



ओडिशा ग्राम्य बैंक
ଓଡ଼ିଶା ଗ୍ରାମ୍ୟ ବ୍ୟାଙ୍କ
Odisha Gramya Bank

Head Office: At-Gandamunda
At.-Gandamunda, Po-Khandagiri
Dist- Khurda, Bhubaneswar -751030,
state-(Odisha),
Phone: 0674-2353009/41
e-mail: gad@odishabank.in ;
website: www.odishabank.in

Tender No. : RFQ/GAD/SECURITY PRINTING/04/2022, DT.17/06/2022

**Request for Quotation (RFQ) 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 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 RFQ document, which will be communicated to the vendors/Press.
- ❖ The information provided by the vendors in response to this RFQ document will become the property of OGB and will not be returned. OGB reserves the right to amend, rescind or reissue this RFQ 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 Quotation (RFQ) 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 RFQ document and all other terms and conditions subject to which such information is provided.

This RFQ 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 RFQ is to provide the Vendor(s) with information to assist the formulation of their proposals. This RFQ 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 RFQ 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 RFQ. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFQ. No contractual obligation whatsoever shall arise from the RFQ process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Vendor.

Section 1 - Bid Schedule and Address:

| 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: https://odishabank.abcprocure.com/EPROC/ |
| 6 | Last Date and Time for submission of bids along with supporting documents both by e-Procurement portal and physical copy | 04-08-2022 , 15:00 hours |
| 7 | Last date, time and place for submission of following Original documents: 1. Bid Cost (DD), 2. EMD(DD), | 04-08-2022, 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 | gad@odishabank.in |

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 RFQ the next working day will be deemed to be the last day for submission of the RFQ. 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 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.

SECTION-2- INSTRUCTION FOR VENDORS

2.1. Scope of Work

- 1.To prepare a panel of security Printing Press/Printers For Supply of SB/CA/CDCC/CC(Generalize & personalize) & Demand Draft on CTS- 2010 FORMAT.
2. The selected vendor will be responsible for implementation of end to end security management solution in the bank
2. Value of Contracts- may be less than Rs.10.00 lacs at single instance. However, we may place repeat orders during the year.
3. The contract would be for a period of 3 years from the date of agreement of contract subject to annual/periodical review.
4. The selected vendor will be required to supply the security items as per the order during the period of contract at the contracted rate within the timeline specified in work order.
5. The Bank may at its discretion increase / decrease quantity of the items while placing final order. It may also order the entire quantity in one lot or in piecemeal manner as per the requirement of the Bank from time to time.
6. No advance payment will be made at any stage.
7. In the event of violation of any terms and conditions of tender documents, EMD deposit will be forfeited. Besides, the printer will be removed from empanelment and will be debarred from any future bidding of the bank.
8. If the L1 bidder is unable to executive the work order of the Bank, L 2 bidder can execute the work with L1 price. Similarly If L 2 bidder is unable to execute the work order,L 3 bidder can execute the work with L1 price.
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.
10. Post-delivery inspection of the printed material will be done by authorized officials of the Bank and if quality/ quantity of the material is found not to be acceptable, then the materials may be rejected and the printer shall have to take back the material at his own cost.
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.

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.

2.4. Duration of Empanelment:

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.

2.5. Eligibility Criteria :(The following documents to be submitted by the bidder)

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:

| Sl.No. | Eligibility Criteria | Supporting Document |
|--------|---|--|
| 1. | The Printer should be Proprietary, Partnership or Limited Company located at any part of India. The Printers should be registered in India under the Indian Companies Act of 1956 or any act as applicable. | The Certificate of Incorporation issued by the Registrar of Companies along with copies of Memorandum and Articles of Association/ partnership deed (in case of Partnership Firm) are to be uploaded along with technical bid. (Documentary proof should be attached). |
| 2. | The annual turnover average for last 3 financial years should not be less than Rs.20.00 lacs. | Bidder should submit Copy of the audited Balance Sheets & Profit |

