



मुद्रण एवं लेखन सामग्री विभाग, प्रधान कार्यालय

सी-13, सैक्टर - 1, नोएडा (उ. प्र.) - 201301

PRINTING AND STATIONERY DEPARTMENT HEAD OFFICE

C-13, SECTOR-1, NOIDA (U.P) - 201301

18.06.2022

CONSOLIDATED RESPONSE TO PRE BID QUERIES OF E-TENDER FOR PRINTING OF PERSONALIZED CHEQUE BOOK (PCB) IN DIFFERENT DENOMINATIONS.

Sl. No.	Page No	RFP Clause	Bidder's Query/Suggestion/Remarks	Bank's reply/ Modified clause
1	3	Bidder shall submit EMD of Rs. 21,00,000 (Rupees Twenty One Lakh), in shape of Demand Draft in favor of "Chief Manager, Punjab National Bank, Printing & Stationery Deptt., Noida A/c _____ (Name of the firm)" with a validity period of 3 months. OR Through NEFT/RTGS/IMPS to below mentioned account: IFSC Code: PUNB0412700, Bank & Branch: Punjab National Bank, First floor, C-13, Sector-1, Noida-201301 Account No. 4127002200000291 (16 digits) Account Name - IMPREST	Query-1. Whether BG to the extent of Rs.21 lacs can be submitted? Query-2. In previous tender, only a Declaration was sufficient; no DD was required to Earnest Money. We request you to kindly opt for the same. Still, if you need EMD, please allow the bidders to submit it in form of Bank Guarantee. Query-3. We request Bank to accept EMD in form of a Bank Guarantee also and issue EMD BG Format accordingly, this is requested since Rs. 21 Lakhs is a big amount and BG would serve the same purpose.	Bidder shall submit EMD of Rs. 21,00,000 (Rupees Twenty One Lakh), in shape of Demand Draft in favor of "Chief Manager, Punjab National Bank, Printing & Stationery Deptt., Noida A/c _____ (Name of the firm)" with a validity period of 3 months. OR Through NEFT/RTGS/IMPS to below mentioned account IFSC Code: PUNB0412700, Bank & Branch: Punjab National Bank, First floor, C-13, Sector-1, Noida- 201301 Account No. 4127002200000291 (16 digits) Account Name - IMPREST

		ACCOUNT. Bidders to submit transaction ID in this regard.		ACCOUNT Bidders to submit transaction ID in this regard. EMD can also be submitted in the form of Bank Guarantee. Performa of Bank Guarantee is enclosed in Annexure- I of this document.
2	17	25.7 Bank may opt for reverse auction.	Query-1. Kindly remove the RA process. It is our experience that sometimes Bidders quote very low rates in the RA process but are unable to complete the order because of aggressive bidding. We propose the Bidder should submit their 'No Regret' price. This will ease the process and save the time.	Please be guided as per tender document.
3	24	Bulk quantity of MICR paper in sheets of size 44.5 cms x 57.5cms for accommodating 12 cheque on one sheet &/or in reel of 43.5 cms shall be issued. The printers shall carry out necessary cut-ting of sheets for personalized cheque printing after pre-printing the ground & fixed text.	Our understanding is Bank will provide Paper in Sheet or in Reel as per printers' requirement. Please confirm.	Bulk quantity of MICR paper in sheets of size 44.5 cms x 57.5cms for accommodating 12 cheque on one sheet. However, in exceptional circumstances & as per Bank's requirement, Bank may provide paper in reel form of 43.5 cm subject to availability of requisite machine with the approved printer. The printers shall carry out necessary cutting of sheets for personalized cheque printing after pre-printing the ground & fixed text. In any case, the printer cannot demand for paper in reel form.

4	24	LDPE Envelopes	Please share the size of an envelope	Envelope size should be such that cheque books of respective denominations i.e., 20, 50 and 100 leaves be inserted easily and name & address of the account holder are clearly visible.
5	28	<p>9. PACKING: The cheque books complete in all respect has to be packed individually into an envelope made of 75 micron LDPE or as applicable Govt. guidelines (including window). Envelope shall have window (transparent 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 post/courier. 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 and each envelope should contain a certification to this effect on its body.</p> <p>NOTE:-In case there is any statutory ban on material of envelopes or the bank decides to change it, alternate material shall</p>	<p>Query-1. In case if there is any statutory ban on LDPE material, please provide specifications of Envelope (paper) like GSM, Printing, Size etc</p>	<p>9. PACKING: The cheque books complete in all respect has to be packed individually into an envelope made of 75 micron LDPE or as applicable Govt. guidelines (including window). Envelope shall have window (transparent 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 post/courier. 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 and each envelope should contain a certification to this effect on its body.</p> <p>NOTE:-In case there is any statutory ban on material of envelopes or the bank decides to change it, alternate material e.g.,</p>

		have to be used with prior consent of the bank. No additional charges shall be paid for the same. The specifications as stated above may change as per regulatory guidelines/bank's requirements from time to time.		maplitho paper of 90 GSM with inside fully laminated (including window) with about 15 micron or better transparent sheet shall have to be used with prior consent of the bank. No additional charges shall be paid for the same. The specifications as stated above may change as per regulatory guidelines/bank's requirements from time to time.
			Query-2. In case if Govt. increase the acceptable thickness of envelope higher than 75 microns, then Bank should pay additional charges.	Please be guided as per tender document.
6	30	12.7 Successful vendor has to lift the security MICR paper from godowns of the bank at their own cost.	Query-1. Kindly provide list of all godowns in India from where bidders have to pick up the MICR paper.	Bank's godown is located at Noida.
7	30	12.8 MICR paper in sheet size of 44.5 x 57.5 cms (12ups) for cheque leaves shall be provided by the bank. However, in case of need the printing may also have to be carried out on MICR paper in reels at the same rate approved for sheets.	Query-1. Major/all banks are providing paper in reel form & paper mill also manufacturer the paper in reel form, in order to provide paper in sheet form mill will be charging additional cost of approx. Rs. 1 per Kg. Presently bank procuring more than 50 ton per month & if bank provide paper in sheet form bank will be saving more than Rs. 13 lacs for the contract period. Considering these points, please provide the paper in reel form, which will be cost beneficial to bank.	Please be guided as per tender document and also refer to reply Sl. no.3 above.

			<p>Query-2. SNSP is having two web set machines to print CTS Cheque. One has got 8 color and other with seven color printing. Still you need 4 color offset machine to get the eligibility?</p>	
8	38	<p>The Bank will supply the required quantity of MICR grade cheque paper</p>	<p>Query-1. Major nationalized banks are planning to shift from bank paper to press paper in order to save the cost to bank. Presently paper mills are increasing the paper price every month. This will increase the per cheque leaf cost every month to the bank. If bank propose the press/printer paper, then cost of per cheque leaf will remain same for entire contract period for the bank. We request bank to evaluate the last three years' paper procurement cost.</p>	<p>Please be guided as per tender document.</p>
9	40	<p>Point 22 - BUSINESS CONTINUITY PLAN OF THE PRINTERS.</p> <p>The Security Printer shall at their own expenses develop and establish a robust frame-work for documenting, maintaining and testing business continuity and recovery procedures. The Security Printer shall periodically test such business continuity plan and recovery procedures at their</p>	<p>Query-1. Please confirm you require IBA approved alternative facility as BCP.</p> <p>Query-2. Please provide clarity on this as to how Bank wants Security Printer to have a BCP arrangement – is it by outsourcing the work to some other Security Printer or by having another BCP License at some other location. Also what all Bank expects in BCP Set-up to replicate the ongoing work.</p>	<p>Point 22 - BUSINESS CONTINUITY PLAN OF THE PRINTERS.</p> <p>The Security Printer shall at their own expenses develop and establish a robust frame-work for documenting, maintaining and testing business continuity and recovery procedures. The Security Printer shall periodically test such business continuity plan and recovery procedures at their</p>

		premises. The Bank shall be entitled to conduct joint testing and recovery exercise with the Security Printer. The Bank shall be entitled to appoint another printer to provide the services in the event of the services by the Security Printer being interrupted for any reasons whatsoever. The Security Printer shall adhere to fair practice in performance of the Services.		premises. The Bank shall be entitled to conduct joint testing and recovery exercise with the Security Printer. The Bank shall be entitled to appoint another printer to provide the services in the event of the services by the Security Printer being interrupted for any reasons whatsoever. The Security Printer shall adhere to fair practice in performance of the Services. Here, BCP does not mean alternative IBA approved license/facility at some other place. In any circumstances, outsourcing of work by printer is not permitted.
10	41	28. Alternative Arrangements: - Security Printer shall have to ensure immediate standby/alternate printing arrangement & other related operations in case of sudden failure/ breakdown/shut down of any type so that printing/dispatch of personalized cheque books of our bank goes uninterrupted. No additional cost shall be paid by the bank for it.	Please confirm require alternative IBA approved facility in a different city as an alternative arrangement.	28. Alternative Arrangements: - Security Printer shall have to ensure immediate standby/alternate printing arrangement & other related operations in case of sudden failure/ breakdown/shut down of any type so that printing/dispatch of personalized cheque books of our bank goes uninterrupted. No additional cost shall be paid by the bank for it. However, it does not mean alternative IBA approved license/facility at some other place.

11	47	<p>ELIGIBILITY CRITERIA: - The Bidder should have minimum average annual turnover of 3 crores during preceding three financial years i.e. 2019-20, 2020-21 and 2021-22. 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>CERTIFICATES/DOCUMENTS REQUIRED: - 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. 2019-20, 2020-21 and 2021-22 (b) Stating the amount of turnover related to printing of MICR cheque for scheduled commercial banks.</p>	<p>Query-1. You have asked for copies of Balance Sheets, P&L, Net Worth etc. from Security Printing Only. All Security Printers carry out other printing activities besides security printing. Balance Sheet are made for all products manufactured by the company, including security printing. Therefore, it is not possible to give a Balance Sheet or Profit/Loss or Net Worth for "Security Printing only". It is however possible to give Security Printing figures for different financial years.</p> <p>Query-2. Considering the bank business we request to change Eligibility criteria as "The Bidder should have minimum average annual turnover of 20 crores during preceding three financial years i.e. 2019-20, 2020-21 and 2021-22 from the personalized cheque books business.</p>	<p>Please be guided as per tender document.</p>
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12	55	The bidder should be an IBA approved security printer and should be valid as on last day of the month of opening of tender.	<p>Considering huge volume & Bank branch/customer spread over all part of India; Bank should go with the printers having multiple location/zones print facility.</p> <p>a) Which will also work as BCP to Bank in case of failure of their first print location. (for uninterrupted supply)</p> <p>b) Bank can get better TAT to reach the people over PAN India (speedy reach/delivery to customer)</p> <p>c) Considerable reduction in the Postal/freight cost since postal charges depend upon distance slab having dispatches from various zones would be a huge saving to bank and TAT would also improve considerably</p>	Please be guided as per tender document.
13	56	4 color SHEET FED OFFEST MACHINE minimum size 20"*28"- minimum 1 number	<p>Query- 1. With Single sheet fed machine, it will be difficult to manage bank's daily requirement & it will not matter to bank whether printers having sheet fed or web machine to print, as the quality & price will not make a difference here. BUT bank can save by giving option to printers having multiple machine (sheet fed or web) in different region & providing paper in reel form (paper manufacturer will charge additional cost for cutting paper in to a customized paper in sheet form) So</p>	Please be guided as per tender document.

			<p>please re look in to this clause & change sheet fed or web offset machine & should have minimum 2 numbers in two different regions.</p> <p>Query-2. Since the bank is providing the paper in reel / sheet format, we request bank to amend clause as "4 color SHEET FED/ WEB OFFEST MACHINE minimum size 20"*28"-minimum 1 number.</p>	
14	55	<p>Bidder should have experience of having printed Minimum 12.00 crores of PCB leaves of scheduled commercial bank in at-least one Year during last 7 years as on 31.03.2022. (Specimen of PCB to be attached)</p>	<p>Query-1. Since total requirement of bank more than 40 crore & L1 bidder need to delivery more than 20 crores per annum. we request to change the eligible criteria as "Bidder should have experience of having printed Minimum 20.00 crores of PCB leaves of scheduled commercial bank in at-least three Year during last 7 years as on 31.03.2022. (Specimen of PCB to be attached)</p> <p>Query-2. Single Bank per year by any printer is not possible. Can we submit on single year on a combined basis.3-5 Banks put together the quantity of 12 crore printed by Security Printers. This should be reduced to 6 Crores so that many printers can participate.</p>	<p>Please be guided as per tender document.</p>

15	56	<p>Variable Data printer with speed minimum 150 PPM A4 size - minimum 6 numbers OR A3 size- Minimum 3 numbers</p>	<p>Query- 1. We have around 20 printers of HP 9050 printers and these printers can be bought more to increase the production capacity. Is it not sufficient instead of one machine with 150 ppm. HP9050 printer will give 50 ppm and more number will help at point of time. Easy to get more and also easy to operate.</p> <p>Query- 2. We draw your kind attention to point number 11 - B, on page number 56 regarding PPMs of printers. You have mentioned your requirement for variable data printer with minimum speed of 150 PPM in A 3 size.</p> <p>Query-3. With reference to your E-Tender dated 04/06/2022 for Printing of Personalized Cheque Book (PCB) in different denominations. In Annexure - C of minimum eligibility criteria, Point no. 11. Machine requirements, clause no. (b) "Variable Data printer with minimum speed of 150 PPM "A4 Size, the minimum requirement of this machine is 6 numbers OR for A3 size the minimum requirement of the machine is 3 nos. We have 18 variable data printers with the speed of 50 PPM and 1 printer of A3 size</p>	<p>Variable data printers with capacity of printing of variable data on minimum 1 Lakh leaves per hour.</p>
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			<p>with a speed of 150 PPM. With our existing capacity, we are able to meet your requirements for this tender. So, we request you to modify the said clause to enable us to participate in the tender process.</p> <p>Query-4. We would like to inform Bank that machine speeds are up to 100 A4 PPM to max. 144 A4 PPM in cut-sheet MICR Variable Data Printers from OEM's, hence Bank to relook at demanded speed of 150 A4 PPM, also why 6 such machines are required when 1 machine is sufficient to serve Bank's requirement when multiple Security Printers would be allotted the work?</p> <p>Query- 5. We request Bank to ask for Machine Infrastructure in Roll Form also - Offset Machine (to print 43.5 cm wide reels) and accordingly Roll Form Variable Data Printing Machines also with Speed of min. 350 A4 PPM.</p>	
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**Proforma of the Bank Guarantee for Earnest Money Deposit
(To be stamped in accordance with stamp act)**

Ref: Bank Guarantee Date
Punjab National Bank,
Printing and Stationery Department,
C-13, Sector – 1, Noida,
Uttar Pradesh – 201301

Dear Sir,

In accordance with your bid reference no. _____ Dated
_____ M/s _____ having its registered office at
_____ herein after Called 'bidder') wish to participate
in the said bid for tender for printing of personalized cheque book (PCB) in different
denominations of Punjab National Bank for period of 2 years. An irrevocable Financial Bank
Guarantee (issued by a nationalized / scheduled commercial Bank) against Earnest Money
Deposit amounting to Rs. _____ Rupees (in words _____) valid up to _____ is
required to be submitted by the bidder, as a condition for participation in the said bid, which
amount is liable to be forfeited on happening of any contingencies mentioned in the bid
document.

M/s _____ having its registered office at _____
has undertaken in pursuance of their offer to Punjab National Bank (hereinafter called as the
beneficiary) dated _____ has expressed its intention to participate in the said bid and in

terms thereof has approached us and requested us _____ (Name of Bank) _____ (Address of Bank) to issue an irrevocable financial Bank Guarantee against Earnest Money Deposit (EMD) amounting to Rs _____ /- Rupees (in words _____) valid up to _____.

We, the _____ (Name of Bank) _____ (Address of Bank) having our Head office at _____ therefore Guarantee and undertake to pay immediately on first written demand by Punjab National Bank, the amount Rs. _____ Rupees (in words _____) without any reservation, protest, demur and recourse in case the bidder fails to Comply with any condition of the bid or any violation against the terms of the bid, Without the beneficiary needing to prove or demonstrate reasons for its such demand. Any such demand made by said beneficiary shall be conclusive and binding on us irrespective of any dispute or difference raised by the bidder.

This guarantee shall be irrevocable and shall remain valid up to _____. If any further extension of this Guarantee is required, the same shall be extended to such required period on receiving instructions in writing, from Punjab National Bank, on whose behalf guarantee is issued.

"Notwithstanding anything contained herein above:

- Our liability under this Bank guarantee shall not exceed Rs _____ Rupees (in words _____).
- This Bank guarantee shall be valid up to _____.
- Further, a claim period of _____ days after validity period (claim period) is available to you to make a demand under the Bank Guarantee, in respect of a cause of action which has arisen during the validity period only.

- We are liable to pay up to the guarantee amount only and only if we receive from you a written claim or demand duly receipted by authorized Bank official within the validity period of the guarantee as above or within claim period, if any.

In witness whereof the Bank, through its authorized officer has set its hand stamped on this _____ Day of _____ 2022 at _____

Name of signatory

Designation

Email ID:

Contact No.

Bank Common Seal