



**ODISHA GRAMYA BANK**  
**General Administration Department**  
**Head Office, Gandamunda, P.O.-Khandagiri, Bhubaneswar**  
**RFP Ref. No. RFP/GAD/NON-SECURITY PRINTING/04/2022, DT.20/06/2022**

The pre bid meeting of the Tender Reference No. **RFP/GAD/NON-SECURITY PRINTING/04/2022, DT.20/06/2022** was held at Head Office of Odisha Gramya Bank, Bhubaneswar on dt.04.07.2022. The following Amendments to the RFP have been done basing on the queries raised by some bidders:-

**Table -1 -Amendment-1, Dtd.01-08-2022**

1	2	3	4	5	6
SL.	Document Reference	Page No	Clause No.	Description in RFP	Amendment
1	Duration of Empanelment:	6	2.6	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 RFP.	Those Vendors qualifying in Technical evaluation will be eligible for empanelment in the Bank for a period of three years. The effective date will be mentioned in letter of empanelment. 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 on vendor's letter head for engagement with Bank as per the Terms and Conditions of this RFP.
2	Duration of contract	7	2.7	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. The rate shall be invited from empanelled vendors before expire of rate contract. However the contract may be terminated by the Bank on its sole discretion if the service/performance of the vendor is found to be unsatisfactory in any aspect.
3	Eligibility Criteria	9	Sl.No.8	The Printers should have their Registered Office and printing Press at either Cuttack or Bhubaneswar.	The bidder should have their Registered Office and printing Press at anywhere in India.

1	2	3	4	5	6
SL.	Document Reference	Page No	Clause No.	Description in RFP	Amendment
4	Bid Cost And Exemptions	3&10	Page No 3- Checklist Sl.No.1 & Page No.10- clause No.5.6	<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 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 / 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.	<b>BID COST AND EXEMPTIONS</b> The Bidders can submit the bid response at e-procurement portal of OGB along with nonrefundable amount of <b>Rs.1500.00 + Rs.270/- (GST 18%)=Rs.1770/- (Rupees one Thousand Seven Hundred Seventy only) including GST</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, Khandagiri, Bhubaneswar – 751030" before last date of submission of bid along with other documents. <b>Exemption of Bid Cost will be allowed to bidder registered under MSME(UDYAM) / NSIC under category relevant to this RFP 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.</b>
5	Performance Bank Guarantee	17	8.3	The Successful all bidders shall, within 30 days of receipt of Work Order, submit a Performance Bank Guarantee (PBG) equal to EMD of <b>Rs.50000/-</b> (exclusive of taxes), valid for 3 years. Format for Performance Bank Guarantee provided in " <b>Annexure- K</b> ".	The Successful bidder shall, within 14 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 a period of 60 days beyond the date of completion of the contract. Format for Performance Bank Guarantee provided in "Annexure-k".
6	New Clause	New Clause	New Clause	New Clause	The successful bidder shall submit a certificate for certifying the correctness of prints to require GSM mentioned for each line items.
7	Annexure-C	25	6	Registered Office Address with details (Bhubaneswar & Cuttack)	Registered Office Address with details (anywhere in India )
8	Annexure-C	25	11	Net worth	This clause stands cancelled.

1	2	3	4	5	6								
SL.	Document Reference	Page No	Clause No.	Description in RFP	Amendment								
9	New clause	New clause	New clause	New clause – SLA	<p><b>Delivery Time:</b> Bidder shall deliver the ordered items as per quantity ordered, below time line</p> <table border="1"> <thead> <tr> <th>Qty. Ordered</th> <th>Time of delivery</th> </tr> </thead> <tbody> <tr> <td>Upto 10000 unit</td> <td>2 weeks</td> </tr> <tr> <td>10000 to 1 lac unit</td> <td>3 weeks</td> </tr> <tr> <td>Above 1 lac unit</td> <td>4 weeks</td> </tr> </tbody> </table> <p>On delay in delivery due to issue not pertaining to bank or force majeure, Bank reserves its right to cancel the order fully or part there off, with cure period of 7 days and may award the order to L-2 bidder on mutually agreed price.(Preferable L-1 price)</p>	Qty. Ordered	Time of delivery	Upto 10000 unit	2 weeks	10000 to 1 lac unit	3 weeks	Above 1 lac unit	4 weeks
Qty. Ordered	Time of delivery												
Upto 10000 unit	2 weeks												
10000 to 1 lac unit	3 weeks												
Above 1 lac unit	4 weeks												