| | | |
|----|--|--|
| | The bidder should have made profit in any one of the three financial years i.e. 2018-19, 2019-20 and 2020-21. | & 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. |
| 3. | Income tax Certificate/IT return | Copy should be uploaded for the Assessment Year 2019-20, 2020-2021 and 21-22. |
| 4. | 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. | Bidder to upload the Self Declaration certificate as per format provided in " Annexure-D - Declaration for Clean Track Record" of the RFQ along with the technical bid. (Documentary proof should be attached). |
| 5 | Declaration from clients for completion of work/satisfactory performance. | Performance Certificate from client for satisfactory completion of work. |
| 6 | The details of Registered Office and printing Press. | Please enclose documentary proof. |
| 7 | Unit should have been well established in printing for a minimum period of 5 years and should be having the required printing machineries / other facilities for printing jobs | Please enclose documentary proof. |
| 8 | GSTIN Certificate & PAN | Copy of Certificate to be enclosed. |
| 9 | 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.5 lakhs |
| 10 | The Firm must have been duly approved by IBA for printing of cheques & Demand Drafts. | Documentary proof to be given |
| 11 | MSME/NSIC/BID cost DD | Scanned copy of the document should be uploaded in e-procurement portals |
| 12 | MSME/NSIC/BID cost EMD | Scanned copy of the document should be uploaded in e-procurement portals |
| 13 | Annexure A – Bidder's Letter for EMD | Scanned copy of the document should be uploaded in e-procurement portals |
| 14 | Annexure B - Bid Offer Form (without Price) offer form | Scanned copy of the document should be uploaded in e-procurement portals |
| 15 | Annexure C - Bidder Information | Scanned copy of the document should be uploaded in e-procurement portals |
| 16 | Annexure D - Declaration for Clean Track Record (No black listed) | Scanned copy of the document should be uploaded in e-procurement portals |
| 17 | Annexure E - Declaration for Acceptance of RFQ Terms and Conditions | Scanned copy of the document should be uploaded in e-procurement portals |
| 18 | Annexure F - Declaration for Acceptance of Scope of Work | Scanned copy of the document should be uploaded in e-procurement portals |
| 19 | Annexure G- Track Record for Past Experience The Firm must have executed printing works in Banks/ Financial Institutions/ Public sector undertakings/ Govt. departments with last 5years experience in the product offered from publication of the tender | Scanned copy of the document should be uploaded in e-procurement portals |

| | | |
|----|-------------------------------|--|
| 20 | Annexure H- Escalation Matrix | Scanned copy of the document should be uploaded in e-procurement portals |
|----|-------------------------------|--|

Bidder must comply with all above-mentioned criteria. Non-compliance of any of the criteria for the category bidder has selected, will entail rejection of the offer summarily. **Photocopies of relevant documents / certificates should be uploaded as proof in support of the claims made.** BANK reserves the right to verify /evaluate the claims made by the vendor independently. Any decision of BANK in this regard shall be final, conclusive and binding upon the bidder.

1. In case of business transfer where Bidder has acquired a Business from an entity ("Seller"), work experience credentials of the Seller in relation to the acquired Business may be considered.
2. Bidders need to ensure compliance with all the eligibility criteria points.
3. In case of corporate acquisition, split of a company, certificate of incorporation, financial statements, credentials prior to such restructuring could be furnished
4. Scheduled Bank also include Regional Rural Bank and Co-operative Bank.
5. Scheduled commercial Bank refer to public sector / scheduled commercial Bank in India only.
6. Branches mentioned are per Bank and not cumulative across Bank.
7. The decision of the bank shall be final and binding in this regard. Any deviations will be ground for disqualification.
8. Bank reserve rights to ask any other document for verification purpose

SECTION-3-BID INFORMATION

3.1. Bid Price

Prices would be exclusive of all taxes, duties levies, and fees whatsoever. The bidder shall meet the requirements of Goods & Services Tax (GST) as per Government of India.

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 documents.

*Exemption of Bid Cost will be allowed to bidder registered under MSME / NSIC / Udayog 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.

3.3. Earnest Money Deposit (EMD) and Exemptions

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 / Udayog 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

3.4. Return of EMD

The EMDs of successful Bidder/s shall be returned / refunded after furnishing Performance Bank Guarantee as required in this RFQ.

EMDs furnished by all unsuccessful Bidders will be returned on the expiration of the bid validity / finalization of successful Bidder, whichever is earlier.

3.5. Forfeiture of EMD

The EMD made by the bidder will be forfeited if:

- a) Bidder withdraws its bid before opening of the bids.
- b) Bidder withdraws its bid after opening of the bids but before Notification of Award.
- c) Selected Bidder withdraws its bid / Proposal before furnishing Performance Bank Guarantee.
- d) Bidder violates any of the provisions of the RFQ up to submission of Performance Bank Guarantee.
- e) Selected Bidder fails to accept the order within five days from the date of receipt of the order. However, OGB reserves its right to consider at its sole discretion the late acceptance of the order by selected Bidder.
- f) Bidder fails to submit the Performance Bank Guarantee within stipulated period from the date of execution of the contract. In such instance, OGB at its discretion may cancel the order placed on the selected Bidder without giving any notice.

3.6. Period of Validity of Bids

Bids shall remain valid for a period of 180 days after the date of bid opening as mentioned in Section 1 or as may be extended from time to time. OGB reserves the right to reject a bid valid for a period shorter than 180 days as non-responsive, without any correspondence.

3.7. Extension of Period of Validity

In exceptional circumstances, prior to expiry of the bid validity period, OGB may request the Bidders consent to an extension of the validity period. The request and response shall be made in writing. Extension of validity period by the Bidder should be unconditional and irrevocable. The EMD provided shall also be suitably extended. A Bidder may refuse the request without forfeiting the bid Security.

SECTION-4-BID EVALUATION PROCESS

Stage 1 – “Technical bid” i.e. Technical bid will be evaluated. Only those Bidders who have submitted all the required forms and papers and comply with the eligibility and technical criteria will be considered for further evaluation.

Bidders qualifying this stage will become eligible for empanelment and vendor will be empanelled for three years.

Stage 2 – “Price bid” of only empanelled bidders will be opened in presence of the Empanelled bidders or their authorized representatives at the date, time and place to be informed separately through E-mail of those Bidders who qualify the eligibility criteria will be evaluated further for finalizing the L1 vendor for this rate contract.

Price bids of bidders will be evaluated and L1 price bid(s) will be decided from the qualifying price bids of each line of item wise. In case of 2 bidders having equal rate qualify as L1 then the work order will be distributed equally and no other L2 or L3 will be considered. Bank reserve the right to distribute the work at L-1 price amongst the qualifying bidders based on administrative convenience of the Bank.

SECTION-5-AWARDING OF WORK ORDER

5.1. Notification of Award / Work Order

After selection of the L1 bidder, and after obtaining internal approvals and prior to expiration of the period of Bid validity, OGB will send Notification of Award / work Order to the selected Bidder. The **Security printing items** of for a period of 3 year from date of release of 1st work Order.

Once the selected Bidder accepts the work order the selected Bidder shall furnish the Performance Bank Guarantee to OGB.

5.2. Acceptance Procedure

- Within 15 days of receipt of Notification of Award/work Order the successful Bidder shall send the acceptance.
- Failure of the successful Bidder to comply with the above requirements shall constitute sufficient grounds for the annulment of the award.
- Upon the successful Bidder accepting the Work Order and signing the contract agreement (on stamp paper Rs.200/-), OGB will promptly notify each unsuccessful Bidder and will discharge all remaining EMDs, if any.

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**".

5.4. Taxes and Duties

All taxes, if any, shall be deducted at source as per then prevailing rates at the time of release of payments.

Prices shall be exclusive of all taxes, duties. The bidder should meet the requirements of Goods & Services Tax (GST) of India.

SECTION-6- 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 in e-procurement portal.
2. All the pages of RFQ document are duly sealed and signed by the authorized signatory and uploaded to e-Procurement portal of Bank using DSC.
3. Price should be in INR excluding taxes and duties.
4. Cost incurred by the applicant in applying, in providing necessary clarifications or attending discussion, site visit will not be reimbursed by Bank.
5. 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.
6. 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.
7. 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.
8. 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.
9. The vendors must be agreed to deliver the printed materials at Head Office, at their own cost as directed by the Bank.

Section-7-Document of Annexure

Annexure A – Bidder's Letter for EMD

To
The General Manager,
General Administration Department,
Odisha Gramya Bank, Head Office,
AT- Gandamunda, P.O. - Khandagiri
Bhubaneswar – 751030.

**SUBJECT: RFQ/GAD/SECURITY PRINTING/04/2022, DT.17/06/2022 REQUEST FOR Empanelment of Security Printing Press/Printers For Supply of SB/CA/CDCC/CC & Demand Draft on CTS- 2010
FORMAT**

We have enclosed an EMD in the form of Demand Draft No. _____ issued by the branch of the _____ Bank, for the sum of Rs. _____ (Rupees _____). This EMD is as required by clause 3.3 of the Instructions to Bidders of the above referred RFQ.

Thanking you,
Yours faithfully,

(Signature of the Bidder)

Printed Name:

Designation:

Seal:

Date:

Business Address:

Note: The letter should be attached along with Demand Draft and should be uploaded and sent to Head Office along with Demand Draft.

Annexure B - Bid Offer Form (without Price)
(Bidder's Letter Head)
OFFER LETTER

Date:

To,
The General Manager,
General Administration Department
Odisha Gramya Bank, Head Office,
AT- Gandamunda, P.O. – Khandagiri,
Bhubaneswar – 751030.

Dear Sir,

**SUBJECT: RFQ/GAD/SECURITY PRINTING/04/2022, DT. 17-06-2022 REQUEST FOR Empanelment of
Security Printing Press/Printers For Supply of SB/CA/CDCC/CC & Demand Draft on CTS- 2010
FORMAT**

We have examined the above referred RFQ document. As per the terms and conditions specified in the RFQ document, and in accordance with the schedule of prices indicated in the commercial bid and made part of this offer.

We acknowledge having received the following addenda / corrigenda to the RFQ document.

| Addendum No. / Corrigendum No. | Dated |
|--------------------------------|-------|
| | |

While submitting this bid, we certify that:

1. Prices have been quoted in INR and are exclusive of applicable Taxes.
2. The prices in the bid have not been disclosed and will not be disclosed to any other bidder of this RFQ.
3. We have not induced nor attempted to induce any other bidder to submit or not submit a bid for restricting competition.
4. We agree that the rates / quotes, terms and conditions furnished in this RFQ are for OGB.

If our offer is accepted, we undertake, to start the assignment under the scope immediately after receipt of your order. We have taken note of Penalty clauses in the RFQ and agree to abide by the same. We also note that OGB reserves the right to cancel the order and order cancellation clause as per terms and condition would be applicable. We understand that for delays not attributable to us or on account of uncontrollable circumstances, penalties will not be levied and that the decision of OGB will be final and binding on us.

We agree to abide by this offer till 180 days from the last date stipulated by OGB for submission of bid, and our offer shall remain binding upon us and may be accepted by OGB any time before the expiry of that period.

Until a formal contract is prepared and executed with the selected bidder, this offer will be binding on us. We also certify that the information/data/particulars furnished in our bid are factually correct. We also accept that in the event of any information / data / particulars are found to be incorrect, OGB will have the right to disqualify /blacklist us and forfeit bid security.

We undertake to comply with the terms and conditions of the bid document. We understand that OGB may reject any or all of the offers without assigning any reason whatsoever.

As security (EMD) for the due performance and observance of the undertaking and obligation of the bid we submit herewith Demand Draft bearing no. _____ dated _____ drawn in favor of "Odisha Gramya Bank" or Bank Guarantee valid for ___days for an amount of Rs.____ (Rs. _____ only) payable at Bhubaneswar.

Yours sincerely,

Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Company/Firm:
Address

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/ Details of Incorporation of the Company. (NB: Date of Commencement of Business – In case of Company) | Date: | | | |
| | | Ref# | | | |
| 4 | Details of Key / Senior Officials / Directors / Technical Officer | Name | Designation | Qualification | Experience |
| | | | | | |
| | | | | | |
| 5 | No. of Offices in the state | Please enclose complete list with proof) | | | |
| 6 | Registered Office Address with details(Bhubaneswar or Cuttack) | 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) | | | |

| | | | | |
|---|---|--|---------|---------|
| 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 |
| 11 | Net worth | | | |
| 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:

Annexure D - Declaration for Clean Track Record (No black listed)

To
The General Manager,
General Administration Department
Odisha Gramya Bank, Head Office,
AT- Gandamunda, P.O. – Khandagiri,
Bhubaneswar – 751030.

Sir,

I have carefully gone through the Terms & Conditions contained in the RFQ document for selection of vendor for **SUBJECT: RFQ/GAD/SECURITY PRINTING/04/2022, DT.17/06/2022 REQUEST FOR Empanelment of Security Printing Press/Printers For Supply of SB/CA/CDCC/CC & Demand Draft on CTS- 2010 FORMAT**

I hereby declare that my company has not been debarred/black listed by any Government / Semi Government / Private organizations in India / abroad. I further certify that I am competent officer and duly authorized by my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Annexure E - Declaration for Acceptance of RFQ Terms and Conditions

To
The General Manager,
General Administration Dept,
Odisha Gramya Bank, Head Office,
AT- Gandamunda, P.O. – Khandagiri,
Bhubaneswar – 751030.

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the RFQ document for selection of vendor for for **SUBJECT: RFQ/GAD/SECURITY PRINTING/04/2022, DT.17/06/2022 REQUEST FOR Empanelment of Security Printing Press/Printers For Supply of SB/CA/CDCC/CC & Demand Draft on CTS- 2010 FORMAT.**

I declare that all the provisions of this RFQ/Tender Document are acceptable to my company/Firm. I further certify that I am an authorized signatory of my company/Firm and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Annexure F - Declaration for Acceptance of Scope of Work

To
The General Manager,
General Administration Dept,
Odisha Gramya Bank, Head Office,
AT- Gandamunda, P.O. – Khandagiri,
Bhubaneswar – 751030.

