



Aryavart Gramin Bank
Head Office
A-2 /46, Vijay Khand, Gomti Nagar, Lucknow.

TENDER NOTICE

HO/ A&S / VKS/ 515

DATE 12.03.2012

Re: Tender for Printing of cheque books as per the R.B.I. specifications as per
“CTS-2010 Standard” for cheque forms.

Bank invites competitive rates for printing of MICR Cheque books, as per the quantity mentioned in Annexure – I. These cheques are to be printed as per RBI guidelines conveyed vide circular number DPSS.CO.CHD.NO.1832/04.07.05/2009 – 2010 dated 22.02.2010 for “ CTS - Standard for cheque forms – specifications. Tenders should be submitted to **The Chairman, Aryavart Gramin Bank, Head office, A-2/46, Vijay Khand, Gomti Nagar, and Lucknow** only on the enclosed tender form on or before **23.03.2012** upto 5:00 P.M. with a demand draft of Rs. 10,000/- in favour of "**Aryavart Gramin Bank**" as security money. The tenders will be opened on **26.03.2012** .at 3:00 P.M. at our Head-Office. Our acceptance shall be subject to under noted terms and conditions.

1. The suppliers are requested to send their tenders in a properly sealed cover.
2. Certificate to the effect that the rates quoted in the tender are not conditional and include all taxes, incidental charges, designing, packing, transportation etc. F.O.R. at all the 6 Regional offices of **Aryavart Gramin Bank or at other regional offices, which may be established in the future.**
3. Only the IBA approved printers should quote their rates for printings and supply of security stationary as mentioned in Annexure. 1
4. Security money by means of a Demand Draft of Rs. 10,000/- (Rs. Ten thousand only) in favour of **Aryavart Gramin Bank** must be attached alongwith tenders form. No exemption from security money will be given to any firm. Tender submitted without earnest money shall be rejected.
5. Incomplete & Conditional tender forms are liable to be rejected.
6. Any sort of negotiation, if required shall be done only with the firm quoting lowest rates and have good experience of sensitive stationery printing in commercial Banks and Regional Rural Banks.
7. For printing of all MICR cheque with R.B.I. specification as per CTS-2010 standard for forms, cheque paper of 95 G.S.M. of a reputed mill approved by RBI/IBA is to be used. Sample of the paper bearing the seal and signature of the firm must be enclosed with tender.
8. Rates should be quoted per chequebook separately, inclusive of all type of costs, taxes, charges etc.
9. The binding of chequebooks should be of good quality with good quality multicolour printed art covers. Books must invariably be tightly packed in good quality polythene. Stock of chequebooks should be packed in Cartons and slip showing the contents be pasted outside the cartons enabling us to verify the contents with out opening the packets.

10. The rough proofs are required to be sent to us with in 15 days for approval of the Bank and subsequent approvals from the date of our order and the supply is to be made within given time from the date of approval of proofs.
11. The tender must reach in sealed cover by Registered Post/Courier or by hand with the words "**Sealed Tender for Printing & Supply of Security Stationary 2012 - 13**" on the top of envelope. The tenders received on the other than prescribed tender form will be rejected.
12. If the rates quoted by you are found competitive, order will be placed with you for the supply. The supply shall be required to be made strictly within stipulated time from the date of approval of proofs. The order can however be placed in parts/ suitable lots spread over the year 2012 – 13 . In case of delay the penalty shall be imposed as below which shall not be disputed.

For delay upto 15 days = 1% of order

For delay upto 30 days = 3% of order

13. In case the supply is not found according to R.B.I. specifications as per CTS-2010 standard and as per proof approved by us/RBI/IBA or if the supply is not received by us in time the deposited security deposit will be forfeited besides delisting of your firm's name out of our list will also be done.
14. All disputes are subject to Lucknow Jurisdiction only.
15. Bank reserves all the rights to reject one or all tenders without assigning any reason.
16. This is a Limited Tender only from short listed IBA approved/empanelled vendors.
17. The award of work/approval of tenders will be done category wise separately for current/savings/drafts etc.
18. The rates quoted by vendors should be valid upto 31.03.2013 ; orders can be placed in parts or one time. Quantity may be increased/decreased according to the banks requirements. For any type of cheques stated in Annexure - A (with or without Branch's name) further orders may be placed depending upon the opening of new Branches.
19. Please ensure that your tender reaches us on or before 23.03.2012. positively. We further advice you that the acceptance of the tender shall be sole discretion of the Bank.
20. Please enclose the photocopy of orders received from commercial Banks and Regional Rural Banks during the year, **2009 – 2010, 2010 – 2011, 2011 – 2012 and** upto date.
21. All the security features required as per CTS-2010 standard for MICR cheque is must be as per the requirement issued by IBA and NPCI.
22. Please note very importantly that Bank may increase / decrease the indent of printing.
23. Please note that all the mandatory features as per RBI guidelines are to be strictly complied with, besides size of the paper and printing of each item on the cheque must be taken care of and adhered to and acceptable to IBA and NPCI. Design, colour of the cheque books will be decided at the time of order.
24. Designing of the cheque books as per the choice of the Bank will be done by the printer.
25. Please submit complete detail of your Bank account, as the payment will be made by NEFT/RTGS.

Yours Faithfully

(A.Z.KHAN)
CHIEF MANAGER

ANNEXURE - 1
TENDER NOTICE

Sealed tenders are invited from IBA approved printers for printing and supply of MICR cheque as per R.B.I. specifications as per CTS-2010 standard.

The Bank reserves the right to reject/accept any/all tenders without assigning any reason.

Quantity of any type of chequebooks may increase / decrease.

Details of security forms required by bank as follows:

(A) CHEQUE BOOKS WITHOUT BRANCH'S NAME AND ADDRESS

1.	Savings Bank A/c Cheque Books 25 leaves	Minimum 25000 books
2.	Savings Bank A/c Cheque Books 10 leaves	Minimum 25000 books
3.	C/D A/c Cheque books 25 leaves	Minimum 10000 books
4.	C/D A/c Cheque books 100 leaves	Minimum 2000 books

(B) CHEQUE BOOKS WITH BRANCH'S NAME, ADDRESS AND MICR CODE

1	Savings Bank A/c Cheque Books containing 25 leaves	1000 books per branch
2	Current deposit A/c Cheque books containing 25 leaves	300 books per branch

(A.Z.KHAN)
CHIEF MANAGER

ANNEXURE - 2

TENDER FORM

Signature of issuing officer with date and seal: -

1. Name of Firm/organization _____
2. Address for Correspondence _____

3. Contact Telephone No.: _____
4. Fax No. (if any) _____
5. Trades tax Registration No. _____
6. Income tax PAN No. _____
7. Photocopy of Certificate issued letter no _____
8. by I.B.A./R.B.I. for printing of MICR instruments.
9. Rates valid upto _____ 31.03.2013 _____
10. Detail of earnest money D.D. No. _____ Date _____

Rs. 10,000/- (Rupees ten thousand only)

Detail of 5 large orders received from commercial Banks and Regional Rural Banks

S.No.	Name and address of Bank	Order Received on date	Date of completion of order	Total cost of order

11. Attach sample paper with tender having seal of the firm & signature of authorized person.

ANNEXURE - III

RATES PER BOOK

(A) CHEQUE BOOKS WITHOUT BANK'S NAME AND ADDRESS

S.No.	Name of Item	Rate per Book
1	Saving Bank A/c Cheque Book 25 Leaves MICR	
2	Saving Bank A/c Cheque Book 10 Leaves MICR	
3	C/D A/c Cheque books 25 leaves MICR	
4	C/D A/c Cheque books 100 leaves MICR	

(B) CHEQUE BOOKS WITH BRANCH'S NAME AND ADDRESS WITH MICR CODE

S.No.	Name of Item	Rate per Book
1	Savings Bank A/c Cheque Books containing 25 leaves	
2	Current deposit A/c Cheque books containing 25 leaves	

Rates should be F.O.R. rate at branches having MICR code of Aryavart **Gramin Bank**.

DECLARATION

I/ We hereby declares that I am authorized to submit the tender to **Aryavart Gramin Bank**, Head Office, and Lucknow. The details given in this form are correct to the best of my knowledge and belief.

Date:

Signature

Place:

Name_____

Designation_____

Seal of Firm_____

DETAIL OF TENDERED SECURITY FORMS AS PER CTS – 2010 STANDARD

(A) CHEQUE BOOKS WITHOUT BANK'S NAME AND ADDRESS

S. No.	Item	No. of Leaves	Size	Paper	Specification	Quantity
1	MICR S.B. Cheque Books	25 leaves binded books	8" x 3 2/3"	95 GSM MICR Cheque paper approved by RBI/IBA	25 leaves binded books, one side multicolor printing, with numbering,, 60 G.S.M. Paper requisition and record slip (both side printed) cover of 140 G.S.M. art papaer with Bank's name to be printed on Cheque leaves.	25000 books
2	MICR S.B. Cheque Books	10 leaves binded books	8" x 3 2/3"	95 GSM MICR Cheque paper approved by RBI/IBA	10 leave binded books, one side multicolor printing, numbering from _____to _____, 90 G.S.M. Paper requisition and record slip (both side printed) cover of 140 G.S.M. art paper sheet with Bank's name to be printed on Cheque leaves.	25000 books
3	MICR C/D A/c Cheque Books	25 leaves binded books	8" x 3 2/3"	95 GSM MICR Cheque paper approved by RBI/IBA	25 leave binded books, one side multicolor printing, numbering from _____to _____, 60 G.S.M. Paper requisition and record slip (both side printed) cover of 140 G.S.M. art paper with Bank's name & Address.	25000 books
4	MICR CD Cheque Books	100 leaves binded books	8" x 3 2/3"	95 GSM MICR Cheque paper approved by R.B.I./IBA	100 leave binded books, one side multicolor printing, numbering from _____to _____, 60 G.S.M. paper requisition and record slip (both side printed) cover of 140 G.S.M. art paper with Bank's name & Cheque No.	5000 books

(B) CHEQUE BOOKS WITH BRANCH'S NAME AND ADDRESS WITH MICR CODE

S. No.	Item	No. of Leaves	Size	Paper	Specification	Quantity
1	Saving bank Chequebooks for Branches having branch name / address/ MICR code.	25 leaves binded books	8" x 3 2/3"	95 GSM MICR Cheque paper approved by RBI/IBA	25 leaves binded books, one side multicolor printing, numbering from _____to _____, 90 G.S.M. Paper requisition and record slip (both side printed) cover of 140 G.S.M. art papers with Bank's name & Address.	1000 cheque books per branch.
2	Current account Chequebooks for Branches having branch name / address/ MICR code.	25 leaves binded books	8" x 3 2/3"	95 GSM MICR Cheque paper approved by RBI/IBA	25 leaves binded books, one side multicolor printing, numbering from _____to _____, 90 G.S.M. Paper requisition and record slip (both side printed) cover of 140 G.S.M. art paper with Bank's name & Address.	300 cheque books per branch.

NOTE:- Numbering will be informed alongwith the work order