



ANDHRA PRADESH GRAMEENA VIKAS BANK
(A Government of India Undertaking) **Head Office:: WARANGAL** (Sponsored by State Bank of India)
Operations Department
NOTICE INVITING TENDERS

Empanelment of Security Printers & Fixing of rate contract for printing of personalized cheques E-TENDER & REVERSE AUCTION	TENDER No. 14 / 03/12/2021
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TENDER

Tender availability	www.apgvbank.in & https://etender.sbi		
Date for PRE-BID (for clarifications) if any	Date: 10/12/2021 Time :12:00 NOON	Place : HEAD OFFICE, WARANGAL, H.no-2-5-8/1, First floor, Opp: Life line Hospital, Ramnagar, Hanmakonda, Telangana-506001.	
Commencement of Tender	Date: 01.12.2021		
Last Date of SUBMISSION of Tenders	Date	Upto	ON-LINE Auction Website : https://etender.sbi
	02.01.2022	05.30 PM	
Date of OPENING/ VERIFICATION of TECHNICAL Tenders	Date	At	
	03.01.2022	11.30 AM	
Tender Cost: Non- Refundable	Rs.2,000/-	Demand Draft in favour of Andhra Pradesh Grameena Vikas Bank, Warangal	
Tender Value	Rs.30,00,000/-		
EMD	Rs.30,000/-		
Validity of tender	TWO YEARS	From the date of agreement	
Number of Items for reverse auction	One Item	Refer financial bid	

Appointed Officers for Enquiries	Syed Manzoor Ali-9490157446	D.Pradeep Kumar-7901624840
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<p>Tenders should be submitted online to:</p> <p>M/s e-Procurement Technologies Ltd. B-704, Wall Street - II, Opp. Orient Club, Nr. Gujarat College, Ahmedabad - 380 006. Gujarat State, India Phone: +91-79-68136852 6863 6835 6829 6831 6853 Cell: 6354919566,9328931942 Email: pooja.shah@eptl.in</p>	<p>Tender Cost DD & EMD DD (or MSME/NSIC Certificate in relevant trade/service) should be submitted at the office of: ANDHRA PRADESH GRAMEENA VIKAS BANK The Regional Manager Regional office:Nalgonda Sy.no 4-11,Gollaguda, Land mark: Opp Collector Office Pin code:508001</p> <p>GENERAL MANAGER – Operations</p>
<p align="center">TENDER SUBMITTED BY</p>	<p>Name of the Vendor : _____</p> <p>Address : _____</p>

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1. INTRODUCTION

Andhra Pradesh Grameena Vikas Bank is a Regional Rural Bank, sponsored by State Bank of India, and jointly established by Government of Andhra Pradesh and Government of India. Our bank has 771 branches as of now and are operating in Fourteen regions viz. Anakapalli, Bhadrachalam, Bhongir, Khammam, Mahabubnagar, Nagarkurnool, Nalgonda, Parvathipuram, Sangareddy, Siddipet, Srikakulam, Vizianagaram, Visakhapatnam, and Warangal in the States of Telangana and Andhra Pradesh. All the 771 branches have been functioning in a computerized environment on CBS platform.

The locations of our Regional Offices in Telangana State are:

Sangareddy Region	: District Sangareddy, Medak & Siddipet.
Warangal Region	: District Warangal Urban & Rural, Bhupalapally, Jangaon & Mahabubabad.
Siddipet Region	: District Sangareddy, Medak & Siddipet.
Mahabubnagar Region	: District Mahabubnagar, Gadwal, Wanaparthy & Nagarkurnul.
Nagarkurnool Region	: District Mahabubnagar, Gadwal, Wanaparthy & Nagarkurnul
Nalgonda Region	: District Nalgonda & Suryapet
Bhuvanagiri Region	: District Nalgonda, Yadagiri Bhuvanagiri & Suryapet
Khammam Region	: District Khammam, Suryapet & Bhadradi Kothagudem
Bhadrachalam Region	: District Bhadradi Kothagudem, West Godavari & East Godavari

The locations of regions in Andhra Pradesh State are:

Anakapalli Region	: District Vishakapatnam & Vizianagaram.
Srikakulam Region	: District Srikakulam.
Vizianagaram Region	: District Vizianagaram.
Parvathipuram Region	: District Vizianagaram & Srikakulam.
Vishakapatnam Region	: District Vishakapatnam & Vizianagaram.

2. SCOPE OF WORK

Andhra Pradesh Grameena Vikas Bank invites applications for rate contract from well established, resourceful and experienced Security Printers in the IBA panel for printing and supply of Personalized cheque books to customers /branches for the duration of two years, extendable further by twelve months at the discretion of the bank, as Detailed below;

- a. Design, print and deliver the personalized cheques as required by the Bank.
- b. At present, a customer is permitted to avail a maximum of 20 cheque leaves, per request.
- c. Personalised cheque books are to be inserted in tamper proof envelopes, as per specification, for the individual customer's dispatch through India Post.
- d. Printer shall develop the software at their own cost, to process data provided in the form of text file / encrypted mode (or any other format decided by the bank) to print the personalized information on cheque leaves and requisition slip as per the specifications of the bank.
- e. The file, after printing, should be returned to the Bank, after inserting the speed post number at the end of every record.
- f. **Printed and packed cheques are to be handed over to India Post for delivery. India post payment will be made by Bank after verifying the number of records with printer dispatches.**
- g. Provide MIS in required format to the bank.
- h. A proven track record of such setup is necessary and bidders who do not have such facility need not participate in tender.

Bidders satisfying the eligibility criteria based on Technical bid will be empaneled for the duration of two years or expiry of rate contract, whichever is later. Price Bids of bidders will be opened only after qualifying the technical bid and vendor will be shortlisted as per price bid evaluation criteria detailed in tender documents.

3. IMPORTANT DETAILS

The following are the important details to be noted:

Tender Reference	No.14/2021-22 dated 03.12.2021	
Tender Cost (Not Refundable)	Rs.2,000/-	Demand Draft favoring Andhra Pradesh Grameena Vikas Bank. MSMEs & NSIC in relevant trade are exempted
Earnest Money Deposit (EMD)	Rs.30,000/-	
Security Deposit* – to be deposited within 14 days of issue of the empanelment	Rs.60,000/- (2% of the total Tender value)	Demand Draft or Bank Guarantee from any commercial bank. This includes the EMD already submitted.
Tender document available from	03.12.2021 in Bank's website – www.apgvbank.in	
Correspondence for any Technical Enquiry (IT Department, Sangareddy)	1. Syed Manzoor Ali -9490157446 2. D.Pradeep Kumar-7901624840 3. Email: cmlcpc@apgvbank.in	
Last date for submission	02.01.2022, 5:30PM	
Mode of receipt of tenders	THROUGH ONLINE AS GIVEN IN THIS DOCUMENT	
Date and time of opening Bids/Offeres	On 03.01.2022 at 11:30 AM	
Address for Communication	ANDHRA PRADESH GRAMEENA VIKAS BANK The Senior Manager LCPC Sy.no 4-11, Third floor, Gollaguda Village, Land mark: Opp Collector Office Nalgonda Pin code:508001	

4. MODIFICATIONS OR CORRIGENDUM

Any modifications or corrigendum to this tender document that may require after floating this tender shall be uploaded to the same website addresses, i.e., www.apgvbank.in and <https://etender.sbi> on any day & any time before closure of the tender. The aspiring vendors may visit the websites till the last minute of tender for updates.

5.PROCESS OF THE TENDER

5. Bidding Process - ON-LINE E-TENDERING WITH REVERSE AUCTION

5.1 RFP and Bid Submission

The bidder shall have to submit the tender **ON-LINE**, Vendors can download Tender document either from our website www.apgvbank.com or from the following e-procurement portal:

M/s e-Procurement Technologies Ltd.

B-704, Wall Street - II,

Opp. Orient Club, Nr. Gujarat College,

Ahmedabad - 380 006. Gujarat State, India

Phone: +91-79-68136852 |6863|6835|6829|6831|6853 | Cell: 6354919566, 9328931942

Auction Website: <https://etender.sbi>

The Bank shall not consider any request for date-extension for bid-submission on account of late receiving / downloading of RFP by any bidder. But, however, any suggestion or advice of value addition from the vendors to the tender or rectification of any short comings in tender may entail in issue of Corrigenda before the last date or postpone the tender as the Bank may deem necessary. The Bank's decision for consideration is final.

5.2 Mode of submission of tender – ON-LINE

Tenders are to be submitted **ON-LINE** by uploading in the portal advised above. The tender consists of both Non-Financial/Technical Bid and Financial Bid / Price Bid. The vendor should submit both Technical Bid & Financial Bid.

1. **Non-Financial / Technical Bid** – The documents mentioned in the Technical Bid should be signed on all pages and uploaded. For Tender Fee & Earnest Money Deposit – The Demand Drafts (DDs) should be scanned and uploaded, Two separate DDs should be drawn for Tender Fee and EMD. For exemption, MSME Certificate(s) is/are to be uploaded.
2. **Financial Bid / Price Bids** - The price bids (indicative) for the financial bid should be submitted online in the E-Auction web portal. Based on the price bids, a base price will be fixed by the Bank for reverse auction. The price will be further evaluated through reverse auction to arrive L1 rate/vendor.

6. BIDDING – THREE STAGES

6.1. Bidding – FIRST STAGE of bidding Technical Evaluation

In the first stage, only the **Technical Bids** will be opened by the “*Tender Opening Committee*”.

After the technical bids pass the qualification, the Bank may make site visits to the firms, units. The date of opening the COMMERCIAL BID will be informed to the shortlisted vendors.

6.2. SECOND STAGE of Bidding – Submission of Indicative Price Bids – Base Price & Decrement Value

In the second stage, **Indicative commercial/price bids** of short-listed, technically qualified bidders shall be opened ON-LINE and a Base price will be advised to the E-Procurement agency for further evaluation through reverse auction.

6.3. THIRD STAGE of Bidding – REVERSE AUCTION

In the third stage, **REVERSE AUCTION** shall be conducted for the final rates.

7. CHANGE OF ADDRESS & CONTACT DETAILS

The acceptance of a bid, subject to contract, commercial considerations & compliance with all terms and conditions will be communicated in writing by means of placing order at the address supplied by the bidder in its bid. Any change of bidder’s address, E-Mail address, Phone Numbers, should therefore be promptly notified to: -

ANDHRA PRADESH GRAMEENA VIKAS BANK

The Senior Manager, LCPC

Third floor

Sy.no 4-11, Gollaguda,

Land mark: Opp Collector Office

Nalgonda

Pin code:508001

8. BIDDER’S DISQUALIFICATION

Any bidder not complying with the bidding process is liable for disqualification at any stage without assigning any reason. Decision of the Bank in this regard shall be final, conclusive and binding on the bidder.

9. NON-TRANSFERABLE OFFER

This tender document is not transferable. Only the Vendor, who has downloaded & submitted the tender document, is entitled to perform the services to the Bank and this can't be transferred to another firm/vendor.

10. PROPOSAL OWNERSHIP

The proposal and all supporting documents submitted by the Vendor shall become the property of the Bank.

11. ADDRESS FOR COMMUNICATION

Bids should be submitted ON-LINE to ,

M/s e-Procurement Technologies Ltd.

B-704, Wall Street - II, Opp. Orient Club, Nr. Gujarat College,

Ahmedabad - 380 006. Gujarat State, India

Phone: +91-79-68136852 |6863|6835|6829|6831|6853 | Cell: 6354919566(For all technical / web-portal related enquiries)

Auction Website: <https://etender.sbi>

The tender offer with all necessary documents mentioned are to be submitted on or before 02.01.2022, before 5.30 PM.

Contact: For any technical enquiries: **Syed Manzoor Ali** (Senior Manager) -**9490157446**

D.Pradeep Kumar-7901624840

For any other tender related communication, the below mentioned official may be contacted.

Shri K Vikranth Reddy, Senior Manager (Operations) - 8331019299

Andhra Pradesh Grameena Vikas Bank, Head Office, Warangal, H.No.2-5-8/1, Ram Nagar, Hanmakonda, Warangal Urban District– 506001 Telangana State

12. MODIFICATION AND WITHDRAWAL OF OFFER

The Vendors are allowed to withdraw their offers at any time before the last date and time specified for receipt of offers. The vendors should contact E-Procurement agency for guidance to modify/withdraw their offer/bids. However, No offer can be withdrawn by a Vendor after the last date and time specified for submission of offers.

13. GENERAL RULES AND INSTRUCTIONS TO THE INDENTING APPLICANTS

1. Andhra Pradesh Grameena Vikas Bank invites applications for rate contract from well established, resourceful and experienced Security Printers in the IBA panel for printing and supply of personalized cheque books to customers /branches all over India for duration of two years, extendable further by twelve months at the discretion of the bank.
2. The Technical Bid, (General conditions of tender, tender specifications) and Price bid (Bill of Quantities) shall be duly signed by the authorized signatory at every page along with company seal.
3. There should be no overwriting/corrections/omissions in the tender documents, no column should be left blank.
4. **Pre-bid Queries and Pre-Bid Meeting:** The tenderer should carefully examine the specifications, terms and conditions of the tender and may seek clarifications, if required. The tenderer in all such cases seek clarification in writing ([cm~~l~~cpc@apgybank.in](mailto:cmlcpc@apgybank.in)) by mentioning the relevant page number and clause number. No individual / oral consultation shall be entertained. No queries will be entertained from the vendors after pre-bid meeting.
5. The details of the applicants and their experience shall be submitted in the Bank's prescribed "Pre-Qualification Format" only. Wherever required and if the space provided is not sufficient, particulars can be furnished as Annexures but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the Applicant or their authorized representative along with their company seal.
6. No costs incurred by the applicant in applying, in providing necessary documents or attending discussions, will be reimbursed by the Bank.
7. Documentary proof with respect to the prequalification criteria shall be furnished along with the completed application form. In this regard, copies of the work orders and completion certificates and or such other documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard. Where copies are to be furnished, they have to be certified copies preferably by the concerned agencies or a Government Office.
8. The authorized person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.
9. For consideration of experience, works should have been executed in same name & style of the firm in which empanelment is sought.

10. If found necessary, Bank may also consider inspecting the works undertaken by the applicants, for which necessary co-ordination shall be made by them. Based on the details furnished in acceptable format, inspection of works and eligibility criteria as on cutoff date, the applicants will be empaneled.
11. Decision of the Bank regarding selection / rejection will be final and binding and no further correspondence will be entertained. Shortlisted Security Printers will only be informed by E-mail.
12. The successful printer should get the NPCI approval for printing cheques, by paying requisite fee.
13. Placing of the orders for printing of cheque books will be done only after obtaining the approval of our cheques samples from NPCI.
14. The Bank will provide only specimen of each security item but not any art work. They should be arranged by the security printers themselves.
15. Printed & supplied items which are not according to the bank's specifications in all respects shall be summarily rejected and Rate Contract would be cancelled.
16. The Security Printing Unit should have stringent quality control measures for security printing, binding, packing etc. to ensure supply of high quality security items.
17. Before submitting the tender, tenderers are requested to see the specimen, examine carefully the conditions of contract, / labour/ time factor etc.
18. The tenderer whose tender is accepted shall not be entitled to make any claim for increase in the rates quoted and accepted.
19. The Bank is not bound to accept the lowest tender and reserves the rights to reject any or all the tenderers without assigning any reasons therefore.
20. The quoted rates shall be all inclusive and excluding GST. GST will be paid over and above the rate quoted as applicable.
21. Statutory deductions / TDS will be levied as applicable.
22. Prospective security printers to note that all payments will be made electronically as per Government guidelines.
23. Tenderers shall quote their unconditional rate strictly as per the list of items specified. Cutting / overwriting, if any, shall be counter-signed.
24. Conditional and incomplete tenders are liable to be rejected.
25. The successful security printer should enter in to an agreement with the Bank, on a Rs.200/- Stamp Paper, as per Bank's format.

14. PENALTY CLAUSE

Bank shall impose penalties for breach of contract, deviation in specification etc.,

- a. Not adhering to the delivery schedule
- b. Mistakes in printing, binding, seriating or packing of security items
- c. Deficiencies in quality of printing
- d. Printing not according to Bank's format and colour schemes etc.
- e. Flouting Bank's instructions in respect of storage of paper, maintenance of records, transportation and delivery of security forms etc.
- f. Rejections of MICR instruments in test checking.

S.No.	Reasons	Amount of penalty
1	Delay For books	Rs.10 per day
2	Wrong Dispatch	Rs.100 per book+ speed post charges
3	Shortage of MICR paper	110% of Cost of MICR paper
4	Wrong printing / Defective perforation / binding (not resulting in rejection of cheque book)	Rs.25 per Cheque Book
5	Wrong printing (Resulting in rejection of cheque book)	Rs.100 per cheque book + cost of Cheque Book (paper cost + printing cost)
6	Deviation from RBI / NPCI specifications Or Banks specifications	Shall be decided by bank depending upon nature and severity
7	Dispatch of cheque books with missing/ duplicate/ additional leaves	Rs.500 per Cheque Book
8	Misuse/loss/theft/ leakage of data or any other mistakes	As may be decided by the bank

In case of rejection of any consignment of security instruments on account of any reason, no payment of printing charges shall be made and penalty charged by RBI / local clearing house will be recovered from the printer. If the Printer fails to deposit the loss amount claimed by the bank or the penalty imposed by the bank for the negligence in any manner, or otherwise, the bank shall have the full right to recover the same from the bills &/or to forfeit the earnest money/ recover the amount out of security deposit &/or take such other action, legal or otherwise, as it may deem proper. Bank shall be the competent to increase/decrease the penalties stated above considering the circumstances of each case.

15. TEST CHECKING:

Bank shall check samples of MICR instruments, collected from branches at regular intervals, with NPCI / RBI or any of the cheque processing center to ensure compliance of CTS 2010 specifications and rejection rate should be zero. In case of any deviation, the decision of the bank will be final and binding on printers.

Other terms:

1. Please quote your rates per lot mentioned including packing and taxes, if any.
2. Wastage at the rate of 10% for printing will be allowed.
3. Rates submitted by the tenderers and arrangement made with the bank would be valid for two years from the date of execution of the agreement, extendable further by twelve months at the discretion of the bank.
4. Please ensure that your quotation is properly worked out and presented, as any request for revision of the rates or cancellation of the order subsequently will not be entertained.
5. Printing of personalized cheque books shall have to be started by the Printer maximum of 30 days from the date of award of the job, by which time printer shall have to complete all arrangements including obtention of approval of cheque sample from NPCI. The bank will not be bound to provide any extension of time in this regard.
6. Printer shall develop the software at their own cost, to process data provided in the form of text file (or any other format decided by the bank) to print the personalized information on cheque leaves and requisition slip as per the specifications of the bank. Any changes required to be made in future in this regard, shall have to be managed by the printer.
7. Bank may also undertake standardization of different inputs/outputs for Personalized Cheque Books from time to time which the printer shall have to implement promptly with no extra cost.
8. Since, the customers' data that shall be provided by the bank to Security Printer is confidential & sensitive; the successful tenderer shall have to ensure its complete secrecy, safety & security and shall use the data only for printing of personalized cheque books and not for any other purpose in any case.
9. Successful tenderer shall also submit an undertaking not to part with or in any way divulge the information/data provided to the printer for processing and printing, to any unauthorized person and shall keep/preserve the record/data as per bank's requirement/legal laws. Bank may also stipulate changed requirement in this regard from time to time.
10. The Printer shall be solely responsible & accountable for any loss caused to the bank due to misuse of data provided by the bank to the printers or loss of such data or theft/leakage of such data or capturing of wrong data on cheque books due to their negligence or otherwise.
11. The printer shall ensure due diligence/KYC verification of its employees from time to time and shall preserve the information relating to the same in accordance with the law.

12. In case the printer fails to commence the job within stipulated time period or if the printer stops printing of PCBs during the period of Agreement, the bank may forfeit its EMD/Security Deposit and may also take any other action/legal recourse including termination of the agreement &/or debarring the printer from doing the bank's work for next 2 years, as it may deem proper.

13. Security Printer shall have standby/alternate arrangement of printing & other related operations in case of failure/breakdown of any machine etc, so that uninterrupted printing/dispatch of personalized cheque books of our bank is ensured.

14. In case of emergent need, Printer shall also arrange itself for delivery of the cheque books at the booking post office.

16. ELIGIBILITY CRITERIA

The process is open to all applicants (Incorporated bodies / Partnership Firms) who are capable and interested in meeting bank's objective of printing of security instruments and fulfill the eligibility criteria, among others, as given below:

1. The Security Printer should have been listed in the approved panel of Indian Banks' Association (IBA). Please enclose a copy of the latest and valid IBA approval letter, duly attested.
2. The applicants should have at least one IBA approved printing unit. If any applicant does not fulfill the above criteria, the application will be rejected. Please enclose documentary proof.
3. The applicant should be in the line of business of printing and supply of security instruments directly for at least last three years ending 31-03-2021. Please enclose documentary proof.
4. The printer should have obtained the approval certificate from National Payment Corporation of India (NPCI) for undertaking printing and supply of CTS 2010 standard cheques to nationalized banks/SBI, within last three years. Please enclose a copy of the said approval certificate, duly attested.
5. The security printer should have made supplies to at least two major Public Sector Banks /major Private banks, with 500+ Branches, individually to the tune of at least 20 lakhs leaves of security instruments (Cheques/DDs/Deposit Receipts etc.) during the financial year 2019-20 or 2020-21. Please enclose documentary proof (work order, completion certificate and performance certificate).
6. The Security Printers should be established in the line of Security Printing at least for a minimum period of last 5 years, prior to 31.03.2021. Please enclose documentary proof.
7. They should be in a position to print minimum 30 lakh security instruments during a financial year. Please enclose documentary proof.
8. The Printing Unit should have the required technical infrastructure/in house facility to develop new designs. They should have the capacity to incorporate various special security features the Bank may stipulate from time to time. Please enclose documentary proof (Relevant machinery list and capacity)
9. The average annual turnover of the Security Printers for the last three years as on 31.03.2021 should not be less than Rs. 25 lakhs. Please enclose auditor's certificate.

10. The applicant should be a profit making company continuously for 2018-19, 2019-20 and 2020-21. Please enclose documentary proof (Auditors Certificate).

Noncompliance to any of the eligibility criteria or any other criteria mentioned anywhere in this document will disqualify the Security Printer.

17. SPECIFICATIONS

MICR Cheque books are to be printed without counterfoil. Cheques should be strictly as per CTS 2010 standards complying all norms of RBI/NPCI. Branch name address, logo IFSC code etc. are to be printed exactly as per specifications and the specimen should be approved by NPCI.

All printing is to be done in specified format and color scheme of each instrument. Printed samples of all the instruments will be provided by the bank to successful tenderer, and the art works complying with bank specifications and CTS 2010 standards have to be developed by printer themselves.

It is mandatory for a printer to get 'CTS-2010 Standards' new 500 cheque leaves test certification from NPCI before printing PCBs for bank.

Security Printers having IBA approved Personalized Cheque Books printing unit to note that unit must be capable of carrying out all the printing including base printing at the same location. Unit should be capable of printing the cheques as per the time schedule / requirements of the bank.

Please note that Final proof (5 cheque books with minimum 10 leaves each) should be submitted to us for approval before commencing execution of our orders. Printer is also required to submit specimen cheque leaves as per NPCI instructions for testing the compatibility of the same with CTS environment before execution of the work

Cheques to be printed on 95 GSM MICR cheque paper.

- Cheque books with 20 leaves.
- Requisition slip on Cheque paper.
- Record slip on 70 GSM Mapiltho paper with "Die Cut" for visibility of serial number
- Cover page on 170 GSM Art papers- To be printed as per Bank's requirement.

18.PRINTING

Standard design of background is to be printed in fugitive ink with text in Black ink. Bank's name and logo is to be printed in single color.

All field placements would be strictly as per "CTS 2010" standard.

Base color Pattern

Savings Bank Cheques: Green Base

Current Account Cheques: Pink Base

The fugitive ink used for printing background should not be mixed with any other type of ink and should be easily removed by applying water over it without vigorous rubbing. All MICR instruments shall be printed with fields as per RBI guidelines with good quality MICR ink. The Requisition slips are to be printed on MICR paper and the same should contain cheque numbers of the cheque book ie from and to serial number with prefix and branch name) Cover Page, Requisition slip , Record slips are to be printed in single color

Note: All participating vendors are advised to be present on the date of opening of tenders. However, the tenders will be opened, even if no vendor has represented/attended the meeting.

19.EVALUATION CRITERIA:

All interested and eligible bidders shall submit their duly filled documents, well in advance before the due date and time specified for submission of in the e-tenders, signed in all pages along with all relevant annexures as proof of experience, technical capabilities, financial capabilities etc.

Technical Bid Evaluation:

Technical Bid would be opened first and scrutinized. Only those security printers who satisfy the Technical bid alone would be shortlisted and empaneled and only their Price Bid would be opened, at the designated date and time.

Technical Bid Evaluation Criteria:

Stage 1: Preliminary Examination: To ascertain the responsiveness of the bidders and reject those bids who have;

- Not submitted the tender in Bank's approved format
- Not having valid IBA approval
- Submitted unsigned / illegible tender

- Not accepted the Bank's techno-commercial conditions
- Submitted the tender with counter conditions and does not satisfy any of the eligible criteria

Only those bids that are responsive shall be subject to further processing. Bids not complying with the above would be rejected.

Stage 2: Pre-Qualification:

To determine the compliance of bidders with specified eligibility / Qualification criteria.

A bidder has to comply with each of the eligibility criteria / requirements in application format (mandatory requirement) to qualify for further evaluation and opening of Price Bid. If the bidder fails to satisfy any one of the criteria, then the bidder would be disqualified.

NOTE: All security printers must be IBA approved, registered for GSTIN, Income Tax etc., detailed in this pre-qualification document. The security printers, otherwise eligible but not registered for these statutory obligations will not be considered for shortlisting, for opening of Price Bid. Prospective security printers to note that all payments will be made electronically as per Government guidelines.

- Please fill in all particulars in the space provided in the application form.
- The Bids would be evaluated based on Evaluation Criteria by a Committee of Officials and on prescribed date and time, the Price Bid of those shortlisted bidders alone would be opened.
- It is the responsibility of the bidder to ensure that the bids are submitted well in advance / within the due date and time prescribed. Printers are requested to not to wait till the last moment to quote their bids to avoid any unforeseen situations.
- Bank will scrutinize the offers based on information provided in Technical Bid. Any incomplete or ambiguous terms / conditions/ quotes will disqualify the bidder and Banks decision on selection of the prospective printer is final.

ANNEXURE – A: APPLICATION FORMAT

(Attach separate sheets wherever necessary / please tick appropriate box)

1	Name of the Applicant / Firm / Company	
2	Registered Address: Address for Communication:	
3	<u>Contact Information</u> Contact Person Office Phone Number: Residence Phone Number: Mobile Number: E-Mail:	
4	Status of the Firm:	<input type="checkbox"/> Company <input type="checkbox"/> Partnership Proprietary Firm <input type="checkbox"/> Individual
5	Year of Establishment:	
6	Number of years of experience in similar work	
7	Name of the Proprietor / Partners / Directors with professional qualifications	

8	<p><u>Registration Details</u></p> <p>Companies/ Firm Registration Number & Date:</p> <p>GSTIN :</p> <p>Income Tax PAN, TIN: Others, if any:</p>	
9	<p>Turnover of the Company / firm</p> <p>(Please attach copy of audited balance sheet and profit & loss account / IT Returns for three years)</p>	<p>2018-19 :Rs.</p> <p>2019-20 :Rs.</p> <p>2020-21 :Rs.</p>
10	<p>Please confirm that you have fully understood the requirement of BANK mentioned in this tender</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
11	<p>Specify location and address of IBA approved Printing Unit for printing PCBs</p> <p>Please enclose documentary proof.</p>	<p>1</p> <p>2</p> <p>3</p>

		<i>Attach additional paper for more space</i>
12	<p>Please confirm that you have IBA approved printing units.</p> <p>(please tick appropriate box)</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
13	<p>Specify location and address of IBA approved Printing Unit for Printing of cheques</p>	
14	<p>Please confirm that you have the capacity to print for our bank in above mentioned locations as per Bank's schedules/requirements.</p> <p>(please tick appropriate box)</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
15	<p>Were you ever required to suspend the activity for a period of more than six months continuously? If so, give details</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
16	<p>Have you ever left any orders placed with you incomplete? (If so, give details and reasons for not executing the orders)</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

17	Have your firm been debarred or Black listed for tendering in any organization? If so, give details.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
18	Have you got separate godown / space for storing paper? If so, is it covered by Insurance? Please furnish details.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
19	Confirm that you have enclosed the EMD/Bid Security Declaration, duly signed	YES <input type="checkbox"/>	NO <input type="checkbox"/>
20	Please enclose details of printing job handled by the firm for the last 3 years.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
21	Please enclose details of security items printed for Public Sector Banks for during last one year.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
22	Please confirm that you will supply the items strictly as per CTS 2010 standards and as per Bank's specifications, within the time period mentioned. (please tick appropriate box)	YES <input type="checkbox"/>	NO <input type="checkbox"/>

23	<p>The rate quoted / accepted should be valid for period of two years from the date of approval of competent authority of the bank.</p> <p>Request for any revision in rate will not be accepted.</p> <p>Please confirm your acceptance.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
24	<p>Bank shall check samples of MICR instruments, collected from branches at regular intervals, with NPCI / RBI or any of the cheque processing center to ensure compliance of CTS 2010 specifications and rejection rate should be zero.</p> <p>In case of any deviation, the decision of the bank will be final and binding on printers.</p> <p>Please confirm your acceptance.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
25	<p>Bills for the security items supplied should be submitted within 30 days from the date of delivery at the branch and Bills received thereafter shall be treated as 'NO CLAIM'.</p> <p>Please confirm your acceptance.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

26	<p>Paper supplied by the Bank must be kept in Safe custody at Printers' premises and adequate insurance cover with bank clause should be provided at Printer's cost and to be renewed from time to time. A copy of the policy should be furnished to us.</p> <p>Please confirm your acceptance.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
27	<p>Please confirm that you have understood the evaluation criteria for selection and confirm your acceptance for the same.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
28	<p>The successful tenderer shall shred all wastes before disposal and ensure that the Bank's logo and materials are not misused.</p> <p>Please confirm.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
29	<p>Please confirm that you have quoted your price only in Price Bid and not anywhere in Technical Bid.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
30	<p>Please confirm that you have submitted DD. If exempt, then valid certificate from National Small</p>	<p>DD NSIC Certificate</p>

	Industries Corporation Ltd should be enclosed.	
31	NPCI Certificate If yes, please enclose the certificate.	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p align="center"><u>DECLARATION</u></p> <p>1. All the information furnished by me / us here above is correct to the best of my/ our knowledge and belief.</p> <p>2. I / We agree that the decision of Andhra Pradesh Grameena Vikas Bank in selection of printers will be final and binding to me / us.</p> <p>3. I / We have read the instructions 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.</p> <p>Place : _____ SIGNATURE OF THE APPLICANT</p> <p>Date : _____ NAME & DESIGNATION</p> <p align="right">SEAL OF ORGANISATION</p>		

ANNEXURE - B: PRICE BID

GROUP (A) – BOOK FORMAT			
S No.	Security Item	Lot	Rate
1.	SB/CA/CC Cheque Books 20 leaves	1000 cheques	*
TOTAL			
Total amount in figures			
.....			
.....			

RATE TO BE QUOTED:

The rates quoted should be inclusive of cost of MICR paper of 95 GSM, requisition Slip, Record slip on 70 GSM Mapiltho paper with “Die Cut” for visibility of serial number, Cover page on 170 GSM Art papers, labor charges and tamper proof envelope.

The rates Quoted by us is Exclusive of GST.

Place :
Date :

SIGNATURE OF THE APPLICANT
NAME & DESIGNATION
SEAL OF ORGANISATION