



# **PRINTING OF CTS 2010 STANDARD PERSONALIZED CHEQUE BOOKS**

**Ref No: PSB/HO Prtg. & Stnry/PCB RateTender/2022/18**

## **PART – A (Technical Bid)**

This document consists of the following:

- a. Notice Inviting Tender from Empanelled Security Printers.
- b. General Rules and Instructions to the Empanelled Security Printers.
- c. Terms, Conditions, Specifications and Evaluation Criteria.

**Punjab & Sind Bank**  
**H.O Printing & Stationery Department**  
**Azadpur, New Delhi-110033**  
**Phone no. 7014049028**  
**<https://punjabandsindbank.co.in>**  
**e-mail- [ho.stationery@psb.co.in](mailto:ho.stationery@psb.co.in)**

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**Sub: Printing of Personalized Cheque Books**  
**Notice Inviting Tender (NIT)**

Punjab & Sind Bank invites tenders / rate contract in two parts (Part A & Part B) for printing and supply of CTS 2010 standard personalized cheques to branches of the Bank, from the following bank empanelled security printers;

S No.	Name Of The Printer
1.	Manipal Technologies Ltd
2.	Nutech Security Printers
3.	Sai Printers Ltd

**Important Data**

EMD	Rs.100000/-
Date of issue of tender on Bank's website	27.01.2023 at 1100 hrs
Last date of submission of Application form	16.02.2023 upto 1400 hrs
Venue for submission	Chief Manager Punjab & Sind Bank Ho Printing & Stationery Department 1st Floor, C-7 New Sabji Mandi Azadpur, New Delhi 110033 Contact No. 7014049028
Pre Bid Meeting	03.02.2023 at 1200 hrs
Date of opening of-Technical Bid	16.02.2023 at 1500 hrs.
Date of opening of Financial Bid	17.02.2023 at 1200 hrs

Yours Faithfully

**Chief**

**Manager**

## GENERAL RULES AND INSTRUCTIONS TO THE EMPANELLED SECURITY PRINTERS

1. Our Bank is having more than 1500 branches all over India and issuing approximate 2500 personalized cheque books per day to the customers at present. We presume that average 3000 ( $\pm 500$ ) personalized cheque books will be printed and dispatched per day in the start, which will increase gradually.
2. Please note that this tender is for arriving rates for printing of various types of personalized cheque books. Requests /indents for personalized cheque book for various customers will be placed on daily basis through Ho Printing & Stationery Deptt. at New Delhi.
3. The rates quoted shall be valid for three years i.e **12-04-2023 to 11-04-2026**.
4. The eligible empanelled suppliers may collect the Tender documents from our office HO Printing & Stationery Dept., 1<sup>st</sup> Floor, C-7, New Sabzi Mandi, Azadpur, New Delhi-110033. Alternatively, the document can also be downloaded from the website of Bank namely <https://punjabandsindbank.co.in>
5. Pre-qualification Criteria:
  - i. Must be an IBA approved Panel of Security form Printers (Copy of IBA approved certificate to be enclosed with annexure A)
  - ii. Must have experience of printing Personalized Cheque book for at least - 5 years (Certificate from Banks to be enclosed with annexure A)
  - iii. Must have in-house infrastructure / software to print personalized cheques including VOID pantograph and UV logo of Bank as per new "CTS -2010" standard /guidelines (relevant machinery list to be furnished with annexure A)
  - iv. Must have printing machines for printing of cheque leaves from MICR Paper sheets as well as reels.
  - v. Must have executed order of minimum 1,00,00,000 (One Crore) leaves of personalized cheques of any nationalized and/or Private sector Banks during any one financial year of last three financial years & on an average of 50 Lac cheques in last 3 years (Document either PO or certificate to be attached with annexure A)
6. Document fee of Rs.1000 /- (Rs One thousand only) by way of demand draft favoring "HO Printing & Stationery Deptt. " payable at New Delhi should be submitted along with the duly filled tender document

