

## Amendment dtd. 20-07-2022



### ODISHA GRAMYA BANK

#### General Administration Department

Head Office, Gandamunda, P.O.-Khandagiri, Bhubaneswar

RFP Ref. No. RFQ/GAD/SECURITY PRINTING/04/2022, DT.17/06/2022

### **Amendment\_1: Request for Quotation (RFQ) For Empanelment of Security Printing Press/Printers For Supply of Demand Draft & SB/CA/CDCC/CC Cheque Books on CTS- 2010 FORMAT**

The pre bid meeting of the Tender Reference No. **RFQ/GAD/SECURITY PRINTING/04/2022, DT.17/06/2022** was held at Head Office of Odisha Gramya Bank, Bhubaneswar on dt.06.07.2022. The following Amendments to the RFQ have been done basing on the queries raised by some bidders:-

**Table -1 -Amendement-1**

1	2	3	4	5	6
SL.	Document Reference	Page No	Clause No.	Description in RFP	Amendment
1	<b>Duration of Empanelment</b>	3	2.4	Those Vendors who qualify in Technical evaluation will be eligible for empanelment in the Bank for a period of three years from the date of intimation of letter, subject to satisfactory performance on review. The Bank reserves the right to curtail the validity of contract. The vendor has to submit their acceptance of offer /consent in writing for working with Bank as per the Terms and Conditions of this RFQ	Those Vendors who qualify in Technical evaluation will be eligible for empanelment in the Bank for a period of three years. The effective date will be mentioned in empanelment of letter. The Bank reserves the right to curtail the validity of contract, subject to satisfactory performance on review. The vendor has to submit their acceptance of offer / consent in writing for working with Bank as per the Terms and Conditions of this RFQ.
2	<b>Duration of contract</b>	3	2.3	Duration of contract: The contract period is for 3 years. Bank may of its sole discretion extend the contract period thereafter for maximum period of two more years subject to satisfactory performance of the printer. However the contract may be terminated by the Bank of its sole discretion if the service/performance of the printer is found to be unsatisfactory or not up to the mark	The initial period of rate contract is for 1 year. Year wise rate will be invited from empanelled vendors, subject to satisfactory performance of the printer. However the contract may be terminated by the Bank of its sole discretion if the service/performance of the printer is found to be unsatisfactory or not up to the mark
3	<b>Bid Cost And Exemptions</b>	5	3.2	<b>BID COST AND EXEMPTIONS</b> The Bidders can submit the bid response at e-procurement portal of OGB along with nonrefundable amount of Rs.5,900.00 (Rupees Five Thousand Nine Hundred only) including GST in form of Demand Draft drawn in favour of "Odisha Gramya Bank" payable at Bhubaneswar. The scanned copy of the Demand Draft to be uploaded in e-Procurement portal and the hard copy of the DD must reach at "General Administration	<b>BID COST AND EXEMPTIONS</b> The Bidders can submit the bid response at e-procurement portal of OGB along with non-refundable amount of <b>Rs.500.00 (Rupees Five Hundred only)</b> in form of Demand Draft drawn in favour of "Odisha Gramya Bank" payable at Bhubaneswar. The scanned copy of the Demand Draft to be uploaded in e-Procurement portal and the hard copy of the DD must reach at "General Administration Department, 1st Floor, Odisha Gramya Bank, Head Office, Gandamunda,

				<p>Department, 1st Floor, Odisha Gramya Bank, Head Office, Gandamunda, Khandagiri, Bhubaneswar – 751030” before last date of submission of bid along with other documents. Exemption of Bid Cost will be allowed to bidder registered under MSME / NSIC / Udayog Aadhar as Micro &amp; Small Enterprises of service industry under category relevant to this RFQ and on submission of photo copy of registration certification from relevant authority of Govt. of India. Bidder should upload scanned copy of required valid certificate in Bank’s e-Procurement portal and need not send any hardcopy.</p>	<p>Khandagiri, Bhubaneswar – 751030” before last date of submission of bid along with other documents.  <i>Exemption of Bid Cost will be allowed to bidder registered under MSME / NSIC / Udayog Aadhar as Micro &amp; Small Enterprises of service industry under <b>category relevant</b> to this RFQ and on submission of photo copy of registration certification from relevant authority of Govt. of India. <b>Bidder should upload scanned copy of required valid certificate in Bank’s e-Procurement portal and need not send any hardcopy</b></i></p>
4	<b>Earnest Money Deposit (EMD) and Exemptions</b>	5	3.3	<p><b>Earnest Money Deposit (EMD) and Exemptions</b>  The Bidder is required to deposit Rs.<b>50000/- (Rupees Fifty Thousand only)</b> in Demand Draft issued by a scheduled commercial bank drawn in favour of “<b>Odisha Gramya Bank</b>” payable at Bhubaneswar must be submitted by the bidder.  <b>No interest will be paid on the EMD.</b>  The scanned copy of the Demand Draft to be uploaded in e-Procurement portal and the hard copy of the DD must reach at “General Administration Department, 1<sup>st</sup> Floor, Odisha Gramya Bank, Head Office, Gandamunda, Khandagiri, Bhubaneswar – 751030” before last date of submission of bid along with other documents.   <i>Exemption of EMD will be allowed to bidder registered under MSME / NSIC / Udayog Aadhar as Micro &amp; Small Enterprises of service industry under <b>category relevant</b> to this RFQ and on submission of photo copy of registration certification from relevant authority of Govt. of India. <b>Bidder should upload scanned copy of required valid certificate in Bank’s e-Procurement portal and need not send any hardcopy</b></i></p>	<p><b>Earnest Money Deposit (EMD) and Exemptions</b>  The Bidder is required to deposit Rs.<b>20000/- (Rupees Twenty Thousand only)</b> in Demand Draft issued by a scheduled commercial bank drawn in favour of “<b>Odisha Gramya Bank</b>” payable at Bhubaneswar must be submitted by the bidder.  <b>No interest will be paid on the EMD.</b>  The scanned copy of the Demand Draft to be uploaded in e-Procurement portal and the hard copy of the DD must reach at “General Administration Department, 1<sup>st</sup> Floor, Odisha Gramya Bank, Head Office, Gandamunda, Khandagiri, Bhubaneswar – 751030” before last date of submission of bid along with other documents.   <i>Exemption of EMD will be allowed to bidder registered under MSME / NSIC / Udayog Aadhar as Micro &amp; Small Enterprises of service industry under <b>category relevant</b> to this RFQ and on submission of photo copy of registration certification from relevant authority of Govt. of India. <b>Bidder should upload scanned copy of required valid certificate in Bank’s e-Procurement portal and need not send any hardcopy.</b></i></p>
5	Performance Bank Guarantee	7	5.3	<p>The Successful bidder shall, within 30 days of receipt of Work Order, submit a Performance Bank Guarantee (PBG) equal to 3% of total value of the Work order(approximately) (exclusive of taxes) yearly, valid for 3 years. Format for Performance Bank Guarantee provided in “Annexure-I”</p>	<p>The Successful bidder shall, within 30 days of receipt of Work Order, submit a Performance Bank Guarantee (PBG) equal to 3% of total value of the Work order(approximately) (exclusive of taxes) yearly, valid for one years. Format for Performance Bank Guarantee provided in “Annexure-I”</p>

# Amendment

## Annexure C - Bidder Information

Details of the Bidder					
1	Name of the Bidder (Prime)				
2	Proprietary / Partnership / Private Limited /LLP/ Public Limited /	Please enclose a copy Certificate of incorporation/ Registration / Partnership deed			
3	Year of Establishment/	Date:			
	Details of Incorporation of the Company. (NB: Date of Commencement of Business – In case of Company)	Ref#			
4	Details of Key / Senior Officials / Directors / Technical Officer	Name	Designation	Qualification	Experience
6	Registered Office Address with details	Address			
		Mobile No.			
		Phone No			
		Email ID			

7	Contact details for correspondence in connection with tender	Address		
		Mobile No.		
		Phone No		
		Email ID		
8	Valid Goods and Service Tax registration no.	(Please enclose copy of Registration Certificate) with upto date GST Receipt.		
9	Permanent Account Number (PAN)			
10	The Solvency certificate should not be more than six months old from the date of publication of tender.	Bankers details: Please enclose solvency certificate minimum worth Rs.5lahks		
Financial Details (as per audited Balance Sheets) (in Cr)				
	Year	2018-19	2019-20	2020-21
12	Turn Over			
13	Profit After Tax			

**Note:** Bidder should attach the scanned copy of document as proof of details provided like GST Registration Certificate, PAN Card, Balance Sheet copies, Certificate of incorporation etc.

### **DECLARATION**

1. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
2. I /We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/documents.
3. I /We agree that the decision of Odisha Gramya bank in selection of empanelment will be final and binding to me/us.
4. I /We have read the instructions appended to the proforma and I/We understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the Bank.

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

## Amendment-Annexure-J-Price Bid (To be filed in online form)

**SUBJECT: RFQ/GAD/SECURITY PRINTING/04/2022, DT.17/062022 REQUEST FOR Empanelment of Security Printing Press/Printers for Supply of SB/CA/CDCC/CC cheque Books & Demand Draft on CTS- 2010 FORMAT.**

SL	Name of the Items	Specification	Unit	Rate per book (Excluding GST)
1	SB/CA/CDCC /CC Cheque Books(Generalised & Personalised)	Consisting 25 leaves Cheques with CTS-2010 specifications viz micro letter, void pantograph, field placements, Rupees symbol change & fugitive ink background printing on 70 GSM CTS water mark"(CTS-INDIA) paper in books. (Size-8.5" X 3.66"),Cover page-180GSM  Card sheet-70GSM Record Slip-maplitho Requisition Slip-maplitho	Per book-25 leaves	
2	Demand Draft	Demand Drafts consisting 100 leaves as per CTS specification including TXN/CA cheque number printing on 70 GSM paper light green background in books (Size - 9" x 3.66") and only numeric code will be printed on DD. DD will be book form.	Per book-100 leaves	

Note:1) Rate is exclusive of all TAX & GST.

2) L-1 bidder(s) shall be selected for each line item separately based on lowest quote among all bidders for respective line item.

Approximate Quantity of work order of the below items :( Yearly)

Sl.No.	Item	Quantity
1	SB/CA/CDCC /CC Cheque Books(Generalised)	SB Cheque-40000 Nos.(books) (Approximately) CA/CDCC/CC-15000nos.(books) (Approximately)
2	SB/CA/CDCC /CC Cheque Books(Personalised)	100Nos.(books) (Approximately)
3	Demand Draft	1000Nos.(books) (Approximately)

## Bid Schedule

SL	Description of Information/ Requirement	Information / Requirement
1	Tender Reference Number	RFQ/GAD/SECURITY PRINTING/04/2022, DT.17/06/2022
2	Date of publish of RFQ	17-06-2022
3	Last date for receipt of queries, if any.	27-06-2022, 15:00 hours
4	Pre Bid Meeting	06-07-2022, 15:00 hours
5	Bid Submission Mode.	Through e-Procurement portal: <a href="https://odishabank.abcprocure.com/EPROC/">https://odishabank.abcprocure.com/EPROC/</a>
6	Last Date and Time for submission of bids along with supporting documents both by e-Procurement portal and physical copy	05-08-2022 , 15:00 hours
7	Last date, time and place for submission of following Original documents:  1. Bid Cost (DD), 2. EMD(DD),	05-08-2022, 15:00 hours at the Bank's General Administration Department, Head Office, Bhubaneswar. (Should be submitted to the contact officials in person).
8	Date, time and venue for opening the technical bid.	10-08-2022, 15:00 hours at the Bank's General Administration Department, Bhubaneswar. Authorized representatives of vendors may be present during opening of the Technical Bids. However Technical Bids would be opened even in the absence of any or all of the vendor's representatives.
9	Date, time and venue for opening the commercial bid	Will be intimated to technically short-listed bidders.
10	Name of contact officials for submission of documents as stated in serial No.7 and for any enquiries.	Md. Abdul Hai – General Manager D.K.Sahu – Manager, GAD M.Parida- Manager, GAD
11	Address for Communication / Submission of Bids	The General Manager, General Administration Dept., Odisha Gramya Bank, Head Office, AT- Gandamunda, P.O. – Khandagiri, Bhubaneswar – 751030.
12	Contact officials for any clarification.	D.K.Sahu, Manager, GAD-0674-2353009 M.Parida – Manager, GAD- 0674-2353041
13	Contact e-mail ID	<a href="mailto:gad@odishabank.in">gad@odishabank.in</a>
14	Contact details of Independent External Monitor	Name: Vinayaka Rao Turaga email: tvrao56@gmail.com

Utility Forms Pvt Ltd-Security printing-Pre Bid-06/07/2022

Sl.No.	Page No.	Clause No	Description of RFP	Clarification Sought	Remarks
1	3	9	The Security items are to be packed properly and to be delivered at our Head office at the vendors risk and responsibility. The cost of transportation and any other expenses are to be borne by vendor	You have asked for delivery of material at your Head Office at Bhubaneswar and the rates are required inclusive of Delivery charges. The delivery cost differs for air and surface mode and also varies for speed post/ reputed couriers like Blue Dart / ordinary couriers. Please let us know what will be the mode of dispatch (Air or Surface) and the agency for despatch (Speed Post / Courier). If the material is to be despatched by Courier, which courier is to be patronized.	The existing Clause in the RFQ stands.
2	3	2.3	Duration of contract: The contract period is for 3 years. Bank may of its sole discretion extend the contract period thereafter for maximum period of two more years subject to satisfactory performance of the printer. However the contract may be terminated by the Bank of its sole discretion if the service/performance of the printer is found to be unsatisfactory or not up to the mark	You are asking for price validity for 3 years with further extension for a period of 2 years. Since paper prices have gone up by 40% in the last 7-8 months are expected to go up regularly in future also, it would not be possible to offer a 3+2 year validity of prices. Please change this validity period to 1 year.	Refer to Table -1 - Amendment-1,SL.2
3	5	3.2	Bid Cost and Exemptions: The Bidders can submit the bid response at e-procurement portal of OGB along with non-refundable amount of Rs.5,900.00 (Rupees Five Thousand Nine Hundred only) including GST in form of Demand Draft drawn in favour of "Odisha Gramya Bank" payable at Bhubaneswar. The scanned copy of the Demand Draft to be uploaded in e-Procurement portal and the hard copy of the DD must reach at "General Administration Department, 1st Floor, Odisha Gramya Bank, Head Office, Gandamunda, Khandagiri, Bhubaneswar – 751030" before last date of submission of bid along with other	You have asked for Rs.5,000/- plus 18% towards cost of Bid Document. This is extremely high and should be brought down to Rs.500/- +18% GST. For your information, Punjab National Bank, which is also in the process of inviting bids at present, is a much bigger bank and requirement is many times that of your Bank is only asking for Rs.1,000/- +	Refer to Table -1 - Amendment-1,SL.3

			documents. Exemption of Bid Cost will be allowed to bidder registered under MSME / NSIC / Udyog Aadhar as Micro & Small Enterprises of service industry under category relevant to this RFQ and on submission of photo copy of registration certification from relevant authority of Govt. of India. Bidder should upload scanned copy of required valid certificate in Bank's e-Procurement portal and need not send any hardcopy.	18% GST as the cost of Bid Document.	
4	5	3.3	The Bidder is required to deposit Rs.50000/- (Rupees Fifty Thousand only) in Demand Draft issued by a scheduled commercial bank drawn in favour of "Odisha Gramya Bank" payable at Bhubaneswar must be submitted by the bidder. No interest will be paid on the EMD. The scanned copy of the Demand Draft to be uploaded in e-Procurement portal and the hard copy of the DD must reach at "General Administration Department, 1st Floor, Odisha Gramya Bank, Head Office, Gandamunda, Khandagiri, Bhubaneswar – 751030" before last date of submission of bid along with other documents. Exemption of EMD will be allowed to bidder registered under MSME / NSIC / Udyog Aadhar as Micro & Small Enterprises of service industry under category relevant to this RFQ and on submission of photo copy of registration certification from relevant authority of Govt. of India. Bidder should upload scanned copy of required valid certificate in Bank's e-Procurement portal and need not send any hardcopy	You are asking for Earnest Money of Rs. 50,000/-. This should be brought down to 2% of the expected value of business for one year.	Refer to Table -1 - Amendment-1,SL.4
5	7	5.3	Performance Bank Guarantee: The Successful bidder shall, within 30 days of receipt of Work Order, submit a Performance Bank Guarantee (PBG) equal to 3% of total value of the Work order(approximately) (exclusive of taxes) yearly, valid for 3 years. Format for Performance Bank Guarantee provided in "Annexure I".	You are asking for Performance Bank Guarantee @ 3% of the total value of work. This should be brought down to 3% of the expected value of business for one year.	Refer to Table -1 - Amendment-1,SL.5
6	18		Annexure- J Price Bid	1)Paper and printing specifications for Cheque Book / Demand Drafts for Cover, Record Slips and Requisition Slips.	Refer to Amendment-Annexure-J-Price Bid



				2) Number of Generalized Cheque Books required for SB / CA / CDCC / CC Cheques in one purchase lot . Please provide this figure separately for each type. Please also provide the expected annual quantity	Refer to Amendment-Annexure-J-Price Bid
				3) Number of Personalized Cheque Books required for each type of Cheque Book on monthly basis.	Refer to Amendment-Annexure-J-Price Bid
				4)Are Envelopes required for Personalized Cheque Books? If yes, please provide paper and printing specifications for Envelopes.	Envelopes is not required
				5)Please provide number of Books of Demand Drafts which will be purchased in one lot and also mention the annual quantity.	Refer to Amendment-Annexure-J-Price Bid
				6)Please confirm if the Demand drafts will carry the address and other particulars of issuing branch.	Demand drafts will not carry the address and other particulars of issuing branch.
7	10		Annexure-C-Bidder Information	SL.No.5 of Page No. 10-No. of Offices in the state	Refer to Amendment-Annexure C - Bidder Information
8	4	2.5	details of Registered Office and printing Press	Details of Registered Office and printing Press	Documentary proof to be submitted
9	5	3.2	Bid Cost and Exemptions:	Our Unit is Registered with MSME having Uddyam Certificate. In this case whether we are exempted in depositing Bid Fee of Rs.5900/- & EMD of Rs.50,000/-, Please clarify.	Exemption of EMD and Bid Cost will be allowed to bidder registered under MSME / NSIC / Udayog Aadhar as Micro & Small Enterprises under category relevant to this RFQ.
10				<b>Can the approximate quantity of Consumption of Security Instruments annually be provided so that it can help in working out the rate.</b>	Refer to Amendment-Annexure-J-Price Bid

**Company: Manipal Technologies Limited**

Sr. No.	Page No	Clause No.	RFP Clause	Queries/Clarification required	Remarks
1	3		The cost of transportation and any other expenses are to be borne by vendor.	Whether vendor need to include freight charges for piecemeal order too? If yes, please share the quantity for the same.	Refer to Amendment-Annexure-J-Price Bid
2	3		The cost of transportation and any other expenses are to be borne by vendor.	Request bank to make transportation cost as extra & paid by Bank at actual	The existing Clause in the RFQ stands.
3	3		11. The bill, item wise is to be sent to Head Office. We will make payment after full and final delivery of the item(s) as per our terms and conditions.	Please mention the payment period post receipt of invoices.	It will be mentioned in work order.
4	18		SB/CA/CDCC /CC Cheque Books	Please share the tentative project quantity for each of SB/CA/CDCC/CC book	Refer to Amendment-Annexure-J-Price Bid
5	18		SB/CA/CDCC /CC Cheque Books	Whether the artwork for all these variants are common or different.	The artwork for all these variants are common
6	18		SB/CA/CDCC /CC Cheque Books	Whether there will be welcome page in cheque book	It is not required
7	18		SB/CA/CDCC /CC Cheque Books	Whether cheque book cover page will be without window	cheque book cover page will be without window
8	18		SB/CA/CDCC /CC Cheque Books	Paper specifications for cove page, requisition and record slip	Refer to Amendment-Annexure-J-Price Bid
9	18		SB/CA/CDCC /CC Cheque Books	Please share the quantity per order both bulk & piece meal order as we need to include freight charges	Refer to Amendment-Annexure-J-Price Bid
10	18		SB/CA/CDCC /CC Cheque Books	Whether personalisation is required; if yes, please share the data sample	It will be provided at the time of work order.
11	18		Demand Draft	Please share the tentative project quantity for DD	Refer to Amendment-Annexure-J-Price Bid
12	19		Demand Draft	We assume that Demand draft will be in book form and not in Continuous stationery form.	Demand draft will be in book form.

13	18		Demand Draft	Please share the quantity per order both bulk & piece meal order as we need to include freight charges	Refer to Amendment-Annexure-J-Price Bid
14	18		Demand Draft	Whether branch name & address or any alpha numeric code need to be printed on DD?	Only numeric code to be printed. If any changes to be made, sample copy will be provided. Before printing we will provide the sample copy.
15			General	Please share the softcopy or hard copy sample for each variant including cover & other item	Before printing we will provide the sample copy.
16			General	Whether individual envelope is required for cheque book, if yes, please share the specification & revised price bid including envelope	Individual envelop is not required for cheque book.
17			General	Where we need to dispatch these materials? Please share the complete postal details	Materials will be received at below Address: General Administration Dept., Odisha Gramya Bank, Head Office, AT- Gandamunda, P.O. Khandagiri, Bhubaneswar – 751030.