Central Bank Of India
Printing & Stationery - GAD, Central Office, Mumbai

Request For Proposal (Bid) Document

For

Rate Contract for printing and supply of Bank Passbook

सेन्ट्रल बैंक ऑफ़ इंडिया
Central Bank of India
CENTRAL TO YOU SINCE 1911

Invitation for tender offers

Central Bank of India, a body corporate constituted under the Banking Companies (Requisition and Transfer of Undertaking) Act 1970 having its Central Office at ChanderMukhi , Nariman Point, Mumbai-400021 hereinafter called "Bank" and having 59 Regional Offices (RO), 13 Zonal Offices (ZO) and approx. 4800 branches spread across India, intends to obtain the rate contract for supply / printing and dispatch of Bank passbook to be used at branches.

Central Bank Of India invites sealed tender offers (technical offer and commercial offer) from eligible IBA approved security printers meeting the eligibility criteria, as specified in this tender document.

A complete set of tender documents may be purchased by eligible bidders upon payment of a non-refundable fee of Rs.5,000/-(Rupees Five thousand only) by demand draft/ banker's cheque in favour of "**Central Bank Of India"** and payable at **Mumbai** or may be submitted with the Technical Bid, who wants to download the RFP**.**

The details are given below:

Tender Reference Number	CO:GAD:P&S:2016-17:224
Cost of RFP – non refundable	Rs.5,000/- (Rs. Five thousand only)
Date of Issue of RFP	23.03.2017
Bid Security (EMD)	Rs. 3,00,000/-
Pre-bid Queries, if any, to be mailed to	cmptg@centralbank.co.in latest by 06.04.2017 upto 12:00 noon
Last Date and Time for receipts of tender offers	21.04.2017 up to 15:00 hrs
Time & Date of Opening of technical bids	21.04.2017 at 15:30 hrs
No. Of Envelopes	Two (2) Envelopes. **Envelope 1 containing:** Technical Bid + Document Cost+Bid Security **Envelope 2 containing:** Commercial Bid
Address for Communication	Chief Manager –P & S Central Bank of India, Printing & Stationery Dept. 16th floor ,Chander Mukhi Nariman Point,Mumbai Pin-400021 E-Mail: cmptg@centralbank.co.in ptgsty@centralbank.co.in Phone : 022-66387532 022-66387700

Place of Submission / Opening tender offers :	Central Bank Of India Central Bank of India, Printing & Stationery Dept. 16th Floor ,Chander Mukhi Nariman Point Mumbai-400021

The cost of Tender document is to submitted at the time of submission of the bid. Vendor may mail their queries to the above email addresses and their queries will be addressed.

Earnest Money Deposit mentioned above must accompany all tender offers (technical bid) as specified in this tender document.

Tender offers will normally be opened half an hour after the closing time, in the presence of the vendor's representatives who choose to attend the opening of tender. Any Tender received without Document Cost and/or EMD, will be disqualified outright.

Technical Specifications, Terms and Conditions and various format and Performa for submitting the tender offer are described in the tender document and its Annexures.

Asst. General Manager (GAD)

DISCLAIMER

The information contained in this Request for Proposal (RFP) document or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of Central Bank of India (Bank), is provided to the bidder(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 bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each bidder 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.

1. **INVITATION TO BID**

Offers are invited from IBA approved security printers meeting the eligibility criteria, as specified in this tender document for quoting rate contract for print and supply of Bank passbook for Central Bank of India.

Sr. No.	Particulars
1.	Item Code : SPBK -97
2.	Quantity : Rate contract - as per requirement – On monthly basis
3.	Cover Page : Sinor Marsh art card – 250 GSM
4.	Inner Page : 70 GSM Super Shine White Map litho paper Of Ballarpur/JK/West Coast Paper Mill
5.	No. of Inner Pages : (20 pages)
6.	To be supplied in labeled thick craft paper. Packet of 100 books each and bundle of 5 packets.
7.	Bids shall remain valid for 12 months from the date of order to selected vendor. A bid valid for shorter period shall be rejected by the bank as non-responsive. Period can be extended further for 12 months by mutually acceptable terms.
8.	Quote rate for per Pass as per Annexure I – estimated requirement of 6 months Books -- amount for 30 lacs passbook – cost of paper, printing & supply including all taxes, govt levies Logistic & transportation charge and other charges etc.
9.	Printing on all Cover Pages will be four colour.
10.	Outer side of cover pages should be polythene coated(smooth & glossy)
11.	Size of the Pass book should be 7” x 7” while opened.
12.	Our Bank’ emblem should be printed exactly at the Centre of each Inner page in single colour printing.
13.	The center stitching to be made horizontal so that every line will be printed on the uniform surface. Middle line will be skipped to avoid printing near the stitch zone. Stitching should start leaving the first 5 mm i.e. stitching to be done leaving the first and last 5 mm with a stitch gap of 7 mm. Sufficient gap should be provided between stitches to avoid perforation. Thread should be pure cotton or cotton/synthetic mixed. It should not be so thin, should not have high torque which may cause tearing of sheets.
14	Printing of Bar code – **Barcode Dimensions:** The barcode width should preferably be within 2 to 3 inches. The barcode height should preferably be within 0.5 to 1 inch. The barcode number should be printed below the barcode itself. **Barcode Positioning:** The barcode should be placed upright preferably on the rear face of the passbook. The barcode should be placed parallel to the edges of the passbook. The barcode may be placed anywhere on the face of the passbook. **Barcode Features:** The encoding type used should be Type-128. The barcode should be jet black in colour with white background. At least 4mm whitespace should be left horizontally on either side of the barcode. **Barcode Lamination:** The specifications of the lamination to be used on the passbook cover needs to be shared with the Kiosk vendor for confirmation that the barcode scanner will read the laminated barcode successfully.

1. Eligibility Criteria

<u>The Bidder must have following eligibility criteria:</u>

1. The vendor should be in the existing panel of Indian Banks' Association.
2. The vendor submitting the offers should be a Registered Company/Firm:
    a. Doing business for at least preceding three years in the same field
    b. Having an Average Annual turnover of Rs. 3 Crore in last three years. This must be the individual Company's turnover and not that of any group of Companies.
    c. Should have made operating profits in at least two financial years out of last three financial years and should have positive net worth during the year ended 2015-16.
    d. The vendor should have printed and supplied Passbook to more than two Banks/organizations of which one should be PSB, in last 2 years i.e 01.03.2015 to 28.02.2017
    e. The vendor should have printed and supplied Passbook to the tune of at least 50 lacs passbook in last 2 years i.e 01.03.2015 to 28.02.2017. Copy of work order / agreement along with certificate from Banks for satisfactory performance is to be submitted for point d & e.
3. Printer should have arrangement for entire process of printing, stitching, packing & forwarding etc of pass book in house, under one roof. Should have capability to print digital Bar Code on passbook, as per bank requirement.
4. The Printing Unit should have stringent quality control measures for printing, binding, validating, packing etc to ensure supply of high quality Passbooks.
5. The vendor should not have been blacklisted by any Government department /PSU /PSE or banks for non-implementation/delivery of the order. Self-declaration to that effect should be submitted along with the technical bid.
6. Vendor must not be a NPA holder in any Bank/Financial Institution.
7. Bidder has to enter into an integrity pact agreement with bank, as per the format Attached – file IP_27.03.2015.pdf

The vendor must submit necessary documentary proof for the above. The Bank, if required, may call for additional documents during the evaluation process and the vendor will be bound to provide the same.

2. ***Earnest Money Deposit (Bid Security)***

Vendors are required to submit a Demand Draft from any scheduled commercial Bank favoring **"CENTRAL BANK OF INDIA- EMD " for the amount mentioned above as Earnest money Deposit (EMD) payable at Mumbai** along with their technical offer. Offers made without valid E.M.D as mentioned above will be rejected. **No interest will be paid by the Bank on the Earnest Money Deposit.** EMD can also be submitted in the form of Bank Guarantee as per the Bank's approved format **for the period of six months from the closing date of Tender.** ***No Tender fees/EMD will be applicable for MSME, as the provisions on submission of necessary document.***

The EMD of the unsuccessful bidders will be returned on acceptance of the Purchase order by the successful bidders subject to written demand for the same and EMD of the successful bidders will remain with the Bank till the contract period.

3. **Terms / Scope of Execution of Work**

Please note that this tender is for arriving at rates for printing and supply of Bank Passbook. Requests/indents for Bank passbooks for various branches will be placed on monthly basis through Centralized Back Office in encrypted format or order

Selected vendor/s will share a few samples of the passbooks for testing.

The printer has to print and dispatch the Passbooks within the prescribed time from the receipt of the file / order. The parcel should be handed over to post agency to be sent in softcopy to Bank.

Besides the Branch's address, the Bank will also provide the Regional office's address for delivery of the same to the Branch in cases of undelivered Passbooks.

The selected printer should have arrangement with Speed Post /Courier service for delivery of printed Passbooks to Offices/branches located in all corners of the country.

The quote should be an all-inclusive one upto the point of delivery to the Branch/ Office i.e. cost of paper, packing cost i.e supplied in labeled thick craft paper, Packet of 100 books each and bundle of 5 packets, Postal/courier charges and all applicable taxes and includes the process of providing soft data to the couriers/India Post appointed and Bank, in the format as required by the courier/post agency/Bank. Any subsequent changes in the statutory dues (like VAT, Sales Tax, GST etc.) charges by the Government, will be taken care of by the Bank during the tenure of the agreement and the rates so fixed will be adjusted accordingly (either more or less in future).

A Letter of rate contract would be issued to successful vendor(s).

The vendor shall have to keep the sufficient stock of passbook ready as per order**. The details of dispatch of Passbooks (with or without Bar code as per requirement) in multiple of 10000 numbers for Regional Office will provided by Bank. The actual quantity of requirement**

will be based on the indents received from branches/ Regional Offices all over India

Bank will place order on quarterly basis. The vendor shall procure the paper and ensure the passbooks are printed and ready for dispatch within 30 days of order. The requirement of Passbooks to Regions as per the list will be provided by bank should be dispatched within 7 days from the date list is provided or date of order plus 30 days, whichever is later i.e if order is placed on 1st Jan and list is also provided on 1st Jan the passbooks should be dispatched before 7th Feb.

The printer has to print and deliver the Printed Passbook to Branches / Offices within the prescribed time limit.

The relative art work/positives' that will be supplied/developed by the printer will be the Bank's property and the same has to be returned to us/destroyed after completion of the job in the presence of our bank officials.

The Printer will be required to arrange for Inspection (at their cost) of their Security Printing Unit by our officials during the printing process before and even after the work is assigned to them or as and when required by the Bank.

Test checking of Passbooks: Bank shall be free to get the samples of passbook test checked by government approved agency and in case reject rate is more that 0.05%, the whole consignment shall be rejected. The decision of the Bank in this regard, shall be final and binding on the printers.

4. Bid

The offer will be in two parts consisting of Technical bid and Commercial Bid.
The bids must be submitted in two separate sealed cover giving full particulars and duly super-scribed " Technical Offer for Rate contract *for printing and supply of Bank Passbook* and "Commercial offer for Rate Contract *for printing and supply of Bank Passbook* ". These covers should also indicate name and address of the vendor submitting the offers.

5. Technical Offer

The Technical Offer (TO) should be complete in all respects and contains all information asked for in this document.
It should not contain any price information. But a copy of the commercial bid without mentioning the price should be attached with TO. However, any mention of price in TO will result in cancellation of the bid.
The TO must be submitted in an organized and structured manner. All the supporting documents etc. to be submitted along with the TO.
The TO must contain the Document Cost (if not already submitted) and Bid security. Without any of these two, Vendor will be disqualified and bid submitted by them will be not processed.
The TO envelope must also contain the soft copy of the Annexure – III in a CD or Pen Drive

either in MS Word or MS Excel format.

6. Commercial Offer:

The Commercial Offer (CO) should be complete in all respects and contain all information asked for this document. It should contain only the price information as per Annexure - II.
The price to be quoted in individual items and it should be unit price in Indian rupees.
The price is inclusive of statutory taxes like Sales Tax, Service Tax, VAT etc., logistic & Transportation and other incidental charges.

7. Evaluation and acceptance

Technical offers will be evaluated on the basis of compliance with eligibility criteria, technical specification, other terms and conditions stipulated in the RFP. Only those vendors who qualify in the technical evaluation would be considered while evaluating the commercial bid. Bank may, at its sole discretion, waive any minor non-conformity or deviations.
Bank reserves the right to reject an offer under any of the following circumstances:

- If the offer is incomplete and / or not accompanied by all stipulated documents.
- If the offer is not in conformity with the terms and conditions stipulated in the RFP.
- If there is a deviation in respect to the technical specifications of hardware items.

The Bank shall be under no obligation to mandatorily accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning reason whatsoever.

8. Process for selection of vendor

This Tender Notice is for selecting vendor at for supply printing of Bank's Passbooks for our branches located in PAN India.

Based on quotes received L1, L2…… will be identified on Total Cost of Ownership. The rates shall finalize with L1 bidder. The Bank reserves the right to distribute the job to more than one vendor at L1 rates and terms & conditions, as per the requirement of Bank. The Bank will be within its right to distribute /split the work order between L1 and L2 vendors, if considered necessary in the interest of the Bank, provided L2 vendor mates the rates and terms &conditions finalized with L1. In case, L2 is not agreeable to match L1 rates the offer will be given to L3. The distribution of work in 2 selected vendors shall be in ratio of 60:40, L1 will be allotted 60% job.

Mere participation in bidding process / agreeing to execute the job at L1 rates will not entitle the bidders/ printers for awarding the job. Apart from other things, bidder's past performance with our bank/other banks will also be taken into consideration.

Initially Rate contract will be valid for a period of 6 months. Bank can be extended for further for 6 months on same rates and terms & condition.

Rate order for the scope of work will be issued to selected vendor/s with validity period. It can at it discretions allot job to L1 and L2 bidder, based on it requirements and convenience.

9. Validity period

This tender is for entering into Rate contract agreement with vendors for supply/print Bank passbooks. This rate contract shall be valid for 6 months from date of issuance of letter of intent. Bank can extend the period of 6 months as per Bank's requirement. Rate contract finalized for supply/print Passbooks will be for actual requirements during the validity of this contract.

10. **Delivery Period**

Bank will place order on quarterly basis. The vendor shall procure the paper and ensure the passbooks are printed and ready for dispatch within 30 days of order. The requirement of Passbooks to Regions as per the list will be provided by bank should be dispatched within 7 days from the date list is provided or date of order plus 30 days, whichever is later i.e if order is placed on 1st Jan and list is also provided on 1st Jan the passbooks should be dispatched before 7th Feb.

11. Penalties:

Printer should be agreeable for penalty in case of delay in supply which will be 2% for each week or part of week thereof, per consignment but not exceeding 10% of the total cost of consignment.

In case of defective printing/substandard quality of paper and size etc/not as per specimen provided, entire lot will be rejected and no payment will be made. The damages for faulty delivery will be recovered from the vendor.

The bank may impose financial penalties in addition to black listing the printer for following reasons:

- Not adhering to the delivery schedule.
- Quality of paper not as per specification.
- Mistakes in printing, binding, seriating or packing of Passbook.
- Bad workmanship and deficiencies in quality of printing.
- Printing not according to Bank's format and colour scheme, and specifications etc.
- Flouting Bank's instructions in respect of storage of paper, maintenance of records, transportation and delivery of passbook etc.
- Frequent rejection of Passbook while printing.

If in any case it is found that vendor has compromised with secrecy of any type of data, he will be financially penalized as per Bank's decision, compulsorily binding on him, including blacklisting of their related unit/all units, as deemed fit, for three years.

If it is found that the delays are frequent the work assigned to the printer will be shifted to another printer and Vendor will be black listed and no claims will be entertained for not awarding further work.

12. **Payments**

Bills for payment must be presented on monthly basis to P&S dept – GAD, Central Office, 16th Floor ,Chander Mukhi Nariman Point Mumbai-400021Mumbai. After confirming the delivery of the Passbooks and checking of Bills, Payment will be released within 30 days, if in order. Detail modalities for payment process will be worked out with selected vendor.

13. Order Cancellation:

The Bank reserves its right to cancel the order in the event the services of vendor are not as per the scope defined in this tender document.

In addition to the cancellation of purchase order, Central Bank of India reserves the right to appropriate the damages from the earnest money deposit (EMD) given by the vendor and any other payment due from Bank to the vendor and may take appropriate action.

14. **Cost of Bidding:**

The bidder shall bear all the costs associated with the preparation and submission of bid and bank will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process**.**

15. **Bidding Document:**

The bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding Document. Submission of a bid not responsive to the Bidding Document in every respect will be at the bidder's risk and may result in the rejection of its bid without any further reference to the bidder.

16. **Amendments to Bidding Documents:**

At any time prior to the last Date and Time for submission of bids, the Bank may, for any reason, modify the Bidding Document by amendments at the sole discretion of the bank. All amendments will be **either uploaded in the website** or shall be delivered by hand / post / courier or through e-mail or faxed to all prospective bidders, who have received the bidding document and will be binding on them. For this purpose bidders must provide name of the contact person, mailing address, telephone number and FAX numbers on the covering letter sent along with the bids.

In order to provide, prospective bidders, reasonable time to take the amendment if any, into account in preparing their bid, the Bank may, at its discretion, extend the deadline for submission of bids.

17. **Period of Validity:**

Bids shall remain valid for 12 months from the date of order to selected vendor. A bid valid for shorter period shall be rejected by the bank as non-responsive. Period can be extended further for 12 months by mutually acceptable terms.

18. **Last Date and Time for Submission of Bids:**

Bids must be received by the Bank at the address specified in the Bid Document not later than the specified date and time as specified in the Bid Document. Bank reserves the right to extend the date & time without showing any reason.

19. **Late Bids:**

Any bid received by the Bank after the deadline for submission of bids will be rejected and/or returned unopened to the Bidder, if so desired by him.

20. Modifications and/or Withdrawal of Bids :

- Bids once submitted will be treated, as final and no further correspondence will be entertained on this.
- No bid will be modified after the deadline for submission of bids.
- No bidder shall be allowed to withdraw the bid, if the bidder happens to be a successful bidder.

21. **Clarifications of Bids:**

To assist in the examination, evaluation and comparison of bids the bank may, at its discretion, ask the bidder for clarification and response, which shall be in writing and without change in the price, shall be sought, offered or permitted.

22. **Bank's Right To Accept Or Reject Any Bid Or All Bids:**

The bank reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the bank's action.

Further, Rate contracting of passbooks with vendors does not assure that work order will be issued to the vendor/vendors. Separate purchase order will be issued by respective offices as and when required.

If, at any time after opening the tender it is found that the information in Technical Bid submitted by the bidder/s is false, the Financial Bid submitted by the said bidder, even though he is L-I bidder, is liable to be rejected by the Bank and no orders will be placed with such bidder/s. Moreover, such bidder will be black listed and will not be allowed to participate in any tender process of our bank for a period of three years.

23. __Forfeiture of EMD__

The EMD may be forfeited:

If a Bidder withdraws his Bid during the period of Bid validity (but prior to submission of PBG) specified in this RFP;

or

If a Bidder makes any statement or encloses any form which turns out to be false/incorrect at any time prior to signing of Contract;

or

In the case of a successful Bidder, if the Bidder fails;

(a) to sign the Contract;

and/or

(b) to furnish Performance Bank Guarantee

and/or

(c) to adhere to the delivery schedule stipulated

The EMD of the successful bidder will be returned after submission of PBG, if not already invoked.

24. Audit/Review

Bank shall undertake a periodic review of service provider outsourced process to identify new outsourcing risks as they arise. The Bidder shall be subject to risk management and security and privacy policies that meet the Bank's standard. In case the service provider outsourced to third party, there must be proper Agreement with concerned third party. The Bank shall have right to intervene with appropriate measure to meet the Bank's legal and regulatory obligations. Access to books and records/Audit and Inspection would include:-

a) Ensure that the Bank has the ability to access all books, records and information relevant to the outsourced activity available with the service provider. For technology outsourcing, requisite audit trails and logs for administrative activities should be retained and accessible to the Bank based on approved request.
b) Provide the Bank with right to conduct audits on the service provider whether by its internal or external auditors, or by external specialist appointed to act on its behalf and to

obtain copies of any audit or review reports and finding made on the service provider in conjunction with the services performed for the bank.

c) Include clause to allow the reserve bank of India or persons authorized by it to access the bank's documents: records of transactions, and other necessary information given to you, stored or processed by the service providers within a reasonable time. This includes information maintained in paper and electronic formats.

d) Recognized the right of the reserve bank to cause an inspection to be made of a service provider of the bank and its books and account by one or more of its officers or employees or other persons.

Banks shall at least on an annual basis, review the financial and operational condition of the service provider. Bank shall also periodically commission independent audit and expert assessment on the security and controlled environment of the service provider. Such assessment and reports on the service provider may be performed and prepared by Bank's internal or external auditors, or by agents appointed by the Bank.

25. Force Majeure

The vendor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Vendor and not involving the vendor's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, acts of Central Bank of India either in fires, floods, earthquake, strikes, lock-outs and freight embargoes.

If a Force Majeure situation arises, the Vendor shall promptly notify Central Bank of India in writing of such conditions and the cause thereof within twenty calendar days. Unless otherwise directed by Central Bank Of India in writing, the Vendor shall continue to perform its obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, Central Bank of India and the vendor shall hold consultations with each other in an endeavor to find a solution to the problem.

Notwithstanding above, the decision of Central Bank of India shall be final and binding on the vendor.

Signing Of Contract:

The successful bidder(s) to be called as vendor, shall be required to enter into an Agreement with the Bank, within 15 days of the award of the work order (when provided) or within such extended period as may be specified by the bank.

***26.* Resolution of Disputes**

Central Bank of India and the vendor shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, Central Bank of India and the Vendor have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution by formal arbitration. The arbitrator will be appointed by Bank.

In case of any dispute at any stage, the same shall be settled at a court of law situated within jurisdiction of Bank's office location from where purchase order was issued.

27. Any Corrigendum issued will be uploaded in Bank's Website.

Annexure-I
Commercial Bid format

(Amount in Rupees)

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Sr. No.		Particulars
1.		Item Code : SPBK – 97
2.		Description : CBS Pass Books
3.		Quantity : Rate contract
4.		Paper proposed to be used : (Name of the Mill)

	Particulars	Rate per passbook (Rs)	Amount (Rs.) for 30 lacs Passbooks
	Cost of printing of 30 lacs Passbooks **(without Bar code)** including paper cost, labour etc . including all taxes and other charges (estimated required quantity for 6 months – order will be placed in 2/3 lots).		
	Cost of Passbook…………**A**		
	Additional Cost of printing Bar code on Passbooks		
	Logistic Charges for 30 lacs Passbook i.e : Packing & Forwarding, Post charges/ IBA approved transporter etc including all taxes and other charges		
	Logistic cost………………**B -**		
	Total cost Passbook: **………………..(A+B+C) - D**		

To be filled in Commercial Bid only

	Optional Rate		
	Stickers - Barcode printed labels		

L1,L2,L3…….. will be identified based on Total cost (**D**)

Based on quotes received L1, L2…… will be identified on Total Cost of Ownership. The rates shall finalize with L1 bidder. The Bank reserves the right to distribute the job to more than one vendor at L1 rates and terms & conditions, as per the requirement of Bank. The Bank will be within its right to distribute /split the work order between L1 and L2 vendors, if considered necessary in the interest of the Bank, provided L2 vendor mates the rates and terms &conditions finalized with L1. In case, L2 is not agreeable to match L1 rates the offer will be given to L3. The distribution of work in 2 selected vendors shall be in ratio of 60:40, L1 will be allotted 60%

job.

The average monthly requirement of Bank for Passbook is around 6.00 lac. This is only an indicative figure may change as per the business requirement. Bank may procure Passbooks with Bar code or without Barcode as per requirement.

A Letter of rate contract would be issued to successful vendor(s).

Bank will place order on quarterly basis. The vendor shall procure the paper and ensure the passbooks are printed and ready for dispatch within 30 days of order. The requirement of Passbooks to Regions as per the list will be provided by bank should be dispatched within 7 days from the date list is provided or date of order plus 30 days, whichever is later i.e if order is placed on 1st Jan and list is also provided on 1st Jan the passbooks should be dispatched before 7th Feb.

The actual quantity of requirement will be based on the indents received from Regional Offices all over India. The supply to Regional offices will be in multiples of 10000 Passbooks.

Signature of the bidder with Seal

Annexure -II

Bidder's Information and Eligibility Criteria

S.No	Particulars	Details
1	Name of bidder	
2	Constitution	
3	Address	
4	Contact Person	
5	Contact Details	

Eligibility Criteria

	Particulars	Complied Yes/No	Supporting document
1	The vendor should be in the active panel of Indian Banks' Association.		Letter issued by IBA
2	The vendor submitting the offers should be a Registered Company/Firm:		Years of Incorporation. Registration certificate
2.a	doing business for at least three years in the same field		Number of years of experience in printing of Bank's Passbook and proof of being in same field for last three years
2.b	Having an Average Annual turnover of Rs. 3 Crore in last three years. This must be the individual Company's turnover and not that of any group of Companies.		Business Turnover (In crore)
			2013-14:
			2014-15:
			2015-16:
			(submitted audited B/S for 3 years and CA certificated)

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2.c	Should have made operating profits in at least two financial years out of last three financial years and should have positive net worth during the year ended 2015-16		Operating Profit (In crore) 2013-14: 2014-15: 2015-16: Net worth of Company as on 31.03.2016: Rs: ________ crore (submitted audited B/S for 3 years and CA certificated)
2.d	The vendor should have printed and supplied Passbook to more than two Banks/organizations of which one should be PSB, in last 2 years i.e 01.10.2014 to 30.09.2016		Copy of work order / agreement alongwith certificate from Banks for satisfactory performance is to be submitted for point d & e.. Nos. of passbook printed details as per table **
2.e	The vendor should have printed and supplied Passbook to the tune of at least 50 lacs passbook in last 2 years i.e 01.10.2014 to 30.09.2016		
3	Printer should have arrangement for entire process of printing, stitching, packing & forwarding etc of pass book in house, under one roof. Should have capability to print digital Bar Code on passbook, as per bank requirement.		Self-declaration - List of printing Machines owned – giving details of Manufacturer/ make, Functions, Size & Capacity -- supported by document evidence.
4	The Printing Unit should have stringent quality control measures for printing, binding, validating, packing etc to ensure supply of high quality Passbooks.		Self-declaration
5	The vendor should not have been blacklisted by any Government department /PSU /PSE or banks for non-implementation/delivery of the order. Self-declaration to that effect should be submitted along with the		

	technical bid.		
6	Vendor must not be a NPA holder in any Bank/Financial Institution.		
7	Bidder has to enter into an integrity pack agreement with bank, as per the format Attached – **file IP_27.03.2015.pdf**		
8	Whether all RFP terms & conditions complied with.		

Signature:

Seal of company:

Date

******

Sr.No	Name of Bank	Nos. of Passbooks printed (Nos. in lacs)		Supporting Document/ Satisfactory performance certificate from PSBs/organization
		01.10.2014 to 30.09.2015	01.10.2015 to 30.09.2016	
	Total			

Annexure-IV

Letter to be submitted by bidder along with bid documents

To
The Asst. General Manager-GAD
Central Bank of India,
Chandramukhi, 16th floor
Nariman Point
Fort Mumbai – 400 021

Sir,

Reg: Our bid for Rate contract of supply/Printing of Passbooks as required by the bank.

We submit our Bid Document herewith. If our Bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by the bank to do so, a contract in the prescribed form. Unless and until a formal contract is prepared and executed, this bid together with your written acceptance thereof shall constitute a binding contract between us.
We understand that if our Bid is accepted, we are to be jointly and severally responsible for the due performance of the Job.

Dated at ______ / ______ day of _______ 2015

Yours faithfully
For ______________________________
Signature _________________________
Name ___________________________
Address ___________________________
____
(Authorized Signatory)

END OF THE DOCUMENT