

NOTICE INVITING TENDER THROUGH GeM For CTS-2010 STANDARD SAVING FUND AND CURRENT ACCOUNT CHEQUE BOOKS (Personalized and Non-personalized), DD INTERNAL BOOKS AND DD PNB BOOKS

Sarva Haryana Gramin Bank

Head Office, General Administration Division
Plot No 1, Sector – 3, Rohtak - 124001

TENDER NOTICE

Sarva Haryana Gramin Bank invites tender through GeM for Printing and Supply Of CTS-2010 Standard Saving Fund and Current Account Cheque Books, DD Internal Books and DD PNB Books from eligible bidders. **Estimated Cost of the work: 1.20 crore; EMD: 2.40 lakh;**

For details, visit our website www.shgb.co.in/ GeM Portal

Any corrigendum/clarification in respect of above said work shall be released only at our website www.shgb.co.in/ GeM Portal which may be visited regularly by intending bidders. Bank reserves its right to reject any or all the tenders without citing any reason at any stage.

Last date for bid submission is: 23-10-2024 till 14:00 hrs.

Date of opening of Bids: 23-10-2024 at 15:30 hrs.

Chief Manager

DISCLAIMER

The information contained in this tender Document or subsequently provided to Bidder/s, whether verbally or in documentary form by or on behalf of the Sarva Haryana Gramin Bank or any of their representatives, employees or advisors (collectively referred to as Bank Representatives), is provided to Bidder(s) on the terms and conditions set out in this tender document and any other terms and conditions subject to which such information is provided. This document shall not be transferred, reproduced or otherwise used for purpose other than for which it is specifically issued.

This tender document is not an agreement and is not an offer or invitation by the Bank Representatives to any party other than the entities who are qualified to submit their Proposal (Bidders). The purpose of this tender document is to provide the Bidder with information to assist the formulation of their Proposal. This tender document does not purport to contain all the information each Bidder may require. This tender document may not be appropriate for all persons, and it is not possible for the Bank Representatives, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this tender document.

The Bank, its employees and advisors make no representation and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the tender and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this bidding process. The Bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this tender document.

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding Document. Failure to furnish all information required by the bidding Document or to submit a Bid not substantially responsive or un-responsive to the bidding Document and its terms and conditions of the tender document in all respect will be at the Bidder's risk and may result in rejection of the Bid.

The Bank Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this tender Document.

To
The Chief Manager
Sarva Haryana Gramin Bank,
General Administration Division,
Plot No 1, Sector-3, Rohtak- 124001

Sir,

Reg: Our bid in response to your tender floated for Printing CTS-2010 Standard Saving Fund & Current A/C Cheque Books (Personalized and Non-personalized), DD Internal Books and DD PNB Books.

We submit our Bid Documents herewith. We understand that

- You are not bound to accept the lowest or any bid received by you, and you may reject all or any bid.
- 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/bank's format. Till such a formal contract is prepared and executed, this bid shall constitute a binding contract between us and bank.
- If our bid is accepted, we are responsible for the due performance of the contract.
- You may accept or entrust the entire work to one printer or divide the work to more than one printers without assigning any reason or giving any explanation whatsoever.
- Printer means the bidder who is decided and declared so after examination of commercial bids.
- The names of shortlisted bidders after the completion of first stage (Technical Bid), and the name of successful bidder to whom the contract is finally awarded after the completion of second stage (Financial Bid), shall be informed through E-Mail/letter to respective bidders, as provided by them in TENDER document.

Dated at _____ this _____ day of _____ 2024

Yours Sincerely

For _____

Signature: _____

Name: _____

TENDER NOTICE – CTS-2010 Standard Saving Fund & Current A/C Cheque Books (Personalized and Non-personalized), DD Internal Books and DD PNB Books

Terms & Conditions of the Tender:

