 30000 cheque books	
2	Personalized Current deposit A/c Cheque books containing 25 leaves Tentative qty: 30000 cheque books	
3	Personalized CC/OD A/C cheque Books containing 25 leaves Tentative qty: 30000 cheque books	

- The above rates in Table (A) shall include Requisition slip, record slip, cover page with cloth strip, printing, binding, all taxes (excl. GST), packing, and forwarding.
- Printing of all above security instruments should be as per CTS 2010 standard specifications issued by NPCI and RBI.
- In personalized cheque books, the freight charges will be borne by the bank as per actual.
- The above rates are valid till 31.01.2024

DECLARATION

- I/ We hereby declare that I am authorized to submit the tender to Aryavart Bank, Head Office, Lucknow. The details given in this form are correct to the best of my knowledge and belief.
- I accept that under no circumstances freight charges will be paid extra in case of demand draft, Cheque Books.
- I bear full responsibility in case of delay is on the part of courier/transporter during the delivery of the demand draft, cheque book the printer shall liable to be penalized.

Date:

Place:

Signature

Name _____
 Designation _____
 Seal of Firm _____

