

ਪੰਜਾਬ ਗ੍ਰਾਮੀਣ ਬੈਂਕ



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**Punjab Gramin Bank**

Sponsored by : punjab national bank

ਹੈੱਡ ਆਫਿਸ : ਜਲੰਧਰ ਰੋਡ, ਕਪੂਰਥਲਾ। ਪ੍ਰਧਾਨ ਕਾਰਜਾਲਯ : ਜਲੰਧਰ ਰੋਡ, ਕਪੂਰਥਲਾ। H.O. : JALANDHAR ROAD, KAPURTHALA.

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Date:-15.05.2018.

**Tender Notice for Printing & supply of "CTS-2010 Standard" MICR cheque books**

Punjab Gramin Bank invites tenders for manufacturing/printing and supply of "CTS-2010" standard compliant cheque books from IBA approved security printers. Tenders should be submitted to **The General Manager, Punjab Gramin Bank, Head Office, Jalandhar Road, Kapurthala-144601(Punjab).**

The quantum of job is as under:-

S.No	Particulars	Quantity
1	SB 10 Leaves	5000 Cheque Books
2	SB 20 Leaves	42000 Cheque Books
3	SB 50 Leaves	18000 Cheque Books
4	CA 50 Leaves	5000 Cheque Books
	<b>Total</b>	<b>70000 Cheque Books</b>

For details, visit our Website: [www.pgbho.co.in](http://www.pgbho.co.in)

Last date of Submitting Tender: 30.05.2018 (02.00 P.M.)

Date of opening of Tender: 30.05.2018 (03.00 P.M.)

**General Manager**

Technical Bid

(Annexure-I)

Financial Bid

(Annexure-II)

## TECHNICAL BID

### INSTRUCTIONS TO BIDDERS

The eligible Bidders shall furnish following documents in their technical bid:

1. Name of the Firm/organization:
2. Address for correspondence:  
(Including mobile phone no, landline phone no. and email)
3. Copy of IBA approval as security printers.
4. Copy of Certificate of Incorporation/Partnership Deed.
5. Copy of PAN No. & GSTIN
6. List of Client Banks for whom MICR cheques have been printed. Specimen of cheques being printed for their client banks must be enclosed.
7. Copy of audited balance sheet for the year 2015-16 & 2016-17. Annual sale of the firm Should be more than Rs.2 crore per annum..
8. The successful bidder i.e.L-1 will have to deposit Earnest Money by means of a FDR of Rs. 50,000/- (Rs. Fifty thousand only). No exemption from Earnest Money will be given.
9. Acceptance of Terms & Conditions of tender as per **Annexure-I** duly signed by the authorized person (Proprietor/Partner/Director).

### FINANCIAL BID

Financial Bid should be strictly submitted on the enclosed format (**Annexure -II**) only.

Technical Bid should be inserted in envelope '**B**' and Financial Bid should be inserted in envelope '**C**'.

Both the envelopes should be sealed and inserted into a third envelope '**A**' which should also be sealed.

Envelope should be marked as under:

**Envelope 'A'- 'TENDER FOR PRINTING OF CHEQUE BOOKS-2018'**

**Envelope 'B'- 'TECHNICAL BID FOR CHEQUE BOOKS'**

**Envelope 'C'- 'FINANCIAL BID FOR CHEQUE BOOKS'**

(Envelope B&C shall be kept inside Envelope A)

**Others Terms and Conditions:-**

1. Sealed tenders should reach PGB Head office Kapurthala on or before 30.05.2018 upto 2.00 P.M.
2. Tender received after 2.00 P.M. on 30.05.2018 will be rejected.
3. Tenders will be opened at 3.00 P.M. on 30.05.2018 in PGB HO Kapurthala.
4. Tenders should be submitted by the eligible security printers in Performa, provided herewith, completely filled in, along with all relevant documents. Incomplete bids will be summarily rejected. Any additional information to be provided by the tenderers may be submitted in relevant places provided or annexed separately. All the papers/documents submitted should be signed/self-attested by the authorized person (Proprietor/Partner/Director), as the case may be.
5. It is the sole responsibility of the tenderers to ensure that their tenders are delivered at the given address well in time before the due date and time.
6. Technical bids shall be opened and examined first and financial bids of only the technically eligible bidders shall be opened.
7. Rates submitted by the tenderers and arrangement made with the bank would be valid for a period of two years from the date of order, extendable further by 6 months in case of need at the discretion of the bank. However, bank reserves the right to discontinue/alter/terminate the contract at any time as per the requirements of the bank, without giving any notice.
8. Bank may allot the work to more than one security printer on L-1/finally offered rate and in such case, besides L-1 bidder, opportunity may be given to next lower bidders for this purpose, till required numbers of printers are empanelled. The total quantum of work shall be divided amongst the empanelled printers as per requirement of the bank. The decision of the bank in this regard shall be final & binding.
9. Bank reserves the right to reject any or all tenders without assigning any reason.
10. The successful vendor shall confirm by way of an undertaking that he has the requisite skill, knowledge, expertise, experience, infrastructure, capacity and capability to carry out the printing/checking/security and other related functions for cheque books project of our bank.
11. Printer shall print the cheques as per CTS-2010 standards Compliant or as may be required by the bank from time to time. In case of any change in the guidelines/requirements by RBI/IBA/NPCI/Bank, the printer shall be liable to carry out the necessary modification in printing of cheques etc. accordingly.
12. Supply of cheque books shall have to be made by the Printer maximum within 45 days from the date of award of the job, by which time the security 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.
13. Printer shall have to develop at their own cost the design/art work of cheque leaves, requisition slips, record slips, cheque book cover and get the same approved from the bank before starting the printing. Bank can change the same from time to time as per its' requirement or regulatory guidelines.
14. If any Security printer does not perform satisfactorily as per our bank's requirements, it shall be given only one month's time to improve its performance. The bank shall not be bound to allow any extended time period in this regard. In case of failure to improve upon the unsatisfactory performance, the bank shall have the right to terminate the agreement with such printers & initiating any other penal/legal action as may be deemed proper, including debarring from doing printing job for the bank for next 2 years. The Bank's decision in this regard will be final.
15. Cheque books are to be delivered to Punjab Gramin Bank at **Central Stationery Centre**, near Sodal railway crossing Jalandhar.
16. 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 or take such other action, legal or otherwise, as it may deem proper.

