

NOTICE INVITING TENDER  
NO.CRGB/CO/GB/13/2023-24

**INVITATION OF PROPOSALS**  
**FOR SUPPLY OF IOI STATIONARY**  
**FOR CHHATTISGARH RAJYA GRAMIN BANK**  
**FROM IBA APPROVED SECURITY FORM PRINTERS ONLY**

IMPORTANT DATES

|   |                             |
|---|-----------------------------|
| DATE OF ISSUE OF RFP                            | : 30-11-2023                |
| LAST DATE AND TIME OF<br>SUBMISSION OF RFP      | : 15-12-2023 up to 4:00 P.M |
| DATE OF OPENING OF TECHNICAL<br>& FINANCIAL BID | : 16-12-2023 at 3:00 P.M    |

Chhattisgarh Rajya Gramin Bank  
General Banking Department  
Corporate Office, Sector 24, Plot 47  
Nava Raipur- 492018 (Chattisgarh)  
Telephone - (0771)- 2288157



## **INTRODUCTION**

### **OVERVIEW:**

**Chhattisgarh Rajya Gramin Bank**, a Body corporate constituted under the Regional Rural Banks Act, 1976 and having its Corporate Office at Raipur-492018 hereinafter referred to as the '**Bank**'. CHHATTISGARH RAJYA GRAMIN BANK is having a network of over 613 branches spread across 33 districts of Chhattisgarh. The Bank offers wide range of products and services to its Customers.

### **OBJECTIVES:**

The objective of this Request for Proposal is to select IBA approved security printers who are eligible, interested and capable of supplying on time, different types of **IOI/Cheque stationary** mentioned in Annexure 'II'.

## **1. NOTICE INVITING TENDER FOR** **FOR SUPPLY & PRINTING OF IOI STATIONARY**

## **2. SCOPE OF WORK:-**

Chhattisgarh Rajya Gramin Bank, Corporate Office, Raipur invites Sealed Tenders from IBA approved Security Form Printers having experience of at least -5- years in printing Bank's security forms and fulfilling all other terms mentioned in this notice for printing and supply of IOI/Cheque stationary.

Printers having sound technical and financial capacity to print and supply IOI/Cheque stationary as mentioned in this tender document may apply.

Tender shall be submitted duly filled in all respect in two envelopes in the following manner:

### **Envelope No.1 (EMD, and Mandatory Information for Pre-qualification - Technical Bid):**

| <b>Particulars</b>                 | <b>Mode</b>  | <b>Favoring</b>                | <b>Amount</b> |
|------------------------------------|--------------|--------------------------------|---------------|
| Earnest Money Deposit (Refundable) | Demand Draft | Chhattisgarh Rajya Gramin Bank | Rs. 5,000/-   |



The tenderer must submit the mandatory information strictly in Bank's prescribed format **as per Annexure-II**. Technical pre-qualification of the tenderer will be based on the mandatory information and supporting documents submitted along with the tender as well as Bank's scrutiny and/or inspection of work of the tenderer. **Envelope No.1 must not contain price bid or else the Bank will disqualify the tender without any further scrutiny.**

**Envelope No.2 (Price Bids- Financial Bids):**

Price Bid must be submitted in prescribed format **as per Annexure-V**. Bids submitted in any other format will be disqualified.

**3. MANDATORY INFORMATION:**

These sealed tenders should reach at the following address latest by **4.00 PM** on **15-12-2023**.

**The General Manager (Admin)  
Chhattisgarh Rajya Gramin Bank,  
Corporate Office  
Sector 24, Plot 47  
Nava Raipur - 492018 (Chhattisgarh)  
Phone No. : (0771- 2288128/30)**

In case of requirement of any clarification, please contact Senior Manager (General Banking Department) over phone No. 0771-2288128/30 or through e-mail id [gb.ho@cgbank.in](mailto:gb.ho@cgbank.in)/[generalbanking.crgb@gmail.com](mailto:generalbanking.crgb@gmail.com) on any working day during office hours.

Both the properly sealed envelopes should be clearly inscribed (super-scribed) on them as under:

- (a) Envelope 1 - "Technical Bid"**
- (b) Envelope 2 - "Price Bid (Financial Bid)"**

These two sealed envelopes should be enclosed in one large envelope having heading on it **"Proposal for IOI/Cheque stationary"** and the same should be submitted to the above mentioned address.

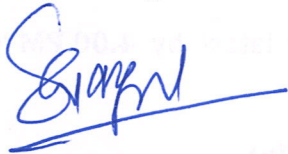


#### 4. TENDER OPENING PROCESS:

The cover containing Envelope No.1 & 2 so received shall be opened before Committee of Executives of the Bank at Corporate Office, Nava Raipur on **16/12/2023 at 3.00 PM**. The committee will open both the Envelopes (containing Technical & Financial Bid) in the same meeting. Representatives of Bidders may be present **with a proper authority letter** during opening of Bid. However, Bids will be opened even in the absence of any or all of the Bidder's representatives.

Only those bidders (printers) would be qualified for Price Bid who are found eligible in terms of pre-qualification criteria i.e. who fulfill Technical pre-qualification criteria given in this Tender Notice. For verification of data submitted in Technical Bids, Bank may take time for spot inspection, calling of further supporting documents, etc., if required.

For, Chhattisgarh Rajya Gramin Bank



**SENIOR MANAGER (GB)**



TERMS & CONDITIONS

1. The suppliers must send their proposals in a properly sealed cover.
2. Certificate to the effect that the **rates quoted in the tender are not conditional** and including all expenses and taxes (i.e. GST, incidental charges, designing, packing, transportation etc).
3. Only the IBA approved/ empanelled security printers will be eligible for printing and supply of security stationery.
4. Security money by means of a Demand Draft/Pay Order of Rs. 5,000/- (Rs. Five Thousand Only) in favour of **Chhattisgarh Rajya Gramin Bank Payable at Raipur (Chhattisgarh)** must be attached along with tender form. No exemption from security money will be given to any firm. Tender submitted without earnest money shall be rejected.
5. Incomplete & Conditional tender forms are liable to be rejected.
6. Any sort of negotiation, if required shall be done only with the firm quoting lowest rates and having good experience of sensitive stationery printing in scheduled commercial Banks and Regional Rural Banks.
7. For printing of all MICR cheque with R.B.I. specification forms, cheque paper as per CTS-2010 standard of a reputed mill approved by RBI/IBA is to be used. Sample of the paper bearing the seal and signature of the firm must be enclosed with tender.
8. Rates should be quoted for per book (Consisting of 50 leaf of IOI/cheque) inclusive of all type of costs, (As per **Annexure V**)
9. Stationary must invariably be tightly packed in good quality polythene. Stock of cheque leaves should be packed in Cartons and slip showing the contents be pasted outside the cartons enabling us to verify the contents without opening the packets.
10. If the rates quoted by you are found competitive, order will be placed with you for the supply as and when required. The supply shall be made strictly within stipulated time from the date of approval of proofs. The order can however be placed in



parts/suitable lots spread over the year. In case of delay the penalty shall be imposed as below which shall not be disputed-

For delay upto 15 days =1% of order value

For delay upto 30 days =3% of order value

For delay above 30 days the order will be deemed as cancelled, EMD shall be forfeited and a penalty of additional 5% of the order value shall be imposed.

11. In case the supply is not found according to RBI specifications standard and as per proof approved by us/RBI/IBA or if supply is not received by us in time the deposited security deposit will be forfeited besides blacklisting your firm's name will also be done.
12. All disputes subject to Raipur jurisdiction only.
13. Bank reserves all the right to reject one or all tenders without assigning any reason.
14. The rates quoted by vendors should be valid upto one year; orders can be placed in parts or one time. Quantity may be increased/decreased according to the Banks requirement/discretion.
15. Please note all the mandatory features as per RBI guidelines are to be strictly complied with, besides size of the paper and printing of each item must be taken care of and adhered to and acceptable to IBA and NPCI. Design, colour of the IOI stationary will be decided at the time of order.
16. Designing of the IOI stationary as per the choice of Bank will be done by printer and no additional charges will be payable for designing.
17. A sample of 500 leafs of IOI stationary should be provided free of cost for testing and taking approval from NPCI.



**TECHNICAL BID (PROFORMA)**

Mandatory information required for pre-qualification of the Security Form printers. (Note: This is a proforma containing mandatory questions to be replied in details. So please use sufficient paper sheets / additional sheets required to furnish your details)

| N<br>o. | Description  | Details |
|---------|--|---------|
| 1       | Name of the Bidder   |         |
| 2       | Year of Establishment  |         |
| 3       | Constitution (Proprietorship/ Partnership/<br>Pvt. Ltd. / Public Ltd.)   |         |
| 4       | Office Address – (with name of contact person,<br>Telephone, Mobile & Fax numbers)<br>E-mail address                                       |         |
| 5       | Press (Factory/ies) Address -(with name of<br>contact person, Telephone, Mobile & Fax<br>no. & E-Mail Address). ALL BRANCHES               |         |
| 6       | Area in Sq. ft. of Office & Factory building.<br>Whether owned or rented, please specify.  |         |
| 7       | Name & addresses of Proprietor / Partners<br>/ Directors   |         |
| 8       | Registration number and date with<br>Registrar of Companies / Firms<br><br>PAN number(Attach copy)<br><br>GST number(Attach copy)          |         |
| 9       | Whether ISO certificate obtained (reply<br>“Yes” or “No”) (Attach copy in case of “Yes”)   |         |
| 10      | Whether all printing related activities done at<br>one place or at different places (reply<br>“Yes” or “No”). If “No”, please give details |         |
| 11      | Bankers and their address  |         |



|    |   |  |
|----|---|--|
| 12 | No. of Printing Machines:<br>Make & year of purchase:<br>Type:<br>Capacity:<br>Colour handling capacity:<br>Speed in printing number of IOI leaves per day.<br>If more than one factory at different location,<br>give the details of each factory  |  |
| 13 | Binding facilities<br><br>Details of binding & pinning machines<br>Capacity of binding in number of IOI per day   |  |
| 14 | List of successfully completed works, with details, /Bank certificate of total leaves of <b>All Security Forms including PCBs, DD, BC etc.</b> printed during last three years with details as on 31 <sup>st</sup> March, 2023. (Please use separate sheets giving full details viz. Client's name, quantity and name of item printed, during which period printing work done etc.) |  |
| 15 | List of successfully completed works, with details, /Bank certificate of total leaves of <b>IOI/Cheque</b> printed during last three years with details as on 31 <sup>st</sup> March 2023. (Please use separate sheets giving full details viz. Client's name, quantity and name of item printed, during which period printing work done etc.)                                      |  |
| 16 | Since when you are on approved panel of IBA<br>Approval of IBA valid up to what date  |  |
| 17 | Empanelment with other Bank (Please specify) :  |  |
| 18 | Have you ever been disqualified or levied penalty by Chhattisgarh Rajya Gramin Bank or any other Bank in India for non-fulfilment of contractual obligations? If yes, please, provide details in brief.   |  |





|    |  |  |
|----|--|--|
| 19 | Have you ever been put on holiday list or banned by any Public / Private Sector Bank?<br>If yes, please provide details. |  |
|----|--|--|

List for documents to be enclosed:

- (a) Copy of audited Annual Reports Balance Sheet and Income Tax Returns for last three years.(i.e. 2020-21, 2021-22 & 2022-23.
- (b) Copy of Purchase orders / evidence supporting work done mentioned at Sr. no. 17 & 18 above with the detailed list mentioning complete details of Purchase Orders/evidences.
- (c) Profile of Management Team, Organization Structure, Employee strength etc.
- (d) Self-certified copy of IBA Approval as a Security Printer.
- (e) Copy of Certificate of Incorporation/Partnership Deed.
- (f) Full details of all printing Locations with daily output capacity.
- (g) Client Certificate from at least two of your nationalized/Private banks.(Preferably from bank's where you are empanelled)

I / We enclose herewith Demand Draft/Pay Order of Rs. 5,000/- (Rupees Five Thousand only) favoring **Chhattisgarh Rajya Gramin Bank** as EMD (Refundable) -

| DD No. | Date | Amount      | Issuing Bank | Payable at |
|--------|------|-------------|--------------|------------|
|        |      | Rs. 5,000/- |              | Raipur     |

I/We have read and understood the terms and conditions of the tender document including the process of technical short listing.

I/We certify that the details provided about the firm and the documents enclosed are correct and we are liable to be disqualified in case any information therein is found to be false at any stage of the tender process.

The undersigned is a duly authorized representative of the company/firm to sign these documents and also to enter into negotiations/agreements with the bank.

Date:

Place:

(Signature with stamp of firm / seal of Co.)



Note –

1. Please sign in full with stamp of Firm / seal of Company on all pages of “Technical Bid” including additional sheets / annexure attached thereto including documents mentioned at (a) to (g) above.
2. Please refer “Specifications” and other sections given in this tender document before filling in rates and cost.
3. Please do not change/alter the format. Quote as per format only. Quotation with illegible writing, cutting and overwriting will be rejected.



DECLARATION

(Declaration to be given on Letter Head)

**The General Manager (Admin)**  
**Chhattisgarh Rajya Gramin Bank**  
**Corporate Office**  
**Sector - 24, Plot No. - 47**  
**Nava Raipur - 492018 (Chhatisgarh)**  
**Phone No. - (0771)- 2288128/30**

Dear Sir

1. I/We hereby submit the quotation in your prescribed proforma and understand that if any information is found to be false at a later date, contract made between ourselves and Chhattisgarh Rajya Gramin Bank will be treated as invalid.
2. I/We agree that the decision of Chhattisgarh Rajya Gramin Bank in selection of tenders will be final and binding on me/us.
3. All the information furnished in the attached forms is correct to the best of my/our knowledge.
4. Bank shall have the authority to verify all the information provided by us.
5. All supporting documents shall be provided by us in authenticity of the information furnished.
6. I/we confirm that we have never been black listed by any bank and to the best of my/our knowledge the information provided above is correct and any concealment of facts will lead to my/our disqualification at any stage by the Bank.

(Signature with stamp of firm/seal of Co.)

Place:

Name & Designation:

Date :



**TECHNICAL SPECIFICATION**

For Printing of IOI/Cheque STATIONARY

| Sl No. | Item                        | Specification  | Complied (Yes/No) | Detail of Paper to be used (Make & Brand) | Sample Attached (Yes/No) |
|--------|-----------------------------|--|-------------------|---|--------------------------|
| 1      | IOI/Cheque Printing         | IOI/Cheque 95 GSM as per IBA approved security features and specifications.<br><br>(Design as per our approved sample) |                   |   |                          |
| 2      | Cover Page (Top and Bottom) | 170 GSM glossy paper (Maplitho) with multicolor printing   |                   |   |                          |
| 3      | Record Slip & Request Slip  | 80 GSM Maplitho white paper with 90% brightness "A" grade Paper.   |                   |   |                          |

(Signature with firm's stamp/seal of co)

Place :

Name:

Date :

Designation:



**FINANCIAL/PRICE BID (PROFORMA)**  
**(To be submitted on company's letter head)**  
**(Please quote your rates exclusive of GST as applicable)**

Sir,

We quote our rates for IOI/Cheque stationary as under:

| Sl No. | Item               | Specification        | Unit     | Approximate Quantity               | Rate Per Book in ₹ | Applicable GST % | Total |
|--------|--------------------|----------------------|----------|------------------------------------|--------------------|------------------|-------|
| 1      | IOI/Cheque         | As per Annexure - IV | Per Book | 2000<br>Book of<br>50 leaf<br>each |                    |                  |       |
|        | <b>Grand Total</b> |                      |          |                                    |                    |                  |       |

We agree to abide by the terms and conditions as laid down in the Tender document. The rates are inclusive of all charges [(Paper, Printing, envelope and inclusive of all expenses) up to dispatch (Packing & forwarding)], taxes and duties up to dispatch etc excluding GST. We confirm that the rates are valid for one year from the date of approval, extendable for further one year in case required by the bank.

(Signature with firm's stamp/seal of co)

Place:

Name:

Date :

Designation