1. Bids should be submitted through GeM Portal on or before **23-10-2024 (Upto 14:00 hrs)**.
2. Bidder should note specifically that all pages of tender bid shall be submitted by them (after signing / stamping on each page) as part of their offer.
3. Tender will be opened at SHGB Head Office, Rohtak at **15:30 hrs on 23-10-2024**.
4. Joint bid will not be accepted by Bank. Only IBA approved security printers are allowed to participate. They shall also meet the minimum eligibility criteria.
5. The Vendor should have valid License/PAN/GST/Other Statutory documents as applicable validating their Firm and produce self-attested copies of such certificates.
6. The size and other specifications of the cheques shall be as per RBI/IBA/NPCI/BANK's specifications for MICR instruments. The artwork shall be provided by the bank along with security features. The designing of the cheque books as per the choice of Bank will be done by printer and no additional charges will be payable for designing.
7. For printing of the MICR cheque with RBI specification forms, cheque paper as per CTS-2010 standard of a reputed firm approved by RBI/IBA. is to be used. Sample of the paper bearing the seal and signature of the firm must be enclosed with tender.
8. Each personalized cheque book shall be inserted into an envelope made of 75 micron LDPE or as applicable Govt. guidelines (including window). Envelope shall have window (trans-parent area) of same size as on the cheque book cover, so that the name and address of the account holder becomes visible for the purpose of delivery to the customer through India Post. Envelope shall be got printed in 4 colors with solid ground printing as per specifications of the Bank from time to time & shall have provision for sealing of the envelope. LDPE envelopes should be environment friendly. Other security forms invariably be tightly packed in good quality polythene, Stock of cheque books (Non-PCB)/DD Books should be packed in cartons and slip showing the contents be pasted outside the cartons enabling us to verify the contents without opening the packets. In case there is any statutory ban on material of envelopes or the bank decides to change it, alternate material shall have to be used with prior consent of the bank. No additional charges shall be paid for the same.
9. Tender must be submitted in Two Parts as mentioned in the **Annexure I to VII**:
 - (i) **Technical Bid** along with relevant documents (Annexure I to VI)
 - (ii) **Financial Bid** including Undertaking and Declaration (Annexure VII)
10. **Earnest Money Deposit of Rs 2,40,000/-** (Rupees Two Lakh Forty Thousand Only) shall be accepted in form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Bankers' Cheque or Bank Guarantee (including e-Bank Guarantee) (from any Scheduled Commercial Bank other than SHGB) in favour of Sarva Haryana Gramin Bank or online payment in the following account:

GST No: 06AAKAS1464M1Z3

IFSC: PUNB0HGB001

Bank & Branch: Sarva Haryana Gramin Bank Head Office

Account No: 80013171160

Account Name: Sarva Haryana Gramin Bank

In case of online submission of EMD, bidders to submit transaction ID in this regard. Firms registered under MSEs and Start up India would be exempted from payment of earnest money. These relaxations shall only be given to the Start-ups recognized by Department of Industrial Policy & Promotion (DIPP) and MSE's having valid Udyam registration Certificate. EMD of the unsuccessful bidders shall be returned to them on or before 30th day after the award of the contract.

- 11. Performance security of Rs 4,00,000/-** (Rs Four Lakh Only) shall be accepted in form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Bankers' Cheque or Bank Guarantee (including e-Bank Guarantee) (from any Scheduled Commercial Bank other than SHGB) in favour of Sarva Haryana Gramin Bank or online payment in the following account:

GST No: 06AAKAS1464M1Z3

IFSC: PUNB0HGB001

Bank & Branch: Sarva Haryana Gramin Bank Head Office

Account No: 80013171160

Account Name: Sarva Haryana Gramin Bank

from the successful vendor which will be retained as Security Deposit for a period of two year or extension thereof as mentioned above. The rates approved in the Tender shall be valid during the entire period of validity of Tender including extension thereof. The EMD/Security Deposit shall be released to the Vendor **without any interest on successful completion of validity of Tender** including extension thereof after deduction of loss/damage, if any, occurred to Bank.

- 12.** Bank may place order to IBA approved printers in whole or in part for printing & supply of CTS-2010 Standard Saving Fund & Current A/C Cheque Books (Personalized and Non-personalized), DD Internal Books and DD PNB Books to the Firm having quoted lowest rates (consolidated) in respect of the items mentioned in the tender.
- 13.** All the documents must be signed by the Authorized Signatory.
- 14.** The Bank reserves its right to reject any or all proposals and cancel Tender without assigning any reason.
- 15.** The Agency/Firm should not have been Blacklisted by any Bank/ Department/Institution. In this regard, a self-attested Certificate is to be submitted.
- 16. The Tender shall be valid for a period of two years.** However, if required the contract can be extended further on mutual agreement after the expiry of the tenure on the same terms & conditions for a period of upto one year. Further, Bank shall be at liberty to extend the period of Tender till finalization of New / Fresh Tender for Next year to print & supply of essential CTS-2010 Standard Saving Fund & Current A/C Cheque Books, DD Internal Books and DD PNB Books required to be printed additionally during such period. In this regard, **the approved IBA approved Printers** shall submit Undertaking as per the **Annexure-IV** for executing all orders placed for printing & supply of CTS-2010 Standard Saving Fund & Current A/C

Cheque Books (Personalized and Non-personalized), DD Internal Books and DD PNB Books required to be printed additionally during such period at the approved rates.

