



(Joint Venture of Govt. of India, State Bank of India and State Govt.)

TENDER NOTICE –

MGBHO/03/2022-23

Date: 02.12.2022

Tender for Printing and supply of Cheque Books, DD, TDR receipt as per the R.B.I. specifications as per "CTS-2010 Standard" for Cheque Forms

Bank invites competitive rates for printing of MICR Cheque books, as per the quantity mentioned in **Annexure-1**. These cheques are to be printed as per RBI guidelines conveyed vide Circular No DPSS.CO.CHD.NO.1832/04.07.05/2009 - 2010 dated 22.02.2010 for "CTS-2010" Standard for Cheque Forms - specifications. Tenders should be submitted to **The General Manager, Madhyanchal Gramin Bank, Head office, Poddar Colony, Tili Road, Sagar (M.P.) 470001**, only on the enclosed Tender Form **on or before 23.12.2022 upto 5:30 P.M.** with Demand Draft of Rs. 50,000/- (Rs. Fifty Thousand only) in favour of "Madhyanchal Gramin Bank" as Security Money. The tenders will be **opened on 26.12.2022 at 3.00 P.M.** at our Head Office Sagar. Our acceptance shall be subject to under noted terms and conditions:-

1. The suppliers are requested to send their tenders in a properly sealed cover containing two envelopes, one for Technical Bid and other for **Financial bid**.
2. **Tender document can be downloaded from Bank's website www.mgbank.co.in**
3. Bidders are requested to visit our Head Office (Accounts Department) **Head office, Poddar Colony, Tili Road, Sagar (M.P.) 470001** on **09.12.2022 at 12:30 PM for Pre bid meeting** and to collect necessary information to clear their doubts if any. No issue/doubts/queries will be entertained after 08.12.2022.
4. Certificate to the effect that the rates quoted in the tender are not conditional and include all taxes, GST etc. Incidental charges, designing, packing, transportation etc. F.O.R. at all the 07 Regional offices of Madhyanchal Gramin Bank.
5. **Only the IBA approved printers should quote their rates for printings and supply of security stationary as mentioned in Annexure. "I"**
6. Security Money by means of a Demand Draft of Rs. 50,000/- (Rs. Fifty Thousand only) in favour of "Madhyanchal Gramin Bank" payable at Sagar must be attached along with Tender Form (**Technical Bid Annexure. "II"**). No exemption from Security Money will be given to any firm. Tender submitted without Security Money shall be rejected.

7. Incomplete & Conditional Tender Forms are liable to be rejected. **The financial bid (Annexure. "III") will not be opened unless Technical bid found to be technically fit.**
8. Any sort of negotiation, if required shall be done only with the firm quoting lowest rates and have good experience of sensitive security forms printing in Commercial Banks and Regional Rural Banks.

9. For printing of all MICR cheque with RB.I. specification as per CTS-2010 standard for forms, Cheque paper of 95 G.S.M. 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.
10. Rates should be quoted per Cheque book separately (**Financial Bid: Annexure. "III"**) inclusive of all type of costs, taxes, charges etc. Rates should be quoted for Cheque Book with Branch Name, Address and MICR Code & Personalized Cheque Book separately in **Annexure. "III"**
11. The binding of Cheque books should be of good quality with good quality multicolor printed art covers in the line of regulatory requirements. Books must invariably be tightly packed in good quality polythene. Stock of Cheque books 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.
12. The rough proofs 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 the supply is to be made within given time from the date of approval of proofs.
13. The tender must reach in sealed cover by Registered Post/Courier or by hand with the words **"Sealed Tender for Printing & Supply of Security Stationary 2022-23"** on the top of envelope. The Tenders received on the other than prescribed Tender form will be rejected.
14. If the rates quoted by you are found competitive, order will be placed with you for the supply. The supply 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, 2023-24 & 2024-25. In case of delay, the penalty shall be imposed as below which shall not be disputed.

For delay up to 15 days=1% of order
For delay more than 15 days = 3% of order
15. In case, the supply is not found according to RB.I. specifications as per CTS-2010 standard and as per proof approved by us/RBI/IBA or if the supply is not received by us in time, the deposited Security Deposit will be forfeited, besides delisting of your firms name out of our list will also be done.
16. All disputes are subject to Sagar Jurisdiction only.
17. Bank reserves all the rights to reject one or all Tenders without assigning any reason.
18. **Please note date Bank is free to place an order for printing of both types of Cheque Books (i.e. Non personalized / personalized cheque books) or any one type of cheque books (i.e. non personalized cheque book) at any point of time as per requirement of the Bank.**
19. The award of work/approval of tenders will be done category wise separately for saving /current/cc/tdr receipt etc or the Bank reserves the right to adopt the weightage formula for savings account cheque book and current account/cash credit account cheque book and tdr receipt to arrive at L-1 rate. For this, savings account cheque book can collect by giving 70 points and 25 points to the current / cash credit account cheque book and 5 points for tdr receipt.

20. The rates quoted by vendors should be valid upto 30.09.2024. Orders can be placed in parts or one time. Quantity may be increased/decreased according to the banks requirements. For any type of Cheques stated in **Annexure-1, (with or without Branch's name)** further orders may be placed depending upon the opening of new Branches or as per bank's requirement.
21. Please ensure that your Tender reaches us on or before 23.12.2022 by 5.30 PM positively. We further advise you that the acceptance of the Tender shall be sole discretion of the Bank.
22. The Tenderer must have experience minimum 05 year & Printing of Personalized Cheque Books minimum Three Nationalized Bank/RRBs last 3 years. Please enclose the photocopy of order received from Bank of India/any Three Nationalized Bank and Regional Rural Banks during 2019-20, 2020-21 & 2021-22.
23. Please enclose the photocopy of order received from commercial Banks and Regional Rural Banks during 2019-20, 2020-21 & 2021-22.
24. All the security features required as per CTS-2010 standard for MICR Cheque must be as per requirement issued by IBA and NPCI.
25. It is mandatory for a printer to get 'CTS-2010 Standards, new 500 cheque leaves test certification from NPCI before printing PCBs for bank.
26. Please note that Final proof (5 cheque books with minimum 5 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.
27. Bank reserves right to accept/reject any or all of the offers without assigning any reason whatsoever. Bank also reserves the rights to split the order amongst two or more vendors if required, to ensure timely supply and to avoid dependence on only one supplier.
28. The Bank will award the contract to the successful bidder who has been determined to qualify to perform the contract satisfactorily, and whose Bid has been determined to be responsive, and is the lowest evaluated bid .
29. Please note very importantly that Bank may increase/decrease the indent of printing.
30. Please note that all the mandatory features as per 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, colour of the Cheque books will be decided at the time of order.
31. Designing of the Cheque books as per the choice of the Bank will be done by the printer.
32. Please submit complete detail of your Bank account, as the payment will be made by NEFT/RTGS.
33. All statutory responsibility in respect of GST will be of tenderer. Tender will be assessed by the Bank at only Base Rate.
34. Selected Bidder will be required to sign service level agreement and Non disclosure agreement with the Bank within 30 days of getting 1st work order.

TENDER NOTICE

- Sealed Tenders are invited from IBA approved printers for printing and supply of MICR cheque 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, TDR RECEIPT, DD may increase /decrease.

Details of Security Forms required by bank is as follows:-

A. CHEQUE BOOKS WITH BRANCH'S NAME, ADDRESS AND MICR CODE

S.No	Particulars	Minimum Quantity
1	SB Cheque Book 10 Leaves	50,000 BOOKS
2	SB Cheque Book 20 Leaves	36,000 BOOKS
3	Current Cheque Book 20 Leaves	32,000 BOOKS
4	Cash Credit Cheque Book 20 Leaves	10,000 BOOKS
5	Demand Draft Book 100 Leaves	500 BOOKS
6.	TDR RECEIPT BOOK 100 LEAVES	1000 Books

At present, we are having 454 branches (13 Dist.) under the 07 Regional Office (Damoh, shivpuri, Tikamgarh, Chhatarpur, Satna, Rewa & Sidhi) of Madhya Pradesh. Branch address and their MICR code will be provided with work order.

B. PERSONALISED CHEQUE BOOKS

S.No	Particulars	Quantity
1	SB Cheque Book 10 Leaves	As per above A
2	SB Cheque Book 20 Leaves	
3	Current Cheque Book 20 Leaves	
4	Cash Credit Cheque Book 20 Leaves	

Specifications required to make a complete Cheque Book

S.No	Particulars	Specifications
1	Cheque Leaves	Cheque leaves are to be printed as per CTS-2010 standard specifications containing all mandatory and desirable security features as under:- (i) Void Pantograph (ii) Invisible UV logos of the bank (iii) Micro Lettering Line (iv) Standard Field Placement (v) Cheque Printing Colours Background (vi) Fugitive Ink (vii) Secondary Fluorescent Ink (viii) Banks logo printed in the branded colour (ix) New Rupees Symbol (x) Printers Name with "CTS 2010"
2	Requisition Slip	On 70 GSM Maplitho Paper To be inserted after 8 th leaf for a cheque book of 10 leaves. To be inserted after 15 st leaf for a cheque book of 20 leaves.
3	Record Slip	On 70 GSM Maplitho Paper. 1 record slip of 8 lines on each side for Cheque book of 10 leaves, 2 record slips of 8 lines on each side for Cheque book of 20 leaves, To be inserted in the beginning of the Book. Record slips should be Die cut/punched so that the Cheque number is visible when Cheque book wrapper is turned.

DETAIL OF TENDERED SECURITY FORMS AS PER CTS- 2010 STANDARD CHEQUE BOOKS WITH BRANCH'S NAME AND ADDRESS WITH MICR CODE

S.N	ITEM	Noof Leaves	Size	Paper	Specifications
1	MICR SB Cheque Books	10	8"x 3.2/3"	95 GSM MICR Cheque paper approved by RBI/IBA	10 leaves binded books, one side multicolor printing, with numbering. 70 G.S.M. Maplitho Paper requisition and record slip (both side printed) cover of 140 G.S.M. art paper with Bank's name and address. (Multicolor Printing)
2	MICR SB Cheque Books	20	8"x 3.2/3"	95 GSM MICR Cheque paper approved by RBI/IBA	20 leaves binded books, one side multicolor printing, with numbering. 70 G.S.M. Maplitho Paper requisition and record slip (both side printed) cover of 140 G.S.M. art paper with Bank's name and address. (Multicolor Printing)
3	MICR Current Cheque Books	20	8"x 3.2/3"	95 GSM MICR Cheque paper approved by RBI/IBA	20 leaves binded books, one side multicolor printing, with numbering, 70 G.S.M. Maplitho Paper requisition and record slip (both side printed) cover of 140 G.S.M. art paper with Bank's name and address. (Multicolor Printing)
4	MICR Cash credit Cheque Books	20	8"x3.2/3"	95 GSM MICR Cheque paper approved by RBI/IBA	20 leaves binded books, one side multicolor printing, with numbering 70 G.S.M. Maplitho Paper requisition and record slip (both side printed) cover of 140 G.S.M. mt paper with Bank's name and address. (Multicolor Printing)
5	Demand Draft	100	8"x 3.2/3"	95 GSM MICR Cheque paper approved by RBI/IBA	100 leaves binded books, one side multicolor printing, with numbering 70 G.S.M. Maplitho Paper requisition and record slip (both side printed) cover of 140 G.S.M. art paper with Bank's name and address. (Multicolor Printing)

NOTE:-: Numbering will be informed along with the work order.

Tender Form (Technical Bid)

1. Name of Firm/Organization _____
2. Address for Correspondence _____

3. Contact Telephone No: _____
4. E. Mail Address _____
5. Fax No. (if any) _____
6. Trades Tax Registration No. _____
7. Income Tax PAN No _____
8. GSTINNO. _____
9. Photocopy of Certificate issued letter no
by I.B.A./R.B.I. for printing of MICR instruments.
10. Rates valid up to 30.09.2024
11. Detail of Earnest Money D.D. No. _____ Date _____ Rs. 50,000/-
(Rupees Fifty Thousand only)
12. Details of 5 large orders received from commercial Banks and Regional Rural Banks

S.No	Name and address of bank	Order received on date	Date of completion of order	Total cost of order

13. Currently empaneled with the following Banks. (Kindly Attach empanelment Letter)
- 1.
- 2.
- 3.
14. Attach sample paper with Tender having seal of the firm & signature of authorized person.

Signature of tenderer with Date and Seal

FINANCIAL BID**A. CHEQUE BOOKS WITH BANK'S NAME AND ADDRESS**

S. No	Particulars	Quantity (in Books)	Rate per Book (in Rupees)		
			Rate Per Book	GST	Total Rate per Book
1	SB Cheque Book 10 Leaves	50,000 BOOKS			
2	SB Cheque Book 20 Leaves	36,000 BOOKS			
3	Current Cheque Book 20 Leaves	32,000 BOOKS			
4	Cash Credit Cheque Book 20 Leaves	10,000 BOOKS			
5	Demand Draft Book 100 Leaves	500 BOOKS			
6.	TDR RECEIPT BOOK 100 LEAVES	1000 Books			
	Grand Total				

Rates should be F.O.R. rate at Regional offices having MICR code of Madhyanchal Gramin Bank.

B. PERSONALISED CHEQUE BOOKS

S.No	Particulars	Quantity (in Books)	Rates per Book (in Rupees)		
			Rate Per Book	GST	Total Rate per Book
1	SB Cheque Book 10 Leaves	As per above A			
2	SB Cheque Book 20 Leaves	As per above A			
3	Current Cheque Book 20 Leaves	As per above A			
4	Cash Credit Cheque Book 20 Leaves	As per above A			
5	Demand Draft Book 100 Leaves	As per above A			
6	Polyethylene Envelops Charges				
7	Courier / Postal Charges				
	Grand Total				

DECLARATION

I/ We hereby declare that I am authorized to submit the Tender to Madhyanchal Gramin Bank, Head Office, Sagar. The details given in this form are correct to the best of my knowledge and belief

Signature

Name

Designation

Seal of Firm

GSTINNO.

Date:-

Place:

(DECLARATION)

(Declaration to be given on Letter Head)

The General Manager (Admin)
MADHYANCHAL GRAMIN BANK,
Head Office,
PODDAR COLONY, TILI ROAD,
SAGAR (M.P.) 470001

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 MADHYANCHAL GRAMIN BANK, will be treated as invalid.
2. I/We agree that the decision of MADHYANCHAL GRAMIN BANK in selection of tenders will be final and binding on me/us.
3. All the information furnished in the attached forms are 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.

Place (Signature with stamp of firm/seal of Co.)Name & Designation :

Date