7. Sealed tender with Bills of quantities will be received by the Chief Manager, HO Printing and Stationery Department, 1<sup>st</sup> Floor, C-7, New Sabzi Mandi, Azadpur, New Delhi-110033 at their office upto 1400 Hrs on the mentioned date. This will be opened on the same day, in front of Bidders by the Tender Opening Committee at 1500 Hrs.
8. The Technical Bid, (General conditions of tender, tender specifications) and financial bid/Price bid (Bill of Quantities) shall be duly signed by the authorized signatory at every page along with company seal, as a token of acceptance of Terms & Conditions laid down by the Bank.
9. Tender is to be submitted in **two separate sealed covers**, super-scribing **“Tender for Printing of Personalized Cheques” (Technical Bid / Financial bid)**, as detailed below:

- |                 |   |
|-----------------|---|
| <b>Cover -1</b> | : <u>Contents</u><br>i. Part A-Technical Bid,<br>ii. EMD<br>iii. Document fee |
| <b>Cover -2</b> | : <u>Contents</u><br>i. Part B – Financial Bid                                |

10. There should be no overwriting/corrections/omissions in the tender documents.
11. Earnest Money Deposit (EMD) of Rs.1,00,000/-, (non interest bearing) shall be paid by means of a DD drawn on any scheduled Bank in favour of Punjab & Sind Bank, New Delhi.
12. SECURITY DEPOSIT: In addition to the Earnest Money Deposit mentioned in this tender notice, Bank has decided to obtain Security Deposit (non interest bearing) of Rs.5,00,000/- (Rupees Five lacs only) in the form of BG/FDR from the successful tenderer/s who will be awarded printing work.
13. The Security Deposit with the bank shall be returned only after the successful completion of the period of contract & in case of any loss to the bank due to non-compliance of the terms & condition as agreed between the parties, the security deposit shall be liable to be forfeited straight way and the empanelled bidder will be further liable for other loss as decided by the bank.
14. The tenderers must use only the form issued by the Bank to fill the rates.
15. Before submitting the tender, tenderers are requested to see the specimen, examine carefully the conditions of contract, / labour/ time factor etc.
16. The EMD of the Bidders not qualified under Technical Bid will be returned within 15 days after opening of the financial bid of the technically qualified bidders. The EMD of other bidder will be returned upon the selected bidder accepting the order.
17. The tenderer whose tender is accepted shall not be entitled to make any claim for increase/enhancement in the rates quoted and accepted for three years.
18. 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.
19. Conditional Tender and sub-tendering of the job will not be accepted.

20. The successful security printer is required to execute an agreement with the Bank which may include Terms and conditions mentioned in the Tender Document and other aspects as the bank may deem fit and necessary on a Stamp Paper of requisite value payable at place of execution of agreement, as per Bank's format.
21. The Courts in Delhi, India shall have exclusive jurisdiction to entertain any dispute or litigation between the parties arising out of this tender.

## Specification of Personalized cheque book

### ITEM SPECIFICATION

Sr. No	Type of Book	Particulars
1.	Savings Account Cheque book	20 Leaves
2.	Current A/c Cheque book	25,50 & 100 Leaves
3.	Cash Credit A/c Cheque book	25,50 & 100 Leaves
<b>Specifications, other than cheque leaves, required to make a complete cheque book</b>		
a.	Cheque Leaves	Cheque leaves are to be printed as per CTS- 2010 standards specification containing following mandatory and desirable security features
		i) Void pantograph ii) Invisible UV logo iii) Micro line iv) Standard field placement v) Fugitive Ink vi) Banks logo printed in the branded Colour. Name & address of the branch printed in Hindi as well as English.
		Personalization: - Name of the Customer, Account number, Capacity of the signatory & MICR numbering details.
b.	Cover Pages	140 GSM white foreign Art Card paper. 1 <sup>st</sup> page to be printed in four colour with window The 2 <sup>nd</sup> and 3 <sup>rd</sup> cover pages contain instructions in Hindi and English. The 4 <sup>th</sup> cover page will contain names of bank's products. 1 <sup>st</sup> cover page of S/B C/D, C/C & O/D cheque book will have single window.
c.	Welcome Slip cum Address slip	White Paper of 60 gsm to be used. To be inserted between cover page and first cheque leaf. in addition to pre-printed text matter (Bilingual), Personalization i.e. Name , Address of the A/c holder .