**SECTION-11- FORMANT FOR COMMERCIAL BID (ONLINE MODE ONLY)**

**AMENDMENT- ANNEXURE-M**

SL	Name of the Form/Registers	Specification	Paper Specification	GSM	Unit	Rate (Excluding GST)
1	1 <sup>st</sup> Notice for Business/Agril./Jewel/Small loan F-72	Book size 10 x 17 cm (50 sheet), Sewa/JKpaper + 50 sheet MB colour paper) perforation with cover and binding.	Sewa/JKwhite paper, MB colour paper/Sewa/JKwhite paper	68 & 54	Per Pad	
2	2 column Register	Register size 32 x 20.5 cm, 100 pages with hard board cloth & marvel binding	MB Ledger paper/Equivalent Quality	80	Per No.	
3	2 <sup>nd</sup> Notice for Business/Agril./Jewel/Small loan F-73	Book size 10 x 17 cm (50 sheet), Sewa/JKpaper + 50 sheet MB colour paper) perforation with cover and binding.	Sewa/JKwhite paper, MB colour paper/Sewa/JKwhite paper	68 & 54	Per Pad	
4	3 Column Register	Register size 32 x 20.5 cm, 100 pages with hard board cloth & marvel binding	MB Ledger paper/Equivalent Quality	80	Per No.	
5	3 <sup>rd</sup> Notice for Agril/Business/small loan F-74	Book size 22 x 13 cm (50 sheet), Sewa/JKpaper + 50 sheet MB colour paper) perforation with cover and binding.	Sewa/JKwhite paper, MB colour paper/Sewa/JK white paper	68 & 54	Per pad	
6	3 <sup>rd</sup> Notice for Jewel loan (F-145-C)	Book size 22 x 13 cm (50 sheet), Sewa/JKpaper + 50 sheet MB colour paper) perforation with cover and binding.	Sewa/JKwhite paper, MB colour paper/Sewa/JKwhite paper	68 & 54	Per pad	
7	Access Register for safe deposit locker	Register size 28.5 x 21.5 cm, 50 sheet 100 pages printing with hard board, cloth & marvel binding.	MB Ledger paper/Equivalent Quality	80	Per piece	
8	Agreement of Term Loan Hypothecation (F-407)	Form size 28.5 x 21.5 cm, 3 sheets 5 pages printing with pasting, one bundle 25 sets	MB Ledger paper/Equivalent Quality	80	Per set	
9	Application for loan against security of gold jewellery for (Agril.)	Form size 28.5 x 21.5 cm, 1 sheet 2 pages printing , one pad contain 100 sheets	MB Ledger paper/Equivalent Quality	80	1 Pad	
10	Application for loan against LIC Policy (LIC-01)	Form size 32 x 20.5 cm, 1 sheet 1 page printing, one pad 100 sheets	Sewa/JKwhite paper	68	1 Pad	
11	Application for loan under easy money scheme	Form size 28.5 x 20.5 cm, 1 sheet 2 pages printing, one pad contain 100 sheets	Sewa/JKwhite paper	68	1 Pad	
12	Application for Loan/limit/letter of guarantee against security of term deposits/Demand Loan Application (F-291)	Form size 32 x 20.5 cm, 1 sheet 2 pages printing, each pad 100 sheets	MB Ledger paper/Equivalent Quality	80	1 Pad	
13	Application for Mortgage Loan	Form size 28.5 x 21.5 cm, 1 sheet 2 pages printing , each pad contain 100 sheets	MB Ledger paper/Equivalent Quality	80	1 Pad	
14	Attendance Register	Register size 32 x 20.5 cm, 50 sheet/ 100 pages with MB ledger paper, canvas cloth binding.	MB Ledger paper/Equivalent Quality	80	Per piece	
15	Borrower Credit confirmation F- 126	Book size 22 x 13 cm, 1 sheet 1 page print, binding, one pad contain 100 sheets	Sewa/JKwhite paper	68	Per pad	

SL	Name of the Form/Registers	Specification	Paper Specification	GSM	Unit	Rate (Excluding GST)
16	Borrower Debit confirmation F- 125	Book size 22 x 13 cm, 1 sheet 1 page print, binding, one pad contain 100 sheets	Sewa/JKwhite paper	68	Per pad	
17	Branch Credit Proposal	Form size 32 x 20.5 cm, 3 sheets 6 pages printing with pasting etc.	Sewa/JKwhite paper	68	One set	
18	Cheque return slip	Form size 17.5 x 10.5 cm, 1 sheet 1 page printing , one pad contain 100 sheets	Sewa/JKwhite paper	68	Per Pad	
19	Common account opening form	Form size 28.5 x 21.5 cm, 4 sheets 7 pages printing, both side single color printing, side stapling, one bundle 100 form.	Sewa/JK	68	Per Form	
20	Common pay in slip	Form size 27.5 x 10.5 cm, printing, perforating, each book 25 sheets of 54 GSM MB colour paper & cover 4 pages of 54 GSM with binding, one bundle 25 books	MB Colour & White paper	54 & 54	One Book.	
21	SB Passbook	Book size 18 x 9 cm, inner 12 pages printing, cover -4 pages both side one colour printing, Art board 300 GSM, middle swing stitching and corner cutting, one packet=25 books	Sewa/JKwhite paper	88	Per Book	
22	Cover File	File size 26 x 36.5 cm, 40 no. hard board with cloth pasting 240+240 GSM duplex colour board pasting with single colour cover printing	Duplex colour board	240	Per piece	
23	Cr. Transfer Voucher F-123	Form size 18.5 x 11 cm, Yellow paper, 1 sheet 1 page printing, one pad contains 100 sheets	MB colour paper	54	One pad	
24	Credit Facility	Form Size 28.5 x 21.5 cm, 1 sheet 1 page printing, each pad 100 sheets	Sewa/JKwhite paper	68	Per pad	
25	Daily Deposit A/c Opening Form	Form size 28.5X21.5 cm, one sheet 2 pages printing & one sheet 13 x 21.5 cm, one sheet 1 page printing with pasting one set.	Sewa/JKwhite paper	68	1 set	
26	Daily Deposit Card	Card size 34.5 x 18 cm. Both side Tri-colour printing, one bundle contains 50 sheets	JK/Sewa/JKwhite board card	140	Per No.	
27	Details of assets & liabilities F-307	Form size 32 x 20.5 cm, 1 sheet 2 pages printing, one pad 100 sheets	Sewa/JKwhite paper	68	1 Pad	
28	DPN ( F-14A)	Form size 22 x 14 cm, 1 sheet 1 page printing, one pad contains 100 sheets	MB Ledger paper/Equivalent Quality	80	One Pad	
29	Dr. Transfer Voucher F-121	Form size 18.5 x 11 cm, Red/pink paper, 1 sheet 1 page printing, one pad contains 100 sheets	MB Colour paper	54	One pad.	
30	Envelope	Envelope size 11" x 5" , single colour printing Bank name & symbol, one bundle contains 100 envelope.	Sewa/JKwhite paper	88	1 No.	
31	EPN	Form size 22 x 14 cm, 1 sheet 2 pages printing, one pad contains 100 sheets	MB Ledger paper/Equivalent Quality	80	One Pad	
32	Flat File	File size 26 x 36.5 cm, Grey Board 320 +320 GSM pasting with folding & better quality lace with single colour printing.	Grey Board	320+ 320	Per Piece	
33	Forwarding letter to LIC of India after re-assignment (LIC-05)	Form size 32 x 20.5 cm, 1 sheet 1 page printing, one pad 100 sheets	Sewa/JKwhite paper	68	1 Pad	

SL	Name of the Form/Registers	Specification	Paper Specification	GSM	Unit	Rate (Excluding GST)
34	Forwarding letter to LIC of India for Regn. Of Assignment (LIC-04)	Form size 32 x 20.5 cm, 1 sheet 1 page printing, one pad 100 sheets	Sewa/JKwhite paper	68	1 Pad	
35	Guarantee for Cash Credit	Form size 28.5 x 21.5 cm, 1 sheet 2 pages printing, one bundle 100 sheets	MB Ledger paper/Equivalent Quality	80	1 No.	
36	Guarantor notice( ODIA) F-75	Form size 20.5 x 16 cm,1 sheet 1 page printing, one pad 100 sheets	Sewa/JKwhite paper	68	Per Pad	
37	Jewel Movement Register	Register size 28.5 x 21.5 cm, 100 sheet 200 pages printing with hard board, cloth & marvel binding.	MB Ledger paper/Equivalent Quality	80	Per piece	
38	Jewel Loan Application Form (F89E)	Form size 32 x 20.5 cm, printing, one pad 100 sheets	MB Ledger paper/Equivalent Quality	80	1 Pad	
39	Jewel loan auction notice	Book size 27.5 x 22 cm (50 sheet), Sewa/JKpaper + 50 sheet MB colour paper) perforation with cover and binding.	Sewa/JKwhite paper	68+ 54	Per pad	
40	Jewel Loan Card	Form size 34 x 9.5 cm, printing, two perforations , One card 3 serial numbers, one bundle 25 sheets	Yellow Cardboard	300	Each sheet	
41	Jewel Loan Card (for Agriculture)	Form size 34 x 9.5 cm, printing, two perforations , One card 3 serial numbers, one bundle 25 sheets	Green Cardboard	300	Each sheet	
42	KCC & Agriculture loan notice	Form size 21 x 16 cm, 1 sheet 1 page printing, one pad 100 sheets	Sewa/JKwhite paper	68	Each pad	
43	KCC Book let	Book size 28.5 x 21.5 cm, 16 sheets 26 pages MB ledger 80 GSM printing & cover 4 pages printing of 220 GSM, colour card board one sheet perforating and binding, each bundle 25 books	MB Ledger paper/Equivalent Quality	80+ 220	Per Book	
44	KCC Passbook	Book size 16.5 x 10.5 cm, 8 sheets 16 pages, printing, 2 sheet 2 pages cover 300 GSM. Green card board printing with staple binding, one bundle contains 25 books	MB Ledger paper/Equivalent Quality	80+ 300	Per book	
45	Key Movement Register	Register size 28.5 x 21.5 cm, 100 sheet 200 pages printing with hard board, cloth & marvel binding.	MB Ledger paper/Equivalent Quality	80	Per piece	
46	Letter dispatch Register	Register size 32 x 20.5 cm 250 Folio (500 pages) with hard board binding, canvas with full cloth double pustin binding	MB Ledger paper/Equivalent Quality	95	Per No.	
47	Letter of Authorisation from borrower & guarantor F-197	Book size 22 x 13 cm, 1 sheet 1 page print, binding, one pad contain 100 sheets	Sewa/JKwhite paper	68	Per pad	
48	Letter of Continuity F-292	Form size 28.5 x 21.5 cm,1 sheet 1 page printing, one pad 100 sheets	MB Ledger paper/Equivalent Quality	80	Per pad	
49	Letter of Hypothecation ( Agricultural Advance ) F-110 (I)	Form size 28.5 x 21.5 cm, 5 sheets 10 pages printing, stapling , each bundle contains 25 sets	MB Ledger paper/Equivalent Quality	80	Per Set	
50	Letter of Hypothecation (For vehicle)	Form size 28.5 x 21.5 cm, 3 sheets 5 pages printing, pasting , each bundle contains 100 sets	MB Ledger paper/Equivalent Quality	80	Per sets	

SL	Name of the Form/Registers	Specification	Paper Specification	GSM	Unit	Rate (Excluding GST)
51	Letter of Hypothecation (in case of open Advance only) F-110A	Form size 28.5 x21.5 cm, 2 sheets 4 pages printing and folding , one bundle 100 sheets	MB Ledger paper/Equivalent Quality	80	1 No.	
52	Letter Received Register	Register size 32 x 20.5 cm 250 Folio (500 pages) with hard board binding, canvas with full cloth double pustin binding	MB Ledger paper/Equivalent Quality	95	Per No.	
53	List of Documents (F-379)	Form size 28.5 x 21.5 cm, 1sheet 1 page printing, one pad 100 sheets	MB Ledger paper/Equivalent Quality	80	1 Pad	
54	List of Documents- for supplementary (F-379A)	Form size 28.5 x 21.5 cm, 1sheet 1 page printing, one pad 100 sheets	MB Ledger paper/Equivalent Quality	80	1 Pad	
55	Manager Certificate (ORMS)	Form size 28.5 x 21.5 cm, 2 sheets 4 pages printing, each pad contains 100 sets	Sewa/JKwhite paper	68	One set	
56	MIS Form	Form size 28.5 x 21.5 cm, 3 sheets 6 pages printing & pasting	Sewa/JKwhite paper	68	1 No.	
57	Note stitching slip	Slip size 17 cmx 6 cm, single sheet, single side single color printing, One bundle contains 50 nos. slip	Sewa/JK	54	Per bundle	
58	OGB Cash Balance Book	Register size 28.5 x 21.5 cm, 100 sheet 200 pages printing with hard board, cloth & marvel binding.	MB Ledger paper/Equivalent Quality	80	Per piece	
59	OGB Commercial vehicle loan	Form size 28.5 x 21.5 cm, 2 sheets 4 pages printing & folding one set, each bundle contain 100 sets	Sewa/JKwhite paper	68	1 set	
60	OGB Car Loan	Form size 28.5 x 21.5 cm, 2 sheets 3 pages printing & folding one set, each bundle 100 sets	Sewa/JKwhite paper	68	1 set	
61	OGB clean loan	Form size 28.5 x 21.5 cm, 1 sheet 2 pages printing, one pad contain 100 sheets	Sewa/JKwhite paper	68	1 No.	
62	OGB Home Loan	Form size 28.5 x 21.5 cm, 2 sheets 4 pages printing & folding one set, one bundle 100 sets	Sewa/JKwhite paper	68	1 set	
63	OGB Traders	Form size 28.5 x 21.5 cm, 3 sheets 6 pages printing & pasting one set, one bundles 100 sets	Sewa/JKwhite paper	68	1 set	
64	OGB Two wheeler loan	Form size 28.5 x 21.5 cm, 2 sheets 3 pages printing & folding one set, one bundle 100 sets	Sewa/JKwhite paper	68	1 set	
65	RD Passbook F-33	Book size 13x8.5 cm, 6 sheets 12 pages printing, cover 2 sheets 2 pages printing, green colour card board 250 GSM & binding one bundle contains 25 Books	MB Ledger paper/Equivalent Quality	80+ 250	Per Book	
66	Recovery Mela Notice (ODIA)	Form size 21 x 16 printing, 1 sheet 1 page printing, one pad 100 sheets	Sewa/JKwhite paper	68	Per Pad	
67	Re-KYC Form	Form size 28.5 x 21.5 cm,1 sheet, singe side single color print, one pad contains 100 form.	Sewa/JK	54	Per Pad	
68	Repayment Letter (F-43)	Form size 28.5 x 21.5 cm, 1 sheet 2 pages printing, ode pad contain 100 sheets	MB Ledger paper/Equivalent Quality	80	1 Pad	
69	Revival Letter	Form size 22 x 14 cm, 1 sheet 1 page printing, one pad contains 100 sheets	MB Ledger paper/Equivalent Quality	80	One pad	

SL	Name of the Form/Registers	Specification	Paper Specification	GSM	Unit	Rate (Excluding GST)
70	Safe Deposit memorandum for hiring of locker	Form size 28.5 x 21.5 cm, 1 sheet 2 pages printing, one bundle 100 sheets	MB Ledger paper/Equivalent Quality	80	1 Pad	
71	SB withdrawal Slip	Form size 17.5 x 7.4 cm, Bi-colour printing, each book contains 25 sheets, with 4 pages 54 GSM, cover paper, side binding, one bundle 25 Books	Sewa/JKwhite paper	54+ 68	One Book	
72	Security Delivery Letter (LIC-02)	Form size 28.5 x 21.5 cm, 1 sheet 1 page printing, each pad 100 sheets	Sewa/JKwhite paper	68	Per Pad	
73	Security Delivery Letter (F-289)	Form size 20.5 x 16 cm, 1 sheet 1 page printing, each pad 100 sheets	Sewa/JKwhite paper	68	Per Pad	
74	SHG Book let	Book size 28.5 x 21.5 cm, white paper of 75 GSM, 8 sheets 12 pages + ledger paper 80 GSM, 9 sheets 17 pages printing & cover 2 sheets 3 pages colour paper of 220 GSM, printing, one sheet perforating and binding each bundle 25 books	Sewa/JKwhite paper	75+ 80+ 220	Per book	
75	SHG(SB) Account Opening Form	Form size 28.5 x 21.5 cm, 2 sheets 3 pages printing, both side single color printing, side stapling, one bundle 100 form.	Sewa/JK	68	Per Form	
76	Stock Statement	Register size 28.5 x 21.5 cm, 1 sheet 1 page printing, one pad 100 sheets	MB Ledger paper/Equivalent Quality	80	1 Pad	
77	TA Bill	Form size 32 x 20.5 CM, printing, one pad contain 100 sheets.	Sewa/JKwhite paper	54	1 Pad	
78	TDR Plastic Cover	Cover size 23 x 18.5 cm, plastic colour cover 15 micron & size 23 x 14.5 cm, Flap, white transparent 12 micron with Bank Name and Logo printing on single colour printing.	Red colour plastic white transparent	15 Micron & 12 micron	Per Piece	
79	TDR Receipt Books	Book size 28 x 13.5 cm, printing, each book 50 sheets 100 pages, both side bi-colour printing, perforating, printing machine numbering 100 nos. cover both side colour card board 250 GSM with printing, cloth binding, cover serial numbering and book numbering.	Sewa/JK White paper	140	Per Book	
80	Term Loan Agreement (F-110-C)	Form size 28.5 x 21.5 cm, 4 sheets 8 pages printing with pasting, one bundle 25 sets	MB Ledger paper/Equivalent Quality	80	Per set	
81	Term Loan Agreement for Housing Loan	Form size 28.5 x 21.5 cm, 2 sheets 4 pages printing, each bundle contains 100 books	MB Ledger paper/Equivalent Quality	80	Per Book	
82	Title Deed Deposit Register	Reg.size 32 x 20.5 cm, 100 sheet 100 pages single side printing MB Ledger paper with hard board, canvas & marvel binding.	MB Ledger paper/Equivalent Quality	80	Per piece	

**N:B:-1.)All the Register will be numbered serially as per speciation given by the bank.**

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

**3) Rate quotation is Exclusive of GST.**

**4) Quantity of items will be mentioned in work order.**



**AB IMAGING & PRINTS PVT.LTD-Non-Security printing-Pre Bid-04/07/2022**

SI.No	Document Reference	Page No.	Clause No	Description in RFP	Clarification Sought	Clarification
1	Annexure-H	30	NA	Annexure H- Integrity Pact	On Stamp Paper of Rs.100.00 Annexure-H to be submit in originally in hard copy at OGB Head Office before schedule date. As integrity pact is 10Pages,is it all the 10pages will Notarize or normal signature by putting our official seal(Technical Bid Sl. No.:25.Page No.9)	All pages will be Notarized.
2	Power of attorney/Board Resolution/ self-declaration in case of proprietor	4	3	Digital Signature Certificate(DSC)	GPA: At disclaimer,Part-2,Sl.No.3,Page No.4 regarding DSC and submission of Original General Power of Attorney. As in Pvt. Ltd. Company we have made one General Power of Attorney for Authorizing one of the Director to be signed all the official document for company which can't submit originally as it was already registered. Please clarify us shall we submit one notarized copy as original.	True copy of General Power of Attorney to be submitted
3	EMD	4	2	Earnest Money Deposit	EMD: Part-2 Sl.No.2 Regarding submission of EMD Rs.50000.00. As MSME Unit, Govt. of Odisha Office Memorandum No.13681 dt.19.04.2018	Refer to RFP Page No.11 & Clause No.5.7
4	Performance Deposit	11	5.8	Return of EMD	Section-5,Sl No.:5.8 Page No.11,Please clarify us at what time a bidder will submit performance bank Guarantee and what will be the amount in percentage to be clarify	Refer to amendment table-1, SL.No.5

Sl.No	Document Reference	Page No.	Clause No	Description in RFP	Clarification Sought	Clarification
5	Section-3	7	3.1	If the Vendor fails to deliver any or all of the products or perform the services within the time period(s) specified in the contract, the Bank may charge a penalty of 1% per week subject to maximum amount of 10% of the order(related purchase order/related item value)	Deliver Time: At Section -3-Scope of Work Clause No.3.10,Page No.7.Please clarify us the deliver time should be according to Quantity of the Work Order. So please have a discussion regarding fixing of schedule time of deliver against full quantity of work.	Refer to Amendment -1 , Table no. 1, SL no. 9
6	Section-4 turn over	8	2	Technical Bid: Eligibility Criteria-Supporting Documents	Regarding Annual Turnover not be less than 30 lakh, and bidder must be submit copy of the Audited Balance Sheet. As per IT turnover law below 30lakh there is no need of Audit by an chartered Account. So Annual Turnover should be more than 1Cr than only a firm will get proper Audited balance Sheet etc.	The exiting clause stands.
7	NA	NA	NA	NA	Regarding Paper Sample nowhere mentioned. Is it required for submission along with the technical bid at the time of dropping tender or not please clarifies us.	Item wise L-1 printer has to certify and submit the Paper sample with GSM after selection process.
8	Section-5 period of validity of Bids	11	5.1	Period of Validity of Bids	Please clarify us the bid validity period will be remain for 180 days. Is it at the time of empanelment of the bidders or after empanelment also.	Bid validity period will be remain for 180 days means the bid opening date to the date when the contract is signed. Bid validity period is for bidders to commit to not modify or withdraw their bid for a specified period.

**Tirupati printers- Non-Security printing-Pre Bid-04/07/2022**

Sl.No	Document Reference	Page No.	Clause No	Description in RFP	Clarification Sought	Clarification
1	Annexure-H	30	NA	Annexure-H Integrity Pact	On Stamp Paper of Rs.100.00 Annexure-H to be submit in originally in hard copy at OGB Head Office before schedule date. As integrity pact is 10Pages, is it all the 10pages will Notarize or normal signature by putting our official seal(Technical Bid Sl. No.:25. Page No.9)	All pages will be Notarised.
2	EMD	4	2	Earnest Money Deposit	EMD:part-2 Sl.No.2 Regarding submission of EMD Rs.50000.00.As MSME Unit, Govt. of Odisha Office Memorandum No.13681 dt.19.04.2018	Refer to RFP Page No.11 & Clause No.5.7
3	Performance Deposit	11	5.8	Return of EMD	Section-5, please clear us regarding submission of performance bank Guarantee time and what will be the amount.	Refer to amendment table-1,SL.No.5
4	Section-3	7	3.1	If the Vendor fails to deliver any or all of the products or perform the services within the time period(s) specified in the contract, the Bank may charge a penalty of 1% per week subject to maximum amount of 10% of the order(related purchase order/ related item value)	Deliver Time: At Scope of work, please clear us regarding time of Deliver should be as per Quantity of the work Order. So it's better to fix the time as per work value and it's Quantity.	Refer to amendment table-1,SL.No.9
5	Section-4 Turn Over Limit	8	2	Technical Bid: Eligibility Criteria- Supporting Documents	Submission of Audited Balance Sheet. As per IT turnover norm below 30 lakh. They were not under Audit by chartered Account. This is advisable Annual turnover to be increased more than 1Cr.	The exiting clause stands.

Sl.No	Document Reference	Page No.	Clause No	Description in RFP	Clarification Sought	Clarification
6	NA	NA	NA	NA	Please clear us there is no clause for paper Sample is it require or not. If require please tell us at what time we will submit.	Item wise L-1 printer has to certify and submit the Paper sample with GSM after selection process.

**Bani Printers- Non-Security printing-Pre Bid-04/07/2022**

Sl.No	Document Reference	Page No.	Clause No	Description in RFP	Clarification Sought	Clarification
1	Duration of Empanelment	6	2.6	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 RFP.	Duration of Empanelment	Refer to Ammendment-1, Table -1, Sl.No.1
2	Duration of contract	6	2.7	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 Page 7 of 58 sole discretion if the service/performance of the printer is found to be unsatisfactory or not up to the mark.	Duration of contract	Refer to Ammendment-1, Table -1, Sl.No.2
3	Eligibility Criteria	13	5.16	Bidder should submit Copy of the audited Balance Sheets & Profit & Loss statement for the financial year 2018-19, 2019-20 and 2020-21 and CA Certificate indicating the sales Turnover for the previous financial years mentioned above.	Whether complete Audit Report is required or only Audited Balance Sheet and profit & loss Account for Last 3 years.	Only Audited Balance Sheet and profit & loss Account for Last 3 years mentioned in RFP.

**Paramahansa Press- Non-Security printing-Pre Bid-04/07/2022**

<b>Sl.No</b>	<b>Document Reference</b>	<b>Page No.</b>	<b>Description in RFP</b>	<b>Clarification Sought</b>	<b>Clarification</b>
1	Balance Sheet	8	Bidder should submit Copy of the audited Balance Sheets & Profit & Loss statement for the financial year 2018-19, 2019-20 and 2020-21 and CA Certificate indicating the sales Turnover for the previous financial years mentioned above.	Balance sheet	Bidder should submit Copy of the audited Balance Sheets & Profit & Loss statement for the financial year 2018-19, 2019-20 and 2020-21
2	IR Return	8	Copy should be uploaded for the Assessment Year 2019-20, 2020-2021 and 21-22	IT Return	Copy should be uploaded for the Assessment Year 2019-20, 2020-2021 and 21-22
3	Annexure-H	8	The Integrity Pact is to be executed in non-judicial stamp paper of worth Rs.100/- in conformity to CVC format as per "Annexure-H- Integrity Pact"	What is CVC format officer's name, Designation	Format of Annexure-H- Integrity Pact "has been mentioned in RFP Page No.30-39
4	Annexure-B	24	Annexure-B	Addendum No. & Date	Refer to Page No.24
5	Annexure-C	25	Annexure-C	Filled in the online	Upload in e-Procurement portal.
6	Annexure-G	29	Annexure-G	Stamp paper value & etc.	Relevant Stamp paper.
7	Annexure-H	30	Annexure-H	Officer's Name & etc.	To be filled at the time of technical bid opening.
8	All	41	Annexure-J	Annexure-J	Escalation Matrix means name staff according to layer.
9	Annexure-K	42	Annexure-K	Performance of Bank Guarantee	Refer to Amendment-1, Table-1, Sl.No.5
10	Annexure-L	44	Annexure-L	Non-Disclosure agreement	It will be executed with selected bidders.

## Section -1 - Bid Schedule and Address:

SL	Description of Information/ Requirement	Information / Requirement
1	Tender Reference Number	<b>RFP/GAD/NON-SECURITY PRINTING/04/2022, dtd.20/06/2022</b>
2	Date of publish of RFP	20/06/2022
3	Last date for receipt of queries, if any.	29-06-2022, 15:00 hours
4	Pre Bid Meeting	04-07-2022, 15:00 hours
5	Bid Submission Mode.	Through e-Procurement portal: <a href="https://odishabank.abcprocure.com">https://odishabank.abcprocure.com</a>
6	<b>Last Date and Time for submission of bids along with supporting documents both by e-Procurement portal and physical copy</b>	<b>16-08-2022 , 15:00 hours</b>
7	<b>Last date, time and place for submission of following Original documents:</b> 1. Bid Cost (DD), 2. EMD(DD), 3. Integrity Pact 4. Power of Attorney.	<b>16-08-2022, 15:00 hours at the Bank's General Administration Department, Head Office, Bhubaneswar. (Should be submitted to the contact officials in person).</b>
8	<b>Date, time and venue for opening the technical bid.</b>	<b>19-08-2022, 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.</b>
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	gad@odishabank.in
14	Contact details of Independent External Monitor	Name: Vinayaka Rao Turaga email: tvrao56@gmail.com

### Note:

- Bids will be opened in the presence of the Bidders' representatives who choose to attend.
- If last day of submission of bids is declared a holiday under NI Act by the Government or any restriction imposed by Government, subsequent to issuance of RFP the next working day will be deemed to be the last day for submission of the RFP. The Bid/s which is/are deposited after the said date and time shall not be considered.
- Bids should be submitted in the e-procurement portal of Odisha Gramya Bank. Original copy of Bid Cost DD, EMD Bank Guarantee, Power of Attorney and Integrity Pact must reach to Head Office of Odisha Gramya Bank. Bank (OGB) on or before last date and time of submission of Bids. Any delay due to postal and or courier will not be considered towards relaxation in submission of physical copies of required documents.

**Approximate quantity to be ordered (Yearly)**

<b>SL</b>	<b>Name of the Form/Registers</b>	<b>Quantity</b>
1	1 <sup>st</sup> Notice for Business/Agril./Jewel/Small loan F-72	1000 Pad
2	2 column Register	2000 Nos.
3	2nd Notice for Business/Agril./Jewel/Small loan F-73	1000 Pad
4	3 Column Register	500 Nos.
5	3 <sup>rd</sup> Notice for Agril/Business/small loan F-74	1000 Pad
6	3 <sup>rd</sup> Notice for Jewel loan (F-145-C)	2000 Pad
7	Access Register for safe deposit locker	100 Piece
8	Agreement of Term Loan Hypothecation (F-407)	5000 Set
9	Application for loan against security of gold jewellery for (Agril.)	2000 Pad
10	Application for loan against LIC Policy (LIC-01)	1000 Pad
11	Application for loan under easy money scheme	500 Pad
12	Application for Loan/limit/letter of guarantee against security of term deposits/Demand Loan Application (F-291)	1000 Pad
13	Application for Mortgage Loan	500 Pad
14	Attendance Register	350 Piece
15	Borrower Credit confirmation F- 126	500 Pad
16	Borrower Debit confirmation F- 125	500 Pad
17	Branch Credit Proposal	5000 Set
18	Cheque return slip	1000 Pad
19	Common account opening form	4 Lakhs Forms
20	Common pay in slip	3.5 Lakhs Pad
21	SB Passbook	4.5 Lakh Books
22	Cover File	2000 Piece
23	Cr. Transfer Voucher F-123	20000 Pad
24	Credit Facility	600 Pad
25	Daily Deposit A/c Opening Form	50000 Set
26	Daily Deposit Card	40000 Nos.
27	Details of assets & liabilities F-307	1000 Pad
28	DPN ( F-14A)	3000 Pad
29	Dr. Transfer Voucher F-121	20000 Pad
30	Envelope	10000 Nos.
31	EPN	2000 Pad
32	Flat File	1000 Piece
33	Forwarding letter to LIC of India after re-assignment (LIC-05)	600 Pad
34	Forwarding letter to LIC of India for Regn. Of Assignment (LIC-04)	600 Pad
35	Guarantee for Cash Credit	600 Nos.
36	Guarantor notice( ODIA) F-75	600 Pad
37	Jewel Movement Register	1000 Piece
38	Jewel Loan Application Form (F89E)	2000 Pad
39	Jewel loan auction notice	500 Pad
40	Jewel Loan Card	2 Lakhs Sheet
41	Jewel Loan Card (for Agriculture)	2 Lakhs Sheet
42	KCC & Agriculture loan notice	1000 Pad
43	KCC Book let	50000 Book
44	KCC Passbook	50000 Book
45	Key Movement Register	200 Piece
46	Letter dispatch Register	300 Nos.
47	Letter of Authorisation from borrower & guarantor F-197	600 Pad
48	Letter of Continuity F-292	600 Pad

<b>SL</b>	<b>Name of the Form/Registers</b>	<b>Quantity</b>
49	Letter of Hypothecation ( Agricultural Advance ) F-110 (I)	50000 Set
50	Letter of Hypothecation (For vehicle)	20000 Set
51	Letter of Hypothecation (in case of open Advance only) F-110A	25000 Nos.
52	Letter Received Register	600 No.
53	List of Documents (F-379)	600 Pad
54	List of Documents- for supplementary (F-379A)	500 Pad
55	Manager Certificate (ORMS)	14000 Sets
56	MIS Form	3000 Nos.
57	Note stitching slip	50000 Bundle
58	OGB Cash Balance Book	1000 Piece
59	OGB Commercial vehicle loan	100 Sets
60	OGB Car Loan	100 Sets
61	OGB clean loan	100 Sets
62	OGB Home Loan	100 Sets
63	OGB Traders	100 Sets
64	OGB Two wheeler loan	600 Sets
65	RD Passbook F-33	10000 Books
66	Recovery Mela Notice (ODIA)	600 Pads
67	Re-KYC Form	5000 Pad
68	Repayment Letter (F-43)	400 Pad
69	Revival Letter	3000 Pad
70	Safe Deposit memorandum for hiring of locker	10 Bundle
71	SB withdrawal Slip	3.5 Lakhs Book
72	Security Delivery Letter (LIC-02)	500 Pad
73	Security Delivery Letter (F-289)	500 Pad
74	SHG Book let	70000 Book
75	SHG(SB) Account Opening Form	1 Lakh Form
76	Stock Statement	200 Pad
77	TA Bill	100 Pad
78	TDR Plastic Cover	25000 Piece
79	TDR Receipt Books	3000 Books
80	Term Loan Agreement (F-110-C)	20000 Set
81	Term Loan Agreement for Housing Loan	5000 Sets
82	Title Deed Deposit Register	600 Piece

**N:B:-1.) Quantity may vary.**

**2) Specification & Unit refer to commercial bid- Annexure-M**