

PSD/Tender/Welcome Kit/2020-21/

08.02.2020

M/s _____

Dear Sir,

REG: NOTICE INVITING E- TENDER FOR PRINTING OF WELCOME KIT CHEQUE BOOKS

E-tenders under two bid (Envelope) system are **invited** through bank's e-procurement portal from Delhi NCR based IBA approved Security Printers for Printing of welcome kit cheque books.

Bidders who wish to participate in the tender, shall submit their bids through Bank's e-procurement portal <https://etender.pnbnet.in> on or before last date & time of submission of encrypted bid.

Description of item	Printing of Welcome Kit Cheque Books
Estimated volume	Around 1,00,000 lakh cheque books, of 10 leaves each The present sample of Welcome Kit Cheque Book of our bank can be seen at our office during tender period.
Eligibility Criteria for Bidder	Tenders are invited from the security printers fulfilling the following criteria:- Bidder should be on the approved list of IBA as Security Printer and have fully functional infrastructure, paper godown and security system as prescribed by IBA. Bidder's unit/infrastructure for printing of welcome kit cheque books should be located within Delhi/NCR and it should have requisite facilities/infrastructure under one roof. Bidder should have complete infrastructure for pre-press & Post-Press activities, printing with fugitive/secondary fluorescent ink, offset printing, printing with UV ink, Printing of void pantograph, Printing of Micro-lettering, MICR numbering/ printing, printing of variable data, checking and packing of Personalized Cheque Books under One roof.

	<p>Printer should have complete infrastructure for printing in both sheet as well as reel form.</p> <p>The bidder should have been printing MICR instruments for banks for at least last 3 years and should have minimum 2 years' experience of printing of cheque books.</p> <p>Bidder should have printed minimum average 150 lakh MICR Cheque leaves for Public Sector Banks/Private sector banks.during last three years ie, 2016-17 to 2018-19</p>
Earnest Money Deposit	<p>All bidders shall submit EMD of Rs. 50,000 - in the shape of Demand Draft in favour of "Chief Manager, Punjab National Bank, Printing & Stationery Deptt., Noida" with a validity period of 3 months.</p> <p>Tenders without EMD would be out rightly rejected</p>
Security Deposit	<p>Rs.1.00 lakh in the shape of FDR/Bank Guarantee(validity equivalent to contractual period) of any Scheduled Commercial Bank in the name of Punjab National Bank (Printing & Stationery Dept. Noida) A/c ----- (Name of your firm/Co).</p>
Time & last date for submission of encrypted & re-encrypted bids on bank's e-procurement portal https://etender.pnbn.et.in	<p>Submission/encryption of bid: On or before 25.02.2020 up to 1:00 p.m.</p> <p>Re-encryption of bid: On or before 25.02.2020 up to 2:00 p.m.</p> <p>Documents/information related to Technical Bid are also to be submitted in physical form in a sealed envelope at 1st Floor, National Bank, Printing & Stationery Deptt., C-13, Sector-1, Noida – 201301 (UP) on or before last date & time of submission of encrypted bid i.e. on or before 25.02.2020 up to 1:00 p.m.</p>
Time & date for opening of Technical Bid (re- encrypted e-bids & physical bids)	<p>On 25.02.2020 at 2:15 p.m. through bank's e-procurement portal.</p> <p>The documents/information related to technical bids submitted in physical form will also be opened on the same day & time at Printing & Stationery Department, 1st Floor, C-13, Sector-1, Noida – 201301 (UP).</p>
Tentative Time & date for opening of Financial e- bids	<p>On 25.02.2020 at 02:30 p.m. through bank's e-procurement portal.</p> <p>Financial e-bids of only those bidders will be opened whose technical bids are accepted by the bank.</p>

Cost of Tender / Tender Fee	<p>Tender Form is available on Bank's website (www.pnbndia.in) which can be downloaded & submitted along with non-refundable Tender fee of Rs.1,180/- (Rs.1000+GST18%) by way of Demand Draft in favour of Chief Manager, PNB, Printing & Sty. Department, NOIDA.</p> <p>Tender performa can also be collected from our office on any working day during working hours on payment of the said Tender fee by way of Demand Draft as mentioned above.</p> <p>Tenders submitted without tender fee, will not be considered.</p>
Important	<p>Bank may change the time & date of opening of encrypted bids/ re-encrypted bids/financial bids/tender, if found necessary.</p>
Documentation	<p>The successful bidder shall have to execute agreement, trust receipt, Indemnity Bond, insurance and other documents as applicable to empanelled security printers of the bank.</p> <p>Bidders who wish to participate in the tender, shall have to submit duly signed Integrity Pact (Annexure-II) on non-judicial stamp paper of Rs.100/- with the bank.</p>
Corrigendum, if any	<p>Change in terms & conditions of the tender, if any, shall be informed through a corrigendum which shall be uploaded on bank's website www.pnbndia.in and bank's e-procurement site https://etender.pnbnet.in.</p> <p>Bidders are, therefore, requested to check for any corrigendum/ addendum in the website mentioned above.</p>
Cancellation of Tender	<p>The tender can be cancelled by the bank at any time but before allotment of the job, without assigning any reason, whatsoever.</p>
Note	<ul style="list-style-type: none"> ➤ Bidders or their representatives, who wish to be present at the time of opening of e-bids/physical bids, are welcome ➤ It may be noted that Quality, timeliness & secrecy related aspects involved in execution of the job are the essence of this tender/arrangement and would have to be maintained by the bidder at all times.

INSTRUCTIONS FOR E-TENDERING/BIDDING

For filing E-tender & detailed instructions for the same, please visit our e-procurement website <https://etender.pnbnet.in> & refer contractor manual under download section.

Requirement for e-tendering:

- 1) Valid signing digital certificate.
- 2) Valid encryption digital certificate.

In case of any clarification/help, please contact following officials on any working day, during working hours:-

Printing related queries	IT & Operational Queries
Mrs. Krishna Mithra S	Smt. Bindu Kumari Pandit
Tel:- 0120- 4968 004	Tel:- 0120 -4968 005
E-mail- ptgtsn@pnb.co.in	

Thanking you,

Yours faithfully,

SENIOR MANAGER

ANNEXURE - I

INSTRUCTIONS TO BIDDERS - GENERAL TERMS & CONDITIONS

(A) TECHNICAL BID

The eligible Bidders shall furnish following documents in their technical bid:

- i. Information Sheet along with required documents as per Performa (T-1)
- ii. List of Machinery as per Performa enclosed (T-2)
- iii. List of Client Banks for whom MICR cheques have been printed as per Performa (T-3)
- iv. Copy of IBA approval as security printers.
- v. Copy of audited balance sheet for the year 2016-17, 2017-18 & 2018-19
- vi. Copy of Certificate of Incorporation/ Partnership Deed.
- vii. Tender Fee.
- viii. Earnest Money Deposit.
- ix. Proof of MICR instruments printing and PCB work done for different Banks during last 3 years.
- x. **Proof of having printed** MICR instruments for banks for at least last **3** years and should have printed an **average of minimum 150 lakh MICR Cheques** during the year 2016-17, 2017- 18 and 2018-19 for Public Sector Banks/Private sector banks. Samples of welcome kit cheque books and PCBs printed for different banks in the past.
- xi. Acceptance of Terms & Conditions of tender as per **Annexure-I** duly signed by the authorized persons (Proprietor/Partner/ Director).

Scanned copies of all the above technical documents should be uploaded in the technical bid of e-procurement portal as well as hard copies of the same shall be submitted in a sealed envelope.

(B) FINANCIAL BID

1. Financial bid should be submitted through bank's e-procurement portal <https://etender.pnbnet.in> only.
2. Financial bid of only those bidders shall be opened through e-procurement portal whose technical bids are accepted by the bank.
3. **NOTE:- Financial Bids should be submitted on the bank's E - procurement portal only.**

OTHER TERMS & CONDITIONS

1. Tenders should be submitted by the eligible security printers in Performa, provided herewith, completely filled in, along with all relevant documents. Incomplete bids will be summarily rejected. Any additional information to be provided by the bidders may be submitted in relevant places provided or annexed separately. All the papers/documents submitted should be signed/self-attested by the authorized person (Proprietor/Partner/Director), as the case may be.

2. It is the sole responsibility of the bidders to ensure that their tenders are delivered at the given address well in time before the due date and time.
3. Technical bids shall be opened and examined first and if necessary, physical verification of machineries, equipment and infrastructure of the bidder shall be got done by the Bank and financial bids of only technically eligible bidders shall be opened on the date and time to be communicated to them in advance.
4. Rates submitted by the bidders and arrangement made with the bank would be valid for a period of **2 years** from the date of execution of the agreement, **extendable further by 6 months** in case of need at the sole discretion of the bank. However, bank reserves the right to discontinue/alter/terminate the contract at any time as per the requirements of the bank, without giving any notice.
5. Bank shall have right to negotiate the rate with L-1 vendor OR go for Reverse Auction (RA).
6. **Bank may allot the work to more than one security printer on L-1/finally offered rate and in such case, besides L-1 bidder, opportunity may be given to next lower bidders for this purpose, till required numbers of printers are empanelled. The total quantum of work shall be divided amongst the empanelled printers as per requirement of the bank. The decision of the bank in this regard shall be final & binding.**
7. The welcome kit cheque books project is prestigious, valuable & time bound job for the bank and is directly related to customer service & is susceptible to customer complaints. As such, highest degree of efficiency, commitment & integrity is expected from the security printers at all times. This shall be essence of the tender/arrangement.
8. The successful bidder would be required to deposit security amount of **Rs.1 lakh (Rupees One Lakh only)** with the bank in the shape of FDR/ Bank Guarantee of any Scheduled Commercial Bank in the name of Punjab National Bank, Printing & Stationery Department, Noida.
9. Bank reserves the right to reject any or all tenders without assigning any reason.
10. Printing of welcome kit cheque books shall have to be started by the Printer maximum within 30 days from the date of award of the job, by which time the security printer shall have to complete all arrangements including obtention of approval of cheque sample from NPCI. The bank will not be bound to provide any extension of time in this regard.
11. **New Printers:-** Printers, not carrying out PCB job of our Bank in recent past, shall be kept on trial for a period of 3 months. During this period a small quantity of cheque books or as decided by the bank will be allotted for printing on per day basis. In case of satisfactory performance, quantity of cheque books may be increased even during trial period, at the discretion of bank. In case of unsatisfactory or 'not up to mark' performance, the action as provided elsewhere in this tender shall be taken.
12. The successful vendor shall confirm by way of an undertaking that he has the requisite skill, knowledge, expertise, experience, infrastructure, capacity and capability to carry out the printing/checking/security and other related functions for personalized cheque books project of our bank.

