

 <p>ಕರ್ನಾಟಕ ಗ್ರಾಮೀಣ ಬ್ಯಾಂಕ್</p> <p>Karnataka Gramin Bank</p> <p>ವಿಶ್ವಾಸದ ಪ್ರತೀಕ</p>	<p align="center"><b>KARNATAKA GRAMIN BANK</b></p> <p align="center">(A scheduled Bank established by Govt. Of India. Sponsor Bank: Canara Bank)</p> <p align="center">Head office: Ballari</p> <hr/> <p align="center">GA WING: P &amp; S section: Head office. 32 Sanganakal road Gandhi Nagar, Ballari-583103 Phone:08392-236461,236418 e-mail: psitw.stock@kgbk.in</p>
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**Date: 14.10.2022**

## **TENDER NOTICE**

### **Tender for printing of Cheque books as per the RBI specification as per "CTS-2010 Standard'.**

Bank invites competitive rates for printing of MICR Cheque Books both personalized and non-personalized, as per the quantity mentioned in Annexure-1. These Cheque's books are to be printed as per RBI guidelines conveyed vide circular number NO.DDPS:CO:CHD:NO1832/04.07.05/2009-10 dated 22<sup>nd</sup> February 2010 for "CTS-Standard for Cheque forms - specifications". Tenders should be submitted to The Chief Manager, Karnataka Gramin Bank, GA Wing, Premises & Stock Section, Head Office, 32, Sanganakal Road, Gandhinagar, Bellary on or before 29.10.2022 up to 3.00 pm The tenders will be opened on 29.10.2022 at 3.30 pm. at our Head Office. Our acceptance shall be subject to noted terms and conditions.

#### **1. ELIGIBILITY CRITERIA**

1. Bidder must submit and comply with all the eligibility criteria (as mentioned below). Non-compliance of any of the following criteria will result in the rejection of the bid and corresponding price bid submitted by the bidder shall be returned without any further scrutiny.
2. This RFP tender is open only to those Security Printers located in Karnataka State and who have been capable and willing to undertake the work of printing and dispatch specified in this RFP within the given timeline and possess the ability to maintain Confidentiality, Secrecy, Security of data, procurement of MICR paper with, on time printing and dispatch, provision of MIS and proactive complaint grievance redressal mechanism.

#### **2. FINANCE & PERFORMANCE RELATED CLAUSES:**

1. Bidder must have valid IBA empanelment/approval for printing of MICR CTS compliant Cheque's for the past 5 years and have a fully functional infrastructure for printing, paper warehouse and security arrangements etc. as prescribed by IBA. Security Printers have to print from IBA approved printing units located in Karnataka.

2. The Bidder submitting the offers should be a Registered Company/Firm.
3. Should have positive Net worth for the last 3 years. The bidder should have annual average turnover of more than ₹. 10 crores in the last 3 financial years (2019-20, 2020-21, 2021-22). Audited balance sheet to be shared at the time of bid submission.
4. Printer shall not be defaulter to any tax/Govt. Authorities/statutory dues etc. In this regard, Printer should submit an undertaking in their own letter head.

### **3. PRINT EXPERIENCE & INFRASTRUCTURE RELATED CLAUSES:**

1. Must have experience of printing security Forms of at least -5- years & and should have the printed for at least 3 nationalized banks. Printer should not be blacklisted by any bank. (Self-declaration to be submitted).
2. Must have in-house all infrastructure / software to print Cheque's with all requisite features including VOID pantograph and UV logo of Bank as per new "CTS - 2010" standard /guidelines. (Declaration on letter head regarding infrastructure & VOID pantograph verification is to be submitted - Enclose copy of printed Instruments.)
3. The printer should have printing locations in the state of Karnataka. The branches of the bank are located within Karnataka and proximity of the print location is essential.
4. The printer should have the facility of 90 days backup for CCTV footage of all cameras within the printing unit for capturing activities associated with printing/binding/dispatch within the printing unit and at any point of time.

### **4. QUALITY CONTROL CHECK:**

1. All security forms should be checked at each stage of Base printing, Variable data printing & numbering, binding and packing by the trained staff of the printers.
2. All leaves with printing flaws and mistakes must be removed and replaced with corrected leaves with good workmanship and such records should be kept and produced at the time of inspection of the unit.
3. No security forms should be supplied without thorough checking by the printers for any printing mistakes, defects etc.
4. The printed formats are to be checked twice before packing and authenticated on packing slip.
5. Printer should maintain secrecy with regard to sharing of customer's data for printing of personalized Cheque's.
6. **MICR ink used must not be refurbished / refilled.**
7. Post printing, random quality inspection and gathering to be done on daily basis.

## 5. TENURE OF CONTRACT:

The contract would be for a period of 3 years from the date of execution of Service Level Agreement which can be extended by a year at the discretion of the Bank. However the rates will be reviewed at the end of one year and mutually discussed and revised upwards/downwards.

## 6. SUBCONTRACTING WORK:

1. The security printer shall not sub-contract any of its responsibilities contained in this agreement in normal course to any sub-agent or sub-contractor **without prior written permission of the Bank.**
2. Before engaging Sub-Contractor for security printing, the Service Provider shall carry out due diligence, including police verification of their employees, process on sub-contracting/ sub-contractor to the satisfaction of the Bank.

## 7. PENALTY:

In case of delay in supply of Cheque book, the penalty shall be imposed as below which shall not be disputed.

- 1) Service provider shall supply Cheque book within 7 days from the date of order, failing which a penalty of 1 % of order will be levied for delay up to 60 days.
- 2) For delay above 60 days penalty will be levied at 3% of order.

## 8. SECURITY DEPOSIT

Security deposit in form of a Demand draft of ₹.10000/- (₹ Ten thousand only) in favor of “Karnataka Gramin Bank” 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.

## 9. OTHER TERMS AND CONDITIONS

- 1) The tender must reach us in sealed cover by registered post/ Courier or by hand with the words **“Sealed Tender for Printing and Supply of Security Stationary 2022-23”** on the top of envelop. The tenders received in other than prescribed tender form will be rejected.
- 2) Only the IBA approved printers located in Karnataka State should quote their rates for printings and supply of security stationary as mentioned in Annexure-1.
- 3) Certificates to the effect that the rates quoted in the tender are not conditional and includes all taxes including GST, incidental charges, designing packing, transportation etc.

- 4) The rough proof are required to be sent to us within 7 days for approval of the Bank and subsequent approvals from the date of our order and supply is to be made within the given time from the date of approval of proofs.
- 6) If the rates quoted by you are found competitive order will be placed with you for the supply, which shall be required to 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 2022-23.
- 7) In case the supply is not found according to RBI specifications as per CTS-2010 Standard and as per proof approved by RBI / IBA or if the supply is not received by us in time the deposited security deposit will be forfeited besides delisting of your firm's name out of our list.
- 9) All disputes are subject to Ballari Jurisdictions only.
- 10) Bank reserves all the right to reject one or all tenders without assigning any reason.
- 11) This is a limited tender only from short listed IBA approved/empanelled vendors.
- 12) The award of work/ approval of tenders will be done category wise separately for current/savings/drafts etc.
- 13) The rates quoted by vendors should be valid up to one year from the date of issue of order, **orders can be placed in parts or one time, quantity may be increased / decreased according to the Banks requirements.** For any type of Cheque stated in annexure-I (With or without Branch's name) further orders may be placed depending upon the opening of new Branches.
- 14) Please ensure that your tender reaches us on or before **29.10.2022** positively we further advise you that, the acceptance of the tender shall be sole discretion of the bank.
- 15) Please note that, all the mandatory features as per the RBI guidelines are to be strictly complied with, besides size of the paper and printing of each item on the Cheque must be taken care of and adhered to and acceptable to IBA and NPCI. Design, color of the Cheque books will be decided at the time of order.
- 16) Designing of the Cheque books are as per the choice of the Bank will be done by the Printer.
- 17) Please submit complete detail of your Bank account, as the payment will be made through NEFT/RTGS.
- 18) Bank reserves the right to distribute the orders among some/all/two bidders who are agreeing for L -1 rate at ratio the Banks deems fit.
- 19) Personalized Cheque books to be dispatched to customers address through Speed post only.

Yours faithfully,

-Sd-  
**CHIEF MANAGER**

## Annexure-1

### Tender notice

Sealed tenders are invited from IBA approved printers for printing and supply of MICR Cheque Books, both personalized and Non Personalized as per RBI specifications as per CTS-2010 standard.

The Bank reserves the right to reject/ accept any / all tenders without assigning any reason.

Quantity of any type of Cheque Books may increase / decrease.

Cheque Book's with Branch's Name and address for Non-Personalized

1	Cheque Books with 10 leaves	150000 BOOKS
2	Cheque Books with 25 leaves	150000 BOOKS
3	Cheque Books with 50 leaves	75000 BOOKS
4	Cheque Books with 100 leaves	50000 BOOKS

Personalized Cheque Book's with Customer name and account number printed along with branch's name and address

1	Cheque Books with 10 leaves	As per Branch requirement
2	Cheque Books with 25 leaves	As per Branch requirement
3	Cheque Books with 50 leaves	As per Branch requirement
4	Cheque Books with 100 leaves	As per Branch requirement

# ITEMS AS PER CTS-2010 STANDARD

## PERSONALIZED CHEQUE BOOKS WITH CUSTOMER'S NAME ACCOUNT NUMBER AND ADDRESS & BANK'S NAME AND ADDRESS

Item	No.of Leaves	Size	Paper	Specification	Quantity
MICR. Cheque Books	10 Leaves binded books	8" x 3 2/3"	95 GSM MICR Cheque paper approved by RBI/IBA. The cheque paper should be as per RBI CTS 2010 cheque paper specifications.	10 leaves binded books, one side multi-color printing, with numbering from -----to ----- 80GSM paper requisition and record slip (both side printed) cover of 170 GSM ART paper with Customers Name, Account Number and bank's name to be printed on Cheque leaves. In addition to the mandatory features additional 3-4 features such as Supplementary water mark with bank logo, embedded fluorescent fibers etc.	
MICR. Cheque Books	25 Leaves binded books	8" x 3 2/3"	95GSM MICR Cheque paper approved by RBI/IBA. The Cheque paper should be as per RBI CTS 2010 Cheque paper specifications.	25 leaves binded books, one side multi-color printing, with numbering from -----to ----- 80 GSM Paper requisition and record slip (both side printed) cover of 170 GSM ART paper with Customers Name, Account Number and bank's name to be printed on Cheque leaves. In addition to the mandatory features additional 3-4 features such as Supplementary water mark with bank logo, embedded fluorescent fibers etc.	
MICR Cheque Books	50 Leaves binded books	8" x 3 2/3"	95GSM MICR Cheque paper approved by RBI/IBA .The Cheque paper should be as per RBI CTS 2010 Cheque paper Specifications.	50 leaves binded books, one side multi-color printing, numbering from -----to----- 80GSM Paper requisition and record slip (both side printed) cover of 170 GSM ART paper with Customers Name, Account Number and bank's name to be printed on cheque leaves. In addition to the mandatory features additional 3-4 features such as Supplementary water mark with bank logo, embedded fluorescent fibers etc.	
MICR Cheque Books	100 Leaves binded books	8" x 3 2/3"	95GSM MICR Cheque paper approved by RBI/IBA .The Cheque paper should be as per RBI CTS 2010 Cheque paper Specifications.	100 leaves binded books, one side multi-color printing, numbering from -----to----- 80GSM Paper requisition and record slip (both side printed) cover of 170 GSM ART paper with Customers Name, Account Number and bank's name to be printed on Cheque leaves. In addition to the mandatory features additional 3-4 features such as Supplementary water mark with bank logo, embedded fluorescent fibers etc.	

Chief Manager

Signature of issuing officer with date and seal

**ITEMS AS PER CTS-2010 STANDARD**

**NON-PERSONALIZED CHEQUE BOOKS WITH BANK'S NAME AND ADDRESS**

Item	No.of Leaves	Size	Paper	Specification	Quantity
MICR. Cheque Books	25 Leaves binded books	8" x 3 2/3"	95GSM MICR Cheque paper approved by RBI/IBA. The cheque paper should be as per RBI CTS 2010 cheque paper specifications.	25 leaves binded books, one side multicolour printing, with numbering from -----to ----- . 80 GSM Paper requisition and record slip (both side printed) cover of 170 GSM ART paper sheet with Bank's name to be printed on cheque leaves In addition to the mandatory features additional 3-4 features such as Supplementary water mark with bank logo, embedded fluorescent fibers etc.	
MICR Cheque Books	50 Leaves binded books	8" x 3 2/3"	95GSM MICR Cheque paper approved by RBI/IBA .The cheque paper should be as per RBI CTS 2010 cheque paper Specifications.	50 leaves binded books, one side multi colour printing, numbering from -----to----- . 80GSM Paper requisition and record slip (both side printed) cover of 170 GSM ART paper sheet with Bank's name to be printed on cheque leaves. In addition to the mandatory features additional 3-4 features such as Supplementary water mark with bank logo, embedded fluorescent fibers etc.	
MICR Cheque Books	100 Leaves binded books	8" x 3 2/3"	95GSM MICR Cheque paper approved by RBI/IBA .The cheque paper should be as per RBI CTS 2010 cheque paper Specifications.	100 leaves binded books, one side multi colour printing, numbering from -----to----- . 80GSM Paper requisition and record slip (both side printed) cover of 170 GSM ART paper sheet with Bank's name to be printed on cheque leaves. In addition to the mandatory features additional 3-4 features such as Supplementary water mark with bank logo, embedded fluorescent fibers etc.	

**Chief Manager**

**Signature of issuing officer with date and seal**

**ANNEXURE-II**  
**TENDER FORM**

1. Name of the Firm / Organization :  
2. Address for correspondence :  
3. Contact Telephone No :  
4. Fax No (if any) :  
5. Traders tax Registration No :  
6. Income Tax PAN NO :  
7. Photocopy of Certificate issued letter No by IBA/ RBI for printing of MICR Instruments

8. Rates valid up to :

9. Details of earnest money D.D.No: Date:

(₹.10000/- (₹ Ten thousand only))

10. Details of 3 large orders received from commercial Banks and Regional Rural Banks

Sl.No	Name and address of Bank	Order received on date	Date of completion or order	Total cost of order

11. Attach sample paper which should be from RBI approved paper manufacturers with tender document.

Signature:

Name:

Designation:



### ANNEXURE -III

#### Rates per Book

(A) Non Personalized Cheque Books with Bank's Name and address

Sl. No.	Name of the item	Rate per Book (Including Paper cost)	Delivery charges (Actual Cost Including Discounts if any)
1	Cheque books With 10 leaves MICR		
2	Cheque Books With 25leaves MICR		
3	Cheque Books With 50 leaves MICR		
3	Cheque Books With 100 leaves MICR		

(B) Personalized Cheque Books with Customers name, Account Number along with Bank's Name and address.

Sl. No.	Name of the item	Rate per Book (Including Paper cost)	Delivery charges through Speed Post to address of the customer (Actual cost including Discounts)
1	Cheque books With 10 leaves MICR		
2	Cheque Books With 25leaves MICR		
3	Cheque Books With 50 leaves MICR		
3	Cheque Books With 100 leaves MICR		

I/We hereby declare that I am authorized to submit the tender to Karnataka Gramin Bank, Head Office Bellary for supply of CTS-2010 Standard Cheque books. The details given in this form are correct to the best of my knowledge and belief.

Date:

Signature:

Place:

Name :

Designation :

## **Key Information**

**1. Issue of tender: From 15.10.2022 to 29.10.2022**

**2. Tenders to be collected from:**

**Karnataka Gramin Bank,  
Head Office, Gandhinagara,  
Sanganakal Road. Ballari.**

**Downloaded from website [www.karnatakagraminbank.com](http://www.karnatakagraminbank.com)**

**3. Last date of submission of tender: 29.10.2022 by 3:00 pm.**

**4. Date of opening of tender: 29.10.2022 at 3:30 pm**

**5. Place of submission of tender: Bank's Head Office at Ballari.**

**6. Place of Opening of bids: Bank's Head Office at Ballari.**

**7. Cost of tender document: NIL**