17. Certificate to the effect that the **rates quoted in the tender are not conditional and inclusive of all expenses and taxes (incidental charges, designing, packing etc.), except applicable GST and actual postage charges.**
18. Any sort of negotiation, if required shall be done only with the firm quoting lowest rates and having good experience of sensitive security forms printing.

19. **Dispatch/Delivery**

The CTS-2010 Standard Saving Fund and Current Account Cheque Books (Personalized) will be delivered directly to customers' registered addresses across Haryana. The CTS-2010 Standard Saving Fund and Current Account Cheque Books (Non-personalized), as well as DD Internal Books and DD PNB Books, will be delivered to the concerned branches throughout Haryana. Personalized Cheque Books (PCBs) will be sent via India Post's Speed Post service, while Non-Personalized Cheque Books and other security forms will be dispatched using the Business Parcel Post (BPP) service.

20. Vendors may visit SHGB Head Office to check the sample and specifications of CTS-2010 Standard Saving Fund & Current A/C Cheque Books (Personalized and Non-personalized), DD Internal Books and DD PNB Books to be printed at the following address:

SARVA HARYANA GRAMIN BANK

General Administration Division

Head Office, SHGB House,

Plot No. 1 Sector-3, Rohtak

Haryana-124001

21. All rates quoted should be as per item mentioned in the Financial Bid plus applicable GST. Postage charges on actual basis shall be paid by the Bank. Vendors are advised to submit their bids accordingly.

22. **Penalty for Delay**

It is essential to comply the orders within the stipulated time i.e. 15 days for personalized cheque books (PCBs) and 30 days for non-personalized cheque books and security forms.

In case of delay, the penalty shall be imposed as below which shall not be disputed.

For delay up to 15 days = 1 % of order

For delay more than 15 days = 3% of order

- 23.** All present as well as future guidelines related to CTS standards issued by RBI / NPCI / IBA are to be scrupulously followed by the successful bidder and any changes (if not major) suggested by them have to be incorporated without charging any extra cost during the tenure of the contract.
- 24.** The Specimen for CTS-2010 Standard Saving Fund & Current A/C Cheque Books (Personalized and Non-personalized), DD Internal Books and DD PNB Books shall be provided as per NPCI instructions for testing the compatibility of the same with CTS environment for reference. The proof of all Performa/Documents are to be got approved from Bank at the earliest so as to comply the order within stipulated time. In case of deviation in adhering to the terms and conditions, the following actions shall be initiated:
- (i) Despite of obtaining approval on proof, the error in printing of CTS-2010 Standard Saving Fund & Current A/C Cheque Books (Personalized and Non-personalized), DD Internal Books and DD PNB Books, if found at any later stage, will be rejected and **imprisoned forfeiting EMD/Performance Security**.
- (ii) Bank shall not accept defective printed Security forms as mentioned including deviation of Quality of paper or printed matter observed while receipt of Security forms or thereafter. Hence, Bank shall be entitled to recover payment already made/loss, if any, occurred due to such defective/deviation in printing/Quality of paper including penalty or forfeiture of EMD/Performance Security.

25. QUALITY CONTROL CHECK

- (a) All security forms should be checked at each stage of Base printing, Variable data printing & numbering, binding and packing by the trained staff of the printers.
- (b) All leaves with printing flaws and mistakes must be removed and replaced with corrected leaves with good workmanship and such records should be kept and produced at the time of inspection of the unit.
- (c) No security forms should be supplied without thorough checking by the printers for any printing mistakes, defects etc.
- (d) The printed formats are to be checked twice before packing and authenticated on packing slip.
- (e) Printer shall maintain a complete record of checking at each stage for mistakes, defects and corrections, replacements done during printing, binding and packing of security forms by way of a Mistakes register recording mistakes, defects, replacements which should be produced before the banks inspecting officials as demanded.
- (f) Post printing, 100% quality inspection and gathering to be done to guard against the following: -
- Wrong collation of Cheque leaves
 - Duplicate Cheque leaves
 - Wrong sequences of the Cheque (correct sequence: ascending)

- Missing Cheque

(g) **MICR ink used must not be refurbished / refilled.**

26. The tentative no. of Security form to be printed is given below:

Sr. No.	Particulars of Form	No. of leaves per book	No. of books required
1.	Saving Account Cheque Books (Non-PCB)	20	5,00,000
2.	Current Account Cheque Books (Non-PCB)	25	25,000
3.	DD Internal Books	50 (in duplicate)	400
4.	DD PNB Books	50 (in duplicate)	80
5.	Personalized SB cheque books	20	60,000
6.	Personalized CA cheque books	25	6,000

- Orders can be placed in parts or one time. Quantity may be increased/decreased according to the bank's requirements. For any type of Security forms stated above. Further orders may be placed depending upon the opening of new Branches or as per bank's requirement.
- **The rates are inclusive of all charges and expenses [(Paper, Printing, envelope, packing, forwarding etc.) up to delivery at destinations, GST and postage will be paid as applicable/actual.** We confirm that rates are valid for two years from the date of approval, extendable for further period of upto one year as required by the bank for continuous supply of security forms.
- **L-1 (Lowest Bidder) will be decided on consolidated rates quoted by bidder in financial bid, by the Bank**

27. **TERMINATION OF CONTRACT ON DEFAULT OF FOLLOWING CONDITIONS:**

The Bank may invoke the Performance guarantee and may also take any other action/legal recourse including termination of the contract without giving any notice to the bidder &/or debaring the bidder from participating in the bank's tenders for next 2 years, as it may deem proper for the below reasons.

- Excessive delay in execution of order placed by the Bank.
- Discrepancies / deviations in the agreed processes and / or Services.
- Failure of successful bidder (Vendor) to complete work within the time as specified in the contract.

- d) Violation of terms & conditions of the RFP or Breach of the agreement.
- e) If at any stage, it is found that the information provided by the bidder is fabricated.
- f) If the services provided by the bidder are not found satisfactory.
- g) If the bidder fails to execute the work or any part thereof, in accordance with the contract.
- h) If abandonment of the work or any part thereof by the bidder.
- i) If the progress made by the bidder is found to be unsatisfactory.
- j) If the bidder fails to deliver any or all of the services within the time-period(s) specified in the contract.
- K) If the Bidder shall assign or attempt to assign his interest or any part thereof in the contract.
- L) In case the printer fails to commence the job within stipulated time period or if the printer stops printing of PCBs during the period of Agreement.

28. Integrity Pact format is enclosed as per Annexure-VI. The same is to be submitted on a non-judicial stamp paper of appropriate value along with Technical Bid. Only those tenderers, who commit themselves to the above pact with the Bank, shall be considered eligible for participate in the tendering process. The bids which are not containing the above pact shall be rejected.

29. Tender services are subject to independent audit by external agencies. Bank has appointed Two Independent External Monitors (IEMs) in the panel and their details are as follows:

Sr. no.	IEM Name	E-mail	Mobile No.
1.	Shri Satish Chander (Retd. MES)	satishchander.adg@gmail.com	+91 9417256367
2.	Shri Jagdeep Kumar Ghai (Retd. P&TA and FS)	jkghai@gmail.com	+91 98694 22244

30. All the annexures must be enclosed in bid along with all the necessary documents as mentioned in eligibility criteria and no column should be left blank.

Notwithstanding the above, Bank shall have the right to terminate this agreement anytime by giving 30 days' notice without assigning any reason whatsoever

The decision of the Bank regarding quality of services shall be final and binding on the bidder.

**Chief Manager
GAD**

**Chief Manager
I&AD**

**Chief Manager
FD**

**Chief Manager
MASD**

(Member Tender Committee)

**General Manager
Chairperson HO Tender Committee**



सर्व हरियाणा ग्रामीण बैंक Sarva Haryana Gramin Bank

(भारत सरकार का उपक्रम)

(Govt. of India Undertaking)

प्रायोजक : पंजाब नेशनल बैंक



Sponsored by: Punjab National Bank

GENERAL ADMINISTRATION DIVISION, HEAD OFFICE, SHGB HOUSE, PLOT NO-1, SECTOR 3, ROHTAK -124001 HR

Sl. No.	Eligibility Criteria	Certification/Documents required
1	The bidder should be an IBA approved security printer and should be valid as on lastday of the month of opening of tender.	IBA certificate
2	Bidder should be a registered firm/ company	Certificate of incorporation or any other certificate of registration issued by Competent Authority from Government.
3	Bidder should have experience in printing of Security Forms for Scheduled Commercial Banks/RRBs/Private Sector Banks for minimum 7 years as on 31.08.2024.	Certificate from the institution's concerned division relating to job/ work orders, satisfactory performance, quantum of work done in specified year. Such certificates should have the complete contact details (Name, Contact No.and e-mail ID) of the issuing authority.
4	Bidder should have experience in printing of Security Forms for Scheduled Commercial Banks/RRBs/ Private Sector Banks.	<p>i) One similar nature completed work costing not less than the amount equal to 80 (eighty) percent of the estimated cost</p> <p>Or</p> <p>ii) Two similar nature completed work (each) costing not less than the amount equal to 50 (fifty) percent of the estimated cost</p> <p>Or</p> <p>iii) Three similar nature completed work (each) costing not less than the amount equal to 40 (Forty) percent of the estimated cost</p> <p>Certificate from the institution's concerned division relating to job/ work orders, satisfactory performance, quantum of work done and specimen of PCB as mentioned above. Such certificates should have the complete contact details (Name, Contact No.and e-mail ID) of the issuing authority.</p>



सर्व हरियाणा ग्रामीण बैंक Sarva Haryana Gramin Bank

(भारत सरकार का उपक्रम)

(Govt. of India Undertaking)

प्रायोजक : पंजाब नेशनल बैंक



Sponsored by: Punjab National Bank

सर्व सम्मान... सर्व उत्थान...

GENERAL ADMINISTRATION DIVISION, HEAD OFFICE, SHGB HOUSE, PLOT NO-1, SECTOR 3, ROHTAK -124001 HR

5	<p>The Bidder should have minimum average annual turnover of Rs. 36 lakhs during preceding three financial years i.e. 2021-22, 2022-23 and 2023-24.</p> <p>This must be individual firm/company turnover and not of any group of firms/ companies and the said turnover should relate to the printing of MICR instruments only and should have positive net worth.</p>	<p>Certified copy of audited Balance Sheets/ or Provisional Balance Sheet along with certificate from the Chartered Accountant. The Bidder should submit following certificates issued by their chartered accountant:</p> <p>(a) Stating the net worth figures for last 3 financial years i.e. 2021-22, 2022-23 and 2023-24.</p> <p>(b) Stating the amount of turnover related to printing of MICR instruments for Scheduled Commercial Banks/RRBs/ Private Sector Banks</p> <p>(c) ITRs of last Three financial year ending 2023-2024(duly acknowledged)</p>
6	<p>Bidder should not be debarred/blacklisted by any Govt. Authorities/ PSU/ Scheduled Commercial bank/ Statuary Bodies.</p>	<p>Bidders, should submit an undertaking on their letterhead as below: -</p> <p><i>"We have not been blacklisted/de-barred by the Bank or any other reputed institution during last three financial years and current financial year from participating in future tenders"</i></p>
7	<p>Bidder should not be in caution list of RBI</p>	<p>Self-certification</p>
8	<p>Statutory obligations</p>	<ul style="list-style-type: none">• Registration under Service Tax/GST (attach proof)• PAN number (attach proof)• Valid License for the Firm (attach proof)• Undertaking regarding no case pending with any office of Banks/Govt./Semi-Govt.
9	<p>Bidder should furnish Integrity Pact duly filled in a non-judicial stamp paper of appropriate value and submitted in Technical Bid.</p>	<p>Integrity pact Format is enclosed as per Annexure-VI.</p>

The applicant should satisfy the above minimum eligibility criteria

Note:- All the above documents should form a part of technical bid.

Signature:

Seal of Firm/Company



Annexure-I

TECHNICAL BID

Bidder Information (attach proof, if required)

Name of Printer _____

PART A: ESTABLISHMENT

1	Name of Company/ Firm	
2	Address- Registered Office (enclose copy of license)	
3	Address- Factory (With name of contact person, Telephone, Mobile, E-mail address)	a. Address of paper storage- b. Address of Printing unit-
4	Constitution (Proprietorship/Partnership/ Public/Pvt. Company)	
5	Date of incorporation (copy of certificate of incorporation to be enclosed)	
6	Activity as per incorporation	
7	Names of Directors/ Partners/ Prop.	
8	Name of Bankers & Type of accounts maintained	
9	Registration with local civic authorities, if any (Give name of authority & type)	
10	GST registration (give GST no. & date of regn.) (Attach proof)	
11	Empanelment with IBA, since when and date of last renewal (Attach proof)	
12	Details of any outstanding complaints / litigations with IBA/ Banks / Govt. etc.	



13	Key personnel's				
Sr. No.	Designation	Age	Experience	Qualifications	Responsibilities
14	Website Contact Person(s): Phone E-mail				

PART B: PAST PERFORMANCE

1	Since when security printing activity started by the company				
2	Formats or printing undertaken (book form or continuous sty. Or both)				
3	Type of major activities undertaken during the past 3 years				
4	Whether any specialized/ unique security features in security instruments have been printed in the past (If yes, give details)				
5	Whether infrastructure for personalized cheque book printing is Available (if yes, give details of process and equipment)				
6	Whether personalized cheque books are being printed for any banks (if Yes, give names of banks and quantum. Preferably enclose specimen)				
7	Total turnover (Rs. In lacs) (security form printing only) (please submit the copies of Balance sheet & Profit and Loss in support of it) *A certificate prepared by Chartered accountant (containing the UDIN number) is to be submitted for financial years 2021-22, 2022-23 and 2023-24,	Financial Year	Turn-over *(lacs)	Profit/Loss in lacs	Net worth
		2021-22			
		2022-23			
		2023-24			



GENERAL ADMINISTRATION DIVISION, HEAD OFFICE, SHGB HOUSE, PLOT NO-1, SECTOR 3, ROHTAK -124001 HR

	certifying the amount of turnover related to printing of MICR instruments for scheduled commercial banks/RRBs/Private Sector Banks. This certificate is to be submitted in addition to the Balance sheet & profit and loss statement.			
8	Quantum of printing of security instruments (Please include only number of original security instruments only, copies if any should not be included. Value should be the charges received.)	<u>Period</u>	<u>Total no. of Security Instruments</u>	<u>Value (Rs.)</u>
		<u>2021-22</u>		
		<u>2022-23</u>		
		<u>2023-24</u>		
9	Any other relevant information			

PART C: INFRASTRUCTURAL FACILITIES & SECURITY

1	Whether factory premises are owned or rented	
2	Total area of factory premises	
3	Total covered area (you may attach a sketch of factory premises)	
4	Whether factory premises are fenced as per IBA guidelines (give details)	
5	Area of paper godown and storage capacity at a time for reels/reams (in KG)	
6	Type of paper godown (specify features in respect of safe storage of bank's paper)	
7	Whether all operations of paper godown is recorded & checked	
8	Whether unit is carrying out any security printing jobs	
9	If general printing jobs are also undertaken, whether security & general printing sections and paper godowns are segregated, if yes, how?	



सर्व हरियाणा ग्रामीण बैंक
Sarva Hariana Gramin Bank
(भारत सरकार का उपक्रम) (Govt. of India Undertaking)

प्रायोजक : पंजाब नैशनल बैंक



Sponsored by: Punjab National Bank

GENERAL ADMINISTRATION DIVISION, HEAD OFFICE, SHGB HOUSE, PLOT NO-1, SECTOR 3, ROHTAK -124001 HR

10	Whether closed circuit TV surveillance system is installed & working	
11	Whether record of mistakes/ Replacement of leaves etc. Is maintained	
12	Details of security arrangements	
13	Any other relevant information	

We confirm that we continue to be on the panel of IBA as MICR security printers and are not debarred in any way from doing MICR security printing work for the banks. We also confirm that we fulfill the criteria of IBA in respect of security arrangements and infrastructural facilities.

Signature:

Seal of Firm/Company



Annexure-II

TECHNICAL SPECIFICATION

Sr. No.	Particulars of Form	Specification	Complied (Yes/ No)	Details of Paper to be used (Make & Brand)	Sample Attached (Yes/No)
1.	Personalized SB Cheque Books	Cheque Leaf			
2.	Personalized CA Cheque Books	CTS 2010 standard 95 GSM as per IBA approved security features and specifications.			
3.	SB Cheque Books	Top and Bottom Cover			
4.	CA Cheque Books	Record Slip			
		Request Slip			
5.	DD Internal Books	CTS 2010 standard 95 GSM as per IBA approved security features and specifications. Top and Bottom Cover--170 GSM art paper glossy Cover. Record and Request Slip-- 80 GSM Maplitho White Paper with 90% brightness			
6.	DD PNB Books	CTS 2010 standard 95 GSM as per IBA approved security features and specifications. Top and Bottom Cover--170 GSM art paper glossy Cover. Record and Request Slip-- 80 GSM Maplitho White Paper with 90% brightness			

Place:
Date:

Signature with firm's Stamp/seal
Name:
Designation:



Annexure-III

LIST OF MAJOR CUSTOMERS-BANK ONLY (During last three years only)

Name of Printer

Sl. No.	Name of the Bank	Type of jobs undertaken	Period	Number of security instruments (Year-wise)	Performance Certificate attached (Y/N)

stamp/seal

Place:

Date:

Signature with firm's

Name:

Designation:



सर्व हरियाणा ग्रामीण बैंक
Sarva Haryana Gramin Bank
(भारत सरकार का उपक्रम) (Govt. of India Undertaking)

प्रायोजक : पंजाब नेशनल बैंक



Sponsored by: Punjab National Bank

GENERAL ADMINISTRATION DIVISION, HEAD OFFICE, SHGB HOUSE, PLOT NO-1, SECTOR 3, ROHTAK -124001 HR

Annexure-IV

UNDERTAKING

In compliance to **Sl. No. 16 of Terms and Conditions** mentioned in the Tender notice of **Sarva Haryana Gramin Bank**, we undertake to execute the work of printing & supply of CTS-2010 Standard Saving Fund & Current A/C Cheque Books, DD Internal Books and DD PNB Books on being successful IBA approved printers for the items in whole or in part at the rates approved in the Tender during the period of Tender (Two years) including extension thereof till finalization of Fresh / New Tender for Next Year. Further, we shall also execute additional orders placed for printing & supply of essential items of **CTS-2010 Standard Saving Fund & Current A/C Cheque Books (Personalized and Non-personalized), DD Internal Books and DD PNB Books at the approved rates during such period.**

Date:

Signature

**Authorised Signatory of the Agency/Firm
with Seal**



Annexure-V

DECLARATION

(Declaration to be given on Letter Head)

The General Manager
Sarva Haryana Gramin Bank
Plot No. 1, Sector-3
Rohtak

Resp. Sir.

1. We hereby submit the quotation in the prescribed Performa and understand that if any information is found to be false at a later date, contract made between ourselves and Sarva Haryana Gramin Bank, will be treated as invalid.
2. We agree that the decision of Sarva Haryana Gramin Bank in selection of Tenders will be final and binding on me / us.
3. All the information furnished in the attached forms are correct to the best of my / us knowledge.
4. Bank shall have the authority to verify all the information provided by us.
5. All supporting documents shall be provided by us in authenticity of the information furnished.
6. I / we confirm that we have not been blacklisted/debarred by the Bank or any other reputed institution during last three financial years and current financial year from participating in future tenders.
7. I / we confirm that the information provided above is correct and any concealment of facts will lead to my / our disqualification at any stage by the Bank.

stamp/seal

Place:

Date:

Signature with firm's

Name:

Designation:



Annexure-VI

Integrity Pact Format

Pre-Contract Integrity Pact

Between

This pre-bid contract Agreement (herein after called the Integrity Pact) is made on _____ day of the _____ month 20____ between Sarva Haryana Gramin Bank, a Regional Rural Bank body constituted after amalgamation through Gazette Notification dated 29.11.2013 issued by the Government of India (Banking Division), in exercise of powers conferred under RRB Act, 1976 sponsored by Punjab National Bank carrying on Banking Business and having its Head Office at Plot No. 1. Sector 3, Rohtak. 12400, (Haryana) hereinafter referred to as "The Principal" which expression shall mean and include unless the context otherwise requires, its successors in office and assigns of the First Part.

And

M/s. _____ having its registered office at _____

_____ hereinafter referred to as "The Bidder/Contractor", expression shall mean and include unless the context otherwise requires, successors and permitted assigns of the Second part.

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for..... The Principal values full compliance

with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1- Commitments of the Principal

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.



GENERAL ADMINISTRATION DIVISION, HEAD OFFICE, SHGB HOUSE, PLOT NO-1, SECTOR 3, ROHTAK -124001 HR

b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

c. The Principal will exclude from the process all known prejudiced person.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2- Commitments of the Bidder(s) / Contractor(s)

(1) The Bidder(s)/Contractor(s) commit themselves to take all measures necessary to prevent corruption during any stage of bid process/contract. The Bidder(s)/Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution.

a. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or the other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

c. The Bidder(s)/ Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposal and business details, including information contained or transmitted electronically.

d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any, similarly the Bidder(s)/Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only.

e. The Bidder(s)/Contractor(s) will, when presenting their bid, disclose any and all



GENERAL ADMINISTRATION DIVISION, HEAD OFFICE, SHGB HOUSE, PLOT NO-1, SECTOR 3, ROHTAK -124001 HR

payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

f. Bidder(s)/Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

(2). The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section-3 Disqualification from tender process and exclusion from future contracts.

If the Bidder(s)/Contractor(s) before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per the procedure mentioned in the "Guidelines on banning of business dealings".

Section 4- Compensation for Damages

(1). If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to earnest Money Deposit/Bid Security.

(2). If the Principal has terminated the contract according to Section 3, or the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

Section 5- Previous transgression

(1) The Bidder declares that no previous transgression occurred in the last three years immediate before signing of this integrity pact with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprises or central/state government department in India that could justify his exclusion from the tender process.

(2). If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealing".

Section 6- Equal treatment of all Bidders/Contractors/Subcontractors

(1) In case of sub-contracting, the Principal contractor shall take the responsibility of the adoption of IP by the sub-contractor. It is to be ensured that all sub-contractors also sign the IP.

(2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.

(3) The Principal will disqualify from the tender process all the Bidders who do not sign this Pact or violate its provisions.



Section 7- Criminal charges against violating Bidder(s)/ Contractor(s)/Subcontractor(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Sub contractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8- Independent External Monitor

(1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under the agreement.

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would be provided access to all documents/records pertaining to the contract for which a complaint or issue is raised before them, as and when warranted. However, the documents/ records/information having National Security implications and those documents which have been

classified as Secret/Top Secret are not to be disclosed. It will be obligatory for him/her to treat the information and documents of the Bidders/Contractors as confidential. He/she reports to the Chairman, Sarva Haryana Gramin Bank.

(3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all project documentation of the Principal including that provided by the Bidder(s)/ Contractor(s). The Bidder(s)/Contractor(s) will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractor.

(4) The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Subcontractor(s) with confidentiality. The Monitor has also signed declarations on "Non-Disclosure of Confidential Information" and of "Absence of Conflict of Interest". In case of any conflict of interest arising at a later date, the IEM shall inform Chairman Sarva Haryana Gramin Bank and recuses himself/herself from that case.

(5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and Contractor. The parties offer to the Monitor the option to participate in such meetings.

(6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

(7) The Monitor will submit a written report to the Chairman, Sarva Haryana Gramin



GENERAL ADMINISTRATION DIVISION, HEAD OFFICE, SHGB HOUSE, PLOT NO-1, SECTOR 3, ROHTAK -124001 HR

Bank within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.

(8) If the Monitor has reported to the Chairman, Sarva Haryana Gramin Bank, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman, Sarva Haryana Gramin Bank has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

(9) The word '**Monitor**' would include both singular and plural.

Section 09- Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Chairman, Sarva Haryana Gramin Bank.

Section 10- Other provisions

(1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the "Place of award of work".

(2) The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

(3) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

(4) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

(5) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(6) Issues like warranty/Guarantee etc. shall be outside the purview of IEMs.

(7) In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the Integrity Pact will prevail.

(For & On behalf of the Principal)
Bidder/Contractor)

(Office Seal)

(For & On behalf of

(Office Seal)



सर्व हरियाणा ग्रामीण बैंक
Sarva Hariana Gramin Bank
(भारत सरकार का उपक्रम) (Govt. of India Undertaking)

प्रायोजक : पंजाब नेशनल बैंक



Sponsored by: Punjab National Bank

GENERAL ADMINISTRATION DIVISION, HEAD OFFICE, SHGB HOUSE, PLOT NO-1, SECTOR 3, ROHTAK -124001 HR

Place.....

Date.....

Witness 1:
(Name & Address)

Witness 2:
(Name & Address)



Annexure-VII

FINANCIAL BID

Sr. No.	Particulars of Form	No. of leaves per Book	Tentative Quantity of Cheque/DD Books	Rate per Book			TOTAL (excl GST and actual postage)
				Rate per Cheque/DD Book (all inclusive, but excluding GST and actual postage)	GST	Total	
			a	b	c	d=b+c	e=a*b
1.	Personalized SB Cheque Books	20	60000				
2.	Personalized CA Cheque Books	25	6000				
3.	SB Cheque Books (Non-PCB)	20	500000				
4.	CA Cheque Books (Non-PCB)	25	25000				
5.	DD Internal Books	50 (in duplicate)	400				
6.	DD PNB Books	50 (in duplicate)	80				
GRAND TOTAL FOR L-1							

- The tentative quantity of Security forms requirement as given in Terms and Conditions on the Tender Document may increase or decrease as per requirement at the time of final order
- The rates are inclusive of all charges and expenses [(Paper, Printing, envelope, packing, forwarding etc.) up to delivery at destinations, GST and postage



सर्व हरियाणा ग्रामीण बैंक
Sarva Hariana Gramin Bank
(भारत सरकार का उपक्रम) (Govt. of India Undertaking)

प्रायोजक : पंजाब नेशनल बैंक



Sponsored by: Punjab National Bank

GENERAL ADMINISTRATION DIVISION, HEAD OFFICE, SHGB HOUSE, PLOT NO-1, SECTOR 3, ROHTAK -124001 HR

will be paid as applicable/actuals. We confirm that rates are valid for two years from the date of approval, extendable for further period as required by the bank for continuous supply of security forms.

- **L-1 (Lowest Bidder) will be decided on consolidated rates quoted by bidder in financial bid, by the Bank.**
- The Bank will not make any advance payment. TDS will be deducted at source as per prevailing Tax norms.

We have gone through the terms & conditions & Technical Specifications as given in tender document and agree to abide the same unconditionally.

stamp/seal

Place:

Date:

Signature with firm's

Name:

Designation: