


बैंक ऑफ महाराष्ट्र प्रधान कार्यालय लोकमंगल, 1501, शिवाजी नगर, पुणे-5		BANK OF MAHARASHTRA <u>Head Office</u> LOKMANGAL, 1501, SHIVAJINAGAR, PUNE-5
निगमित सेवाएं विभाग		Corporate Service Department
टेलीफोन/TELE : 25534331, 25532731-33to35 फ़ैक्स/ FAX : (020)25512351 ई-मेल /e-mail: bomcocs@mahabank.co.in		

Ref. No. AX1/STN/CTS/ 4 /2017-18

Date: 19.06.2017

**EMPANELMENT OF SECURITY PRINTERS FOR PRINTING & SUPPLYING
SECURITY STATIONERY ITEMS AS PER CTS-2010 STANDARD OF RBI/IBA.**

Application for empanelment and Terms & conditions

1. Bank of Maharashtra invites applications from prospective security printers for empanelment in the bank's panel for the period of three years. During the said period, eligible empanelled printers have to print and supply security stationery items to the bank such as cheques including Personalised Cheque Books (PCBs), demand drafts, deposit receipts, other security stationery etc., both in book form as well as in continuous stationery as per the guidelines/terms and conditions to be stipulated by the bank from time to time.
2. Security Printers satisfying the eligibility Criteria are requested to submit their applications duly completed in all respects to Bank of Maharashtra in a sealed envelope superscribed as "Application for Empanelment - For Printing & Supplying of security stationery items".
3. Empanelment Application along with a self-attested copy of all the relevant supportive documents should be submitted in a sealed cover addressed to The Assistant General Manager, Corporate Services, Bank of Maharashtra, Head Office, 1501, Lokmangal, Shivajinagar, Pune-411005, so as to reach the bank latest by 11.07.2017 by 3.00 p.m.
4. All pages of the application, terms and conditions, and supportive documents should be duly signed by the authorized signatory and seal of the printer firm should be affixed on every page of the document submitted to the bank.
5. A Demand Draft favouring Bank of Maharashtra , payable at Pune for Rs. 5 000/- (Rupees Five Thousand Only) towards the cost of empanelment application (non-refundable) should be enclosed.
6. The format of empanelment application and terms & conditions stipulated should not be altered by the applicant. In case, it is found at a later date that any of the clauses in application or terms & conditions was altered by the applicant, empanelment of such applicant printer will be cancelled forthwith and they will be debarred from applying for empanelment in the bank in future.
7. Please enclose necessary proof for **Page 6 - Para 2.1.7** and also furnish details vide **Page 3 - Para 6A**.

Assistant General Manager.

APPLICATION FOR EMPANELMENT – SECURITY PRINTERS

From:	To, The Assistant General Manager, Corporate Services, Bank of Maharashtra, Head Office, 1501,Lokmangal, Shivajnagar, Pune-411005
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Dear Sir,

I/ We request you to empanel our firm in your approved list of security printers for which I/ We am/are furnishing the following particulars duly supported by necessary supporting documents as advised in the empanelment notice Ref. AX1/STN/CTS/ 4 /2017-18. dated. 19.06.2017.

#	Particulars	Office	Factory/ Printing Unit
1	Name of the Firm and complete postal address		
	Contact Numbers (Landline/ Mobile), STD, FAX No & Name(s) of contact person(s).		
	E-mail id for communication		
2	Registration details (Enclose a self-attested photocopy of proof for the following, whichever is applicable, failing which empanelment application is liable to be rejected.)		
	Permanent Account No. (PAN)		
	Tax Deduction Account No. (TAN)		
	VAT / CST / TIN/GST Number		
	SERVICE TAX Registration Number		
	SSI/MSME Registration Certificate, if any.		
	Permission/license to carry on business		

3	Nature of Business	Date of establishment	Constitution of the Firm
		D D M M Y Y Y Y	
[a]	Mention the constitution such as Proprietorship/ Partnership/ Private Ltd Co./ Public Ltd. Co./ Trust.		
[b]	If the Constitution is "Partnership", certified copy of partnership deed, current address of the firm, full name and complete postal addresses of all partners of the firm including contact phone numbers (Land line/ Mobile) should be furnished in the application.		
[c]	If the Constitution is Limited Company, the application should be signed by the person authorized by the Board of Directors holding power of attorney. Copy of the relevant Board Resolution and a certified copy of the power of attorney should be enclosed to the application.		

4 Name(s) of Proprietor/ Partners/ Directors, their personal addresses and contact phone numbers.
(Use additional sheets wherever required)

No.	Name	Complete postal address	Phone Number(s)

5	Name & address of the Associate Firms, if any.	
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6 Details of Printing Unit – 1

Location:

Total Area (Sq.ft)		No: of Shifts	
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Number of workers						
Administration	Supervisors	Printers	DEOs	Binders	Other Staff	Total staff

Whether the firm is having infrastructure to undertake Variable-Data Printing (VDP) i.e., the form of digital printing, including on-demand printing, in which elements such as text, graphics and images may be changed from one printed piece to the next, without stopping or slowing down the printing process and using information from a database or external file.	Yes / No
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Please indicate total number of each of the machinery held by the firm.