d.	<b>Requisition Slip</b>	<p>Common Requisition Slip for all items, MICR Paper (Paper provided by Bank) of 95 GSM with back ground printing as per the cheque leaves and other text matter in black colour. Personalization of the cheque leaves i.e. A/c Number, name of the a/c holder and Branch name</p> <p>To be inserted after 15<sup>th</sup> leaf for a cheque book of 20  To be inserted after 20<sup>th</sup> leaf for cheque book of 25 leaves,  To be inserted after 40<sup>th</sup> leaf for cheque book of 50 leaves,  To be inserted after 80<sup>th</sup> leaf for cheque book of 100 leaves</p>
e.	<b>Record Slip</b>	<p>White Paper of 60 gsm to be used 2 record slips of 8 lines on each side for cheque book of 25 lvs and 4 record slips of 8 lines on each side for cheque book of 50 lvs. <b>To be inserted after welcome slip.</b> Record slips should be Die cut/punched so that the cheque number is visible when the cheque book wrapper is turned.</p>
f.	<b>Envelope Size</b>	<p>Size: - 9" x 4", 90 GSM white maplitho paper Double colour with window and inside lamination.</p>

1. 95 GSM CTS standard MICR grade paper in reel form will be supplied by the bank for printing cheques and requisition slips. Paper for wrapper, records slips etc to be provided by the printer as per specification.
2. 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.
3. 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 bank to successful tenderer, and the art works complying with bank specifications and CTS 2010 standards have to be developed by printer themselves at their own cost.
4. It is mandatory for a printer to get 'CTS-2010 Standards' new 500 cheque leaves test certification from NPCI before printing PCBs for bank at his cost test certificate to be submitted to the bank.
5. 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.

## 6. **Print Schedule Requirements**

The file in secured format containing orders/indents for the cheque books will be sent to the printers daily via Secured file transfer protocol / E-mail in encrypted mode at a particular predetermined time as may be decided and advised by the Bank from time to time. The printer has to print and dispatch the cheque books within 24 hours from the receipt of the file. The articles handed over to speed post services should be sent in soft copy on daily basis to the bank.

Since the activity of printing of PCBs is time bound, each unit should be independent and should be capable of carrying out all the printing activities, including printing of base stationery under one roof to ensure prompt deliveries.

7. Information regarding quantum of work—Approximately 1.50 crore leaves to be printed in the financial year 2022-2023 and pattern is expected to increase gradually.

8. **Numbering:**

Bank will provide the prefix and number in continuation starting from zero to be printed.

9. **Binding:** Cheque books are to be stapled at two places on the left side of the book and glue pasted to the spine for all cheque books. The binding and cutting of the books should be done aesthetically and there should be no visible defect in size shape stacking.

10. **Perforation and Stub:** Perforation of all instruments shall be in such a way that tearing force required is minimum and no portion of stub or form should tear off when detached from book.

The perforate portion of the security form when detached from the book should have minimum deformity and should be in straight line.

The stub width should be at least 1 cm or as desired by the bank.

11. **Checking:** All security instruments should be checked at each stage of printing, numbering binding and packing by the trained staff of the printers.

All leaves with printing flaws and mistakes must be removed and replaced with corrected leaves.

No security instrument should be supplied without thorough checking by the printers for any printing mistake, defects etc. the printed formats are to be checked twice before packing and authenticated on packing slips.

Printers shall maintain a complete record of checking each stage for mistakes, defects and corrections done during printing, binding and packing of security instruments and shall be offered for inspection by Bank's authorized official on demand.

12. **Packing :**The cheques should be packed in non-transparent and water proof covers packets to avoid tempering and mutilation depending on number of books.

13. **Dispatch Mode:**

Printed instrument shall be dispatched in speed post adhering to the schedule given by the bank, for which bank shall enter into agreement with speed post department.

#### 14. **Penalty Clause:**

Bank shall impose penalties for breach of contract, deviation in specification etc, in the following cases,

- 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 color 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 all the right to recover Same from the bills & /or to forfeit the earnest money deposit/recover the amount out of security deposit and/or take such other action, legal or otherwise, as it may deem proper.

DGM/GM (Printing & Stationery Dept.) 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 shall be zero.

In case of any deviation, the decision of the bank will be final and binding on printers.



**Other terms:**

1. Maximum wastages at the rate of 10% for printing will be allowed.
2. Rates submitted by the tenderers and arrangement made with the bank would be valid for three years from the date of execution the agreement, extendable further by 6 months at the discretion of the bank.
3. Please ensure that 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.
4. Printing of personalized cheque books shall have to be started by the Printer maximum three months from the date of award of the job, by which time printer shall have to complete all arrangements including obtaining of approval of cheque sample from NPCI. The bank will not be bound to provide any extension of time in this regard.
5. 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 at their own cost.
6. 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.
7. Since, the customers' data that shall be provided by the bank to Security Printer is confidential & sensitive, the successful tenderer/Security Printer 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.
8. Successful tenderer/Security Printer 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/applicable legal laws. Bank may also stipulate changed requirement in this regard from time to time.
09. 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 Printer or loss of such data or theft/leakage of such data or capturing of wrong data on cheque books due to the negligence or otherwise.
10. 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.
11. 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, in that case 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.
12. 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.
13. In case of emergent need, Printer shall also arrange itself for delivery of the cheque books at the booking post office.

14. 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 the bank. The paper supplied by the Bank and kept at the godown of the printer shall be subjected to inspection and verification by the authorized Bank official from time to time.
- 15 During the period of the contract/agreement, in case MICR paper is required to be lifted from the premises of another printer located at Delhi/NCR ,the cost of transportation/Lifting will be borne by the printer printing the PCB. Please note that no cost will be reimbursed to printer for such lifting of paper by the Bank.
16. Monthly paper stock statement with details of order wise paper consumed particulars should be forwarded to the bank before 5<sup>th</sup> of next month.
17. Bills for the security items supplied should be submitted within 30 days from the date of delivery at the branch/customer and Bills received thereafter shall be treated as 'NO CLAIM'.
18. Please quote your rates per lot mentioned including packing and taxes, if any other charges
19. **RATE TO BE QUOTED:** The rates quoted should be exclusive of cost of MICR paper of 95 GSM, but inclusive of paper for cover page, Record slip, labor charges, packing and applicable taxes at present rate.
20. **Governing Law & Jurisdiction:** The parties hereto expressly agree and understand that, without prejudice to anything contained hereinabove. This agreement shall be construed in accordance with and governed by the laws prevailing in India for the time being in force and all enactments thereof and for all purposes the Courts in New Delhi alone shall have exclusive jurisdiction over all disputes or differences or claims arising out of this agreement.
21. **Dispute Resolution & Arbitration:** In case of any dispute/differences, whatsoever arising between the parties, Dispute shall be referred to a sole arbitrator, who shall be appointed by the Parties on mutual consent and in case of any dispute. Arbitrator will be appointed as per The Arbitration & Conciliation Act, 1996 The place of the arbitration shall be New Delhi and the arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996 (or any statutory re-enactment thereof, for the time being in force) and shall be in the English language.. The decision of the Arbitrator shall be in writing, final and binding on both the parties. The Parties shall equally share the costs of the arbitrators' fees.
22. **Force Majeure:** However, the printer shall not be responsible for delays or non- performance of any or all contractual obligations, caused by war, revolution, insurrection, civil commotion, riots, mobilizations, strike, blockade, acts of God, plague or other epidemic fire, flood, obstructions of navigations by ice at port of dispatch, acts of government or public enemy or any event beyond the control of either party, which directly, materially and adversely affect the performance of any or all such contractual obligation provided that the printer shall notify the bank in writing of such cases within ten days from the occurrence of such a clause. Unless otherwise directed by the bank in writing, the contractor shall continue to perform its obligations under the contract as far as possible, and shall seek all means for performance of all the obligations, no prevented by the force majeure event.

**23. Indemnity:**

- a) Printer shall indemnify, protect and save the Bank and hold the Bank harmless from and against all claims, losses, costs, damages, expenses, action suits and other proceedings, (including reasonable attorney fees), relating to or resulting directly or indirectly from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all components provided to fulfill the scope of work.
- b) Printer will defend, indemnify and hold the Bank, its affiliates, directors, officers and employees from and against any third-party claim, demand, suit, proceeding, cost and expenses therewith to the extent such demand, claim or action relates to or is based on any personal injury, death or damage to property caused by the negligence or willful misconduct of the Printer or its agents and representatives, in the performance of this Agreement.
- c) Printer agrees that for the act, omission of his employee, agents, if any loss is caused to the Bank or any person, Printer shall be jointly and severally liable for the same.
- d) Printer bind themselves to pay after demand in writing by the Bank in case paper material supplied to them or any portion thereof is lost or damaged due to theft, flood, burglary, natural calamity, fire or for any other reason whatsoever or otherwise is not accounted for to the satisfaction of the Bank whether the said material is in transit or in store or in process or anywhere lying in the custody of the Printer.
- e) Printer further undertakes to hold the Bank or its employee or officer or agent harmless and indemnified in respect of all losses or damages arising out of such causes or event. Further the Printer undertakes that he will make good, the loss/ damage irrespective of the fact whether or not he recover the amount of loss/damage from the Insurance Company or any other party. Printer liability is valid and shall be in force so long as the paper material remains unaccounted for to the Bank.

**24. Confidentiality/Misuse of Data:** Since the customer data that shall be provided by the bank to printer is confidential & sensitive, printer shall have to ensure its complete and utmost secrecy & Confidentiality, safety & security of Bank's data and shall use the data only for printing of personalized cheque books and not for any other purpose in any case. At any time, if it comes to the notice of the bank that data has been compromised/disclosed/misused/ misappropriated then bank would take suitable action as deemed fit and vendor/printer would compensate the bank to the fullest extent of loss incurred by the bank.

**25. Notices:** Any notice or other communication required to be served by either party to the other in relation to this agreement shall be in writing, in the English language and duly addressed to the address of the recipient mentioned in the cause title or as intimated earlier.

**26. Assignments:** The Printer agrees that it shall not be entitled to assign any or all of its rights and or obligations under this Tender and subsequent Agreement to any entity including Agency's affiliate without the prior written consent of the Bank. If the Bank undergoes a merger, amalgamation, takeover, consolidation, reconstruction, change of ownership, etc., this tender shall be considered to be assigned to the new entity and such an act shall not affect the rights of the Bank.

**27. Headings** the clause headings used herein are included for convenience of reference only and shall be used to construe or interpret any clause or term used herein.

**28.** All terms & conditions of tender documents will be the part of this agreement.

**29.** Notwithstanding anything contained to the contrary anywhere in this agreement, termination of this Agreement (howsoever occasioned) shall not affect any accrued rights or liabilities of either Party.

## EVALUATION CRITERIA

### Technical Bid Evaluation:

To ascertain the responsiveness of the bidders and reject those bids who have;

- Not submitted the tender in time
- Submitted tender without EMD
- Not submitted the tender in Bank's approved format
- Submitted unsigned / illegible tender
- Not accepted the Bank's techno-commercial conditions
- Submitted the tender with counter conditions

Only those bids that are responsive shall be subject to further processing. Bids not complying to the above would be rejected and their unopened Price Bids will be returned along with their EMD. EMD required to be collected from HO Printing & Stationery Deptt. by hand.

### Price Bid Evaluation:

#### Method of arriving L-1 rate :

- a. The vendors need to give their rate per book for different specifications of cheque books at Sr. No.- 1 to 4 in financial Bid ( Annexure –B).
- b. Bank has given certain weightage to each type of cheque book based on the percentage of consumption in the financial year 2022-23 of cheque books in financial Bid (Annexure –B). Total cost will be arrived at by multiplying weightage given in column-d by rate quoted in column c of financial Bid (Annexure –B).
- c. The vendor will be selected as L1, L2, L3 based on the lowest of total cost. The rates will remain fixed for 3 years. The L-1 rate will be arrived by multiplying the rates of different books given by printer with the weightage allotted by bank on the basis of percentage of demand of cheque book.
- d. The L1 vendor will be given contract.
- e. The Bank reserves the right to distribute the job to more than one vendor at L-1 rates as per the requirement of the Bank. The Bank will be within its right to distribute/ split the work order between L1 and L2 vendors under the above tender, if considered necessary in the interest of the Bank provided L-2 vendor agreed on the rates offered by L-1.