13. Printer shall print the cheques as per CTS-2010/CTS-2014 standards or as may be required by the bank from time to time. In case of any change in the guidelines/requirements by RBI/IBA/NPCI/Bank, the printer shall be liable to carry out the necessary modification in printing of cheques etc, accordingly, without levying additional cost to Bank.
14. Successful vendor shall have to lift the security MICR paper from godowns of the bank at their own cost and all terms and conditions pertaining to issue of paper, printing, packing and delivery of printed cheque books etc. as applicable to printing of security forms shall apply to printing of PCB as well.
15. MICR paper in sheet size of **44.5 x 57.5 cms (12 ups)** 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. Cream Wove paper of **60 GSM** for record slips, Art paper (130 GSM) for cheque books cover, Maplitho paper (**80 GSM**) for requisition slips and all other material including envelopes (environment friendly) made of **50** micron LDPE shall be used by the printers from their side and shall be got approved from the Bank before starting the job. LDPE envelopes should contain a certification that the same are environment friendly.
16. Printer shall have to use paper of following approved mills only unless otherwise approved by the Bank:
- i. Cream Wove paper (60 GSM), of TNPL, J.K. Paper Ltd., Khanna Paper Mills Ltd, Century Paper & Pulp, Star Paper Mills Ltd, Trident Paper Limited or any other reputed paper mill.
 - ii. Art Paper (130 GSM): BILT Graphic Paper Products Ltd., J.K. Paper Ltd. or any other reputed paper mill.
 - iii. Maplitho (80 GSM): The West Coast Paper Mills Ltd., BILT Graphic Paper Product Ltd., J.K. Paper Ltd., Star Paper Mills Ltd, Century Paper & Pulp, Khanna Paper Mills Ltd, or any other reputed paper mill.
17. **DELIVERY:-** The Cheque books duly checked in all respects, shall be delivered by the vendor to Digital banking Division (DBD) at HO: Dwarka or E-bay (NRI cell) or in special circumstances, to any other place in Delhi NCR latest within 48 hours of providing the data file to the printer, *excluding approved holidays*. A list of all dispatches made shall be submitted, duly signed by printer's authorized representative, certifying that each cheque book has been checked in all respects before dispatch.
18. **HOLIDAYS:-** Printer shall submit a list of holidays for approval of the bank. However, all national holidays and public holidays declared by Competent Authorities shall be treated as closed days. The printer shall adjust their working hours and weekly-off days/holidays suitably so that cheque book consignments are not delayed for any such reasons
19. **MIS:-** Necessary MIS data/ reports, as required by the bank from time to time, shall be provided as per Bank's requirements.
20. The vendors shall be required to furnish GST details along with their tender. Further, they shall be required to comply with the GST requirements and Bank's corresponding procedure regarding billing and dispatching/lifting of paper/printed cheque books.

- 21. INSERTIONS:-** Bank may require to deliver certain message/information/publicity material to customers, along with the cheque books, which shall be inserted in the envelopes by the printer along with cheque book free of cost.
- 22. ART WORK:-** Printer shall have to develop at their own cost the design/art work of cheque leaves, requisition slips, record slips, cheque book cover and envelope of PCB and get the same approved from the bank before starting the printing. Bank can change the same from time to time as per its' requirement or regulatory guidelines. Further, the bank may, at any time, decide to have different art works for cheque leaves and cheque book covers or both.
- NOTE:-** During the tenure of this contract, art work of PCB and/or leaf of any other bank/banks, amalgamated with PNB shall also be printed at the contracted rate.
- 23.** Printer shall develop the software at their own cost, to process data provided in the form of text file (or any other format decided by the bank) to print the cheque leaves and requisition slip as per the specifications of the Bank & to provide MIS as per Bank's requirement. Any changes required to be made in future in this regard, shall have to be managed by the printer, without any additional cost.
- 24.** Bank may also undertake modification of different inputs/outputs for Welcome Kit Cheque Books from time to time and the printer shall have to implement the same promptly with no extra cost.
- 25. DATA & SECRECY:-** Since, the data provided by the bank to Security Printer is confidential & sensitive, the successful bidder shall have to ensure its complete secrecy, safety & security and shall use the data only for printing of cheque books and not for any other purpose in any case.
- 26.** Successful bidder shall also submit an undertaking not to part with or in any way divulge the information/data provided to the printer for processing and printing, to any unauthorized person and shall keep/preserve the record/data as per bank's requirement/legal laws. Bank may also stipulate changed requirement in this regard from time to time.
- 27.** The Printer shall be solely responsible & accountable for any loss caused to the Bank due to misuse of data provided by the Bank to the printers or loss of such data or theft/leakage of such data or capturing of wrong data on cheque books due to their negligence or otherwise.
- 28.** The printer shall ensure due diligence/KYC verification of its employees from time to time and shall preserve the information relating to the same in accordance with the law.
- 29. DISRUPTIONS/DEFECIENCIES:-** In case the printer fails to commence the job within stipulated time period or if the printer stops printing of Cheque Books during the period of agreement, the Bank may forfeit its EMD/ Security Deposit and may also take any other action/legal recourse including termination of the agreement &/or debarring the printer from doing the bank's work for a maximum period of 2 years or as it may deem proper.
- 30.** If any Security printer does not perform satisfactorily as per our bank's requirements, it shall be given only one month's time to improve its performance. The bank shall not be bound to allow any extension time period in this regard. In case of failure to perform satisfactorily/continuing unsatisfactory performance, the Bank shall have the right to terminate the agreement with such printers &/or initiating any other penal/legal action as deemed proper by the Bank including debarring the printer from doing printing job for the bank for a maximum period of 2 years. The

Bank's decision in this regard will be final.

31. Being prestigious/sensitive job in nature, the printers shall have to ensure error free & timely printing & dispatch of welcome kit cheque books and the same shall also form one of the basis of evaluation of their performance. However, penalty shall be imposed on the printers for rejections, wrong printing and delay in delivery of the cheque books as under, subject to revision from time to time:-

SL. NO	REASONS	AMOUNT OF PENALTY
I	Rejections during printing or any shortage of MICR paper	110% of Cost of MICR paper and no Printing charges to be paid
II	Wrong printing (detected after despatch) (Minor mistake not resulting in rejection of cheque book)	Rs.50 per Cheque Book or cost of cheque book whichever is lower
III	Wrong printing (detected after despatch) (Resulting in rejection of cheque book)	Rs.150 per cheque book + cost of Cheque Book
IV	Variation in Art Work or in printing or in ink density of fugitive/ florescent/ ordinary ink or void Pantograph (detected after dispatch)	Rs.5,000/- per order, in case of any deviation from the approved sample/requirement.
V	Defective perforation/binding	Rs.25/- per cheque book or cost of cheque book whichever is lower
VI	Dispatch of cheque books with wrong variable data/ wrong address/ wrong requisition slip etc.	Rs.1,500 per cheque book or as may be decided by the bank
VII	Dispatch of cheque books with missing/ duplicate/ additional leaves	Rs.1,500 per Cheque Book
VIII	Delay in delivery of PCBs to courier/postal dept.	Up to 24 hrs. – Rs. 3 per record Beyond 24 hrs- Rs.5 per record
IX	Misuse/loss/theft/ leakage of data	As may be decided by the bank
X	Other mistakes	As may be decided by the bank

Note:-

1. **GST charges shall be recovered in addition to the applicable penalty clause.**
2. **Besides penalty, the bank may also reduce the quantum of job being allocated to the printer, for such period, as may be decided by the bank.**

AGM (Printing & Stationery Deptt.) shall be the competent authority to increase/decrease the penalty imposed, as stated above, considering the circumstances of each case.

32. If the Printer fails to deposit the loss amount claimed by the bank or the penalty imposed by the bank for the negligence in any manner, or otherwise, the bank shall have the full right to recover the same from the bills &/or to forfeit the earnest money/ recover the amount out of security deposit &/or take such other action, legal or otherwise, as it may deem proper.

33. Whenever the printer shall undertake printing of cheque book cover or base/ground printing of cheque leaves, they shall get its approval from the bank in duplicate. One copy to be kept by the printer and second copy shall be kept in bank's record. Printer shall print the date of data on cheque leaves at the time of every print run. The ground printing of cheques and cheque book cover printing shall be done for around 15 days requirement.
34. Printer shall have to give balance confirmation in respect of MICR paper held with them at quarterly interval *or as decided by the Bank*. It shall be responsibility of the printer to reconcile the MICR paper account with the bank at that time.
35. **ALTERNATE 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.
36. In case of emergent need, Printer shall also arrange itself for delivery of the cheque books at the booking post office, at no extra cost to the Bank.
37. **INSURANCE:-** Printer shall keep the stock of paper/printed material of the Bank in their premises fully insured, at their cost or if, the stock of paper/printed material of the Bank is insured by the Bank itself, premium for the same shall be recovered from the printer.
38. **CCTV Cameras:-** The printer will maintain CCTV coverage for all the operations, including checking & packing, of the factory/godown and all security related aspects with preservation of **recordings** for 3 months.
39. **BILLS:-** Bills for printing of welcome kit cheque books shall be submitted by the Printer after tallying all records for each day in respect of number of records provided by the bank, cheque books printed and delivered to our DBD: Head Office, New Delhi and E-bay (NRI cell) or any other place/office in Delhi/NCR with original receipted challans. The billing cycle shall ordinarily be fortnightly or as may be decided by the bank, but it must be submitted within 7 days of delivery of last billed cheque book. The payment shall be made by the bank ordinarily within 15 days of receipt of bill, complete in all respects, preferably through e-channel.
40. In the event it is found that over payment has been made by the bank to the printer on account of any discrepancies in the bills raised by the printer or overcharging or otherwise, the printer shall promptly reimburse all such excess amounts to the bank. The Bank shall have right to recover the excess amount from the printer.

SPECIFICATIONS OF WELCOME KIT CHEQUE BOOKS

1. The size and other specifications of the cheques, requisition slips, record slips etc. shall be as per RBI/IBA/NPCI/BANK's specifications for MICR instruments.
2. The Welcome Kit Cheque Books will be issued in denomination of 10 leaves for all types of cheque books i.e. Savings, Current etc. The bank may vary the number of leaves, as per its requirement.
3. The Cheque Leaves shall be printed as per NPCI guideline for CTS 2010/ CTS2014 Standards/bank guidelines as under:

SL No.	Place of Printing	Type of Printing
1	Ground	Micro lettering with Aqua Fugitive ink and Secondary Fluorescent ink
2	Bank's name & Logo	Four colour.
3	Text	Single colour – Black
4	UV Printing	<ul style="list-style-type: none"> - Three Bank logo's below the Branch details i.e. Name of the branch in Hindi & English and IFS Code. - Strategic Places i.e. Payee's Name, Amount in words and figures. Account Number Block for Cheques. - Types of Account – SB/CA - Name of Account Holder & Cheque Series
5	Numbering	MICR
6	Personalized information	Black ink along with reverse printing
7	Void Pantograph	As per CTS requirement
8	Art work	As per bank's requirement

Each cheque book shall have one Requisition Slip duly printed in 4 colours, on Maplitho paper of 80 gsm. The record slips shall be printed on CW paper (60 GSM) on both sides in single colour and inserted one slip per cheque book.

4. The sequence of placing requisition slips, record slips and cheque leaves inside cover page shall be as under (from top to bottom):
 - (a) Requisition Slip containing name and address of the account holder to be placed on top.
 - (b) Record slips with a notch at the bottom on the number portion of the cheque so that next cheque number becomes visible.
 - (c) Cheque Leaves.
5. The cheque book cover shall be made of **Art paper of 130 GSM with 4-colour printing** on outside and single colour printing on inside.
6. The cheque books shall be **double stitched (side stitching) and spine to be pasted with cover** (Perfect Binding style).
7. **The specifications as stated above may change as per regulatory guidelines/bank's requirements from time to time.**

PRINTING OF WELCOME KIT CHEQUE BOOKS:

1. Printers shall be provided MICR paper for printing of cheque leaves by the bank. However, other material like paper for record slips/ requisition slip, Art paper for cheque book covers etc., shall be used by the printers from their side at their own cost.
2. Printers shall be issued bulk quantity of MICR paper in sheets of size 44.5 cms x 57.5cms for accommodating 12 cheques on one sheet &/or in reel of 46 cms. The printers shall carry out necessary cutting of sheets for cheques' printing after pre-printing the ground & fixed text. Pre-printed sheets, requisition slips, record slips and cheque book covers etc. shall be stocked for about 8-10 days' requirements under lock and key. Daily requirement of printed sheets shall be taken out of stock and the printer shall maintain complete record of the same. Pre-printing shall be carried out for all the fixed text and personalization shall be carried out for all variable data in black ink including printing of MICR code line with MICR ink.
3. Maximum **6%** wastage shall be allowed for MICR paper in sheets and **7%** in case of paper in reels.
4. Printer shall be provided with master data of all the branches of the bank in 'Excel' file with following fields:
 - (a) Distinctive Number of Branch.
 - (b) Address of the branch as to be printed on cheques in English.
 - (c) Address of the branch as to be printed on cheques in Hindi.
 - (d) Address of the branch as to be printed on requisition slips in English.
 - (e) MICR Code of the branch.
 - (f) IFS Code of the branch

The master data would have to be updated on continuous basis.

5. A text file containing variable/personalization data shall be provided to the printer through e- mail &/or CD to be collected by the printer's representative from the bank on daily basis. The text file will contain following fields:
 - (a) Account Number (16 digits)
 - (b) Sol ID of branch
 - (c) **Account** type (SF/CA)
 - (d) New account flag
 - (e) Number of leaves requisitioned
 - (f) Prefix/Alpha code
 - (g) Cheque Number From
 - (h) Cheque Number To
 - (i) Centre code
 - (j) Name of Branch
 - (k) Address of branch
 - (l) NRE/NRO code

The file structure or personalization data shall be subject to change as per requirement of the bank.

6. Printing of any other information in the MICR band/elsewhere on cheque leaf/requisition slip may also be started at a later stage, for which such other information will also be provided in the above file.

PRINTING OF VARIABLE DATA ON WELCOME KIT CHEQUE BOOK:

1. Printer shall carry out printing of all variable data on the cheque books as per the details appended below:-

i) On Cheque Leaves:

- (a) 16-digit Account Number in bold in the box provided for the same.
- (b) Type of Account like Savings Account/Current account etc. horizontally outside the box for account number, in Hindi and English.
- (c) Address of the branch in Hindi and English on top left side, just after the name of the bank.
- (d) 'RTGS /NEFT IFS Code: (code of the branch)' below address of the branch.
- (e) Space for signature
- (f) In case of new account, 'New Account' shall be printed in a box next to type of account as at (b) above and in some special accounts like 'NRE' accounts some indicators to that effect will also be printed.
- (g) The prefix/alpha code shall be printed just above the MICR band.
- (h) Void pantograph shall be printed just beneath A/c no box aligned with left side of box as per bank specifications
- (i) Cheque serial number shall be printed in body of the cheque also, in addition to in MICR band, vertically on extreme left hand side.
- (j) Cheque Serial Number, MICR Sort Code and Transaction Code shall be printed with MICR ink at the appropriate place in the MICR band.
- (k) Date of cheque book printing shall be printed vertically on extreme left hand bottom side.
- (l) The fields printed as per (b) to (e) above should be visible from window cut in top cover of the cheque book as well as the envelope.
- (m) The fields printed as per (a) & (g) above should not be visible from window cut in top cover of the cheque book as well as from window of the envelope

ii) On Requisition Slip:

- (a) Account number.
- (b) Date and some statistical data
- (c) Under the name of the branch – 'Cheques enclosed: Prefix/Alpha code and Number From (hyphen) Number To.'

The requirement with regard to personalization shall be subject to change as per bank's requirement.

2. Bank officials may carry out checking during printing & processing stage and also of finished cheque books before packing at the works of the printer, for which printer shall have to provide necessary space and infrastructure. Timely availability of material to be checked would have to be ensured by the printer.

CHIEF MANAGER

Note: Please do not change/alter any condition.

Acceptance of Terms & conditions:

We agree to abide by all the terms and conditions as laid down in the tender document unconditionally and shall execute the Bank's jobs on the bank's terms and conditions, including the rate for printing. We have necessary infrastructure, experience, expertise to undertake printing of Welcome Kit Cheque Book for your bank.

(Authorized Signatory)

(Please affix company's rubber stamp)

Name **Designation**

Address:

.....

E-mail:.....

Mobile No......

I-1

INFORMATION SHEET

Name of

Printer:.....

....

PART A: ESTABLISHMENT

1	N A M E	COMPANY / FIRM	
2	ADDRESS - Registered Office		
3	ADDRESS - Factory		
4	CONSTITUTION (Proprietorship/Partnership/ Public/ Pvt. Company)		
5	YEAR OF ESTABLISHMENT		
6	NAMES OF DIRECTORS / PARTNERS / PROP.		
7	NAME OF BANKERS & TYPE OF ACCOUNTS MAINTAINED		
8	REGISTRATION WITH LOCAL CIVIC AUTHORITIES, IF ANY (Give name of authority & type)		
9	IS THE UNIT REGISTERED AS AN SSI UNIT (If yes, give registration number)		
10	IS THE UNIT REGISTERED UNDER SHOP & ESTB. ACT/FACTORY ACT (If yes, give registration number & authority)		
11	IS THE UNIT REGISTERED WITH SALES TAX AUTHORITY/GST (If yes, give S.T.No. & date of regn.)		
12	KEY PERSONNELS		

	<u>S</u> <u>N</u> <u>O</u>	<u>DESIGNATIO</u> <u>N</u>	<u>AGE</u>	<u>EXPERIENC</u> <u>E</u>	<u>QUALIFICATION</u> <u>S</u>	<u>RESPONSIBILITIE</u> <u>S</u>
13	WHETHER EMPANELLED WITH IBA, IF YES, SINCE WHEN AND DATE OF LAST RENEWAL (Enclose proof)					
14	DETAILS OF ANY OUTSTANDING COMPLAINTS / LITIGATIONS WITH IBA / BANKS / GOVT. ETC.					

PART B: PAST PERFORMANCE

	SINCE WHEN SECURITY PRINTING ACTIVITY STARTED BY THE COMPANY			
	FORMATS OF PRINTING UNDERTAKEN (Book form or Continuous Sty. or both)			
	TYPE OF MAJOR ACTIVITIES UNDERTAKEN DURING THE PAST 3 YEARS			
	WHETHER ANY SPECIALIZED/ UNIQUE SECURITY FEATURES IN SECURITY INSTRUMENTS HAVE BEEN PRINTED IN THE PAST (If yes, give details)			
	TOTAL TURNOVER (Rs. in Lacs) (Security Printing only)	<u>2</u> <u>0</u> <u>1</u> <u>6</u> - <u>1</u> <u>7</u>	<u>2017-18</u>	<u>2018-19</u>
	<p>QUANTUM OF PRINTING OF SECURITY INSTRUMENTS</p> <p>(Please include only number of original security instruments only, copies if any</p> <p>should not be included. Value should be the charges received.)</p>	P e r i o d 2 0 1 6 - 1 7 2 0 1 7 - 1 8 2 0 1 8 - 1 9	<u>Total no. of Sec. Instruments</u>	<u>Value (Rs.)</u>

	<p>WHETHER INFRASTRUCTURE FOR WELCOME KIT / PERSONALIZED CHEQUE BOOK PRINTING IS AVAILABLE (If yes, give details of process and equipment)</p>	
	<p>WHETHER WELCOME KIT / PERSONALIZED CHEQUE BOOKS ARE BEING PRINTED FOR ANY BANKS (If yes, give names of banks and quantum. Preferably enclose specimen)</p>	
	<p>ANY OTHER RELEVANT INFORMATION</p>	

PART C: INFRASTRUCTURAL FACILITIES & SECURITY

	<p>WHETHER FACTORY PREMISES ARE OWNED OR RENTED</p>	
	<p>TOTAL AREA OF FACTORY PREMISES</p>	

	TOTAL COVERED AREA (You may attach a sketch of factory premises)	
	WHETHER FACTORY PREMISES ARE FENCED AS PER IBA GUIDELINES (Give details)	
	AREA OF PAPER GODOWN	
	TYPE OF PAPER GODOWN (Specify features in respect of safe storage of Bank's paper)	
	WHETHER GODOWN IS DIRECTLY ACCESSABLE FROM MACHINE ROOM	
	WHETHER ALL OPERATIONS OF PAPER GODOWN ARE RECORDED & CHECKED	
	WHETHER UNIT IS CARRYING OUT ONLY SECURITY PRINTING JOBS	
	IF GENERAL PRINTING JOBS ARE ALSO UNDERTAKEN, WHETHER SECURITY & GENERAL PRINTING SECTIONS AND PAPER GODOWNS ARE SEGREGATED, IF YES, HOW ?	
	WHETHER DESIGNING, PROCESSING & PLATE MAKING ARE DONE WITHIN THE PREMISES	
	HOW MANY SHIFTS, THE UNIT IS WORKING	
	TOTAL INSTALLED POWER CONNECTION	
	TOTAL CONNECTED LOAD	
	ALTERNATE POWER ARRANGEMENTS DURING POWER FAILURES	

WHETHER ANY VEHICLES FOR TRANSPORTATION OF SECURITY FORMS ARE OWNED, IF YES GIVE DETAILS	
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	WHETHER VISITORS REGISTER IS MAINTAINED AT FACTORY GATE & NO UNAUTHORISED ENTRY IS ALLOWED	
	WHETHER PHYSICAL SEARCH OF ALL WORKERS IS UNDERTAKEN WHILE LEAVING THE FACTORY	
	WHETHER ALL WORKERS WEAR POCKETLESS UNIFORM	
	WHETHER CLOSED CIRCUIT TV SURVELIANCE SYSTEM IS INSTALLED & WORKING	
	WHETHER JOB CARDS FOR EACH ORDER / LOT IS MAINTAINED	
	WHETHER RECORD OF ISSUE, CONSUMPTION, WASTAGE & DESTRUCTION OF SECURITY PAPER IS MAINTAINED	
	WHETHER RECORD OF MISTAKES / REPLACEMENT OF LEAVES ETC. IS MAINTAINED	
	DETAILS OF SECURITY ARRANGEMENTS	
	WHETHER SECURITY IS MANAGED BY SELF OR THROUGH PRIVATE SECURITY AGENCY	
	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.

Signatures with seal

T2

Authorised Signatures with rubber stamp

INTEGRITY PACT

To,

**Chief Manager
Punjab National Bank, HO : Ptg& Sty Deptt
C- 13, Sec- 1,
Noida - 201301.**

Sub: Submission of Tender for Printing of welcome kit cheque books of different denominations.

Dear Sir,

I/We acknowledge that PNB is committed to follow the principles as enumerated in the Integrity Pact enclosed with the tender/bid document.

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed Integrity Pact, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that **THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE** of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Pact in letter and spirit and further agree that execution of the said Integrity Pact shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by PNB.

I/We acknowledge and accept the duration of the Integrity Pact, which shall be in the line with the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Pact, while submitting the tender/bid, PNB shall have unqualified, absolute and unfettered right to disqualify the bidder/bidder and reject the tender/bid in accordance with terms and conditions of the tender/bid.

Yours faithfully

(Duly authorized signatory of the Bidder)

Integrity Pact

General

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made **on_day of the month of _____ 2020**, between, on one hand, the Punjab National Bank acting through **Shri _____, Designation of the officer**, Punjab National Bank having its **Head Office at Plot No – 4, Sector - 10, Dwarka, New Delhi – 110 075** and its Printing & Stationery Dept(hereinafter called the "BUYER", Which expression shall, mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part and **M/s. _____** represented by **Shri _____**, Chief Executive Officer (hereinafter called the "BIDDER/Seller" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part,

WHEREAS the BUYER proposes to procure the paper done (Name of the Stores/Equipment/Item) and the BIDDER/Seller is willing to offer/has offered to supply the at Ptg & Sty godown of buyer at Noida and

WHEREAS- the BIDDER is a private company/public Company / Government Undertaking / partnership / sole proprietor ship firm/ registered export agency, constituted in accordance-with the relevant law in the, matter and the **BUYER is a PSU** performing its functions on behalf of the President of India.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any Influence/ prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to :-

Enabling the BUYER to obtain the said paper at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the, contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

Commitments of the BUYER

- 1.1 The BUYER, undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour, or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

- 1.2 The BUYER will, during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford any advantage to that particular BIDDER in comparison to other BIDDERS.

- 1.3 All the officials of the BUYER will report to the appropriate Government office any attempted completed breaches of the above commitments as well as any substantial suspicion of such a breach.
2. In case any such 'preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima-facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERS

3. The BIDDER commits itself to take all measures necessary to prevent corrupt "practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-
 - 3.1. The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantages, commission, fees, brokerage or inducement to any Official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
 - 3.2. The BIDDER further undertakes that it has not given, offered or promised, to give, directly or indirectly any bribe, gift; consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to **show favour or disfavour** to any person in relation to the contract or any other contract with the Government.
 - 3.3. The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/mill's nominated distributor and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the, contract to the BUYER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
 - 3.4. The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and details of services agreed upon for such payments.
 - 3.5. The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
 - 3.6. The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

- 3.7. The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic

data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

- 3.8. The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 3.9. The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.10. If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly is a relative of any of the officers of the BUYER or their family members, agents, brokers alternatively, if any relative of an officer of the BUYER has financial interest / stake in the BIDDER'S firm, the same shall be disclosed by the BIDDER at the time of filing of tender. The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956.
- 3.11. The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

4. Previous Transgressions

- 4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, With any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could Justify BIDDER's exclusion from the tender process.
- 4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Earnest Money Deposit & Security Deposit

- 5.1 While submitting commercial bid, the BIDDER shall deposit an amount **Rs. 50,000/- as Earnest Money**, with the BUYER through the following instruments:
Demand Draft/FDR (duly discharged)/Performance Bank Guarantee in favour of "Chief Manager, Punjab National Bank, Printing & Stationery Deptt., Noida A/c _____(Name of the firm)" with a **validity period of 3 months**.
- 5.2 The Security Deposit shall be valid up to a period of 6 months from the date of placement of order or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.
- 5.3. In case of successful BIDDER, a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Earnest Money/Security Deposit. In case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact
- 5.4. No interest shall be payable by the BUYER to the BIDDER on Earnest Money / Security Deposit for the period of its currency.

6. Sanctions for violations

- 6.1. Any breach of aforesaid provisions by the BIDDER or any one employed by it or action on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any

one of the following actions, wherever required:-

- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER. However; the, proceedings with the other BIDDER(s) would continue.
- (ii) The Earnest Money Deposit (in pre-contract stage) and / or Security Deposit / Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore
- (iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER
- (iv) To recover-all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at **2% higher** than the prevailing **Prime Lending Rate of State Bank of India**, while in case of a BIDDER from a country other than India with interest thereon at **2% higher than the LIBOR**. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilised to recover the aforesaid sum and interest.
- (v) To encash the Earnest Money/Security Deposit, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with Interest.
- (vi) To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER
- (vii) To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five years, which may be further extended at the discretion of the BUYER.
- (viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract,
- (viii) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.
- (x) Forfeiture of EMD/Security money in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

6.2 The BUYER will be entitled to take all or any of the actions **mentioned at para 6.1. (i) to (x)** of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in **Chapter IC** of the **Indian Penal code, 1860** or Prevention of Corruption Act 1988 any other statute enacted for prevention of corruption.

6.3 The decision of the BUYER to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes of this Pact.

7. Fall Clause

7.1. The BIDDER undertakes that It has not supplied/is not supplying similar Product / systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India, or PSU and if it is found at any stage that similar product / systems or sub systems was supplied by the BIDDER to any other Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

8. Independent Monitors

- 8.1. The BUYER has appointed Independent Monitors (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission:

S L N O	Name of IEM	e-mail id
1.	Shri A.N. Tiwari, I.A.S. (Retd.)	an.tiwari@nic.in
2.	Shri M Deena Dayalan, IA&AS (Retd.)	dayalan1951@gmail.com

- 8.2. The 'task' of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.
- 8.3. The Monitors shall not be subject to instructions by the representatives, of the parties and perform their functions neutrally and independently.
- 8.4. Both the parties accept the Monitors have the right to access all the documents relating to the project /procurement, including minutes of meetings.
- 8.5. As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the BUYER.
- 8.6. The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon, his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.
- 8.7. The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the tender provided such meetings could have an impact on the contractual relations between the parties. The parties will offer the Monitor the option to participate in such meetings.
- 8.8. The Monitor will submit a written report to the designated Authority of BUYER/Secretary of the Department/ **within 8 to 10 weeks** from the date of reference or intimation to him by the BUYER / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

9. Facilitation of investigation

In case of any allegation of violation of any provisions of this Pact or payment of commission, the; BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

10. Law and Place of Jurisdiction

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER

11. Other Legal Actions

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.

12. Validity

12.1 The validity of this Integrity Pact shall be 2 years from date of its signing and extended up to 6 months from the date of job order or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

12.2. Should one or several provisions of this Pact turn out to be invalid; the remainder of, this pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

13. The parties hereby sign this Integrity Pact at _____ on _____.

BUYER

BIDDER

Name of the Officer: _____ Designation
Punjab National Bank
CHIEF EXECUTIVE OFFICER

Witness:-

Witness:-

1. _____
1. _____
2. _____

2. _____

*Provisions of these clauses would need to be amended/ deleted in line with the policy of the BUYER in regard to involvement of Indian agents of foreign suppliers.