S No.	Description of machinery	Nos. held	Sl. No.	Description of machinery	Nos. held
1	Web Offset – Single/ Multi colour		7	Numbering machine	
	Sheet fed – single/ Multi colour with minimum single demy or equivalent size		8	Stitching machine	
	Baby offset/ Screen Printing machine		9	Sticking machine	
2	Pinning machine		10	Stapling machine	
3	Cutting machine		11	Pressing machine	
4	Plate making machine		12	Expose machine	
5	Folding machine		[a]	Packing facility	Yes / No
6	Perforation machine		[b]	Computer - DTP unit	Yes / No
			[c]	Binding facility	Yes / No

Details of other machinery held, if any (Please specify).	Nos. held

Details of Printing Unit – 2, if any

Location:

Total Area (Sq.ft)		No: of Shifts	
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Number of workers						
Administration	Supervisors	Printers	DEOs	Binders	Other Staff	Total staff

Whether the firm is having infrastructure to undertake Variable-Data Printing (VDP)	Yes / No
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Please indicate total number of each of the machinery held by the firm.

S No.	Description of machinery	Nos. held	Sl. No.	Description of machinery	Nos. held
1	Web Offset – Single/ Multi colour		7	Numbering machine	
	Sheet fed – single/ Multi colour with minimum single demy or equivalent size		8	Stitching machine	
	Baby offset/ Screen Printing machine		9	Sticking machine	
2	Pinning machine		10	Stapling machine	
3	Cutting machine		11	Pressing machine	
4	Plate making machine		12	Expose machine	
5	Folding machine		[a]	Packing facility	Yes / No
6	Perforation machine		[b]	Computer - DTP unit	Yes / No
			[c]	Binding facility	Yes / No

Details of other machinery held, if any (Please specify).	Nos. held

6(A) To become eligible for empanelment, the Printer should have printed & supplied atleast 10 Crore number of cheque leaves (PCBs & Non-PCBs) to public sector banks during any of the last 3 financial years ended 31st March of 2015, 2016 and 2017. For printing of PCBs, the printer should have printed & supplied atleast 5 Crore numbers of Personalized Cheque leaves to public sector banks during any of the last 3 financial years ended 31st March of 2015, 2016 and 2017.

The printer should have executed the complete work i.e., right from base stationery printing, printing branch name, IFSC, Cheque numbering, personalization details (in case of PCBs), cheque book binding, till handing over for dispatch. Such complete works done by the printer alone shall be considered for counting of the required number of cheque leaves for meeting the above stated eligibility criteria.

Necessary documentary proof such as supply order copy & Payments received details/ Certificate issued by PSBs duly indicating the number of cheque leaves printed & supplied during each financial year should be enclosed to the technical bid. Application without containing said proof shall be rejected by the bank.

Please furnish the details for compliance of the above requirement. (use additional sheet if necessary)

Financial Year	Name of Public sector Bank to which cheques were supplied	No. of PCB leaves supplied	No. of Non-PCB leaves supplied	Total cheques leaves supplied	Page No./ Annexure No. in which proof is enclosed

7 FINANCIAL ASPECTS

7.1	Name and address of the banker, STD code, telephone, and FAX Numbers	
7.2	Bank Account Number to which payments to be credited, if any. (Enclose a specimen of the cancelled cheque of this account)	ACCOUNT TYPE
		BANK NAME
		ACCOUNT NUMBER
		IFS CODE
		BRANCH NAME

7.3	Annual Turnover during the FY ENDED 31ST March	(Amount Rs. in Lakh)				
	FY 2014-15					
	FY 2015-16					
	FY 2016-17					
7.4	Capital invested in the Firm/Company as on:	(Amount Rs. in Lakh)				
	31.03.2015					
	31.03.2016					
	31.03.2017					

Important: Wherever the firm's books of accounts are to be subjected to audit by Chartered Accountant as per Income tax/ other Acts, then such firms should submit the duly audited financial statements to their empanelment application. All other firms which are not required to be audited by Chartered Accountant as per IT/Other Acts, they should submit their financial statements duly certified by a Chartered Accountant. Applications submitted without complying with this requirement will be rejected.

8	INVESTMENT IN PLANT AND MACHINERY	Rs.	
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9	OTHER INFORMATION	Please tick
9.1	Do you have separate covered godown for storing papers? If so, is it covered by insurance against fire and other risks? What is the covered area of the go-down?	Yes / No Area: _____ _ Sq. ft.
9.2	Whether adequate Fire safety equipments are installed and are functioning in the premises of Press & godown as per requirement?	Yes / No
9.3	Whether you are agreeable to dispatch stationery items/ printed materials to our HO-Corporate Services Department or to the destinations to be indicated by the bank from time to time?	Yes / No
9.4	Do you have enough physical security in your premises to safeguard the printed stationery items of the Bank?	Yes / No
9.5	You should keep total secrecy of the printed/ manuscript materials of the Bank. Do you agree for this condition?	Yes / No
9.6	All our print supply orders shall be covered under contract act and other relevant acts. Are you willing to abide by these acts?	Yes / No
9.7	If the bidder fails to effect supply within the scheduled time, the firm is likely to be penalized with a specified amount as fine except in case of "force majeure". Are you willing to abide by this condition?	Yes / No
9.8	We hereby confirm that: a) Our firm is registered under CST/ SST /GST and is liable to pay all kind of taxes/ Octroi etc. All our quotations would be inclusive of these taxes and all other charges. b) As per tax laws, we are liable to be subjected to TDS for the works related to print / supply. We are willing to abide by these requirements.	

9.9	Please provide Names and address of 3 public sector banks/ SBI/ Associates of SBI/ other reputed institutions, where your firm is empanelled/ jobs handled. Enclose a certified photocopy of the major work orders executed during the last 3 financial years ended 31st March. (Please attach separate sheets if necessary).	1.		
		2.		
		3.		
10	Details of empanelment application fee of Rs.5000/- enclosed by way of Demand Draft	DD No. & Date	Amount	Bank Name
			Rs.5,000/-	
11	Copies of self-attested documents to be enclosed to the empanelment application. Important: Documents described vide Sl. Nos. 11 [a], [b], [c] whichever applicable are compulsorily to be enclosed without which empanelment application will not be considered by the bank.			Whether complied with?
a)	3 years balance sheets, Profit and Loss Account statements. Wherever the firm's books of accounts are to be subjected to audit by Chartered Accountant as per Income tax/ other Acts, then such firms should submit the duly audited financial statements to their empanelment application.			Yes / No
b)	Permanent Account No. (PAN)/ General Index Register (GIR) Number Certificate – Self attested , Central Sales Tax (CST) / State Sales Tax (SST)/ Value Added Tax (VAT)/GST/ Tax Information Network (TIN) Certificate, Service Tax Certificate – Self attested.			Yes / No
c)	IBA Approved Certificate	Yes / No	NPCI certificate	Yes / No
d)	Please furnish the details of activities outsourced by your firm.			
12	Any dispute arising in this regard shall be subject to jurisdiction of Courts in Pune only.			

Certificate: We have carefully perused the aforesaid terms and conditions and agree to abide by the same in the event of our offer is accepted by Bank of Maharashtra.

(Use additional sheets wherever necessary to provide complete information)

TERMS AND CONDITIONS FOR EMPANELMENT OF PRINTERS FOR PRINTING & SUPPLYING OF SECURITY STATIONERY AS PER CTS-2010 STANDARD OF RBI/IBA FOR THREE YEARS.

1. PREAMBLE

- 1.1 Bank of Maharashtra (hereinafter called the "Bank") having its Head Office at Pune (Maharashtra State) invites applications from reputed printers for empanelment for a period of 3 years , for printing and supplying of security stationery items to the Bank such as cheques including Personalised Cheque Books (PCBs), demand drafts, deposit receipts, other security stationery etc., both in book form as well as in continuous stationery as per the guidelines/terms and conditions to be stipulated by the bank from time to time.

2. ELIGIBILITY CRITERIA FOR EMPANELMENT

- 2.1 Printers satisfying the following criteria are eligible to apply for empanelment with the Bank:
- 2.1.1 Printer should have been undertaking the activity of printing & supplying security stationery items cheques including Personalised Cheque Books (PCBs), demand drafts, deposit receipts, other security stationery etc., both in book form as well as in continuous stationery etc., preferably to banks, during the last 3 financial years ended 31st March.
- 2.1.2 The printer should have necessary hardware & software infrastructure and should be in possession of all the required machinery/ accessories/ other facilities for carrying out the accepted jobs; The Printing Unit should have stringent quality control measures for printing, binding, packing etc., to ensure supply of high quality security items.
- 2.1.3 Average annual turnover of the printer should be at least Rs. 5.00 Crore. Financial Statements/ Balance sheets and Profit & Loss Accounts of the printer for the last 3 financial years ended 31st March should be enclosed to the application.
- Financial statements of the firm duly audited by Chartered Accountant should be enclosed to the application. Empanelment applications received without complying with this requirement will be rejected.
- 2.1.4 The printer should have been in the active panel of the Indian Banks' Association (IBA) and a copy of the IBA approval letter, duly attested, should be enclosed to the application for empanelment; Before the expiry of present IBA approved certificate during the empanelment period, fresh certificate issued by IBA extending validity of the certificate should be submitted to the bank for considering the quotes from time to time, failing which orders will not be placed with the supplier.
- 2.1.5 The printer should not have been de-listed/ black-listed by any of the banks.
- 2.1.6 Printer should have operationalized his IBA Certified printing unit for carrying out printing of PCBs.
- 2.1.7 To become eligible for empanelment, the Printer should have printed & supplied at least 10 Crore number of cheque leaves (PCBs & Non-PCBs) to public sector banks during any of the last 3 financial years ended 31st March of 2015, 2016 and 2017. For printing of PCBs, the printer should have printed & supplied at least 5 Crore numbers of Personalized Cheque leaves to public sector banks during any of the last 3 financial years ended 31st March of 2015, 2016 and 2017.

The printer should have executed the complete work i.e., right from base stationery printing, printing branch name, IFSC, Cheque numbering, personalization details (in case of PCBs), cheque book binding, till handing over for dispatch. Such complete works done by the printer alone shall be considered for counting of the required number of cheque leaves for meeting the above stated eligibility criteria.

Necessary documentary proof such as supply order copy & Payments received details/ Certificate issued by PSBs duly indicating the number of cheque leaves printed & supplied during each financial year should be enclosed to the technical bid. Application without containing said proof shall be rejected by the bank.

- 2.1.8 Printer should have obtained the approval certificate from National Payment Corporation of India (NPCI) for undertaking printing & supplying CTS 2010 standard cheques to nationalized banks/SBI/SBI associates; The said approval certificate, duly attested, should be enclosed to the empanelment application;
- 2.1.9 Security printer should undertake to print and supply various security items at standardized rates to the branches/ offices of the bank;
- 2.1.10 Printers, who are already in our panel should also submit their applications afresh for empanelment.
- 2.1.11 The printer should be in possession of [a] PAN, [b] VAT/ CST/ TIN/GST [c] Service Tax Registration Number and [d] permission/ license to carry on business at the address furnished in the application. Self-attested photocopy of all these certificates should be enclosed to the empanelment application.
- 2.1.12 Value of original investment in Plant & Machinery should be mentioned in the empanelment application under Sr. No. 8. In case the printer is in possession of SSI/ MSME Registration Number, a photocopy of the said certificate should be enclosed to the application.
- 2.1.13 Execution of security printing job works in Public Sector undertakings/ banks/ Government Departments desirable. Self-attested photocopy of major orders executed (containing the job specification details) during the last 3 financial years should be submitted along with the application. In case of need, bank may call for opinion letters from printer's bankers/ clients/ others and consider only those applicants with satisfactory record for empanelment.
- 2.2 Documentary evidence to confirm all the above mentioned pre-qualification criteria should be enclosed to the empanelment application. Prospective printers meeting the above eligibility criteria may download the application for empanelment from Banks' web-site (www.bankofmaharashtra.in).
- 2.3 Original documents should be produced to the bank, on request, in case it is needed for cross-verification of information by the Bank, failing which empanelment application is liable to be rejected.
- 2.4 Printers having necessary hardware and software so as to undertake Variable-Data printing (VDP) i.e., the form of digital printing, including on-demand printing, in which elements such as text, graphics and images may be changed from one printed piece to the next, without stopping or slowing down the printing process and using information from a database or external file would be preferred for empanelment.
- 2.5 Printers who apply for empanelment of printing & supplying of security stationery items should pay a **non-refundable fee of Rs.5000/- (Rupees Five Thousand Only)** by way of crossed Demand Draft favouring Bank of Maharashtra payable at Pune .

- 2.6 All Printers who are in the bank's present panel for printing & supplying of security items should apply afresh for empanelment. All other Printers meeting the above stated eligibility Criteria and are not in the present panel shall also apply for empanelment.

3. SUBMISSION OF BIDS [Technical & Financial bids]

- 3.1 Printers satisfying the eligibility criteria should submit their bids in two bid system i.e, Technical and Financial bids.
- 3.2 Technical Bid to be kept in sealed envelope superscripted as "**Technical Bid for empanelment of Security Printers** " enclosing all the required supportive documents and the non-refundable application fee of Rs.5000/- by way of demand draft.
- 3.3 **Please Note:** In the technical bid, bidder should enclose all supportive documents/ papers as stipulated in this tender document. Since technical bid without any of the required information is liable for rejection, bidders are once again requested to ensure compliance of the above requirement without fail.
- 3.4 Specimen of the financial bid is furnished in this tender document. Financial bid as per the prescribed format should be duly filled in in all respects and the signature & seal of authorized signatory of the bidder's firm should be affixed before submission to the Bank in another sealed envelope. Financial bid envelope should be superscripted as "**Financial Bid for Security Stationery**".
- 3.5 Rates quoted in the financial bid are valid for 3 years.
- 3.6 Both the technical bid and financial bid envelopes should be put inside a bigger envelope sealed and submitted to the Bank. This bigger cover should be superscripted as "**Application for Empanelment of security Printers (T & F Bids)**". This envelope should be submitted to **The** Assistant General, Bank of Maharashtra, Corporate Services, Head Office, 1501, Lokmangal, Shivajinagar, Pune 411005 latest by 11.07.2017. by 3.00 p.m.
- 3.7 Name & complete postal address of the bidder including phone numbers and tender reference number should be legibly written in the envelopes containing Technical Bid, Financial Bid and also on the bigger cover which contains both these bids.
- 3.8 In case any supplier intends to send his/her offer by post, the same may be sent by courier/ speed post duly addressing the same to the said office to ensure proper receipt of their offer. It is the responsibility of the bidder to ensure that bids are submitted at the said address within the due date & time prescribed above. Bank is not responsible, if any offer sent by post/ courier is lost in transit and/or not received by the Bank in proper condition or not received within the stipulated due date and time mentioned above.
- 3.9 The bids are to be signed by the authorized personnel of the firm or organization only. Full name, designation, necessary resolution/ power of attorney/ letter of authority available should also be enclosed to the technical bid.
- 3.10 All the pages of the tender document should be stamped (by affixing the seal of the firm) and signed by the authorized signatory as token of having read the entire tender document and understood the instructions, terms and conditions etc.. No changes whatsoever shall be permitted in the tender document and the bidder should submit the tender as per the Bank's prescribed format only.
- 3.11 Any incomplete or ambiguous terms/ conditions/ quotes will disqualify the offer and the decision of the Bank in this regard will be final.

- 3.12 The printer applying for empanelment should bear all costs/ expenses associated with the preparation and submission of empanelment application to the bank and the Bank in no case will be responsible or liable for these costs/ expenses incurred by printers regardless of the conduct or outcome of the empanelment process. Printers are requested to submit their applications duly complete in all respects and along with all supportive documents/ records etc... Incomplete/ illegible applications are liable to be rejected by the bank.
- 3.13 The Bank reserves the right to reject any or all the empanelment applications at any stage during the empanelment process without assigning any reason therefor. Canvassing in any form will disqualify the applicant.
- 3.14 Bidders shall inform the Bank in case of transfer of ownership of their company.
- 3.15 Printers, who are already in our panel, may also submit their applications afresh for empanelment.

4. EMPANELMENT PROCESS

- 4.1 Printing jobs are to be taken up on total cost basis. The printing unit should have required technical infrastructure / in-house facility to develop new designs. They should have capacity to incorporate various special security features that the bank may stipulate from time to time and as per new CTS-2010 standard/guidelines.
- 4.2 In respect of each of the security item, lowest quote would be invited from each of the printers. Format of financial bid is provided in this tender document for empanelment. Bidders should quote their lowest rates for each item strictly as per this financial bid format only. The rate contract should remain valid for three years or shall be extended by another 6 months at the discretion of the bank.
- 4.3 The bank is required to supply various security items of stationery to our branches/ offices at a short notice. In flow of indents of stationery are expected from branches/ offices situated across the country. Therefore, it is necessary that more than one empanelled printer is necessary to print supply these items to our branches/ Offices within the least possible time.
- 4.4 With a view to ensure that the cheques, drafts, and other security items are printed within the shortest possible time and dispatched to branches/ offices, efforts would be made to negotiate with L-2, L-3 printers etc., and to seek their consent to print and supply the items at L-1 rate.
- 4.5 Thereafter, the quantity to be printed would be split and shared among printers in the ratio 50%, 30%, 20% to L1, L2, L3 printers at L1 rates respectively.
- 4.6 The Bank reserves its right to assign work orders to any of the empanelled printers at its sole discretion from time to time.
- 4.7 For enabling this, the Bank would be inviting lowest quotes for each of the security stationery items listed in Financial Bid. On opening Financial Bid of all successful technical bidders, L-1 rate for each of the security item would be arrived at. All printers would be requested to offer their consent to print & supply all the security items at L-1 rate.
- 4.8 **Printers who offer their consent to print and supply the security items at standardized L-1 rates, in writing, alone will be qualified for empanelment. Printing & supplying security items at L-1 rate is referred to as rate Contract and the printer should execute the said rate contract document with the Bank.**
- 4.9 Placing of orders for printing of cheque books with empanelment printer will be done only after obtaining the approval of our cheques samples from NPCI.

- 4.10 The work will be assigned to printers purely at the discretion of the Bank depending on various factors like printer's nearness to the branch/ office of the bank that has indented the items (geographical vicinity), prompt service by printer, complaint free service etc.,
- 4.11 Integrity Pact (IP) agreement should be executed.

5. OTHER TERMS & CONDITIONS

- 5.1 The Bank will provide only specimen of each security item but not the security paper or any art work. They should be arranged by the printers themselves;
- 5.2 The rates are inclusive of all taxes and F.O.R. for local branches / offices situated in city agglomeration / city corporation / town area where your printing press is situated. Freight for supply for outstation branches / offices in case of general cheques will be paid on `TO PAY' basis by the branches / offices concerned. Octroi, wherever applicable will be reimbursed by the Bank on submission of original receipt. In case of supply of Personalised cheques books postage/courier charges will be paid by Bank.
- 5.3 Transportation & delivery of security items should be effected through IBA approved Transport Operator / reputed courier/s.
- 5.4 Maximum permissible delivery period from the date of order to date of dispatch should not exceed for:

Particulars	Maximum permissible delivery period from the date of order to date of dispatch
General security instruments	45 days
Continuous stationery items/ Special Cheques	15 days
Personalised Cheque Books	1 day

- 5.5 No extension of time from the due date stipulated in individual orders shall be granted. Non-adhering to the supply schedule will attract penalty at the rate of 26% per annum on the bill amount submitted by the printer for the delayed period will be charged by the Bank from time to time, at its discretion, apart from initiating necessary action that may be considered necessary by the bank. But in exceptional circumstances, the Bank may condone the delay at its sole discretion. No orders will be placed to a printer in case of continuous default in complying with these time norms.
- 5.6 In case of any complaint, adverse remark against any empanelled printer/supplier, the printer/supplier shall be deleted from the panel apart from initiating suitable action that may be considered necessary by the bank.
- 5.7 Printed & supplied items which are not according to the bank's specifications in all respects shall be summarily rejected and this Rate Contract would be cancelled.
- 5.8 **Bills for the security items supplied should be submitted within 90 days from the date of delivery at the branch and Bills received thereafter shall be treated as `NO CLAIM'. While submitting the Bills for payment to this Department, acknowledgement from the branch certifying that the supplied items have been received by them, should also be submitted. Without such acknowledgement, payment of Bill will not be made.**
- 5.9 The Bank reserves the right to modify/ alter/ cancel in full or in part the description/ quality & other terms & conditions of any order. The Bank reserves the right to inspect the Printing Press/ Godown of the security printer in case of need and verify the invoice, raw materials at the press premises without any prior notice to ensure that quality security paper of requisite GSM is used and to study the process flow.
- 5.10 This Rate Contract will be valid for three years, which may be extended up to six months in case of need on the same terms & conditions at the discretion of the Bank.

- 5.11 Successful bidders should deposit security deposit of Rs.1,00,000/- (Rupees One Lakh Only) in the form of DD favouring Bank of Maharashtra payable at Pune. No interest will be payable on this deposit.
- 5.12 Security deposit amount will be returned to the printer on completion of 12 months from the date of supply of final lot of work order. The bank reserves the right to forfeit the security deposit of the printer, if any, in the event of non-compliance of any of the tender terms and conditions.
- 5.13 The security deposit is to be furnished within 10 days after acceptance of this Rate Contract without which no orders will be placed to printers. The terms & conditions of this Rate Contract have to be accepted by the printer by affixing signature by the authorized signatory/s on all pages.
- 5.14 The printer should furnish name of their contact person with telephone/ cell phone Numbers to the bank to facilitate effective liaison & follow-up. They should also update the contact information whenever there is a change.
6. **GENERAL TERMS & CONDITIONS RELATING TO WORK CONTRACT UNDER THIS EMPANELMENT**
- 6.1 Guidelines contained in this document are General Conditions to be complied with by empanelled printers.
- 6.2 No binding legal relationship will exist between any of the printer and the Bank during the RFP period and until execution of an agreement.
- 6.3 Failure to submit the said security deposit amount within the time frame will disqualify the printer(s) from participating in any of the tender process.
- 6.4 **Opening date of technical Bids**
- 6.4.1 Technical bids will be opened on 11.07.2017 at 4.00 p.m. at Bank of Maharashtra, Corporate Services Department, Head Office, 1501, Lokmangal, Shivajinagar Pune 411005. in the presence of the tenderers or their representatives All the tenderers are advised in their own interest to be present on that date at the specified time. The Bank reserves the right to reject any or all the tenders without assigning any reason thereof. Canvassing in any form will disqualify the tenderer.
- 6.4.2 Date of opening of financial bids will be intimated separately to those bidders whose technical bids are complete in all respects and eligible for opening of their financial bids.
- 6.5 Technical Bids will be evaluated as per the eligibility criteria specified in the tender document. Financial Bids of successful technical offerers will be opened at the above venue on the date & time intimated above. All tenderers are advised in their own interest to be present on that date at the specified time. Consent letter refers to the document in which the Printer agrees to print and supply the security items listed in financial bid at the L-1 rate.
- 6.6 The bank, after scrutiny of financial bids, would arrive at the L-1 quote for each of the security stationery item. Then, all printers would be requested in writing to offer their consent to supply the items at the rate agreed by L-1 printer/s. The printers are required to ensure that the consent letter reaches the bank within 15 days from the date of the request letter, failing which, it would be presumed that they are no longer interested in the offer and their quote would be removed from the tender process without any further intimation by the Bank.

7. DELIVERY SCHEDULE, LIQUIDATED DAMAGES

- 7.1 The security item for which work order is issued should be supplied as per the time schedule prescribed by the bank. No extension of time from the due date stipulated in individual orders shall be granted. Non-adhering to the supply schedule will attract penalty that may be charged by the Bank from time to time, at its discretion, apart from initiating necessary action that may be considered necessary by the bank.
- 7.2 In case printer fails to supply the said security stationery as per the specified delivery schedule/ if the quality of the finished product/ paper used/ design/ specification etc., is/are not as per the tender terms/ as per the specimen given, (even if defect is found in one of the specimens) the Bank shall be at liberty to cancel the entire order for the undelivered number of stationery, if any, besides, de-listing the printer from the empanelled list and also denying them any future empanelment in the Bank.
- 7.3 Under exceptional circumstances, if the Bank, at its sole discretion, decides to accept the delayed supply of any lot of ordered item, liquidated damages at the rate of 26% per annum on the bill amount submitted by the printer for the delayed period will be calculated and the said penalty amount will be deducted from the bill amount payable at the time of making payment of such bills.
- 7.4 The decision of the Bank in regard to cancellation of the print order, levy of liquidated damages and forfeiting the security deposit shall be final.

8. WARRANTY

- 8.1 The security stationery to be printed and supplied shall be under printer's comprehensive all inclusive warranty for a period of one year from the date of satisfactory supply.
- 8.2 During the warranty period the printer shall at his/her own cost replace any defective stationery, free of cost to the Bank. Any defect including defective stitching, gumming, fading of printed matter, fading of colours/ art work, defective arrangement of paper, any other defects etc., should be replaced by the printer at his/her own cost.
- 8.3 Any defect in quality or shortfall in the quantity of stationery supplied will be intimated to the printer by the Bank and the printer shall rectify the defect or make good the shortfall within 15 days of such reporting. If the defects could not be rectified within the said period of 15 days the printer should replace the same free of cost. Transportation and other costs in this regard, if any, shall be borne by the printer.
- 8.4 Failure to attend to complaints within 15 days will attract penalty of Rs.500 for each day's delay till they are replaced. The penalty shall be recovered from the printer's bills or from the EMD.

9. PAYMENT

- 9.1 The Bank will not pay any advance for supply of stationery required to be printed and supplied to the bank. The bills and invoices shall be prepared by the printer and submitted to the Bank along with the acknowledgment issued by the branches/ offices. On scrutiny of the bills and after receipt of the finished product from printer, payment will be effected for the supply made. Bills for the items supplied should be submitted within 90 days from the date of delivery at this office and Bills received thereafter shall be treated as 'NO CLAIM'.
- 9.2 Printed & supplied items which are not according to the Bank's specifications in all respects shall be summarily rejected and no payments shall be made by the Bank.

10. **INSPECTION**

- 10.1 The Bank reserves the right to modify/ alter/ cancel in full or in part the description/ quality & other terms & conditions of any order. The Bank reserves the right to inspect the Printing Press/ go-down of the printer in case of need and verify the invoice, raw materials at the press premises without any prior notice to ensure that quality paper used and to study the process flow.
- 10.2 The printer agrees to permit the Bank officials or any other persons engaged for this purpose to have free access to their unit/ go-downs etc., for inspection/ visit etc., and the printer shall have no objection for the same and shall co-operate and provide necessary details/ information required by the Bank for such inspection.

11. **TERMINATION**

- 11.1 The Bank at its option without prejudice to its rights under the contract is entitled to terminate the contract at any time by giving 30 days' notice in writing to the bidder in the following circumstances:
- 11.1.1 In case the bidder does not comply with any or all of his/her obligations/ undertakings under this contract;
- 11.1.2 If the design, specifications of security stationery supplied by the bidder do not conform to the approved technical specifications and other requirements specified in the tender contract and agreed to by the bidder;
- 11.1.3 If the bidder refrains from implementing any of the instructions received from the Bank within the stipulation of this contract;
- 11.1.4 In case of any breach of the terms and conditions of the tender contract by the bidder;
- 11.2 In the event of such termination, EMD of the printer will be forfeited and the Bank shall have the right to terminate the contract and deny any future empanelment.

12. The printer indemnifies to protect and save the Bank against all claims, losses, costs, damages, expenses action suits and other proceedings resulting from infringement of any patent, trademarks, copyrights etc., or such other statutory infringements in respect of the finished product supplied to the Bank in terms of the tender contract.

13. The contract shall be interpreted in accordance with the Laws of India. Any dispute arising out of this contract will be under the jurisdiction of Courts of law in Pune.

14. **Force Majeure**

- 14.1 The parties shall not be liable for default or non-performance of the obligations under the contract, if such default or non-performance of the obligations under this contract is caused by any reason or circumstances or occurrences beyond the control of the parties, i.e. Force Majeure. For the purpose of this clause, "Force Majeure" shall mean an event beyond the control of the parties, due to or as a result of or caused by acts of God, wars, insurrections, riots, earth quake and fire, events not foreseeable but does not include any fault or negligence or carelessness on the part of the parties, resulting in such a situation.
- 14.2 In the event of any such intervening Force Majeure, each party shall notify the other party in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by the other party, the party pleading Force Majeure shall continue to perform/render/discharge other obligations as far as they can reasonably be attended/ fulfilled and shall seek all reasonable alternative means for performance affected by the Event of Force Majeure.

- 14.3 In such a case, time for performance shall be extended by a period not less than the duration of such delay. If duration of delay continues beyond 3 months, the parties shall hold consultations with each other in an endeavor to find a solution to the problem.
15. Printer shall comply with all the statutory obligations of the Government of India/ State Governments and local authorities applicable and the Bank shall not be liable for any action under the statutes applicable due to non-compliance of statutory obligations by the printer.
16. In case of any complaint, adverse remark against any empanelled printer, the printer shall be deleted from the panel apart from initiating necessary action that may be considered necessary by the bank.
17. Bank reserves its right to add any printer/supplier to the panel at any time during the currency of the three years period, provided such applicant satisfies the requirements for empanelment.
18. In case printer's close relative(s) is/are associated with Bank and in particular the Stationary Department of the Bank, details such as name, designation etc., should be furnished and informed to the bank in empanelment application. Non-disclosure of such information will lead to disqualification if it comes to the notice of the bank at a later date.
19. All updates/ modification/ addition/ deletion of tender/empanelment terms and other related information, if any, will be uploaded in the bank's website only from time to time for information/ guidance and compliance of bidders.

I / We agree to the above terms and conditions governing the empanelment and/or awarding of work contract under this empanelment for three years. I/We undertake to comply with the additional terms and conditions that may be stipulated by the bank in the individual work orders to be executed by us from time to time.

Note: All pages of this document should be signed by the authorized signatory of the printer Firm and the seal of the firm should be affixed on each page.

FINANCIAL BID
(Financial Bid to be submitted in a sealed envelope)

1	Name of the Firm & complete postal address	
2	Name & address of the Proprietor / Partners/ Directors/ Members	

Details of our lowest quote for the following security stationery items are as under.

(A) Category : With Bank's MICR paper

(MICR paper will be supplied by Bank)

(Amount – in Rupees)

Sl.No.	Security Items CTS-2010 STANDARD	Lowest Rate quoted per 1000 leaves – inclusive of cost of cover paper, record slip, requisition slip, binding, stapling, packing, all taxes, charges etc. (Rs.)
1	SB Cheque book 20 leaves	
2	C/A, C/C, Cheque book 25 leaves	
3	C/A, C/C, Cheque book 50 leaves	
4	Demand Draft (100 pages book)	
5	Pay Order (100 pages book)	
6	Uniform Term Deposit Receipt 100 pages book	
7	Bank Guarantee (50 pages packet)	
8	FIRC (50 pages packet)	
Sl.No.	Security Items CTS-2010 STANDARDS	Lowest Rate quoted per book -(Rs.) inclusive of outer cover, address slip, requisition slip, transaction sheets, all taxes, charges.
9	Personalized Cheque Book 20 leaves with envelope	
10	Personalized Cheque Book 25 leaves with envelope	
11	Personalized Cheque Book 50 leaves with envelope	

[Amount in Rupees]

Lowest Rate for Special Cheques (Continuous Stationery) CTS-2010 STANDARD		First 1000 forms	Every Additional 1000 forms
12	Special cheques 9x11x1 or 9x12x1		
13	Special cheques 9x11x2 or 9x12x2		
14	Special cheques 15x11x1 or 15x12x1		
15	Special cheques 15x11x2 or 15x12x2		

(B) Category : With Printer's MICR paper

(Please note that all paper including cheque leaves 95 gsm MICR paper with CTS-INDIA water mark is to be provided by the printers)

(Amount – in Rupees)

Sl.No.	Security Items CTS-2010 STANDARD	Lowest Rate quoted per 1000 leaves – inclusive of cost of cover paper, record slip, requisition slip, binding, stapling, packing, all taxes, charges etc. (Rs.)
16	SB Cheque book 20 leaves	
17	C/A, C/C, Cheque book 25 leaves	
18	C/A, C/C, Cheque book 50 leaves	
19	Demand Draft (100 pages book)	
20	Pay Order (100 pages book)	
21	Uniform Term Deposit Receipt 100 pages book	
22	Bank Guarantee (50 pages packet)	
23	FIRC (50 pages packet)	
Sl.No.	Security Items CTS-2010 STANDARDS	Lowest Rate quoted per book -(Rs.) inclusive of outer cover, address slip, requisition slip, transaction sheets, all taxes & charges.
24	Personalized Cheque Book 20 leaves with envelope	
25	Personalized Cheque Book 25 leaves with envelope	
26	Personalized Cheque Book 50 leaves with envelope	

Lowest Rate for Special Cheques (Continuous Stationery) CTS-2010 STANDARD		First 1000 forms	Every Additional 1000 forms
27	Special cheques 9x11x1 or 9x12x1		
28	Special cheques 9x11x2 or 9x12x2		
29	Special cheques 15x11x1 or 15x12x1		
30	Special cheques 15x11x2 or 15x12x2		

Financial Bid should be placed in a sealed envelope superscripted "**Financial Bid**" and the Advertisement reference and Applicant Name and address to be clearly written on the face of the envelope more fully specified in the tender document.

I / We agree to the guidelines, instructions and all terms and conditions governing the empanelment and/or awarding of work contract under this empanelment during the FY 2017-19. I/We undertake to comply with the additional terms and conditions that may be stipulated by the bank in the individual work orders from time to time.

Place:

Date:
seal of the firm

Signature of Authorised official &