The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and the decision of the Bank will be final and binding on the bidders. Bank may also allot the work to more than one vendor on L-1 negotiated rates and in such case the total quantum of work shall be divided amongst the vendors as per requirement of the bank or as the Bank may deem fit.

**The bank reserves the right to amend/cancel the RFP process at any time without assigning any reason.**

**APPLICATION FORMAT**

1. Name of the printer :

Name/Names of the Proprietor/Director:  
Along with their contact details

2. Office Address-

3. Details of all printing and allied machinery set up at Printer's location under one roof, such as- Printing Machines, make, year of import, capacity, color print specifications, variable printers details, cutting, binding and base printing units details. (For detailed information please use separate sheets & attach with this format.)

Press / Factory :

Machinery Details :

Godown/storage details :

**(Please furnish address/es of only IBA approved units along with proof of IBA approval)**

4. Paper required by the printer for printing of Personalized Cheque books (if supplied by the Bank):

Type	Size	Wastage %	No. of leaves (Net after Wastage Per Kg, paper)
REEL	43.5 cm		

5. Name of Banks for whom Personalized Cheque Books are printed in bulk  
(Documentary proof to be enclosed).

Printers must attach to the tender- Technical Bid, copies of their present agreement with Public Sector Banks (minimum two) for printing Personalized Cheque Books, which must be in force for last two years and are continued. A certificate of satisfactory performance issued by the PSB must be submitted in support of the same.

**A certificate from the Banks which is not more than 3 months old to be attached.**

6. Bank wise orders executed during last 2 years details to be submitted as under- Please give details **separately** for the year **2021-22** and **2022-23**

Sr No.	Name of Bank	No. of Cheque Books printed				
		SB	CA	Cash Credit	Overdraft	
1						
2						
3						
4						
5						
	<b>Total</b>					

7. Whether the unit/s is having independent capacity including base printing of cheque books at same location to print the PCBs:

8. Whether the unit is having full-fledged department to take care of the binding and dispatch of cheque books in bulk and the maximum number of books the press can bind and dispatch daily:

9. We **confirm** that the information provided here in above is true and correct to the best of my knowledge and if any false information is found, at any later stage, this participation will be declined with penalty imposed by the bank, as deemed fit. We also **confirm** that this is subject to our fulfillment of all the terms and conditions prescribed by the Bank at time to time. We **confirm** that any work related to Bank's security printing job will not be outsourced to any agency/company in any case and if found so, our printing agreement will be declined along with imposing suitable penalty by the Bank.

10. Details of EMD  
Name of the Bank:  
Amount:  
DD Number:  
Dated:

11. Name, Designation, Telephone No. of contact Person:

#### AUTHORISED SIGNATORY

Date:  
Place:

Name:  
Designation:

## PART-B

### ANNEXURE - B

#### FINANCIAL BID

##### **Reg : Printing of personalized cheque book**

We refer to the above-mentioned enquiry. We give below our best rate for the items mentioned below.

(For printing on MICR Paper with Bank's water mark paper i.e. .MICR paper supplied by the Bank)

<b>Sr.No.</b>	<b>Particulars</b>	<b>Rate per book</b>	<b>Weightage</b>	<b>Total Price</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>	<b>(Rs)</b>
				<b>(c) x (d)</b>
1.	Savings A/c Cheque book of 20 leaves.		75%	
2.	Current A/c & Cash Credit A/c Cheque book of 25 leaves.		02%	
3.	Current A/c & Cash Credit A/c Cheque book of 50 leaves.		10%	
4	Current A/c & Cash credit A/c Cheque book of 100 leaves		13%	
Total Cost				

Rate of per envelope as per specification:

(The price quoted should be inclusive of cost of paper for Cover page, welcome Slip and Record slips, labour charges, packing and forwarding charges and applicable all taxes **excluding** courier/ speed post charges).The rate of envelope should be given separately the lowest rate given by all the participating printers for envelope will be declared as L-1 which will be binding on the successful bidder.

The above rates are submitted as per your specifications after verification of your specimen. We are aware that if the tenders are not submitted in the prescribed format, the same are liable for rejection.

Date:

Signature

Place:

Name: