

**UTKAL GRAMEEN BANK
HEAD OFFICE, CLUB PARA,
BOLANGIR-767 001**

**INVITATION OF SEALED TENDER / QUOTATIONS
FOR PRINTING AND SUPPLY OF SECURITY FORMS**

Dated 16.11.2017

Utkal Grameen Bank (A Regional Rural Bank sponsored by State Bank of India) having its Head Office at Bolangir (Odisha) invites applications for empanelment from intending reputed and experienced Printers engaged in large scale printing works for printing of security forms like CTS/MICR Cheque Books for Savings Bank A/C, Current A/C, Cash Credit A/C, Banker's Cheques & Term Deposit Receipts, and delivery of the same at our eight Regional Offices located at Sambalpur, Bargarh, Bolangir, Rayagada, Bhawanipatna, Jeypore, Phulbani, Berhampur and also at Head Office, Bolangir.

TECHNICAL BID

- The Security Printer should be approved by IBA (Copy of approval to be enclosed) for printing of security documents like CTS/MICR Cheque Books for S/B A/C, Current A/C, Cash Credit A/C, Banker's Cheques and Term Deposit Receipts.
- The Printer must be financially sound having its own printing units with modern printing machineries / devices to execute the printing works of various nature and specifications of security forms. Such works are required to be carried out under one roof to ensure fool proof safety and security of documents. The work involves printing, binding, packing and forwarding.
- The Firm must have executed such printing works of Banks. Proof of such work orders need to be submitted.
- The Printer must be Income Tax Assessee. Copy of PAN Card, latest income tax return and assessment order are to be enclosed.
- The Printer must have GST number. Copy of GST number and VAT clearance Certificate of last year are to be enclosed.
- The firm must have minimum annual turn over of Rs. 100.00 lakhs or more during any of the last three Financial Years. Audited balance sheets are to be enclosed.
- The printer must have infrastructure to incorporate "CTS-India" water mark as per CTS-2010 standard in terms of guidelines issued by Reserve Bank of India. These include provision of mandatory minimum security features on cheque forms like quality of paper, watermark, bank's logo in invisible ink, void pantograph, etc; and standardization of field placements on cheques.
- The application for technical bid is to be downloaded from our website and it should be submitted accompanied by Bank Draft/our Banker's cheque of Rs.1000.00 (Rupees one thousand only) favouring Utkal Grameen Bank payable at Bolangir towards application money **(Non refundable)**.
- It has also to be accompanied by EMD of Rs.50,000/-(Rupees Fifty thousand only)(Non interest bearing) in the shape of Bank Draft payable at Bolangir in favour of Utkal Grameen Bank or in the form Bank Guarantee in favour of Utkal Grameen Bank. The EMD is refundable in case the firms / applicants are not selected in the tender.
- The application for technical bid and financial bid should be in two separate envelopes. The financial bid of only those printers who qualify in the technical bid will be opened.

FINANCIAL BID

- The items to be printed are appended herewith in annexure indicating the required quantity, size specification etc. It should be utilized as quotation by downloading the same from Website
- **The bidders have to quote for each item separately. L1 bidders will be selected on the basis of the total cost of the tender as a whole.**
- The cost of printing will include GST, cost of transportation and any other expenditure.
- Each page of the quotation should be signed by the printer with full signature & seal. All alterations / additions must be authenticated by full signature of the printer on the quotation.
- The MICR cheques are to be printed as per latest RBI specifications for size, quality of paper, colour, grounds, interleaf etc.(paper of 95 GSM CTS-2010 standard of JK or equivalent from reputed company)
- The other security forms (Term Deposit Receipt) of size **27 cm X 14 cm** should have thickness of 105 GSM of Parchment paper and the paper should be of JK or equivalent from reputed company

TERMS AND CONDITIONS

- The validity of the approved quotation will remain valid for a period of 12 months from the date of acceptance
- The total EMD of Rs.50,000/- will be refunded to all unsuccessful bidders after finalization of tender, and to the selected vender after completion of the empanelment period.
- The Bank may at its discretion increase / decrease quantity of the items while placing final order. It may also order the entire quantity in one lot or in piece meal manner as per the requirement of the Bank from time to time.
- The specifications including size, quality of paper, colour, grounds, interleaf etc. of stationery are to be similar to that of the specification given.
- Payment will be released on receipt of ordered items in full quantity with quality as per specifications.
- No advance payment will be made at any stage.
- The items are to be supplied within the stipulated time and no extension of time will be allowed. In case there is delay in delivery, the bank may impose penalty of deduction of 1% of the bill amount. If the printer is unable to supply within a reasonable period, it will be treated as failure to execute the printing order, and the order will be treated as cancelled.
- In the event of violation of any terms and conditions of tender documents / purchase order or failure to execute the work order, the EMD deposit will be forfeited. Besides, the printer will be debarred from any future bidding of the bank.
- If the L1 bidder is unable to executive the work order of the Bank, negotiation with L2 bidder and L3 bidder can be done.
- Before final printing, the proof copy of Term Deposit Receipt is to be sent to us by email (ugbaccts@gmail.com) for approval and 10 printed specimen copies in the specified quality of paper are to be sent by post for our verification/approval. In case of cheque books, the correct branch-wise MICR codes, address and other details are to be confirmed from us through email. 10 printed specimen copies of each category of cheque should be sent to us for our verification/approval
- Only after our final approval, the required quantity of security forms will be printed as per our purchase order. The required number of security forms must be delivered at the specified places within 30 days from the date of final order or as per the date agreed upon

- No advance will be given to execute this order.
- The individual books containing the specified leaves should be packed as per our packing instructions to be given at the time of placing orders for printing. Small bundles of such books, branch wise, should be securely packed with thick/durable wrapper and plastic thread to withstand friction during the period of transportation to the specified destination.
- Supply of the indented item(s) of security forms will not be accepted/received and/or no payment will be made if any discrepancy/error in size, quality, quantity etc. Is / are observed by us.
- We will not accept excess supply of security forms beyond our order. Further, the printer will furnish to us a certificate, immediately after delivery of the ordered items and before payment is made by us, to the effect that no excess security forms beyond our order have been printed or in case excess security forms have been printed, the same have since been destroyed.
- The security forms are to be delivered at the specified places at the printers risk and responsibility. The cost of transportation/ GST or any other such expenditure are to be borne by him.
- The security forms are to be delivered at the designated places at eight Regional Offices i.e. Sambalpur, Bargarh, Rayagada, Balangir, Bhawanipatna, Jeypore, Phulbani and Berhampur (Gm) located in the state of Odisha and Head Office at Bolangir.
- Post despatch inspection of the printed material will be done by the authorised officials of the Bank and if quality/quantity of the material is found not to be acceptable, then the materials may be rejected and the printer shall have to take back the material at his own cost.
- The bill for printing, item wise, in **duplicate** is to be sent to Head Office. Bank will make payment after full and final delivery of the item(s) as per our terms and conditions and receiving acknowledgement from Regional Offices.
- You are requested to submit a copy of this tender duly signed in each page for having accepted our terms and conditions as enumerated above.
- For any doubt / clarification, please contact our Accounts & Compliance Department over phone no **06652-232680, 9438493015** or in e-mail id: ugbaccts@gmail.com
- The applications/sealed quotations in the enclosed prescribed format superscripted in bold letters "Proposal for Printing of security forms"(containing two envelopes separately for technical bid and financial bid) should be addressed to the **"General Manager (I), Utkal Grameen Bank, Head Office, Club Para, Bolangir-767001"** and be sent by registered post or it can be dropped in the sealed box kept in our Accounts Department during office hours The last date for receipt of the quotation is **07.12.2017 till 2 PM**. Application received thereafter shall not be eligible for consideration.
- The application / offer letters shall be opened on the same day, i.e. **07.12.2017 at 03 PM**. in Bank's Head Office premises in presence of Bank's Tender Committee. You may remain present or depute your representative with authorization letter to remain present at the time and venue of the opening of quotation / offer letter. However, if there is any change in the date, the same shall be published in the Bank's website.
- The Bank reserves the right to postpone / cancel the invitation and open the quotations in the absence of the bidders and also to accept or reject any quotations, without assigning any reason thereof.

GENERAL MANAGER (I)

APPLICATION FOR FINANCIAL BID

Annexure

PARTICULARS OF THE SECURITY FORMS TO BE PRINTED

Sl. No. (1)	Particulars (2)	No. of books (3)	Specifications and size (4)	Rate per book (Rs.) (4)	Total Cost
1.	Savings Bank bearer Cheque 20 Leaves	20000	a)Paper – CTS 2010 standard b)MICR Standard format c) As per RBI new guidelines / specification Colour : Light Green		
2.	Savings Bank order Cheque 50 Leaves	2000	a)Paper – CTS 2010 standard b)MICR Standard format c) As per RBI new guidelines / specification Colour : Light Green		
3	Current Account order Cheque 20 Leaves	5000	a)Paper – CTS 2010 standard b)MICR Standard format c) As per RBI new guidelines / specification Colour : Pink		
4	Current Account order Cheque 50 Leaves	1000	a)Paper – CTS 2010 standard b)MICR Standard format c) As per RBI new guidelines / specification Colour : Pink		
5	Bankers cheque order 50 leaves	2000	a)Paper – CTS 2010 standard b)MICR Standard format c) As per RBI new guidelines / specification Colour : Light Red		
6	Cash Credit order cheque 20 leaves	3000	a)Paper – CTS 2010 standard b)MICR Standard format c) As per RBI new guidelines / specification Colour : Green		
7	Cash Credit order cheque 50 leaves	1000	a)Paper – CTS 2010 standard b)MICR Standard format c) As per RBI new guidelines / specification Colour : Green		
8	Term Deposit Receipts 50 leaves	3000	a)Paper weight : 105 GSM b)Brand: JK Parchment paper or equivalent reputed brand Colour: As per our specification Size 27 cm X 14 cm		
			TOTAL COST		

(Specimen of papers to be used for MICR cheques and Term deposit receipt to be enclosed)

- (i) The rates are to be quoted separately for each unit of item.
- (ii) The rate should be inclusive of all costs of printing, GST and cost of transportation or any other expenditure.
- (iii) The financial bids to be submitted in separate sealed cover and will be opened after the Terms and Conditions stipulated in technical bids are fulfilled.

Application Form

1. Name of the Applicant:

2. Address :

3. Contact Nos :

(i) Phone (Land line):

(ii) Mobile:

(iii) Fax:

(iv) E-mail:

4. Status of the firm :

(Whether company / Partnership / Proprietary/ Subsidiary) Copy to be furnished

5. Name of the Proprietor / Partners/ Directors:

6. Year of Establishment :

7. Income Tax PAN No.(attach copy)

8. GST No. (attach copy)

(Furnish copies of Income Tax returns, VAT clearance certificate of last year/GST latest returns)

9. Turnover of the Company / Firm (Please attach copy of Balance sheet and profit and loss account)

Sl No	Year	Turn Over
01	2016-17	
02	2015-16	
03	2014-15	

10. Details of the qualifying works executed (please mention only such works which qualifies for the category / class for which you have applied) and attach copies of such orders

Sl No	Name of work	Name of the organization, address, phone	value of the works	Year and month of the work executed

11. Key Personnel employed in your organization:

Sl No	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Contact no.

12. Furnish the names of three responsible clients / persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

NAME OF THE OFFICIAL	ORGANIZATION & ADDRESS	CONTACT NUMBERS

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets / documents.
3. I / we agree that the decision of UGB in selection of empanelment will be final and binding to me / us.
4. I / we have read the instructions appended to the proforma and I /we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the Bank.

Date

Applicant's Signature with seal