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Odisha Gramya Bank

Head Office: At-Gandamunda  
At.-Gandamunda, Po-Khandagiri  
Dist- Khurda, Bhubaneswar -751030,  
state-(Odisha),  
Phone: 0674-2353031/32/09/41  
e-mail: [gad@odishabank.in](mailto:gad@odishabank.in) ;  
website: [www.odishabank.in](http://www.odishabank.in)

Tender No. : RFP/GAD/SECURITY PRINTING/03/2019, DT.16-03-2019

**Request for proposal (RFP) For Empanelment of Security Printing Press/Printers  
For Supply of SB/CA/CDCC/CC & Demand Draft on CTS- 2010 FORMAT**

Odisha Gramya Bank (hereinafter referred to as OGB/ the Bank) is a Regional Rural Bank, constituted under the Regional Rural Bank Act, 1976 and have its Head Office at Gandamunda, Po-Khandagiri, Dist-Khurda, Bhubaneswar-751030, Odisha with branches covered in 13 districts namely- Puri, Khurda, Nayagarh, Dhenkanal, Angul, Cuttack, Jajpur, Kendrapara, Jagatsinghpur, Balasore, Bhadrak, Mayurbhanj & Keonjhar.

**INVITATION TO BID**

**PART 1:**

OGB invites Application for empanelment of reputed Printing Press/Firms approved by IBA for supply/Printing of Saving Bank/Current Account /Cash Credit cheque books and Demand Drafts in CTS-2010 format for its Branches.

The Bidding Document can be obtained from the Bank as under or downloaded from Bank's Website [www.odishabank.in](http://www.odishabank.in) under **Tender** and the BID should be submitted to the under mentioned office directly or by post.

- ❖ Bank reserves the right to change the dates mentioned in this RFP document, which will be communicated to the vendors/Press.
- ❖ The information provided by the vendors in response to this RFP document will become the property of OGB and will not be returned. OGB reserves the right to amend, rescind or reissue this RFP and all amendments will be advised to the vendors and such amendments will be binding on them.

Please note that all the information desired needs to be provided. Incomplete information may lead to disqualification/ non-consideration of the proposal.

**DISCLAIMER**

**PART – 2**

The information contained in this Request for Proposal (RFP) document or information provided subsequently to Vendor(s) or applicants whether verbally or in documentary form by or on behalf of Odisha Gramya Bank (Bank), is provided to the Vendor(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this RFP is to provide the Vendor(s) with information

to assist the formulation of their proposals. This RFP does not claim to contain all the information each Vendor may require. Each Vendor should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. No contractual obligation whatsoever shall arise from the RFP process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Vendor.

### **SCHEDULE**

1	Bid Document Availability	Bidding document can be downloaded from website from <b>16/03/2019</b> to <b>10/04/2019</b>
2	Pre-technical bid meeting	Time: From 1500 hrs. to 1600 hrs. Date : <b>26/03/2019</b> Place : H.O.-Odisha Gramya Bank, At. Gandamunda, PO. Khandagiri. Bhubaneswar-751030
3	Last date of submission of technical bids	1200 hrs. on <b>10/04/2019</b>
4	Opening of Technical Bids	1500 hrs on <b>10/04/2019</b>  Authorised 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.
5	Empanelment of vender	Intimation to the vendor who qualify in the Technical bid.
<b>Contact Details</b>		
6	Address for Communication and submission of bid.	The General Manager, GAD Odisha Gramya Bank, Head Office, At. Gandamunda, PO: Khandagiri Bhubaneswar:751030
7	Telephone & Mobile No.	0674-2353009, 0674-2353041 9861555362 9438318850/ 9681611177
8	All correspondence relating to this RFP should be sent to following email- ID	<a href="mailto:gad@odishabank.in">gad@odishabank.in</a>

The duly completed Application Form in the prescribed format with all necessary supporting documents shall be sealed in a cover and superscribed as "**APPLICATION FOR EMPANELMENT OF SECURITY PRINTING PRESS -2019**" and shall be submitted to the above mentioned office on or before **10/04/2019** upto **1200 hrs.**

**Scope of Work**

To prepare a panel of security Printing Press/Printers For Supply of SB/CA/CDCC/CC & Demand Draft on CTS- 2010 FORMAT.