Sir,

I have carefully gone through the Scope of Work contained in the RFQ document for selection of vendor for **SUBJECT: RFQ/GAD/SECURITY PRINTING/04/2022, DT.17/06/2022 REQUEST FOR Empanelment of Security Printing Press/Printers For Supply of SB/CA/CDCC/CC & Demand Draft on CTS- 2010 FORMAT.**

I declare that all the provisions of this RFQ / Tender Document are acceptable to my company/Firm. I further certify that I am an authorized signatory of my company/Firm and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Annexure G- Track Record for Past Experience

for **SUBJECT: RFQ/GAD/SECURITY PRINTING/04/2022, DT.17/06/2022 REQUEST FOR Empanelment of Security Printing Press/Printers For Supply of SB/CA/CDCC/CC & Demand Draft on CTS- 2010 FORMAT.**

Name of the Printer _____

| S.No. | Name of the client | Contact Person's | Telephone No. | Address |
|--------------|---------------------------|-------------------------|----------------------|----------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

(Enclose necessary documentary proof)
Date:

Yours faithfully,

(Signature of the Bidder)
Printed Name
Designation
Seal
Date:
Business Address:

Annexure H- Escalation Matrix

for **SUBJECT: RFQ/GAD/SECURITY PRINTING/04/2022, DT.17/06/2022 REQUEST FOR Empanelment of Security Printing Press/Printers For Supply of SB/CA/CDCC/CC & Demand Draft on CTS- 2010 FORMAT.**

Name of the printer:

| SL.No. | Name | Designation | Phone No. | Mobile No. | Email address |
|--------|------|-------------|-----------|------------|---------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(Enclose necessary documentary Proof)

Date:

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

**Section 8 – Documents to be executed by selected bidder / vendor
Annexure I- Performance Bank Guarantee
(BANK GUARANTEE)**

Date

Beneficiary: ODISHA GRAMYA BANK
Odisha Gramya Bank, Head Office,
AT- Gandamunda, P.O. - Khandagiri
Bhubaneswar – 751030.

Performance Bank Guarantee No:

We have been informed that----- (hereinafter called "the Contractor") has received the work order no. "-----" dated ----- issued by Odisha Gramya Bank (OGB), for ----- (hereinafter called "the work Order").

Furthermore, we understand that, according to the conditions of the Work order, a Performance Bank Guarantee is required to be submitted by the Contractor to OGB.

At the request of the Contractor, We -----(name of the Bank , the details of its incorporation) having its registered office at ----- and, for the purposes of this Guarantee and place where claims are payable, acting through its ---- branch presently situated at ----- (hereinafter referred to as "Bank" which term shall mean and include, unless repugnant to the context or meaning thereof, its successors and permitted assigns), hereby irrevocably undertake to pay you without any demur or objection any sum(s) not exceeding in total an amount of Rs.----- (in figures) (Rupees----- (in words)----- only) upon receipt by us of your first demand in writing declaring the Contractor to be in default under the Work order, without caveat or argument, or

your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

Please note that you may, if you so require, independently seek confirmation with - (Bank Name & Issuing branch address) -----, that this Bank Guarantee has been duly and validly issued.

Notwithstanding anything contained in the foregoing:

The liability of ----- (Bank), under this Bank Guarantee is restricted to a maximum total amount of Rs. ----- (Amount in figures and words).

This bank guarantee is valid upto -----.

The liability of ----- (Bank), under this Bank Guarantee is finally discharged if no claim is made on behalf of OGB within twelve months from the date of the expiry of the validity period of this Bank Guarantee.

Our liability pursuant to this Bank Guarantee is conditional upon the receipt of a valid and duly executed written claim or demand, by ----- (Bank)-----

--- (Address), delivered by hand, courier or registered post to close of banking business hours on ----- (date should be one year from the date of expiry of guarantee) failing which all rights under this Bank Guarantee shall be forfeited and ----- (Bank), shall stand absolutely and unequivocally discharged of all of its obligations hereunder.

This Bank Guarantee shall be governed by and construed in accordance with the laws of India and competent courts in the city of Bhubaneswar shall have exclusive jurisdiction.

Kindly return the original of this Bank Guarantee to -----
--- (Bank & Its Address), upon

(a) its discharge by payment of claims aggregating to Rs. ----- (Amount in figures & words);

(b) Fulfillment of the purpose for which this Bank Guarantee was issued;

(c) Or, Claim Expiry

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 & 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 95 GSM CTS water mark paper in books. (Size-8.5" X 3.66") | Per book-25 leaves | |
| 2 | Demand Draft | Demand Drafts consisting 100 leaves as per CTS specification including TXN/CA cheque number printing on 95 GSM paper light green background in books (Size - 9" x 3.66") | 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.