



Gramin Bank of Aryavart
Head Office
A-2 /46, Vijay Khand, Gomti Nagar, Lucknow.

TENDER NOTICE

Ref.no. HO/A&S/218/2017-18

DATE 16.09.2017

Re: Tender of Rate Contract for printing of cheque books as per the R.B.I.
specifications as per "CTS-2010 Standard" for cheque forms.

Bank invites competitive rates for rate contract for printing of MICR Cheque books. The Cheque Books are to be printed as per RBI guidelines conveyed vide circular number DPSS.CO.CHD.NO.1832/04.07.05/2009 – 2010 dated 22.02.2010 for "CTS - Standard for cheque forms – specifications. Tenders should be submitted to **Gramin Bank of Aryavart , The Chief Manager, Administration and Services Department, A-2/46, Vijay Khand, Gomti Nagar, Lucknow -226010** only on the enclosed tender form on or before **18.10.2017 upto 2.00P.M.** with a demand draft of Rs. 10,000/- in favour of "**Gramin Bank of Aryavart**" as security money. The tenders will be opened on **18.10.2017 at 3:00 P.M. at our Head-Office, Lucknow.**

Our acceptance shall be subject to under noted terms and conditions:

1. The suppliers are requested to send their tenders in a properly sealed cover.
2. Certificate to the effect that the rates quoted in the tender are not conditional and include GST, incidental charges, designing, packing, transportation etc. F.O.R. at all the 12 Regional offices of **Gramin Bank of Aryavart or at other regional offices, which may be established in the future.**
3. Only the IBA approved security printers should quote their rates for printing and supply of security stationery.
4. Security money by means of a Demand Draft of Rs. 10,000/- (Rs. Ten thousand only) in favour of **Gramin Bank of Aryavart** must be attached alongwith tender form. No exemption from security money will be given to any firm. Tender submitted without earnest money shall be rejected.
5. Incomplete & Conditional tender forms are liable to be rejected.
6. Any sort of negotiation, if required shall be done only with the firm quoting lowest rates and having good experience of sensitive stationery printing in commercial Banks and Regional Rural Banks.
7. For printing of all MICR cheque with R.B.I. specification as per CTS-2010 standard for forms, cheque paper of 95 G.S.M. of a reputed mill approved by RBI/IBA is to be used. Sample of the paper bearing the seal and signature of the firm must be enclosed with tender.
8. Rates should be quoted per chequebook separately, inclusive of all type of costs, GST, charges etc.
9. The binding of chequebooks 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 with out opening the packets.



10. The rough proofs are required to be sent to us with in 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 tender must reach in sealed cover by Registered Post/Courier or by hand with the words **"Sealed Tender for Rate Contract for Printing & Supply of Security Stationary 2017 - 18"** on the top of envelope. The tenders received on the other than prescribed tender form will 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 2017-18. In case of delay 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. This is a Limited Tender only from short listed IBA approved/empanelled vendors.
17. The award of work/approval of tenders will be done category wise separately for current/savings/drafts etc.
18. 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.
19. Please ensure that your tender reaches us on or before 04.09.2017 by 3.00PM positively. We further advice you that the acceptance of the tender shall be sole discretion of the Bank.
20. Please enclose the photocopy of orders received from commercial Banks and Regional Rural Banks during the year **2014, 2015, 2016-17** and upto date.
21. 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.
22. Please note very importantly that Bank may increase / decrease the indent of printing.
23. 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.
24. Designing of the cheque books as per the choice of the Bank will be done by the printer.
25. Please submit complete detail of your Bank account, as the payment will be made by NEFT/RTGS.

Yours Faithfully



(Ajeya Thakur)

GENERAL MANAGER



ANNEXURE - 1

TENDER FORM

Signature of issuing officer with date and seal: -

1. Name of Firm/organization _____
2. Address for Correspondence _____

3. Contact Telephone No.: _____
4. Fax No. (if any) _____
5. Trades tax Registration No. _____
6. Income tax PAN No. _____
7. Photocopy of Certificate issued letter no _____

By I.B.A./R.B.I. for printing of MICR instruments.

8. Rates valid upto _____ 31.10.2018 _____
9. Detail of earnest money D.D. No. _____ Date _____

Rs. 10,000/- (Rupees ten thousand only)

Detail of 5 large orders received from commercial Banks and Regional Rural Banks

S.No.	Name and address of Bank	Order Received on date	Date of completion of order	Total cost of order

10. Attach sample paper with tender having seal of the firm & signature of authorized person.



ANNEXURE - 2

RATES PER BOOK

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

S.No.	Name of Item	Rate per Book
1	Savings Bank A/c Cheque Books containing 25 leaves	
2	Current deposit A/c Cheque books containing 25 leaves	
3	Draft leaf books containing 25 leaves	
4	Savings Bank A/c personalized Cheque books containing 25 leaves	
5	Current bank A/c personalised cheque books containing 25 leaves	

Rates should be F.O.R. rate at branches having MICR code of **Gramin Bank of Aryavart**.

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.

Date:

Signature

Place:

Name_____

Designation_____

Seal of Firm_____

