



HIMACHAL PRADESH GRAMIN BANK

Head Office: Jail Road, Mandi, Himachal Pradesh -175 001

Tel No.01905-227519, www.hpgb.in,

Email – hogadhpgb@hpgbank.co.in

TENDER NOTICE

27.12.2022

Reg: Tender for printing and supply of Cheque books and Demand Drafts as per "RBI specification as per CTS-2010 Standard"

Sealed Bids are invited from **IBA approved Security Printers** for work of printing and supply of **CTS-2010 Standard (Personalized and non-personalized) Cheque Books and Demand Drafts** pertaining to Bank. The printed **CTS-2010 Standard Personalized Cheque Books** shall be supplied to the **Customer's address and Non-personalized Cheque Books and Demand Drafts** shall be supplied at our **Central Stationery Centre, Mandi (F.O.R.)**. All the interested parties are advised to go through the detailed Tender guidelines at Bank's Website before submitting their proposal. Bank reserves its right to reject any or all the proposals without citing any reason.

Corrections/Corrigendum, if any, will be placed on Bank's Website only. For more details visit our website www.hpgb.in

Last Date of Submission of Tender: 17.01.2023 (03:00 PM)

Date of Tender Opening: 17.01.2023 (03:30 PM)

Sd/-

General Manager



HIMACHAL PRADESH GRAMIN BANK

Head Office: Jail Road, Mandi, Himachal Pradesh -175 001

Tel No.01905-227519, www.hpqb.in,

Email – hogadhpqb@hpqb.in

Terms & Conditions of the Tender:

1. Sealed Bids should reach our Head Office, Mandi on or before **17.01.2023 (Upto 03.00 p.m)**.
2. Tender received after **17.01.2023 (03.00 p.m.)** will be rejected.
3. Tender will be opened at **3.30 p.m.** in our Head Office, Mandi on **17.01.2023**.
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 R.B.I. 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. Security forms invariably be tightly packed in good quality polythene, Stock of cheque 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.
9. Tender must be submitted in Two Parts as mentioned in the Annexure I to VI:
 - (i) **Technical Bid** along with relevant documents (Annexure I to V)
 - (ii) **Financial Bid** including Undertaking and Declaration (Annexure VI)

The Vendors must submit their tenders in two separate sealed envelopes prominently superscripted as **Annexure-I to V "Technical Bid"** and **Annexure-VI "Financial Bid"**. These **two envelopes shall together be kept in third envelope** superscripted '**Quotation for Printing & Supply of Cheque Books and Demand Drafts**' with due date of opening.

10. A Demand Draft /FDR amounting **Rs. 1,00,000/-** (Rupees One Lakh Only) in favour of **Himachal Prdaesh Gramin Bank** payable at **Mandi** is to be **deposited as EMD/Security deposit alongwith Tender Documents**. Bank will not pay any interest on the amount so deposited.



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11. On being successful Vendor, Earnest Money Deposit (EMD) of **Rs. 1.00,000/-** deposited with Tender Documents shall 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. **EMD** of unsuccessful bidders will be refunded **within 7 days of opening of Tender**.
13. Bank may place order to IBA approved printers in whole or in part for printing & supply of CTS-2010 Standard Cheque Books (Personalized and Non-personalized) and DD Books to the Firm having quoted lowest rates in respect of the items mentioned in the tender.
14. All the documents must be signed by the Authorized Signatory.
15. The Bank reserves its right to reject any or all proposals and cancel Tender without assigning any reason.
16. The Agency/Firm should not have been Blacklisted by any Bank/ Department/Institution. In this regard, a self-attested Certificate is to be submitted.
17. The Tender shall normally be valid for a period of two years. However, 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 Cheque Books and DD 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 Cheque Books (Personalized and Non-personalized) and DD Books required to be printed additionally during such period at the approved rates.
18. Certificate to the effect that the rates quoted in the tender are not conditional and inclusive of all expenses (i.e, incidental charges, designing, packing and transportation etc.) and GST will be paid extra.
19. 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.
20. The **CTS-2010 Standard Personalized Cheque Books** will be delivered at **Customer's address** and **Non-personalized cheque books and DD Books** will be delivered at destinations at our **Central Stationery Centre,Vill Panjethi, PO Talyahar, Mandi (F.O.R.)**.
21. Vendors are requested to submit the Tender as per terms & conditions of Tender given above. All rates quoted should be as per item mentioned in the Financial Bid including (F.O.R.) and excluding GST (Transportation charges shall not be paid by Bank). Vendors are advised to submit their bids accordingly.



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22. It is essential to comply the orders within the stipulated time as mentioned in the order for printing and supply of CTS-2010 Standard Cheque Books (Personalized and Non-personalized) and DD Books. Delay beyond 30 (thirty) days in print & supply of security forms as mentioned in order will attract penal deduction @ 5% of total amount of the award of work from the EMD/Bills submitted.
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 Cheque Books (Personalized and Non-personalized) and DD 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 Cheque Books (Personalized and Non personalized and DD Books, if found at any later stage, will be rejected and imprisoned forfeiting EMD.
 - (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.
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.



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(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 | Quantity (Books) |
|--------|---|------------------|
| 1 | Cheque book 10 leaves (Non-Personalized) | 20000 |
| 2 | Cheque book 20 leaves (Non-Personalized) | 10000 |
| 3 | Cheque book 50 leaves (Non-Personalized) | 5000 |
| 4 | Cheque book 100 leaves (Non-Personalized) | 2000 |
| 5. | Draft book 50 leaves | 50 |
| 6. | Cheque book 20 leaves (Personalized) | On demand |

- The quantity of Security forms may increase or decrease as per requirement at the time of final order
- The rates are inclusive of all charges [(Paper, Printing, envelope and inclusive of all expenses) up to delivery (Packing and forwarding)], taxes and duties up to delivery excluding GST. 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.
- Personalized Cheque books will be delivered at Account Holder's address through Speed Post only in plastic cover.
- L1 (Lowest Bidder) will be decided for each item mentioned in financial bid separately 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.

- a) Excessive delay in execution of order placed by the Bank.
- b) Discrepancies / deviations in the agreed processes and / or Services.



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- c) 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 false/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. All the annexures must be provided 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

All disputes are subjected to Mandi (H.P.) Jurisdiction only.



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The applicant should satisfy the following minimum eligibility criteria

| Sl. No. | Eligibility Criteria | Certification/Documents required |
|---------|---|---|
| 1. | The bidder should be an IBA approved security printer and should be valid as on last date 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 Personalized Cheque Books of Scheduled Commercial Banks/RRBs for minimum 3 years as on 31.03.2022. | Certificate from the institution's concerned division relating to job/ work orders, satisfactory performance, quantum of work done in specified year 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. |
| 4 | The Bidder should have minimum average annual turnover of Rs. 10 lakhs during preceding three financial years i.e. 2018-19, 2019-20 and 2020-21 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. | 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: (a) Stating the net worth figures for last 3 financial years i.e. 2018-19, 2019-20 and 2020-21. (b) Stating the amount of turnover related to printing of MICR cheque for scheduled commercial banks/RRBs (c) ITRs of last Three financial year ending 2020-2021 (duly acknowledged) |
| 5 | Bidder should not be debarred/blacklisted by any Govt. Authorities/ PSU/ Scheduled Commercial bank/ Statutory Bodies. | Bidders, should submit an undertaking on their letter head as below: - "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" |
| 6 | Bidder should not be in caution list of RBI | Self-certification |
| 7 | Statutory obligations | <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. |

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

Signature:



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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) | |



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| 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 | | | | |



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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 ears 2018-19, 2019-20 and 2020-21, certifying the amount of turnover related to printing of MICR cheque for | Financial Year | Turnover *(lacs) | Profit/Loss in lacs | Net worth |
| | | 2018-19 | | | |
| | | 2019-20 | | | |
| | | 2020-21 | | | |



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| | | | | | |
|---|--|----------------|--|--------------------|--|
| | scheduled commercial 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>2018-19</u> | | | |
| | | <u>2019-20</u> | | | |
| | | <u>2020-21</u> | | | |
| 9 | Any other relevant information | | | | |



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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. | |
| | 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 are recorded & checked | |
| 8 | Whether unit is carrying out only security printing jobs | |
| 9 | If general printing jobs are also undertaken, whether security & general printing sections and paper godowns are segregated, if yes, how ? | |
| 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 | |



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| | | |
|----|--------------------------------|--|
| 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



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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 Cheque Books | Cheque Leaf | CTS 2010 standard 95 GSM as per IBA approved security features and specifications. | | |
| 2. | Non-Personalized Cheque Books | Top and Bottom Cover | 170 GSM art paper glossy | | |
| | | Record Slip | 80 GSM Maplitho White Paper with 90% brightness | | |
| | | Request Slip | 80 GSM Maplitho White Paper with 90% brightness | | |
| 5. | Demand Draft 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 | | | |

Stamp/Seal

Place:

Date:

Signature with firm's

Name:

Designation:



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SPECIFICATIONS REQUIRED TO MAKE A COMPLETE CHEQUE BOOK :

| S.No. | Particulars | Specifications |
|-------|------------------|--|
| 1 | Cheque leaves | Cheque leaves are to be as per CTS -2010 standards containing all mandatory and desirable security features as under :- (i) Void pantograph (ii) Invisible UV logos of the bank (iii) Micro lettering line (iv) Standard field placement (v) Cheque printing colours background (vi) Fugitive ink (vii) Secondary fluorescent ink (viii) Bank's logo printed in the branded color (ix) New Rupee symbol (x) Printer's name with "CTS 2010" |
| 2 | Requisition slip | On Maplitho paper 80 GSM with background printing as per the cheque leaves and other text matter in black colour. (i) To be inserted after 8 th leaf for a cheque book of 10 leaves. (ii) To be inserted after 16 th leaf for a cheque book of 20 leaves. (iii) To be inserted after 40 th leaf for a cheque book of 50 leaves (iv) To be inserted after 80 th leaf for a cheque book of 100 leaves |
| 3 | Record Slip | On 80 GSM Maplitho paper. (i) 1 record slip of 8 lines on each side for a cheque book of 10 leaves. (ii) 2 record slip of 8 lines on each side for a cheque book of 20 leaves. (iii) 4 record slip of 8 lines on each side for a cheque book of 50 leaves. (iv) 7 record slip of 8 lines on each side for a cheque book of 100 leaves. |



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DETAIL OF TENDERED SECURITY FORMS AS PER CTS-2010 STANDARD

CHEQUE BOOKS/DRAFTS WITH BANK'S NAME AND ADDRESS MICR CODE

| S.No | Item | No. of leaves | Size | Paper | Specifications |
|------|-------------------|---------------|-------------|--|--|
| 1 | MICR cheque books | 10 | 8" x 3.2/3" | 95 GSM MICR cheque paper approved by RBI/IBA | 10 leaves binded books, one side multi colour printing with numbering from _____ to _____ 80 G.S.M paper requisition and record slip (both side printed) cover of 170 G.S.M Cover Paper with Bank's name to be printed on cheque leaves. |
| 2 | MICR cheque books | 20 | 8" x 3.2/3" | 95 GSM MICR cheque paper approved by RBI/IBA | 20 leaves binded books, one side multi colour printing with numbering from _____ to _____ 80 G.S.M paper requisition and record slip (both side printed) cover of 170 G.S.M Cover Paper with Bank's name to be printed on cheque leaves. |
| 3 | MICR cheque books | 50 | 8" x 3.2/3" | 95 GSM MICR cheque paper approved by RBI/IBA | 50 leaves binded books, one side multi colour printing with numbering from _____ to _____ 80 G.S.M paper requisition and record slip (both side printed) cover of 170 G.S.M Cover Paper with Bank's name to be printed on cheque leaves. |
| 4 | MICR cheque books | 100 | 8" x 3.2/3" | 95 GSM MICR cheque paper approved by RBI/IBA | 100 leaves binded books, one side multi colour printing with numbering from _____ to _____ 60 G.S.M paper requisition and record slip (both side printed) cover of 170 G.S.M Cover Paper with Bank's name to be printed on cheque leaves. |
| 5 | Draft books | 50 | 8" x 3.2/3" | 95 GSM MICR cheque paper approved by RBI/IBA | 50 leaves binded books, one side multi colour printing with numbering from _____ to _____ 80 G.S.M paper one copy slip of each draft leaf with Bank's name to be printed on draft leaves. |

NOTE: - Numbering will be informed along with the work order.



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Annexure-III

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

Name of Printer_____

| St. No. | Name of the Bank | Type of jobs undertaken | Period | Number of security instruments (Yearwise) | Performance Certificate attached (YIN) |
|---------|------------------|-------------------------|--------|---|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Signature with firm's stamp/seal

Place:

Name:

Date:

Designation:



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Annexure-IV

UNDERTAKING

In compliance to **Sl. No. 15** of Terms and Conditions mentioned in the Tender notice of Himachal Pradesh Gramin Bank, we undertake to execute the work of printing & supply of CTS-2010 Standard Cheque Books and DD 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 Cheque Books (Personalized and Non-personalized) and DD Books at the approved rates during such period.

Date:

Signature

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



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Annexure-V

DECLARATION

(Declaration to be given on Letter Head)

The General Manager
Himachal Pradesh Gramin Bank
Head Office, Jail Road
Mandi H.P

Respected 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 Himachal Pradesh Gramin Bank, will be treated as invalid.
2. We agree that the decision of Himachal Pradesh 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.

Signature with firm's stamp/seal

Place:

Name:

Date:

Designation:



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Annexure VI

Financial Bid

| Sr. No. | Particulars of Form | No. of leaves per Books | Rate per Book excluding GST |
|---------|--|-------------------------|-----------------------------|
| 1. | Personalized SB/CA Cheque Books | 20 | |
| 2. | Non-Personalized SB/CA/CC Cheque Books | 10 | |
| 3. | Non-Personalized SB/CA/CC Cheque Books | 20 | |
| 4. | Non-Personalized SB/CA/CC Cheque Books | 50 | |
| 5. | Non-Personalized SB/CA/CC Cheque Books | 100 | |
| 6. | Demand Draft Books | 50 | |

- 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 [(Paper, Printing and inclusive of all expenses) up to delivery (Packing and forwarding)], taxes and duties up to delivery excluding GST. 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.
- L1 (Lowest Bidder) will be decided for each item mentioned In financial bid separately by the Bank.

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

Date:

Signature with firm's stamp/seal

Place:

Name: