

NOTICE INVITING TENDER (NIT)

Tender Notice No: TGB/FA/2023-24/04

Date: 30.09.2023

Name of the work/purchases: Tender for printing & supply of different varieties of security instruments as per CTS-2010 standards and security forms such as term deposit receipts.

**I. Sealed tenders are invited for the above mentioned security forms:
- In two (technical and financial) bid system**

1	Name of the work/purchase	Printing & supply of various security instruments of different varieties incorporating the revised security features prescribed by RBI (Reserve Bank of India) under CTS-2010 standards.
2	Cost of application/ tender document.	Tenders may be downloaded from the Bank's web site "www.tgbhyd.in" and "www.etender.sbi" free of cost.
3	Date and time where tender forms are available (From _____ to _____) Details of web site:	From: 10:00 AM on 30.09.2023 upto 03:00 PM on 20.10.2023 For any other details /information. visit our website: "www.tgbhyd.in" or "http://etender.sbi/SBI"
4	Time and last date of submission of tender	Up to 03:00 PM on 20.10.2023
5	Place and address for submission of tender / contact person /telephone no/ e-mail add.	M/s e-Procurement Technologies Ltd. Ahmedabad. Website: http://etender.sbi/SBI Contact Person: Name: Khushboo Mehta Contact : 9510813528 , 9328931942 , 9081000427 Email address: khushboo.mehta@eptl.in
6	Date, time and place of opening of tenders (Technical & Financial Bid)	Technical Bid on 20.10.2023 at 04:00 PM Financial Bid on 20.10.2023 at 04:30 PM <u>Technical bid will be opened online and qualified bidder will be intimated before opening of financial bids.</u> Contact Person: Chief Manager – Stny & FA Telephone no: Mobile: 9491041906, 7901617532 Email address: : cmstationeryandfa@tgbhyd.in
7	Earnest Money Deposit	An amount of Rs 30,000/- (Rupees Thirty Thousand only) EMD is to be paid through DD/BC in favour of Telangana Grameena Bank, H.O. payable at Hyderabad. No interest will be payable on EMD amount by the Bank. MSEs are exempted from deposit of EMD and MSME certificate may be submitted in place of EMD DD.

Signature of the Bidder

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8	Quantum of Security Deposit	Security deposit of 3% of the tender (including EMD) is to be deposited by the qualifying bidder(s). The EMD will be converted into Security deposit, if the bidder is evaluated as L-I bidder. No interest will be payable on the EMD/security deposit amount by the Bank. No exception for MSME/NSIC enterprises in case of security deposit.
9	Terms of payment of bills, if any.	100% payment will be made on supply of security forms subject to verification of quality and quantity being satisfactory
10	(Penalty Clause)Liquidated Damaged	As per point 2 of Annexure 1
11	Stipulated time for completion of the work/supply.	As per point 1 of Annexure 1
12	Estimated value of tender/project	Rs. 19.79 lakhs (Approx.)
13	Validity period of the tender.	12 Months.
14	Taxes	Rate should be quoted per 1000 leaves in case DD/BC, per book (100 leaves) in case of term deposits - including all taxes (excluding GST), cost of paper, packaging, all other charges and freight for delivery to Regional Business Offices
15	Electronic Payment	Electronic payment shall be preferred
16	Any additional information	As mentioned at Note (below)

Note:

1. Tender containing any condition leading to unknown / indefinite liability, are liable to be summarily rejected.
2. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the suppliers who resort to canvassing will be liable to rejection.
3. The quantities of various items given in the schedule of quantities are approximate. The quantities may vary by (+ or -) 25%.
4. The Bank reserves the right to cancel or postpone the tenders at any stage without assigning any reason.

General Manager –I

Sealed tenders are invited from security printers who have done similar work for any nationalized Bank/RRBs/other organizations for at least three (3) years and having IBA approved panel printers for printing & supply of various varieties of cheques as per CTS-2010 standards and other security forms. The details are furnished in the annexure "A" to "D". The bidders should upload the required documents for "**technical bid**" and quote the prices as per units mentioned in "**price bid**" on www.etender.sbi. Please note the units mentioned carefully before quoting your prices.

DIGITAL SIGNATURE: The bidders are requested to note that it is mandatory to have a valid digital certificate issued by any of the valid certifying authority approved by Govt. of India to participate in online bidding. The bidders are requested to ensure that they have the same, well in advance, or if any assistance is required for the purpose, bidders can contact our service provider (M/s e-Procurement Technologies Ltd. Ahmedabad) at above mentioned numbers.

2. The rates quoted shall be valid for a period of one year from the date of consent of the printer. Requests for change in the rates in between for whatever reason will not be entertained.
3. Tender should be submitted along with receipt/copy of EMD of Rs.30,000/- by way of Demand Draft/ Banker's Cheque drawn in favour of Telangana Grameena Bank, Head Office, payable at Hyderabad. Tenders without EMD/MSME certificate will not be entertained.
4. Further, the security printers will be required to develop the new background designs with different colour combinations, wherever necessary. Under no circumstances, the Bank undertakes to provide negatives/ positives of any design, and pay any additional charges in this regard.
5. Bidder should preferably have an office/ representative placed at Hyderabad/ Secunderabad for speedy communication. The address, phone/ cell no. of such office/ person should be furnished. In case there is no office/representative in Hyderabad/ Secunderabad, it is necessary for the printer to provide the escalation matrix in case there are any irregularities seen in the printing and supply of security forms.
6. A copy of the test report issued by NPCI (National Payment Corporation of India) in respect of sample cheques with revised security features should be enclosed by the qualifying bidders.
7. The Bank reserves the right to accept / reject any / all the tender(s) without assigning any reason(s) and also to place the order(s) for total or part of its requirement with one or more printers.
8. For speedy delivery schedule and in contingent circumstances, sharing of orders will be considered at L-1 rates. As such, L-1 rates will be offered to other security printers also.

9. The quantities of various items given in the schedule of quantities required are approximate. The quantities may vary by (+ or -) 25% on either side.

10. The tender document should be signed and stamped on every page to make certain that the bidder has gone through all the pages.

11. The printers have to submit copies of their GST number and PAN number of the firms along with the tender documents.

12. The Bank shall have the right/liberty to extend the rate of tender for up to one more year on satisfactory performance of the vendor and at the same rates, terms and conditions.

13. **Resolution of Disputes:** The Bank and the vendor shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, the Bank and the vendor are unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration. All questions, disputes or differences arising under and out of, or in connection with the contract, shall be referred to two Arbitrators: one Arbitrator to be nominated by the Bank and the other to be nominated by the vendor. In case of the said Arbitrators not agreeing, then the matter will be referred to an Umpire to be appointed by the Arbitrators in writing before proceeding with the reference. The award of the Arbitrators and in the event of their not agreeing, the award of the Umpire appointed by them shall be final and binding on the parties. The Arbitration and Reconciliation Act, 1996 shall apply to the arbitration proceedings and the venue & jurisdiction of the arbitration shall be Hyderabad.

General Manager-I

Technical Bid

Proprietors/Firms/Companies interested in participating in the tendering process shall fulfill the below mentioned criteria. Documentary proof for each of the specification should be attached duly attested in order to qualify for the price bid.

S.No	Requirements	Bidder's Remarks
1.	Latest IBA approval letter (duly attested)	
2.	IBA/RBI approved printing unit anywhere in India with required infrastructure.	
3.	Minimum three years of experience in printing and supply of security instruments.	
4.	Approval certificate from NPCI for printing and supply of CTS-2010 standard cheques to Nationalized Bank/RRBs/other organizations (duly attested).	
5.	Work order, completion certificate and performance certificate from any two Nationalised Banks/RRBs/ other organizations in FY 2021-22 and FY 2022-23 for printing of security instruments (Cheques/DD/BC/DR).	
6.	Proprietorship Certificate of Registration/ Partnership Deed/ Certificate of Incorporation.	
7.	Authorization letter in case of Partnership/Company to the authorized signatory.	
8.	Other documents, as applicable	

SIGNATURE OF THE PRINTER

Signature of the Bidder

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Financial Bid**TENDER-SECURITY FORMS-2023****ANNEXURE - A****SECURITY INSTRUMENTS - SPECIFICATIONS:**

a.	SIZE	8" x 3 2/3"
b.	PAPER & PRINTING	95 GSM, west coast/JK MICR cheque paper (specifications as per RBI directives in respect of all mandatory features and fugitive ink as optional feature under CTS-2010 standards)
c.	COVER PAGE	For books of 50 Leaves : 200 GSM Art paper
d.	BACKGROUND DESIGN & COLOUR COMBINATION	As per the specimen enclosed at the time of placing of order. Multi colour including fugitive micro ground as per specimen UV Bank logo.
e.	NUMBERING	To be done as furnished by the Bank at the time of placing of order.

f. Other Terms & Conditions as per the Annexure-1.**Rate per unit (Amount in Rs.)**

S.No.	Particulars of Item	Unit Size	Rate (in Rs.)
1.	Banker's Cheques 50 leaves	1000 leaves	
2.	Demand Draft 50 leaves	1000 leaves	
3.	Cost of samples for NCPI		

Note: The rates quoted should be inclusive of cost of paper, packaging charges/envelope charges, all taxes (excluding GST – GST will be paid as per Govt. norms), freight/postage charges, printing charges etc., to be delivered at respective regions for DD/BC/DR

PLACE:

DATE:

SIGNATURE OF THE PRINTER WITH SEAL

Signature of the Bidder

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TENDER-SECURITY FORMS-2023**ANNEXURE -B****TERM DEPOSIT RECEIPTS - SPECIFICATIONS:**

a.	SIZE	8" x 6"
b.	PAPER & PRINTING	105 GSM Parchment Paper
c.	BACKGROUND DESIGN & COLOUR COMBINATION	As per the specimen enclosed at the time of placing of order 1. Two colour printing on front side with numbering. 2. Single colour printing on back side.
d.	NUMBERING	To be done as furnished by the Bank at the time of placing of order.

e. Other Terms & Conditions as per the Annexure-1.

S. No.	Particulars of Item	Unit Size	Rate (Rs)
1.	Spl. TDR	One packet of 100 leaves	
2.	Short TDR		
3	Fixed Deposit Receipt		

Note: The rates quoted should be inclusive of cost of paper, packaging charges/envelope charges, all taxes (excluding GST – GST will be paid as per Govt. norms), freight/postage charges, printing charges etc., to be delivered at respective Regions for DD/BC/DR

PLACE:

DATE:

SIGNATURE OF THE PRINTER WITH SEAL

TENDER-SECURITY FORMS-2023

ANNEXURE - C

**APPROXIMATE QUANTITY REQUIRED FOR ALL TYPES OF CHEQUES
MENTIONED UNDER ANNEXURE- A**

Approximate quantity required for 12 months

Sl. No.	Particulars of Item	Quantity (books)
1.	Bankers' Cheques 50 leaves	1420
2	Demand Draft 50 leaves	11330

ANNEXURE -D

**APPROXIMATE QUANTITY REQUIRED FOR TERM DEPOSIT RECEIPTS
MENTIONED UNDER ANNEXURE-B**

Approximate quantity required for 12 months

S.No.	Particulars of Item	Quantity(Books)
1.	Spl TDR	11600
2	Short TDR	4050
3	Fixed Deposit Receipt	6250

General Manager -I

Signature of the Bidder

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TENDER-SECURITY FORMS-2023

ANNEXURE- 1

**TELANGANA GRAMEENA BANK,
HEAD OFFICE : HYDERABAD**

TERMS AND CONDITIONS FOR PRINTING OF SECURITY FORMS:

Bidder should preferably have an office/ representative placed at Hyderabad/ Secunderabad for speedy communication. The address, phone/ cell no. of such office/ person should be furnished. In case there is no office/representative in Hyderabad/Secunderabad, it is necessary for the printer to provide the escalation matrix in case there are any irregularities seen in the printing and supply of security forms.

- The rates approved by the Bank and advised to the security printers include cost of paper, all taxes (excluding GST), freight, printing charges etc
1. **SUPPLY SCHEDULE:** The order should be executed within 30 days for DD/BC/TDR books from the date of work order. The consignment should be booked for delivering/ placing the goods inside the department's godown or at our Regional Offices premises as advised by us in the order.
 2. **Delay in supply:** Penalty shall be levied as a percentage of total cost of supply as below:

For delay up to 05 days	- 1%
For delay beyond 05 to 10 days	- 3%
For delay beyond 10 days	- 5%

Higher penalty or any other action deemed fit will be taken for delay beyond 10 (ten) days. Work orders may be placed according to requirements of the Bank in more than one lot. Printers who do not effect supplies according to the delivery schedule will be liable for all damages/detriment or losses to the Bank.
 3. The text on the security forms are to be printed in Telugu and English as per the specimen approved by the Bank. The forms should have all mandatory security features and others if any, including the field placement which should be strictly as per NPCI guidelines on CTS-2010 standards with back ground printing in fugitive ink all over.
 4. Printing is to be done strictly in accordance with the colours and background design used on the specimens approved by the Bank or as per specifications prescribed by the Bank from time to time.
 5. Packing and forwarding is at vendor's risk and responsibility. The goods damaged in transit and those not in accordance with the specifications or of sub-standard quality are liable to be rejected.

6. The bills should be submitted to us in duplicate together with Printer's MIS for effecting payment.
7. **DELIVERY SCHEDULE**: The order should be executed as specified in Point No. 1. The delay in execution of the order will attract penalty at rates mentioned at Point No. 2. In case of failure of supply as per the firm order either partly or fully for whatsoever reasons, the Bank shall have right to cancel the order and Security Deposit will be forfeited without any intimation and the supplier shall be barred from participating in tenders for next three (3) years.
9. Bank has discretion to place the order in full or phase wise and Bank will consider placing of next order/s on completion of the awarded work order in full.
10. The DD/BC books are to be bound with thick art paper on both top and bottom with approved text printed thereon, as per the following specifications.
Books of 50 leaves - 200 GSM Art paper.
11. The bound leaves are to be wire-stitched at left side supported by calico cloth.
12. The bound books are to be packed with a thick transparent polythene cover of 0.15 mm thickness in such a way that each packet contains 1000 leaves in total, as detailed hereunder:-

A PARTICULARS SLIP giving details of nature of instruments, serial numbers and quantity, should be inserted inside each packet. These packets are to be shrink wrapped in lots of 1000 leaves each through Shrink Wrapping machine. These packets are again to be packed in corrugated boxes. Each corrugated box to be sealed with plastic tapes and packed with HDPE water proof woven sacks to ensure that the contents are not damaged by rain water or any other substance and marked with serial number.

- The bromide proofs of security forms (not Xerox copies), cover page with instructions are to be forwarded to us within 7 DAYS from the date of receipt of order for our approval. The order should be executed and supplied within a stipulated maximum time which includes dispatch period.
- While part deliveries are accepted in exceptional cases, payments shall be made only after the execution of the complete order. No advance will be paid against any order placed in bulk or in lots.
- Your performance will be subject to review at any time.
- The field lay-out for the instruments, size, structure of code line etc., must be strictly in accordance with the latest guide lines issued by the Reserve Bank of India & IBA.

The paper should be procured from the empanelled paper manufacturers registered with the Bureau of Indian Standards.

**SECURITY ARRANGEMENTS AS PRESCRIBED BY RESERVE BANK OF INDIA
FOR SECURITY PRINTERS ARE TO BE METICULOUSLY FOLLOWED**

- i) A system of physical security check of your staff, both at the time of entering the factory premises and at exit from there, should be introduced, if not already in vogue.
- ii) Besides regulating the entry before proceeding to the job space, the employees should be provided with special pocket-less gown and footwear and to ensure that they are actually used by the concerned workers.
- iii) Security Guards will have to be provided at each entry point and ensure that the workers from other departments do not enter into the area where drafts/cheques are being printed.
- iv) In order to prevent misuse of defective security forms, they are to be properly recorded and destroyed effectively.
- v) A general undertaking of fidelity & secrecy should be executed by you on a Rs.100/- stamp paper.
- vi) The agreement of terms and conditions will be a continuing one, subject to revisions/ modifications periodically intimated by the Bank.

TERMS & CONDITIONS ACCEPTED

SIGNATURE OF THE PRINTER WITH SEAL

COMPLIANCE STATEMENT

Declaration:

I/We _____

S/o D/o Sri _____ Aged _____

Proprietor/ Partner/ Director/ Authorized Signatory of _____

_____ competent to sign and execute the tender document.

2. I/We have carefully read and understood all the terms and conditions of the tender and hereby convey my/our acceptance of the same.

3. The information/documents furnished along with the above declaration are true and authentic to the best of my/our knowledge and belief. I/We am/are well aware of the fact that furnishing of any vague/false information/ fabricated document would lead to rejection of my/our tender at any stage, confiscation of EMD/Security deposit, besides liabilities towards prosecution under appropriate law.

Place:

Date:

Stamp/Seal of Unit & Signature of the authorized person & designation

BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD

(On Bidders Letter head)

I / We, the authorized signatory of M/s,
participating in the subject tender No. for the item / job of
..... , do hereby declare:

- (i) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject tender and no EMD being deposited for the said tender.
- (ii) (ii) That in the event we withdraw / modify our bid during the period of validity or I/we fail to execute formal contract agreement within the given timeline or I/we fail to submit a Performance Security Deposit within the given timeline or I/we commit any breach of tender conditions / contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding / award of all future contract(s) of Telangana Grameena Bank for a period of three (3) years from the date of committing such breach.

Signature and Seal of Authorised Signatory of bidder

Name of Authorized Signatory

Company Name