



Chaitanya Godavari Grameena Bank

(A Government Undertaking Sponsored by Union Bank of India)

Head office, Guntur

Reference No:099/51/NIT/2024-25/01, Date: 01.06.2024

NOTICE INVITING TENDER FOR

Printing and Supply of Personalized Cheque Books

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Document Owner

: Assistant General Manager

CHAITANYA GODAVARI GRAMEENA BANK
(A Government of India Undertaking)
Head Office: GUNTUR (Sponsored by Union Bank of India)

NOTICE INVITING TENDERS

<p>Notice inviting tender for printing and supply of personalized Cheque books</p> <p style="text-align: center;">TENDER & REVERSE AUCTION</p>	<p style="text-align: right;">TENDER No. 099/51/NIT/2024-25/01 Dt.01.06.2024</p>
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TENDER

Tender availability	https://cggb.in/tenders-auctions	
Commencement of Tender	Date: 01.06.2024	
Last Date of SUBMISSION of Tenders	Date	Upto
	21.06.2024	02.00 PM
Date of OPENING/ VERIFICATION of TECHNICAL Tenders	Date	At
	21.06.2024	03.30 PM
Date of Opening Commercial Bids	21.06.2024	05.00 PM
Tender Value (Approximate)	Rs.25.00 Lakhs/-	Demand Draft should be in favour of Chaitanya Godavari Grameena Bank payable at Guntur. Tender Fee and EMD is exempted for are exempted for the Bidders having the NSIC Certificate or MSME Certificate.
Tender Fee	Rs. 5,000/-	
EMD	Rs. 10,000/-	
Validity of tender	ONE (01) year (extendable further for a period of twelve months at the discretion of the bank.)	From the date of agreement
Number of Items for reverse auction	One Item	Refer financial bid

Appointed Officers for Enquiries	G Sai Abhishek - 9182564763	G Siva Krishna- 8639751075
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<p>Tenders should be submitted to:</p> <p>1. P Veera Reddy, Assistant General Manager, Chaitanya Godavari Grameena Bank, Head office, 4th Floor, Raghu Mansion, 4/1, Brodipet, Guntur - 522 002. Phone No: 99499 21677</p>	<p>2. K. Anjaneyulu, Senior Manager - HOD (P&D), Chaitanya Godavari Grameena Bank, Head office, 4th Floor, Raghu Mansion, 4/1, Brodipet, Guntur - 522 002. Phone No: 91825 64144</p>
<p style="text-align: center;">TENDER SUBMITTED BY</p>	<p>Name of the Vendor: _____</p> <p>Address : _____</p>

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1. INTRODUCTION

Chaitanya Godavari Grameena Bank (CGGB) was formed by the amalgamation of two Regional Rural Banks namely 'Chaitanya Grameena Bank' and 'Godavari Grameena Bank' with effect from March 1, 2006. Bank was formed as per RRB act 1976.

Bank is sponsored by Union Bank of India.

Profile of Chaitanya Godavari Grameena Bank (CGGB).

The shareholding pattern of the bank

Government of India	50%
Union Bank of India	35%
Government of Andhra Pradesh	15%

Our bank currently operates with 268 branches across four regions – Guntur, Narasaraopet, Rajahmundry, and Eluru and in 8 districts of Andhra Pradesh i.e. Guntur, Bapatla, Palnadu East Godavari, Kakinada, Dr. B R Ambedkar Konaseema, Eluru & West Godavari Districts. All branches are fully computerized and operate on a Core Banking System (CBS) platform.

2. SCOPE OF WORK

Chaitanya Godavari Grameena Bank invites sealed Tenders from well established, resourceful and experienced Security Printers in the IBA panel for printing and supply of Personalized cheque books to customers/branches for the duration of one year, which may be extendable further for a period of **twelve months** at the discretion of the bank upon seeing the satisfactory services of the vendor. Details of the Work is mentioned hereunder:

- Design, print, and deliver personalized cheques according to the specifications approved by the Bank.
- To print cheque book with 20 leaves for Savings A/c Customers and with 50 leaves for Current A/c Customers.
- Enclose personalized cheque books in envelopes for dispatch to individual customers via India Post. If undelivered the Cheque Books must be delivered to the respective Branches.
- Successful Bidder has to provide the Cheque Books based on the data in whatever format submitted by the Bank. If software is needed to process this data, the bidder must develop it at their own expense.
- The bidder has to submit the data with details of the Speed Post for each record in the format given by the bank.
- It shall be the sole responsibility of the printing agency to ensure delivery of cheque books to the customers (to branches, if undelivered) before raising invoice for the same.
- To Provide MIS in required format to the bank.

Specifications of Cheque Books to be printed are provided in the Tender Document separately.

3. TENDER DETAILS

The following are the important details to be noted:

Tender Reference No.	099/51/NIT/2024-25/01 Dt.01.06.2024	
To be submitted to	DEPARTMENT OF PLANNING & DEVELOPMENT, Chaitanya Godavari Grameena Bank, IV Floor, Raghu Mansion, 4/1 Brodipet, Guntur - 522 002, Andhra Pradesh. Phone No: 9182564144.	
Tender Fee	Rs. 5000/-	
Earnest Money Deposit (EMD)	Rs.10,000/-	Demand Draft should be in favour of Chaitanya Godavari Grameena Bank payable at Guntur.
Security Deposit* - to be deposited within 14 days from entering into agreement	Rs.2,50,000/-	Demand Draft or Bank Guarantee from any commercial bank.
Tender document available from	01.06.2024 in Bank's website - www.cggb.in	
Correspondence for any Technical Enquiry (Planning & Development Department, Guntur)	1. G Sai Abhishek - 9182564763 2. G Swamy Siva Krishna - 8639751075 3. Email: planning@cggb.co.in	
Last date for submission of Bid	21.06.2024 & 02.00 PM	
Date and Time of Opening Technical Bids	21.06.2024 & 03.30 PM	
Date and time of opening Commercial Bids	21.06.2024 & 05.00 PM	

Tender Fee & EMD are exempted for the Bidders having the NSIC Certificate or MSME Certificate; Bidder has to submit the valid proofs from NSIC at the time of Bid submission.

4. PROCESS OF THE TENDER

(i) Submission of Bid:

The bidder shall have to submit all the requirements meeting Technical Criteria along with Tender Document to the Planning & Development department, **Head Office, Guntur.**

The Bank shall not consider any request for date-extension for bid-submission on account of late receiving / downloading of NIT by any bidder. But, however, any suggestion or advice of value addition from the vendors to the tender or rectification of any short comings in tender may entail in issue of Corrigenda before the last date or postpone the tender as the Bank may deem necessary. The Bank's decision for consideration is final.

(ii) Opening of Bids:

The Techno-Indicative Commercial bids will be opened at our Head Office as per the date & time mentioned in the Tender details in brief.

Only one representative will be allowed to represent the Company for opening of the Bids. No separate intimation will be given in this regard to the bidders for deputing their representative. The bid will be opened in the presence of Bidder's representative and Bank Officials.

The Bank reserves the right to open the Bids on the date and time mentioned in the Bid details irrespective of presence of any Bidder's representative.

Non-attendance at the bid opening will not be a cause for disqualification of the bidder.

(iii) Evaluation Process:

The bidders/vendors should submit both Technical Bid & Financial Bid/Price Bid in separate envelopes/covers.

The envelope containing Indicative Commercial Offer should include only the indicative commercial quote for the product offered as per the format enclosed. Please note that no other information other than the price & other information called for should be furnished in the Indicative Commercial Bid.

All interested and eligible bidders shall submit their duly filled documents, well in advance before the due date and time specified for submission in the tenders, signed in all pages along with all relevant annexures as proof of experience, technical capabilities, financial capabilities etc.

Technical Bid & Commercial Bid Evaluation:

- Technical Bid would be opened first and scrutinized. Only those vendor's/security printers who met the criteria would be shortlisted and Price Bid would be opened only for the successful technically qualified bidders at the designated date and time mentioned in the Tender Details.
- The Bids which are qualified in Eligibility/Technical Criteria would be considered for Commercial Evaluation.

- Through Commercial evaluation, the Bank intends to finalize the Lowest price among the submitted Bids.
- The commercial bidding process will be through e-procurement reverse auction process. The bidders who are Technically Empanelled can participate in the online reverse auction. The time and date of reverse auction, along with the details of the service provider conducting the reverse auction will be informed to technically empanelled vendors through e-mail. Business Rules and Terms & Conditions of Reverse Auction are provided in Annexures.
- The Technically Qualified bidder with the lowest Commercial Bid after reverse auction and scrutiny would be declared as L1.
- Successful bidder has to submit the detailed price bid confirming to the TCO finalized in the reverse auction process as per the format of indicative commercial bid submitted, within 1 day after the reverse auction is completed.
- The bidder whose price bid is accepted will be referred to as “Selected Bidder” and the bank will notify the name of the Selected Bidder.
- Bank reserves the right to reject any or all offers under any of the following circumstances: -
 - (i) Demand Draft for Tender fee is not submitted.
 - (ii) Offer is incomplete and/or not accompanied by all stipulated documents.
 - (iii) Offer is not in conformity with the terms and conditions stipulated in this document.
- **Technical Bid:** The documents mentioned in the Technical Bid should be signed on all pages. The Demand Draft (DD) for EMD & Tender Fee should be submitted in original (hard copy) and should reach before 2.00 pm on 20.06.2024 at Head office, Guntur.
- **Financial Bid / Price Bids:** The price bids (indicative) for the financial bid should be submitted along with the Tender in a separate Cover. Based on the price bids, a base price will be fixed by the Bank for reverse auction. The price will be further evaluated through reverse auction to arrive L1 rate/vendor.

5. MODIFICATIONS OR CORRIGENDUM

The Bank reserves the right to amend, rescind or reissue the NIT, at any time prior to the deadline for submission of Bids. The Bank, for any reason, whether, on its own initiative or in response to a clarification requested by a prospective Bidder, may modify the NIT, by amendment which will be made available to the Bidders by way of corrigendum/addendum. Any modifications or corrigendum to this tender document that may require after floating this tender shall be uploaded to the same website addresses, i.e., www.cggb.in on any day & any time before closure of the tender. The interested bidders are advised to visit the aforesaid websites regularly till the date of submission of Bid document and ensure that clarifications / amendments issued by the Bank, if any, have been taken into consideration before submitting the Bid. Such amendments/clarifications, if any, issued by the Bank will be binding on the participating Bidders. Bank will not take any responsibility for any such omissions by the Bidder. The Bank, at its own discretion, may extend the deadline for submission of Bids in order to allow prospective Bidders a reasonable time to prepare the Bid, for taking the amendment into account. Nothing in this NIT or any addenda/corrigenda or clarifications issued in connection thereto is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters addresses in this NIT or any addenda/corrigenda or clarifications issued in connection thereto.

6. BIDDING - THREE STAGES

6.1. FIRST STAGE - Technical Evaluation:

In the first stage, only the **Technical Bids** will be opened by the “*Purchase Committee*”. The EMD - DD should be there along with the required documents and all the Documents should reach to the head office before 2:00 PM on 20.06.2024. No interest will be paid on the EMD by the Bank.

For bidders who meet the technical qualifications, the bank may conduct visits to their units.

The date of opening the FINANCIAL BID will be as provided in the tender.

6.2. SECOND STAGE - Opening of Indicative Price Bids

In the second stage, **Indicative commercial/price bids** of short-listed, technically qualified bidders shall be opened. After verifying the Commercial Bids, Base price will be fixed by the Bank for the Reverse Auction.

6.3 THIRD STAGE of Bidding - REVERSE AUCTION

In the third stage, **REVERSE AUCTION** shall be conducted for the final rates.

7. CHANGE OF ADDRESS & CONTACT DETAILS

The acceptance of a bid, subject to contract, commercial considerations & compliance with all terms and conditions will be communicated in writing by means of placing order at the address supplied by the bidder in its bid. Any change of bidder's address, E-Mail address, Phone Numbers, should therefore be promptly notified to: -

P Veera Reddy,
Assistant General Manager,
Chaitanya Godavari Grameena Bank,
Head office, 4th Floor, Raghu Mansion,
4/1, Brodipet, Guntur - 522 002.
Phone No: 99499 21677

8. BIDDER'S DISQUALIFICATION

Any bidder not complying with the bidding process is liable for disqualification at any stage without assigning any reason. Decision of the Bank in this regard shall be final, conclusive and binding on the bidder.

9. NON-TRANSFERABLE OFFER

This tender document is not transferable. Only the Vendor, who has downloaded & submitted the tender document, is entitled to perform the services to the Bank and this can't be transferred to another firm/vendor.

10. PROPOSAL OWNERSHIP

The proposal and all supporting documents submitted by the Bidder/ Vendor shall become the property of the Bank.

11. Bid security declaration:

The Bidder is required to submit Bid security declaration (Annexure-E) form with clear undertaking that the bidder shall be disqualified from bidding for any contract with the bank for a period of five years from the date of notification if the bidder is in a breach of any obligation under the bid conditions and also the following terms.

- The bidder withdraws his bid before opening of the bids.
- The bidder withdraws his bid after opening of the bids but before acceptance of "Letter of Intent" or "Purchase Order".

12. GENERAL RULES AND INSTRUCTIONS TO THE INDENTING APPLICANTS

1. Chaitanya Godavari Grameena Bank invites applications for tender from well established, resourceful and experienced Security Printers in the IBA panel for printing and supply of personalized cheque books to customers /branches all over India for duration of one year, which may be extendable further for a period of twelve months at the discretion of the bank upon seeing the satisfactory services of the vendor, at the arrived L1 rates.
2. The Technical Bid, (General conditions of tender, tender specifications) and Price bid (Bill of Quantities) shall be **duly signed by the authorized signatory at every page** along with company seal.
3. There should be **no overwriting/corrections/omissions in the tender document**, no column should be left blank.
4. **Pre-bid Queries and Pre-Bid Meeting:** The tenderer should carefully examine the specifications, terms and conditions of the tender and may seek clarifications, if required. The tenderer in all such cases seek clarification in writing to (planning@cggb.co.in) by mentioning the relevant page number and clause number. No individual/oral consultation shall be entertained. No queries will be entertained from the bidders/ vendors after pre-bid meeting.
5. The details of the applicants and their experience shall be submitted in the Bank's prescribed "Application Format" only. Wherever required and if the space provided is not sufficient, particulars can be furnished as Annexures but such details shall be clearly mentioned in the respective columns of the application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the bidder/applicant or their authorized representative along with their company seal.
6. No costs incurred by the applicant in applying, in providing necessary documents or attending discussions, will be reimbursed by the Bank.
7. Documentary proof with respect to the prequalification criteria shall be furnished along with the completed application form. In this regard, copies of the work orders and completion certificates and or such other documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard. Where copies are to be furnished, they have to be certified copies preferably by the concerned agencies or a Government Office.
8. The authorized person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.
9. For consideration of experience, works should have been executed in same name & style of the firm in which work order is sought.
10. If found necessary, Bank may also consider inspecting the works undertaken by the applicants, for which necessary co-ordination shall be made by them. Based on the details furnished in acceptable format, inspection of works and eligibility criteria as on cut-off date, the bidders/ applicants will be considered for the tender.
11. Decision of the Bank regarding selection / rejection will be final and binding and no further correspondence will be entertained. Shortlisted Security Printers will only be informed by Email.

- 12.The successful printer should get the NPCI approval for printing cheques, by paying requisite fee.
- 13.Placing of the orders for printing of cheque books will be done only after obtaining the approval of our cheques samples from NPCI.
- 14.The Bank will provide only specimen of each security item but not any art work. It should be arranged by the security printers themselves.
- 15.Any printed and supplied items that do not fully meet the bank's specifications will be immediately rejected. If the vendor continues to fail to meet specifications despite repeated instructions from the bank, the contract will be terminated.
- 16.The Security Printing Unit should have stringent quality control measures for security printing, binding, packing etc. to ensure supply of high quality security items.
- 17.Before submitting the tender, Bidders are requested to see the specimen, examine carefully the conditions of contract /labour/time factor etc.
- 18.The Bidder whose tender is accepted shall not be entitled to make any claim for increase in the rates quoted and accepted.
- 19.The Bank is not bound to accept the lowest tender and reserves the rights to reject any or all the tenderers without assigning any reasons therefore.
- 20.The quoted rates shall be all inclusive (including GST). No other charges will be paid over and above the quoted rates.
- 21.Statutory deductions/TDS will be levied as applicable.
- 22.Prospective security printers to note that all payments will be made electronically as per Government guidelines.
- 23.Tenderers shall quote their unconditional rate strictly as per the list of items specified. Cutting/overwriting, if any, shall be counter-signed.
- 24.Conditional and incomplete tenders are liable to be rejected.
- 25.The successful bidder/security printer should enter into an agreement with the Bank, on a Rs.100/- Stamp Paper, as per Bank's format.
- 26.The bidder/ Vendor will not subcontract or permit anyone other than bidder's/ vendor's qualified personnel to perform any of the work, services or other performance required of bidder/ vendor under the work order/Agreement without the prior written consent of the Bank.
- 27.The EMD of unsuccessful bidders shall be returned without interest within 30 days after award of work to the successful bidder. The EMD of successful bidder will be retained as a part of security deposit. No interest will be paid on the EMD by the Bank.

28. The bidder/ vendor agrees to indemnify and hereby keeps the Bank indemnified against all claims, suit or proceedings and against all actions, loss, damages, frauds, reputation loss, costs, expenses, charges, including legal expenses (Attorney, Advocates fees included) which the Bank may suffer or incur on account of any deficiency in services rendered by the bidder/ vendor or breach of any obligations mentioned in clauses of the tender/ agreement, including without limitation, breach of confidentiality obligations or any acts of commission / omission on the part of the employees, agents, representatives or Sub-Contractors, etc of the bidder/ vendor. The bidder/ vendor agrees to make good the loss suffered by the Bank on first demand made by the Bank in this regard which shall be final conclusive and binding on the bidder/ Vendor.
29. The bidder/ vendor acknowledges that all material and information which has or will come into its possession or knowledge in connection with tender/ work order/ Agreement or in performance thereof, consists of confidential and proprietary data, whose disclosure to or use by third parties will be damaging or cause loss to the Bank. The bidder/ vendor agrees to hold such material and information in strictest confidence, not to make use thereof other than for the performance of this tender/ work order/ Agreement, to release or disclose it only to bidder's/ vendor's employees requiring such information, and not to release or disclose it to any third party. The bidder/ vendor agrees to take appropriate steps/ action with respect to its employees to ensure that the obligations of non-use and non-disclosure of confidential information under this tender/ work order/ Agreement are fully satisfied and if any loss caused to the Bank by such acts of the employees, agents, representatives or Sub-Contractors, etc of the bidder/ vendor, the bidder/ vendor shall indemnify the Bank.
30. This Tender is not an offer by the Bank, but an invitation to receive offers from bidders/ vendors. No contractual obligation whatsoever shall arise from the tender process until and unless a formal contract is signed and executed by a duly authorized officer of the Bank.

13. PENALTY CLAUSE

Bank shall impose penalties for breach of contract, deviation in specification etc.,

- a. Not adhering to the delivery schedule
- b. Mistakes in printing, binding, seriating or packing of security items
- c. Deficiencies in services/ quality of printing
- d. Printing not according to Bank's format and colour schemes etc.
- e. Flouting Bank's instructions in respect of storage of paper, maintenance of records, transportation and delivery of security forms etc.
- f. Rejections of MICR instruments in test checking.

S.No.	Reasons	Amount of penalty
1	Delay in delivery of cheque books i.e. if not delivered within 7 working days from the date of the order	Cost of Cheque Book per day
2	Wrong Dispatch	Rs.100 per book+ speed post charges
3	Shortage of MICR paper	110% of Cost of MICR paper
4	Wrong printing / Defective perforation / binding (not resulting in rejection of cheque book)	Rs.25 per Cheque Book
5	Wrong printing (Resulting in rejection of cheque book)	Rs.100 per cheque book + cost of Cheque Book (paper cost + printing cost)
6	Deviation from RBI / NPCI specifications or Banks specifications	Shall be decided by bank depending upon nature and severity
7	Dispatch of cheque books with missing/ duplicate/ additional leaves	Rs.500 per Cheque Book
8	Misuse/loss/theft/ leakage of data or any other mistakes	Shall be decided by the bank

In case of rejection of any consignment of security instruments on account of any reason, no payment of printing charges shall be made and penalty charged by RBI / local clearing house will be recovered from the printer. 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 deposit/ recover the amount out of security deposit &/or take such other action, legal or otherwise, as it may deem proper. Bank shall have a right to increase/decrease the penalties stated above considering the circumstances of each case.

14. TEST CHECKING

Bank shall check samples of MICR instruments, collected from branches at regular intervals, with NPCI / RBI or any of the cheque processing centre to ensure compliance of CTS 2010 specifications and rejection rate should be zero. In case of any deviation, the decision of the bank shall be final and binding on printers/ vendors.

Other terms:

1. Please quote your rates per lot mentioned including packing and taxes, if any.
2. Wastage at the rate of 10% for printing will be allowed.
3. Rates submitted by the tenderers and arrangement made with the bank would be valid for one year from the date of execution of the agreement, which may be extendable further for a period of twelve months at the discretion of the bank upon seeing the satisfactory services of the vendor.
4. Please ensure that your quotation is properly worked out and presented, as any request for revision of the rates or cancellation of the order subsequently will not be entertained.
5. Printing of personalized cheque books shall have to be started by the Vendor/ Printer within 20 days from the date of award of the job, by which vendor/ printer shall have to complete all arrangements including obtaining of approval of cheque sample from NPCI. The bank will not be bound to provide any extension of time in this regard.
6. Successful Bidder has to provide the Cheque Books based on the data in whatever format submitted by the Bank. If software is needed to process this data, the bidder must develop it at their own expense.
7. Bank may also undertake standardization of different inputs/outputs for Personalized Cheque Books from time to time which the vendor/ printer shall have to implement promptly with no extra cost.
8. Since, the customers' data that shall be provided by the bank to Security Printer is confidential & sensitive, the successful tenderer shall have to ensure its complete secrecy, safety & security and shall use the data only for printing of personalized cheque books and not for any other purpose in any case.
9. Successful tenderer 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.
10. The vendor/ printer shall be solely responsible & accountable for any loss caused to the bank due to misuse of data provided by the bank to the vendor/printer 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.
11. The vendor/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.
12. In case the vendor/ printer fails to commence the job within stipulated time period or if the printer stops printing of PCBs 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 vendor/printer from doing the bank's work for next 2 years, as it may deem proper.
13. Vendor/Security Printer shall have standby/alternate arrangement of printing & other related operations in case of failure/breakdown of any machine etc, so that uninterrupted printing/dispatch of personalized cheque books of our bank is ensured.

15. ELIGIBILITY CRITERIA

The process is open to all applicants (Incorporated bodies / Partnership Firms) who are capable and interested in meeting bank's objective of printing of security instruments and fulfil the eligibility criteria, among others, as given below:

1. The Security Printer should have been listed in the approved panel of Indian Banks' Association (IBA). **Please enclose a copy of the latest and valid IBA approval letter, duly attested.**
2. The applicants should have at least one IBA approved printing unit. If any applicant does not fulfill the above criteria, the application will be rejected. **Supporting Documentary Proofs to be enclosed.**
3. The applicant should have prior experience of printing and supply of Security Instruments directly for atleast one Bank/FI in the last three years. **Supporting Documentary Proofs to be enclosed.**
4. The vendor/ printer should have obtained the approval certificate from National Payment Corporation of India (NPCI) for undertaking printing and supply of CTS 2010 standard cheques to nationalized banks/SBI, within last three years. **Please enclose a copy the said approval certificate, duly attested.**
5. The security printer should have made supplies to at least two major Public Sector Banks /major Private banks, with 500+ Branches, individually to the tune of at least 20 lakhs leaves of security instruments (Cheques/DDs/Deposit Receipts etc.,) during the financial year 2022-23 or 2023-24. **Please enclose documentary proof (work order, completion certificate and performance certificate).**
6. The Vendor/ Security Printers should be established in the line of Security Printing at least for a minimum period of last 5 years, prior to 31.03.2024. **Please enclose documentary proof.**
7. Vendor should be in a position to print minimum 30 lakh security instruments during a financial year. **Please enclose documentary proof.**
8. The Printing Unit should have the required technical infrastructure/in house facility to develop new designs. They should have the capacity to incorporate various special security features as the Reserve Bank of India may stipulate from time to time. Please enclose documentary proof of the Printing machinery along with their capacity.
9. The average annual turnover of the Vendor/Security Printers for the last three years as on 31.03.2024 should not be less than Rs.30 lakhs. **Please enclose auditor's certificate.**
10. The applicant should be a profit making company continuously for 2021-22, 2022-23 & 2023-24. Please enclose documentary proof (Auditors Certificate).

Failure to meet any of the eligibility criteria or any other requirements outlined in this document will result in the disqualification of the security printer, vendor, or bidder.

11. Integrity Pact (IP):

The Bank follows a transparent process for procurement of its various goods, services and works, so that all the procurements can be completed with healthy competition and in all fairness. Hence we have adopted Integrity Pact (IP) to be implemented in all our tenders which are above a threshold limit.

The pact essentially envisages an agreement between the prospective bidders and the buyer, committing the persons/officials of both sides, not to resort to any corrupt practices in any aspect/stage of the contract. Only those bidders, who commit themselves to such a Pact with the buyer, would be considered competent to participate in the bidding process. In other words, entering into this Pact would be a preliminary qualification.

- a) **We have attached the format of Integrity pact as Annexure-C below in which all pages of the Integrity Pact are to be returned by the bidder duly signed by the same signatory who signed the bid, i.e. who is duly authorized to sign the bid and to make binding commitments on behalf of his firm/company.**
- b) **Any bid not accompanied by Integrity Pact duly signed by the bidder shall be considered to be a nonresponsive bid and shall be rejected straightaway.**

16. SPECIFICATIONS

MICR Cheque books are to be printed without counterfoil. Cheques should be strictly as per CTS 2010 standards complying all norms of RBI/NPCI. Branch name address, logo, IFSC code etc. are to be printed exactly as per specifications and the specimen should be approved by NPCI.

All printing is to be done in specified format and colour scheme of each instrument. Printed samples of all the instruments will be provided by the bank to successful tenderer, and the art works complying with bank specifications and CTS 2010 standards have to be developed by printer/ vendor themselves.

It is mandatory for a vendor/ printer to get “CTS-2010 Standards”, new 500 cheque leaves test certification from NPCI before printing PCBs for bank.

Vendor/ Security Printers having IBA approved Personalized Cheque Books printing unit to note that unit must be capable of carrying out all the printing including base printing at the same location. Unit should be capable of printing the cheques as per the time schedule / requirements of the bank.

Please note that final proof (5 cheque books with minimum 10 leaves each) should be submitted to the Bank for approval before commencing execution of Bank orders. Printer/ vendor is also required to submit specimen cheque leaves as per NPCI instructions for testing the compatibility of the same with CTS environment before execution of the work. Cheques to be printed on 95 GSM MICR cheque paper.

- Cheque books with 20 leaves.
- Requisition slip on 70 GSM Mapiltho paper.
- Record slip on 70 GSM Mapiltho paper with “Die Cut” for visibility of serial number
- Cover page on 170 GSM Art papers- To be printed as per Bank's requirement.

17. PRINTING

Standard design of background is to be printed in fugitive ink with text in Black ink. Bank's name and logo is to be printed in single colour.

All field placements would be strictly as per "CTS 2010" standard. Base colour Pattern

Savings Bank Cheques : Light Shade of Parrot Green Base

Current Account Cheques : Light Shade of Sky Blue Base

Cash Credit/Over Draft A/c Cheques : Light shade of Pink Base

The above colours may be changed as per the decision of the Bank and the same will be communicated to the vendor/ printer well in advance. The fugitive ink used for printing background should not be mixed with any other type of ink and should be easily removed by applying water over it without vigorous rubbing. All MICR instruments shall be printed with fields as per RBI guidelines with good quality MICR ink. The Requisition slips are to be printed on MICR paper and the same should contain Customer A/c no, Name & address details, cheque numbers of the cheque book i.e., 'from' and 'to' serial number with prefix and branch name. Cover Page, Requisition slip, Record slips are to be printed in single colour.

Note: All participating bidders/ vendors are advised to be present on the date of opening of tenders. However, the tenders will be opened, even if no vendor has represented/attended the meeting.

ANNEXURE - A: APPLICATION FORMAT

(Attach separate sheets wherever necessary / please tick appropriate box)

1	Name of the Applicant / Firm / Company	
2	Registered Address: Communication Address :	
3	<u>Contact Information</u> Contact Person: Office Phone Number: Residence: Phone Number: Mobile Number: Email:	
4	Status of the Firm:	<input type="checkbox"/> Company <input type="checkbox"/> Partnership Proprietary Firm <input type="checkbox"/> Individual
5	Year of Establishment:	
6	Number of years of experience in similar work	
7	Name of the Proprietor / Partners / Directors with professional qualifications	

12	Please confirm that you have IBA approved printing units. (please tick appropriate box)	Yes <input type="checkbox"/> No <input type="checkbox"/>
13	Please confirm that you have the capacity to print for our bank in above mentioned locations as per Bank's schedules/requirements. (please tick appropriate box)	Yes <input type="checkbox"/> No <input type="checkbox"/>
14	Were you ever required to suspend the activity for a period of more than six months Continuously? If so, give details	Yes <input type="checkbox"/> No <input type="checkbox"/>
15	Have you ever left any orders placed with you incomplete? (If so, give details and reasons for not executing the orders)	Yes <input type="checkbox"/> No <input type="checkbox"/>
16	Has your firm been debarred or Black listed for tendering in any organization? If so, give details.	Yes <input type="checkbox"/> No <input type="checkbox"/>
17	Have you got separate godown / space for storing paper? If so, is it Covered by Insurance? Please furnish details.	
18	Confirm that you have enclosed the EMD/Bid Security Declaration, duly signed	Yes <input type="checkbox"/> No <input type="checkbox"/>

19	Please enclose details of printing job handled by the firm for the last 3 years.	Yes <input type="checkbox"/> No <input type="checkbox"/>
20	Please enclose details of security items printed for Public Sector Banks/RRBs during last one year.	Yes <input type="checkbox"/> No <input type="checkbox"/>
21	Please confirm that you will supply the items strictly as per CTS 2010 standards and as per Bank's specifications, within the time period mentioned. (please tick appropriate box)	Yes <input type="checkbox"/> No <input type="checkbox"/>
22	The rate quoted / accepted should be valid for period of one year from the date of agreement with the bank. Request for any revision in rate will not be accepted. Please confirm your acceptance.	Yes <input type="checkbox"/> No <input type="checkbox"/>

23	<p>Bank shall check samples of MICR instruments, collected from branches at regular intervals, with NPCI / RBI or any of the cheque processing centre to ensure compliance of CTS 2010 specifications and rejection rate should be zero.</p> <p>In case of any deviation, the decision of the bank will be final and binding on printers.</p> <p>Please confirm your acceptance.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
24	<p>Bills for the security items supplied should be submitted within 30 days from the date of delivery at the branch and Bills received thereafter shall be treated as `NO CLAIM`.</p> <p>Please confirm your acceptance.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
25	<p>Paper to be supplied to the bank must be kept in safe custody at printers' premises and adequate insurance cover with bank clause should be provide at printers' cost and to be renewes from time to time. A copy of the policy should be furnished to us.</p> <p>Please confirm your acceptance.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

26	Please confirm that you have understood the evaluation criteria for selection and confirm your acceptance for the same.	Yes <input type="checkbox"/> No <input type="checkbox"/>
27	The successful tenderer shall shred all wastes before disposal and ensure that the Bank's logo and materials are not misused. Please confirm.	Yes <input type="checkbox"/> No <input type="checkbox"/>

28	Please confirm that you have quoted your price only in Price Bid and not anywhere in Technical Bid.	Yes <input type="checkbox"/> No <input type="checkbox"/>
29	Please confirm that you have submitted DD. If exempt, then valid certificate from MSE/National Small Industries Corporation Ltd should be enclosed.	DD <input type="checkbox"/> MSE/NSIC Certificate <input type="checkbox"/>
30	NPCI Certificate If yes, please enclose the certificate.	Yes <input type="checkbox"/> No <input type="checkbox"/>

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my/ our knowledge and belief.
2. I / We agree that the decision of Chaitanya Godavari Grameena Bank in selection of printers will be final and binding to me / us.
3. I / We have read the instructions and I / we understand that if any false information is detected at a later date, existing and future work order shall be cancelled at the discretion of the Bank.

Place :

SIGNATURE OF THE APPLICANT:

Date :

NAME & DESIGNATION:

SEAL OF ORGANISATION:

ANNEXURE - B: PRICE BID

	BOOK FORMAT					
S No.	Security Item	Approximate Quantity (Number of leaves)	Lot	Price per 1000 leaves (Rs.)	GST (Rs.)	Total Price (Rs.)
1.	SB/CA/CC Cheque Books 20 leaves & 50 leaves	10 Lakhs	1000 leaves			
TOTAL						
	Total amount in figures 					

RATES TO BE QUOTED:

The rates quoted are inclusive of: -

Cost of MICR paper of 95 GSM, requisition slip and welcome slip on 70 GSM Mapiltho paper, record slip on 70 GSM Mapiltho paper with “Die Cut” for visibility of serial number, cover page on 170 GSM Art papers, tamper proof plastic envelope with window, labour charges, postage charges for PCBs.

Note: the vendor should quote rate **per 1000 leaves including GST** and all the above charges mentioned.

The rates quoted by us is inclusive of 18% GST.

Place : SIGNATURE OF THE APPLICANT
Date : NAME & DESIGNATION
SEAL OF ORGANISATION

PRE-CONTRACT INTEGRITY AGREEMENT

Annexure-C

Between

Chaitanaya Godavari Grameena Bank (CGGB)
(Hereinafter referred to as "The Principal")

And

(Hereinafter referred to as "The Bidder/Contractor")

Preamble

WHEREAS The Principal has floated the e-Tender Notice No _____ dated _____ (hereinafter referred to as Tender) and intends to award, under laid down organizational procedures, contracts for _____.

AND WHEREAS The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/ transparency in its relations with its Bidder(s) and/ or Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as Integrity Pact), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Integrity Pact witnessed as under -

Section 1 - Commitments of the Principal

- (1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
 - a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
 - c. The Principal will exclude from the process all known prejudiced persons.
- (2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer / General Manager (Vigilance) and in addition can initiate disciplinary actions

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

- (1) It is required that each Bidder/Contractor (Including their respective officers, employees and agents) adhere to the highest ethical standards and report to Government/Department all suspected acts of fraud or corruption or coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of contract.
- (2) The Bidder(s)/ Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s)/ Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution.
 - a. The Bidder(s)/ Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he / she is not legally entitled to, in order to obtain in exchange any advantage of an kind whatsoever during the tender process or during the execution of the contract.
 - b. The Bidder(s)/ Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contract submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelize in the bidding process.
 - c. The Bidder(s)/ Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/ Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d. The Bidder(s)/Contractors(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any, similarly the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only.
 - e. The Bidder(s)/ Contractor(s) will, when presenting their bid, disclose an any and all payment made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
 - f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to competent authority (i.e. Chairman/General Manager or any other officer who authorized by the principal for the purpose) and shall wait for their decision in the matter.
- (3) The Bidder(s)/ Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- (4) The Bidder(s)/ Contractor(s) will not directly or through any other person or firm indulge in fraudulent practice, willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to action reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government/Principal interests.

- (5) The Bidder(s)/ Contractor(s) will not, directly or through any other person or firm use coercive practices (which shall include the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/her reputation or property) to influence their participation in the tendering process.

Section 3 - Consequences of Breach

Without prejudice to any rights that may be available to the Principal under law or the contract or its established policies and laid down procedures, the Principal shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal absolute right:

1. If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal. Such exclusion may be forever or for a limited period as decided by the Principal.
2. Forfeiture of Earnest Money Deposit/ Performance Guarantee/Security Deposit: If the Principal has disqualified the Bidder(s) from the Tender process prior to the award of the contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal apart from exercising any legal rights that may have accrued to the Principal, may in its considered opinion forfeit the entire amount of Earnest Money Deposit/Performance Guarantee and Security Deposit of the Bidder/Contractor.
3. Criminal Liability: If the Principal obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of PC Act, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to law enforcing agencies for further investigation. The Principal will inform the same to the Chief Vigilance Officer / General Manager (Vigilance).

Section 4 - Previous transgression

The Bidder declares that no previous transgressions occurred in the last 3 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the tender process.

- (1) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken for banning of business dealings/holiday listing of the Bidder/Contractor as deemed fit by the Principal.
- (2) If the Bidder/Contractor can prove that he has resorted/recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal may, at its own discretion, revoke the exclusion prematurely.

Section 5 - Equal treatment of all Bidders/Contractors/Subcontractors

The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement by any of its Subcontractors/sub-vendors.

- (1) The Principal will enter into pacts on identical terms as this one with all Bidders and Contractors.
- (2) The Principal will disqualify Bidders who do not submit the duly signed Integrity Pact between the Principal and the Bidder along with the Tender or violate its provisions at any stage of the Tender process.

Section 6 - Duration of the Pact

- (1) This Integrity Pact begins when both the parties have legally signed it. It expires for the Contractor 12 months after the completion of work under the contract or expiry of defect liability period or last payment made under the contract, whichever is later and for all other bidders, 6 months after the Contract has been awarded.
- (2) If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Integrity Pact as specified above, unless it is discharged/determined by the Principal.

Section 7 - Other provisions

- (1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. Hyderabad.
- (2) Changes and supplements as well as termination notices need to be made in writing.
- (3) If the Contractor is a partnership or a consortium, this Integrity Pact must be signed by all partners or consortium members. In case of company, the Integrity Pact must be signed by a representative duly authorized by board resolution.
- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) Issues like Warranty / Guarantee etc. shall be treated as per contract or terms and conditions of the tender.
- (6) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Pact, any action taken by the Principal in accordance with this Integrity Pact or interpretation thereof shall not be subject to arbitration.
- (7) In view of the nature of integrity pact, the Integrity Pact is irrevocable and shall remain valid even if the main tender/contract is terminated till the currency of the integrity pact.
- (8) If any complaint regarding violation of IP is received directly by the Principal in respect of the contract, the same shall be referred to the competent authority.

Section 8 - Legal and Prior Rights

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard to any of the provisions covered under this Integrity Pact.

IN WITNESSWHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

(For & On behalf of the Principal)

(Office Seal)

(For & On behalf of Bidder / Contractor)

(Office Seal)

Place

Date

Witness 1:

(Name & Address)

Witness 2:

(Name & Address)

Annexure - D

Business Rules and Terms & Conditions of Reverse Auction

Reverse Auction event will be carried out among the technically qualified bidders, for providing opportunity to the bidders to quote the price dynamically for the procurement for which this NIT is floated.

Applicability:

Reverse Auction is carried out under the framework of rules that are called Business Rules. All bidders participating in Reverse Auction shall understand/accept and give an undertaking for compliance with the same to the Bank in the prescribed Annexure-RA-1 enclosed as annexure.

Any bidder not willing to submit such an undertaking shall be disqualified for further participation respecting the procurement in question.

Eligibility of Bidders to participate in Reverse Auction:

Bidders, who are technically empanelled and accept the Business Rules, Terms & Conditions of Reverse Auction and submit the undertakings as per Annexure-RA-1, can only participate in Reverse Auction process. Bidders not submitting the above undertaking or submitting with deviations / amendments thereto will be disqualified from further evaluation / participation in the process of relevant procurement.

Compliance / Confirmation from the Vendor:

The bidder participating in the Reverse Auction shall submit the following duly signed by the same Competent Authority who signs the offer documents in response to the NIT:

- a) Acceptance of Business Rules for reverse auction and undertaking as per format in Annexure-RA-1.
- b) Agreement between service provider and vendor (This format will be given by the service provider prior to announcement of Reverse Auction.)
- c) Letter of authority authorising the name/s of official/s to take part in Reverse Auction as per the format Annexure-RA-2.

Training

The Bank will facilitate training for participation in Reverse Auction either on its own or through the Service Provider for the Reverse Auction.

Where necessary, the Bank/Service provider may also conduct a 'mock reverse auction' to familiarize the bidders with the Reverse Auction process.

Any bidder not participating in training and/or 'mock reverse auction' shall do so at his own risk and it shall not be open for him to make any complaint/grievance at a later date.

Total Cost of Ownership (TCO)

Total Cost of Ownership (TCO) refers to the aggregate amounts payable by the Bank for transfer of ownership.

TCO shall encompass but not limited to the following:

- a.) Cost of supply of Systems/Printers/Scanners.
- b.) Cost for installation and commissioning of Systems/Printers/Scanners.
- c.) 3 years warranty for each item.

Date / Time for Training

The Venue, Date, Time etc. for training in Reverse Auction shall be advised at the appropriate time.

The Bank shall endeavour to fix such Date/Time at mutual convenience to the bidder/s, Service Provider and the Bank.

No request for postponement/fixing of Training Date/Time shall be entertained which in the sole view and discretion of the Bank might result in any avoidable delay to either Reverse Auction or the whole process of selection of Vendor.

Date / Time of Reverse Auction

The Date and Time of commencement of Reverse Auction as also the Duration of 'Reverse Auction Time' shall be communicated at least 2 days prior to such auction date.

Any force majeure or other conditions leading to postponement of auction shall entitle the bank to postponement of auction even after communication, but, the Bank shall be obliged to communicate to all participating bidders the 'postponement' prior to commencement of such 'Reverse Auction'.

Conduct of Reverse Auction

The Reverse Auction shall be conducted on a specific web portal meant for this purpose.

The Reverse Auction may be conducted by the Bank itself or through a Service Provider specifically identified/appointed/empanelled by the Bank.

Service Provider's Role & Responsibilities

In all Reverse Auctions conducted by the Bank through a Service Provider, the Bank shall enter into a separate agreement clearly detailing the role and responsibilities of the Service provider hosting the web portal for the Reverse Auction.

For creating necessary obligations and rights, the Service Provider will also enter into an agreement with each bidder as per the format designed by the Service Provider for this purpose.

The Bank shall resolve any points/issues concerning such agreement of the bidders and Service Provider. While a Service Level Agreement (SLA) by the Bank with the Service Provider is an agreement for smooth and fair conduct of the Reverse Auction, the Bank shall be directly responsible to the bidders for fair and transparent conduct of Reverse Auction.

The Service Provider at the end of each reverse Auction shall provide the Bank with all details of the bids and the reports of Reverse Auction. The Service Provider shall also archive the data pertaining to the Reverse Auction for a minimum period of 3 years.

Training and Auction

Service Provider/auctioneer is responsible for conduct of adequate training to all technically qualified bidders representing the Reverse Auction and bidding process.

Each bidder shall participate in the training at his/their own cost.

Wherever it is considered necessary and asked by the bidders or as decided by the Service provider/auctioneer or by the Bank, a mock auction may also be conducted for the benefit of all concerned.

Authorized representatives of the bidders named in the authorization letter given by the bidders (Annexure-RA-2) shall be given unique user name and password by the Service Provider/auctioneer.

Each bidder shall change the password and edit the information in the registration page after receipt of initial password.

All the bids made from the log-in ID given to the bidders shall ipso-facto be considered bid made by the bidder to whom log-in ID and password were assigned by the Service Provider/auctioneer.

Any bid once made through the registered log-in ID/password by the bidder cannot be cancelled. The bidder, in other words, is bound to sell the 'Offering' as per the NIT at the bid price of TCO.

Every successive bid by the bidder being decrement bidding shall replace the earlier bid automatically and the final bid as per the time and log-in ID shall prevail over the earlier bids. The Bank shall conduct the Reverse Auction as per the Standard English reverse auction, that is, no two bids can have identical price from two different bidders. In other words, there shall never be a 'TIE' in bids.

Proxy Bid

A proxy bid is one where the bidder can submit the lowest bid amount by him in strict confidence to the system directly. This obviates the need for him in participating in the bidding process until the proxy bid amount is decrementally reached by other bidders.

When proxy bid is reached, the bidder has an option to revise the proxy bid amount or he can prefer to start participating in the bidding process.

Since it is an English auction with no ties, two bidders submitting identical proxy bid amount and succeeding in auction simultaneously does not arise.

During the training, the issue of proxy bidding will be clarified in detail by the Service Provider/auctioneer.

Transparency in Bids

All bidders will be able to view during the auction time the current lowest price in portal. Bidder shall be able to view not only the lowest bid but also the last bid made by him at any point of time during the auction time.

Masking of Names

Name of bidders shall be anonymously masked in the Reverse Auction process and the bidders will be given suitable dummy names.

After completion of Reverse Auction, the Service Provider/auctioneer shall submit a report to the Bank with all details of bid and the original names of bidders as also the L1 bidder with his/their original names.

Start Price

Bank shall determine the start price either on its own or through the indicative commercial bid. Based on the price band so informed by the vendors, Bank would determine the start price for Reverse Auction.

Decremental Bid Value

The bidders shall be able to bid only at a specified decrement value and not at any other fractions. The bid decrement value shall be Rs.50/- or 2 % of the start price of the Reverse Auction, whichever is higher. The bid decrement value shall be rounded off to the nearest thousands of rupees.

For the sake of convenience of the bidders, the web portal shall display the next possible decrement value of the bid. It is not, however, obligatory on the part of the bidders to bid at the next immediate lower level only. That is, bids can be even at multiple levels lower than the immediate lower level.

Copy of Business Rules

The Bank shall supply copy of the Business Rules to any bidder wishing to participate in the Reverse Auction. Such request shall be made in writing to the Bank by an authorized representative of the bidder.

The Bank shall also send/handover a copy of the Business Rules with a covering letter duly signed by an authorized signatory of the Bank.

For any dispute concerning the Business Rules, the hard copy of Business Rules supplied by the Bank for the reference of Reverse Auction process will alone be considered as final and binding.

Reverse Auction Process

In order to reduce the time involved in the procurement process, Bank shall be entitled to complete the entire process through a single Reverse Auction. For this purpose, Bank shall do all it can to award the contract to L1 bidder.

The Bank shall however, be entitled to cancel the procurement through Reverse Auction process, if in its view procurement through Reverse Auction process cannot be conducted in a fair manner and / or in the interest of the Bank.

The successful bidder shall be obliged to provide a Bill of Material at the last bid price at the close of auction.

Expenditure on Reverse Auction

All expenses of Reverse Auction shall be borne by the Bank.

The bidders, however, shall attend the training or mock auction at their own cost.

Change in Business Rules

Any change in Business Rules as may become emergent and based on the experience gained shall be made only by a committee of Senior / Top executives of the Bank.

Any / all changes made in Business Rules shall be uploaded in the Bank's website immediately. If any Reverse Auction process has commenced and a change is made in Business Rules, it shall be informed immediately to each bidder and his concurrence to / acceptance of the change shall be obtained in writing by the Bank.

Don'ts Applicable to the Bidders

No bidder shall involve himself / itself or any of his / its representatives in any price manipulation directly or indirectly with other bidders. If any such practice comes to the notice of the Bank, the Bank shall disqualify the bidder/bidders concerned from the Reverse Auction process.

Bidder shall not disclose details of his bids or any other details concerning the Reverse Auction process of the Bank to any other third party without specific permission in writing from the Bank.

Neither Bank nor Service Provider / auctioneer can be held responsible for consequential damages such as no power supply, system problem, inability to use the system, loss of electronic information, power interruptions, UPS failure etc. Bank shall, however, entertain any such interruptions, problems with an open mind and fair degree of transparency in the process before deciding to stop or extend the auction.

Grievance Redressal

Any aggrieved bidder through Reverse Auction process can make a complaint in writing within 48 hours of the Reverse Auction to the Bank.

The Grievance Redressal Committee formed by the Bank shall give a personal hearing to the aggrieved bidder and decide upon the complaint/grievance.

Decision of the Grievance Redressal Committee shall be binding on the Bank as well as on the bidders participating in the Reverse Auction.

Errors and Omissions

On any issue or area of material concern in respect of Reverse Auction not specifically dealt with in these Business Rules, the decision of the Bank shall be final and binding on all concerned.

Place:

Date:

Annexure-RA-I (to be submitted on company letter head by all Bidders participating in Reverse Auction)

To,
The Assistant General Manager
Chaitanya Godavari Grameena Bank
Head Office, 4th Floor, Raghu Mansion
4/1, Brodipet, Guntur - 522 002

Date:

DECLARATION

1. We _____ (name of the company) hereby confirm having submitted our bid for participating in Bank's NIT ref no _____ dated _____ for supply of Systems/Printers/Scanners for our branches.
2. We also confirm having read the terms of NIT as well as the Business Rules relating to the Reverse Auction for this NIT process.
3. We hereby undertake and agree to abide by all the terms and conditions stipulated by Bank in the NIT document including all annexures and the Business Rules for Reverse Auction.
4. We shall participate in the on-line auction conducted by _____ Ltd. (Auction Company) and submit our commercial bid. We shall also abide by the procedures prescribed for online auction by the auction company.
5. We, hereby confirm that we will honor the Bids placed by us during the auction process, failing which we shall forfeit the EMD. We also understand that the Bank may debar us from participating in future tenders.
6. We confirm having nominated Mr. _____, designated as _____ of our company to participate in the Reverse Auction on behalf of the company. We undertake that the company shall be bound by the bids made by him in the Reverse Auction.
7. We undertake to submit the confirmation of last bid price by us to the auction company/Bank within 48 working hours of the completion of the event. We also undertake to submit the Bill of Materials for the TCO (Total Cost of Ownership) in terms of the NIT.

Signature with company seal

Name:

Company/Organization:

Designation within Company / Organization:

Address of Company / Organization:

Date:

Name of Authorized Representative:

Signature of Authorized Representative:

Verified above signature

Signature of Competent Authority:

Date:

Annexure-RA-II: Process Compliance Form

(The Bidders are required to print this on their company's letter head and sign, stamp before submitting)

Letter of Authority for participation in Reverse Auction

(The Bidders are required to print this on their company's letter head and sign, stamp before submitting)

To,

Date:

The Assistant General Manager
Chaitanya Godavari Grameena Bank
Head Office, 4th Floor, Raghu Mansion
4/1, Brodipet, Guntur

1. We _____ (name of the company) have submitted our bid for participating in Bank's NIT dated _____ for selection of _____.
2. We also confirm having read and understood the terms of the NIT as well as the Business Rules relating to the Reverse Auction for this NIT process.
3. As per the terms of NIT and Business rules, we nominate Mr. _____, designated as _____ of our company to participate in the Reverse Auction.
4. We accordingly authorize Bank and/or the Auction Company to issue user id and password to the above named official of the company.
5. Both Bank and the auction company shall contact the above named official for any and all matters relating to the Reverse Auction.
6. We, hereby confirm that we will honor the Bids placed by Mr. _____ on behalf of the company in the auction process, failing which we comply as per the terms in Bid security form. We agree and understand that the bank may debar us from participating in the future tenders for any such failure on our part.

Signature with company seal

Name:

Company/Organization:

Designation within Company/Organization:

Address of Company/Organization:

Date:

Name of Authorized Representative:

Signature of Authorized Representative:

Verified above signature

Signature of Competent Authority:

Date:

Bid Security Declaration Form

To
The Assistant General Manager,
Chaitanya Godavari Grameena Bank,
Head office, 3rd Floor, Raghu Mansion,
4/1, Brodipet, Guntur - 522 002.

We, the undersigned, declare that:

We understand that bids must be supported by a Bid Securing Declaration.

We accept that we may be disqualified from bidding for any contract with the bank for a period of five years from the date of notification if we are in a breach of any obligation under the bid conditions,

- The bidder withdraws his bid before opening of the bids.
- The bidder withdraws his bid after opening of the bids but before acceptance of “Letter of Intent” or “Purchase Order”.
- The bidder violates any of the provisions of the terms and conditions of the NIT in the process of evaluation.

We understand this Bid Securing Declaration shall cease to be valid if we are not the successful Bidder or after the expiration of the validity of our Bid.

With kind regards

Yours sincerely

Authorised Signatory:

Name:

Title/position:

Date:

Company Seal:

duly authorised for and on behalf of