**Duration of contract**

The contract will be valid initially for a period of **three years** from the date of intimation of letter. The Bank reserves the right to curtail the validity of contract, subject to satisfactory performance on review.

**Duration of Empanelment:**

Those Vendors who qualify in pre-qualification and 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 in their Company letter head, sealed and signed by the authorized person (**Annexure- II**).

**Eligibility Criteria:**

Each of the following criteria should be fulfilled for further evaluation of technical bid. Not fulfilling any one of the criteria will result in rejection of bid:

1. The Printer should be Proprietary, Partnership or Limited Company located at any part of India. (Please attach certificates & testimonials).
2. The Printers should be registered in India under the Indian Companies Act of 1956 or any act as applicable. (Documentary proof to be given).
3. The Printer should be registered with GSTIN. (Documentary proof to be given).
4. Minimum 10 years experience in the line of security printing items.
5. **Work Order:** Experience of having successfully completed/continuous similar works, the completed/ continuous work order not less than cumulative Rs.1 crore (Rupees One Crore only) excluding taxes during last 10 years up to 31.03.2018.

“Similar work” means printing of security items in under taking, Government/Semi Government/ Nationalize Public Sector Banks/Public Sector Undertaking (PSUs)/Private Banks/Financial Institutes (FIs)/Corporate Offices/Regional Rural Banks etc, Copy of work order and successful completion certificate must be provided. In case the work is still going on, then work satisfactory certificate should be provided in original. Non submissions of completion certificate / work satisfactory certificate will mean that the required amount of work has not been done or not satisfactorily done and the proposal will berejected.

6. **Solvency Certificate:** The vendor should have latest solvency certificate of Rs.20 lakhs (Rupees Twenty lakhs only) certified by a scheduled Bank. It should not be older than six months from the date of submission.

7. **Turn Over:**

The security press, Average Annual financial turnover for similar work during the last 3 years, ending 31st March 2018, (For FY 2017-18, 2016-17, 2015-16) should be at least Rs.100.00 lakhs (Rupees hundred lacs only).(Attested photocopies of the ITRs and Audited Balance Sheets of last three years to be provided). Please attach Profit & Loss statement and turnover certificate duly certified by a Chartered Accountant. In the absence of certificates the Expression of Interest (EOI) application will be summarily rejected. No other documents are required to be attached. Additional supporting documents if required would be asked for, subsequently.

8. The Printers or any of its directors who have been black listed/ de-listed/ de-empanelled by any Government/ Semi Government/ Nationalized Public Sector Banks/ Public Sector Undertaking (PSUs) / Financial Institutes (FIs)/ Corporate Offices will not be considered for Empanelment. **An undertaking to this effect must be submitted along with technical bid.**
9. The Firm must have been duly approved by IBA for printing of cheques & Demand Drafts. (Documentary proof to be given).
10. The firm should be profit earning and must have a minimum net worth of Rs.50.00 lacs.
11. Value of Contracts- may be less than Rs.10.00 lacs at single instance. However, we may place repeat orders during the year.
12. The security press profile to be submitted as per the format at **Annexure-1**.
13. A non-refundable application money of Rs.5000/- (Rupees five thousand only) in the form of a **Demand Draft drawn in favour of Odisha Gramya Bank payable at Bhubaneswar**, should be enclosed with the Tender. The envelope containing application money should be properly encryption on top.
14. **Earnest Money Deposit (EMD)**
  - i. **All bidder should submit an EMD of Rs.50,000/- (Rupees Fifty thousand only) in form of DD in the favour of Odisha Gramya Bank payable at Bhubaneswar, after empanelment.**
  - ii. The Proforma of the EMD is given at **Annexure-III**.
  - iii. Non submission of EMD by any Printer after empanelment will result in disqualification of the Printer leading to de-empanelment.
  - iv. The EMD of the unsuccessful Printers shall be returned within 30 days from the date of award of contract to successful Printers and no interest shall be payable on EMD of unsuccessful renderers.
  - v. The successful Printers EMD of Rs.50000/- (Rupees fifty thousand only) will be converted in to security deposit.
  - vi. The EMD may be forfeited:
    1. If a Printer makes any statement or encloses any form which turns out to be false / incorrect at any time prior to signing of contract; or after signing of the contract the concerned printers will be de-empaneled.
    2. In case of a successful Printer, if the Printer fails, to sign the Contract/to furnish the security deposit, the concerned printer will be de-empaneled.

#### **General Rules and Instructions to Intending Applicants.**

1. The Printers are advised to enclose photo copies of all relevant documents as mentioned in the list of Eligibility Criteria and other required documents, wherever necessary.
2. Each page of application form shall be signed. The application shall be signed for & on behalf of the Firm/Organization by authorized signatories.
3. If the space in the proforma is insufficient for furnishing full details, the information shall be supplemented in separate sheet of paper stating therein the part of the statement and serial number. Separate sheet shall be used for each part.
4. While deciding upon the selection of suppliers/Presses emphasis will be given on the ability and competence of applicants to complete the work within a reasonable time.
5. The decision of the Committee with regard to selection of Firm/Printing Press for issue of prequalification of firm will be final. The Committee is not bound to assign any reason thereof.

6. Applications received after due date and time or incomplete in any respect, are liable to be rejected.
7. The Committee reserves the right to reject any or all the applications without assigning any reason thereof. The Committee also reserves the right to restrict the number of applications for tendering at its sole discretion. Committee's decision in this regard shall be final and binding on all concerned.
8. The decision of the committee in selection of suppliers/ Press for empanelment will be final. The Committee reserves the right to shortlist the vendors by relaxing the set criterias or inclusion of criterias. The Committee is not bound to assign any reason thereof. The empanelled press/contractors will only be informed in this regard.
9. The date of collection of tender papers will be intimated to empanelled press /vendors only.
10. Cost incurred by the applicant in applying, in providing necessary clarifications or attending discussion, site visit will not be reimbursed by Bank.
11. If information and details furnished by applicants are found to be false/inadequate at any point of time in future or any information is withheld which comes to the notice of the bank at a later date, the empanelment of such applicant will be cancelled immediately.
12. The panel will be in force for a period of 3(three) years from the date of intimation of letter to the successful bidders, subject to satisfactory performance on review.
13. The Bank reserves the right to discontinue the panel at any time without assigning any reason thereof. The bank's decision in this regard shall be binding & final.
14. Notwithstanding the empanelment and/or any provision contained herein, the Bank reserves the sole right to invite price quotations from any/all/none of the empanelled vendors.
15. The vendors must be agreed to deliver the printed materials at Head Office, at their own cost as directed by the Bank.

## APPLICATION FOR EMPANELMENT OF SECURITY PRINTERS [TECHNICAL DETAILS]

From:		To The General Manager General Administration Department. At.-Gandamunda, Po-Khandagiri Dist- Khurda, Bhubaneswar -751030, (Odisha), Phone: 0674-2353031/32/09/41 e-mail: <a href="mailto:gad@odishabank.in">gad@odishabank.in</a> ; website: <a href="http://www.odishabank.in">www.odishabank.in</a>									
Dear Sir, I/ We request you to empanel our firm in your approved list of printers for which I/ We am/are furnishing the following particulars duly supported by necessary documents as advised in the empanelment notice Ref.....dated.....											
1	Name of the Applicant										
2	Address										
		City									
		State									
		District									
		PIN									
		Mob. No									
		Tel No.									
		Residence No.									
		Office No.									
		Telefax									
		Email ID									
3	Status of the Firm: (Whether Company /Partnership/proprietary/subsidiary)										
4	Name of the Proprietor/Partners /Directors :										
5	Year of Establishment	D	D		M	M		Y	E	A	R
6	Whether Registered with Registrar of Companies /Firm. If, So No. & Date:										
7	Registration with Tax Authorities										
8	Registration details (Enclose a self-attested photocopy of proof for the following, whichever is applicable, failing which empanelment application is liable to be rejected.)										
9	GST Identification Number (GSTIN)										

