



Aryavart Bank

Request for Proposal (RFP) For

Rate Contract for

Printing and Supply of MICR CHEQUE, DEMAND
DRAFTS, PAY ORDER & TERM DEPOSIT RECEIPTS

IBA approved Security Printers only

Head Office,

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

Date of RFP :	26.08.2021
Last date of Submission of RFP	23.09.2021
Opening of Technical Bids:	23.09.2021 at 03.030 PM (subject to availability of tender committee members of the bank)
Bid Security value:	Rs 25000 (twenty five thousands only)
Financial Evaluation:	Lowest One



Date & Time of RFP (availability on website)	26.08.2021
Last date for seeking clarification from us on the terms & conditions of the RFP	07.9.2021 (5.00PM)
Last date & time for receipt of bidding documents	23.09.2021 before 2.00PM
Date & time of technical bid opening	23.09.2021 at 03.30 PM subject to availability of Tender Committee Members
Place of opening of bid	Aryavart Bank, Head Office A2/46, Vijay Khand, Gomti Nagar, Lucknow Uttar Pradesh
Address for communication	Email: ho.ans@gba-rrb.com telephone: 7388800600,7388800788
Earnest Money deposit	Rs 25,000 (Rs twenty five thousands only) in the form of demand draft/pay order in favour of Aryavart Bank, payable at Lucknow.



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, Demand Drafts, Pay Orders & Term Deposit Receipts

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, Demand Drafts, Pay orders and Term deposit receipts 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 & PO 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
	2017-18			
	2018-19			
	2019-20			

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 superscribed "Printing Work of MICR Cheque, Pay order and Term Deposit Receipts", "Technical Bid" and "Financial Bid" in separate envelope and should reach the office before 02.00 p.m. on or before 23.09.2021.
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 2017-18, 2018-19, 2019-20 and 2020-21 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 23.09.2021. The technical bids shall be opened on the 23.09.2021 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 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, and Demand drafts 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. In Term deposit receipts paper to be used 105 GSM, white parchment of JK/West Coast/Century, one side printing in four colour, receipt must have micro lettering , fluorescent ink logo, UV logo with four colour, numbering of receipt will be on back side. Size of receipt 9" X 6" (Printable receipt size 8" X 5").
16. The term deposit receipts must be packed in bunch of 500 receipts tightly wrapped with good quality material.
17. 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, pay orders, demand drafts and fixed deposit receipts 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
18. 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.
19. **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.**
20. The tenders received on the other than prescribed tender form will be rejected, tenders without the earnest money shall be rejected.
21. **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 2021-2022. 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

22. 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.
23. All disputes are subject to Lucknow Jurisdiction only.
24. Bank reserves all the rights to reject one or all tenders without assigning any reason.
25. The award of work/approval of tenders will be done category wise separately for current/savings/over drafts/pay orders/deposit receipts etc.
26. 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.
27. We further advice you that the acceptance of the tender shall be sole discretion of the Bank.
28. All the security features required as per CTS-2010 standard for MICR cheque must be as per the requirement issued by IBA and NPCI
29. 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
30. **Only demand drafts will be delivered at Bank's Head Office A-2/46, Vijay Khand, Gomti Nagar, Lucknow-226010 and all other security stationeries will be delivered at 22 Regional offices.**



31. Designing of the cheque books, drafts, and Term deposit receipts as per the choice of the Bank will be done by the printer.
32. The payment will be made only after the confirmation of delivery of cheque books at the designated place in the work order.
33. Please submit complete detail of your Bank account, as the payment will be made by NEFT/RTGS.


(Satyendra Kumar)
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 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	

RATES PER BOOK

(B) DEMAND DRAFT BOOKS

S. No.	Name of Item	Rate per Book (including all charges, levies, taxes etc.) including Transportation cost at Lucknow only (excluding GST)
1	Draft leaf books containing 10 leaves Tentative qty: 500 books	

Rates per receipt

(C) Term Deposit Receipts

Sr. No.	Name of the item	Rate per receipt (including all charges, levies, taxes and transportation charges etc) excluding GST)
1.	TDRs pads Term Deposit receipts in continuous stationery form, in packet of 500 forms, paper to be used 105 GSM white parchment of JK/West Coast/Century, one side printing in four colour, receipt must have micro lettering , fluorescent ink logo, UV logo with four colour, numbering of receipt will be on back side. Size of receipt 9" X 6" (Printable receipt size 8" X 5") 500 receipts must be packed in good quality hard board tightly wrapped Tentative Quantities: 50000 receipts	

- 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.
- Only Demand Drafts are to be delivered at Head Office.**
- The rates of Term deposit receipts are F.O.R. at Regional Offices of Aryavart bank.**
- The above rates are valid till 30.09.2022**

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 and Term deposit receipts.
- I bear full responsibility in case of delay is on the part of courier/transporter during the delivery of the demand draft and Term deposit receipts, the printer shall liable to be penalized.

Date:

Place:

Signature

Name _____

Designation _____

Seal of Firm _____

