



## **Gramin Bank of Aryavart**

### **Request for Proposal (RFP)**

For Printing of MICR CHEQUE, DEMAND DRAFTS & PAY  
ORDER

**IBA approved Security Printers only**

Head Office,

At A-2/46, Vijay Khand, Gomti Nagar, Lucknow-226022  
(UP)

Date of RFP :	31.10.2018
Last date of Submission of RFP	17.11.2018
Opening of Technical Bids:	17.11.2018 (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,  
Gramin bank of Aryavart  
A-2/46, Vijay Khand,  
Gomti Nagar,  
Lucknow-226022

Dear Sir,

Sub: Response to RFP in connection with Printing of MICR Cheques, Demand Drafts & Pay Orders

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 Cheques, Demand Drafts & Pay orders, 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 therefore. 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 Empanelled Security Printers for Printing of MICR Cheques – <b>(Enclose proof)</b>			
4.	Approval from IBA- Enclose Proof			
5.	Approval from National Payments Corporation of India (NPCI) with CTS-2010 Standards- <b>Enclose proof</b>			
6.	Contact Person 1 Mob.No. Email ID			
7.	Contact Person 2 Mob No. Email ID			
8.	Date of incorporation of company/firm <b>Enclosed proof</b>			
9.	Experience of Printing Work of MICR Cheques & PO in any scheduled Bank with CTS -2010 standard- <b>enclose proof</b>  9.1 Name of the Bank & Address 9.2 Actual Amount of work <b>(enclose work order if any)</b>			
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
	2015-16			
	2016-17			
	2017-18			

Authorised signature of the vendor

(with seal of the firm/co.)

Date:



**Bid Details – Procurement of Furnishing Work of head office**

Date & Time of RFP (availability on website)	31.10.2018
Last date for seeking clarification from us on the terms & conditions of the RFP	6.11.2018 (5.00PM)
Last date & time for receipt of bidding documents	17.11.2018 at 2.00PM
Date & time of technical bid opening	3.30PM on 17.11.2018
Place of opening of bid	Gramin Bank of Aryavart A2/46, Vijay Khand, Gomti Nagar, Lucknow Uttar Pradesh
Address for communication	Email: <a href="mailto:ho.ans@gba-rrb.com">ho.ans@gba-rrb.com</a> telephone: 7388800600,7388800788
Earnest Money deposit	Rs 25,000 (twenty five thousands) in the form of demand draft/pay order in favour of Gramin Bank of Aryavart, payable at Lucknow.



## Format –III

### General Conditions

1. The suppliers are requested to send their tenders in a properly sealed cover. Sealed tenders should be addressed to General Manager, Gramin Bank of Aryavart and supers cribbed "Printing Work of MICR Cheque & Pay order", "Technical Bid" and "Financial Bid" in separate envelop and should reach the office before 02.30 p.m. on or before 17.11.2018.
2. The envelope " Technical Bid" must enclose following documents
  - Format-I, Format-II and Format-III duly signed.
  - Audited balance sheet of the requisite year.
  - Letter of approval from IBA
  - Invoice copies for purchase of MICR paper in the year 2016, 2017 and 2018.
  - The requisite EMD must be enclosed in a separate sealed envelope and must be enclosed with technical bid.
  - Enclose Purchase Order issued by the Bank for printing and supply of cheque books in particular UP
  - Declaration from the bidder that in case the delay is on the part of courier/transporter during the delivery of the cheque books
3. The commercial bid must enclosed duly filled Format-IV in a separate sealed envelope.
4. No tender shall be accepted after 2.00PM on 17.11.2018 and the technical bid shall be opened on the same day (subject to the availability of all tender committee members).
5. Format- I, Format –II and Format-III shall be dully signed and must be enclosed with Technical Bid
6. Only the IBA approved security printers should quote their rates for printing and supply of security stationery.
7. Incomplete & Conditional tender forms are liable to be rejected
8. Rates should be quoted per chequebook separately, inclusive of all type of costs, levies and charges etc. Only GST will be paid extra.
9. The binding of cheque books should be of good quality with good quality multicolour printed art covers. Books must invariably be tightly packed in good quality polythene. Stock of chequebooks 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
10. 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.



11. The tenders received on the other than prescribed tender form will be rejected, tenders without the earnest money shall be rejected
12. 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 2018-19. 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**
13. 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 delisting of your firm's name out of our list will also be done.
14. All disputes are subject to Lucknow Jurisdiction only.
15. Bank reserves all the rights to reject one or all tenders without assigning any reason.
16. The award of work/approval of tenders will be done category wise separately for current/savings/pay orders etc.
17. 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.
18. We further advice you that the acceptance of the tender shall be sole discretion of the Bank.
19. All the security features required as per CTS-2010 standard for MICR cheque is must be as per the requirement issued by IBA and NPCI
20. 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
21. Only demand drafts will be delivered at Bank's Head Office A-2/46, Vijay Khand, Gomti Nagar, Lucknow-226022 and all other security stationeries will be delivered at 12 Regional offices.
22. Designing of the cheque books as per the choice of the Bank will be done by the printer
23. The payment will be made only after the confirmation of delivery of cheque books at the designated place in the work order.
24. Please submit complete detail of your Bank account, as the payment will be made by NEFT/RTGS.

  
(General 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 and transportation charges etc) excluding GST
1	Savings Bank A/c Cheque Books containing 25 leaves As per need basis	
2	Current deposit A/c Cheque books containing 25 leaves As per need basis	
3	Draft leaf books containing 10 leaves Minimum order of 100 books	
4	Pay Slip books containing 25 leaves Minimum order of 700 books	

- The above rates shall include Requisition slip, record slip, cover page with cloth strip, printing, binding, all taxes (excl. GST), packing, forwarding and freight charges up to the delivery.
- Printing of all above security instruments should be as per CTS 2010 standard specifications issued by NPCI/IBA.
- Rates should be F.O.R. rate at branches having MICR code of **Gramin Bank of Aryavart** and will remain valid till **30.11.2019**

### DECLARATION

- I/ We hereby declare that I am authorized to submit the tender to Gramin Bank of Aryavart, Head Office, and 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.

Date:

Signature

Place:

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal of Firm \_\_\_\_\_