	GST Type (Please tick )					<input type="checkbox"/> Registered <input type="checkbox"/> Composition <input type="checkbox"/> SEZ <input type="checkbox"/> Un-registered									
10	Income Tax/GIR/Permanent Account No. (PAN)														
11	Turnover of the Company /Firm (Please Attach copy of audited Balance Sheet and Profit and Loss account for 3 years.														
	Sl No	Year					Turn over ( Rs. In Lacs)								
	1	2017-18													
	2	2016-17													
	3	2015-16													
12	Registration with Government /Public Sector Banks /Institutions														
	Sl No	Name of the organization				Nature of Works			Value of Works		Date of Registration				
	1														
	2														
	3														
	What are your fields of core competence? Mention the fields on preference basis:														
	i)														
ii)															
13	Details of the qualifying works executed (please mention only such works which qualifies for the category / class for which you have applied)														
	Sl No	Name of the Work		Work executed for (Name of the organization with address, concerned office & telephone Nos.		Nature of Work	Location of the work	Actual value of the works	Stipulated time for completion	Actual time for completion	If work left incomplete or terminated (Furnish reasons)				
	1														
	2														
	3														

14	Key Personnel permanently employed in your organization;						
	Sl N o	Name	Educational qualifications	Experienc e	Particular s of work done	Employed in your firm since	Any others
	1						
	2						
3							
15	Furnish the names of the 3 responsible clients /persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.						
	Name of the official			Organization address		Contact Numbers	

**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.

Applicant's Signature



Letter No:

Date:

**The General Manager,  
General Administrative Department,  
Odisha Gramya Bank  
Head Office, Bhubaneswar-30**

Dear Sir,

**EMPANELMENT OF SECURITY PRINTING PRESS FOR PRINTING OF SECURITY ITEMS IN ODISHA  
GRAMYA BANK , ACCEPTANCE OF OFFER**

With reference to above, we hereby agree to abide by all terms and conditions laid down in RFP document and also agree to the following:

- i) We forward herewith a security money deposit of Rs..... We also agree to the fact that the Security Deposit (SD) will be held in Current A/c. of OGB and will not carry any interest thereon till the time it is returned to us.
- ii) The empanelment will continue, subject to satisfactory performance of the contract.
- iii) We also confirm that mere empanelment does not ensure us the right to be invited to participate in all/any bids/ quotations/tenders/ projects and/or to get work.
- iv) We also confirm that various registration certificates as applicable will be renewed in time and renewed copies of the same should be submitted to the Bank for the record.
- v) We also confirm that we will respond to the enquiries by the Bank without fail, as & when sent to us. If we do not respond, our firm will be delisted from Bank's list of empanelment without any further notice.
- vi) We also certify that the information /data/particulars furnished in our bids are factually correct. We also accept that in event of any information/ data/ particulars proven to be incorrect the Bank will have the right to disqualify and de-empanel us and in event of any details submitted turned out to be false during the tenure of contract, the Bank is at discretion to forfeit the Security money deposit towards performance security and terminate the Contract.

Yours faithfully,

(Signature of the Security Printers/Press)

Name and Address of the Press. Stamp

**FORMAT FOR EMD**

(To be furnished on Printers' letter head)

To:

**The General Manager,  
Odisha Gramya Bank  
General Administrative Department,  
Head Office, Bhubaneswar-30**

Dear Sir,

***EMD FOR PARTICIPATION IN TENDERING PROCESS FOR EMPANELMENT OF SECURITY PRINTING PRESS IN ODISHA GRAMYA BANK***

With reference to the captioned subject, we intent to participate in the tender process for empanelment of Printers for security printing press to printing & supply of security items at Odisha Gramya Bank branches/offices in the State of Odisha on contract basis/outsourcing basis.

1. As per the terms and conditions of RFP, we submit draft No. \_\_\_\_\_ dated \_\_\_\_\_ for a sum of Rs. \_\_\_\_\_/- (Rupees\_Only) as EMD.
2. We undertake that in the event of not performing the obligations as per the terms and conditions of the RFP or committing any breach thereof, which conclusion shall be binding on us, the EMD will be forfeited.

Yours faithfully,

For and on behalf of Authorized official.

Seal Date: