

**THE NAINITAL BANK LTD**  
**STATIONERY DEPARTMENT, REGIONAL OFFICE HALDWANI**

**TENDER REFERENCE NO- 12/NTB/STATIONERY/2022-23/001**

**TENDER DOCUMENT FOR**

**REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF SECURITY PRINTERS FOR PRINTING & SUPPLYING OF SECURITY STATIONERY ITEMS AS PER CTS-2010 STANDARD OF RBI/IBA WITH PRINTER'S MICR CTS PAPER FROM IBA APPROVED SECURITY PRINTERS & RATE CONTRACT FOR SECURITY ITEMS**

Date of Issue	: 21.11.2022
Last date of submission	: 12.12.2022 till 4:00 PM
Last date & time for Submission of Pre Bid Queries	: 28.11.2022 up to 4:00 PM
Date of Pre Bid Meeting	: 30 <sup>th</sup> November, 3:00 PM TO 5:00 PM
Date of Opening of Technical Bid	: 14 <sup>th</sup> December, 4:00 PM
Date of opening of Financial Bid	: Shall be communicated Separately

**Disclaimer:**

*The information contained in this RFP document and subsequent amendments if any will form an integral part of this RFP. This RFP is neither an agreement nor an offer and is only an invitation by the Nainital Bank (hereinafter Bank) to interested parties who are qualified for submission of documents. No contractual obligation whatsoever shall arise from the RFP process until a formal contract is executed by the authorized signatories of the Bank and the Successful bidder/s. This document is meant for the specific use by the Company / person/s interested to participate in the current RFP process. This document in its entirety is subject to Copyright Laws. Bank expects the bidders or any person acting on behalf of the bidders to strictly adhere to the instructions given in the document and maintain confidentiality of information. The bidders will be held responsible for any misuse of the information contained in the document and liable to be prosecuted by the Bank in the event of such a circumstance is brought to the notice of the Bank. By downloading the document, the interested party is subject to confidentiality clauses. The Bank reserves the right to reject any or all the proposals received in response to this RFP at any stage without assigning any reason whatsoever. Such decision of the Bank shall be final, conclusive and binding on all the parties.*

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## **PART-I: TECHNICAL BID**

### **Overview:**

The Nainital Bank Ltd was established in the year 1922 with the objective to cater banking needs of the people of the region. Bank of Baroda, a premier nationalized bank, is managing the affairs of The Nainital Bank Ltd since 1973. The Bank is having 167 branches at present operating in five states i.e. Uttarakhand, Uttar Pradesh, Delhi, Haryana and Rajasthan. Bank's Head Office is at Nainital, Uttarakhand and -3- Regional Offices are functioning at Delhi, Dehradun and Haldwani. The Bank is running with a vision which states: "To emerge as a customer centric National Bank & become the most preferred bank for its product, services, technology, efficiency & financials."

### **A. NOTICE INVITING TENDER**

#### **Objective:**

Nainital Bank invites applications from IBA approved empanelled security printers for "Empanelment of Security Printers for Printing & Supplying of Security Stationery Items as Per CTS-2010 Standard of RBI/IBA With Printer's MICR CTS Paper from IBA Approved Security Printers & Rate Contract for Security Items" to print and supply security stationery items to the bank such as cheques including **Personalized cheque books (PCBs)**, demand draft, deposit receipts & other security items as per guidelines/terms and conditions to be stipulated by the bank from time to time.

1. The Empanelment Application Form is attached as Annexure-I of the RFP which is available in the Bank's Website; <https://www.nainitalbank.co.in/english/Tender.aspx>. No hard copy will be issued from the Head Office. Bidder shall submit tender fee of **Rs. 1000/- (One Thousand Rupees Only)** (Non-refundable) in the form of Demand Draft/Bankers Cheque in favour of THE NAINITAL BANK LTD payable **at Delhi**. The same shall be enclosed with Technical Bid.
2. The late tenders shall be rejected including postal / courier delays.
3. Tender Specifications dully filled-in, signed and sealed should be addressed & submitted to **Regional Manager, Stationery Department, Regional Office Haldwani, 3rd Floor, Opposite Sessions Court, Nainital Road, Haldwani** and shall be dropped in tender box kept at reception area of above mentioned address. The tender submitted at any other location apart from aforesaid tender box or submitted by courier/speed post or not received within stipulated time will be rejected and will be returned back.
4. No addition or alterations shall be made in the Specifications, the conditions of contract and the tender by the Bidder and, if made, such tender is liable to be rejected. In case of the successful tender, any such additions and alterations made by the Bidder will be treated as null and void. Conditional tenders will be summarily rejected.

5. Schedule of events:

Sr. No.	Process	Instruction
1.	Advertisement for RFP in newspaper	21/11/2022
2.	RFP Issuance Date in Bank's website	21/11/2022
3.	Last date of receiving written request for clarifications before the pre-bid meeting	16:00 hrs on 28/11/2022 through mail
4.	Pre-bid meeting	Pre bid meeting will be held on 30/11/2022 between 3:00 PM to 5:00 PM at Regional Office, Haldwani
5.	Last date of submission of RFP Response (Closing date) and address for submission of Bid	1600 Hrs. on 12/12/2022 at The Nainital Bank Limited, Regional Office Opposite Sessions Court, Nainital Road, Haldwani-263139
6.	Date and time of opening of Eligibility cum Technical Bids	Dec 14,2022
7.	Opening and Evaluation of Commercial Bids	Dec 23,2022

6. Terminology used in this document:

Following terms are used in the document interchangeably to mean:

Sr. No.	Term	Meaning
1.	The Bank	Nainital Bank
2.	RFP	Request for Proposal
3.	Recipient/Respondent/Bidder	Printer submitting application in response to this RFP
4.	Bid	RFP response documents prepared by the Bidder and submitted to the Bank
6.	BCP	Business Continuity Plan
7.	Contract	the agreement entered into between the Bank and the Vendor, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated

		by reference therein
8.	Vendor/Service Provider/Printer	The Bidder who participates in the RFP for empanelment and featuring in the empanelled list of printers for the Bank
9.	Services	All services, scope of work and deliverables to be provided by Bidder as described in the RFP and includes provision of assistance, support, and other obligations of the Vendor covered under this RFP
10.	PCBs	Personalized Cheque Books

7. Bank reserves the right to reject or accept any one, or reject all tenders without assigning any reasons whatsoever.
8. Bidder has to submit Bid Securing Declaration Form as per Annexure-IV of the tender.
9. All the rates quoted in the tender shall be inclusive of all charges excluding GST and shall remain firm till the price validity period. No escalation of prices will be payable for whatsoever reasons.
10. The Bidder whose tender has been accepted shall within (07) seven days of the intimation of acceptance of tender, execute the agreement on stamp paper of required value.
11. The Rate Contract prices shall be **valid for a period of 03 years** from the date of issue of Empanelment letter.
12. The tenderer/bidder shall submit duly filled & signed Tender document.
13. The tender document is not transferable. Only the bidder, who purchased this tender, is entitled to quote.
14. The bidder shall attach duly signed & stamped authenticated copy of all necessary documents for meeting pre eligibility criteria for tender.
15. This tender document shall form part of the contract.
16. Validity of tender will be **90 days** from the opening of tender.
17. The tender to be submitted in two envelopes duly sealed and super scribed as-

**I. ENVELOPE NO. 1 – Technical Bid**

The bid prepared by the Bidder shall comprise of the following components:

- Bid Submission Cover Letter
- Empanelment Application Form (Annexure-I)

- Bid securing declaration Form (Annexure-II)
- Bidder's Profile (Annexure-III)
- Response to Pre-eligibility criteria: Bidder should provide all the supporting documents asked in Pre-eligibility criteria section of this RFP.
- Power of Attorney executed by the Bidder in favor of the Principal Officer or the duly Authorized Representative, certifying him as an authorized signatory for the purpose of this Tender.
- Demand Draft/Bankers Cheque in favour of THE NAINITAL BANK LTD payable **at Delhi** for Tender fee of **Rs 1000/- (One Thousand Rupees Only)** (Non-refundable).
- All documents should be signed and stamped by the authorized person.

## II. ENVELOPE NO. 2 – Price Bid

- The Bidder shall indicate in the proforma prescribed in **Financial Bid**, the total Prices of each Stationery Item it proposes to provide under the Contract. Prices should be shown separately for each item as detailed in Tender Documents.
- In the absence of above information as requested, a bid may be considered incomplete and be summarily rejected.
- The Bidder shall prepare the bid based on details provided in the Tender Documents.

(Tenderers shall sign and stamp all the pages of tender documents and attached documents at the lower right-hand corner by the tenderers. The rates and amount in the price bid shall be in typed form. The handwritten filled commercial bid will be summarily rejected.)

## 18. PROCEDURE FOR SUBMITTING TENDERS: -

- All tender papers should be duly signed.
- Both the envelopes should be super scribed with envelope no., type of bid & subject with name of work.
- Envelope 1 (Technical bid) will be opened first.
- Envelope -2(Price Bid) will be opened of those bidder only who are technically qualified as per terms and conditions of the tender. The sealed price bid envelope will be returned back to the technically disqualified bidders.



## B.PRE-ELIGIBILITY CRITERIA

The bidder should fulfill the following eligibility criteria. They are required to submit copies of documents to substantiate their qualifying criteria.

- 1) Bidder should have valid Registration of **PAN, GST, ESI, PF and income Tax clearance certificate etc.** as applicable under various Govt. guidelines.
- 2) Bidder must be an IBA approved Security printer. The **certificate issued by IBA** should be enclosed & it should be valid.
- 3) Printer should have been undertaking the activity of printing & supplying security stationery items cheques including personalized cheque books (PCBs) ,demand draft, deposit receipts & other security stationery etc. during the **last 05 financial years.** (**Certificate issued by respective department/organization to be enclosed** )
- 4) The bidder must have experience of printing of security items of at **least 05 years& Printing of Bank for 03 years** and have never been black listed by any bank. Letter of undertaking regarding not blacklisted to be provided on letter head of printer. Format is attached as **Annexure-IV**
- 5) Completion Certificate: Bidder shall submit the **completion certificate** mentioning the scope of work, Final bill amount, year, duration of work etc. from the competent authority of client.
- 6) The printer should have necessary hardware & software infrastructure and should be in possession of all the required machinery/ accessories/ other facilities for carrying out the accepted jobs. The Printing Unit should have stringent quality control measures for printing, binding, packing etc., to ensure supply of high quality security items.
- 7) Bidder must have in-house all infrastructure/software to print cheques with all requisite features including **VOID pantograph** and **UV logo** of bank as per new CTS-2010 standard guidelines. Declaration on letter head regarding infrastructure & VOID pantograph verification is to be submitted.
- 8) Printer should have operationalized his IBA Certified printing unit for carrying out printing of PCBs in **at least two different locations.** One of the printing units preferably should be in **North India.**
- 9) Printer should be registered in printing & supplying list of IBA and valid for the period and have adequate network to serve Bank Branches in India.



- 10) The bidder should not be a NPA borrower in any Bank/Financial Institution (**Credit Report of the bankers should be attached**)
- 11) To become eligible for empanelment, the Printer should have printed & supplied at least **5 Crore** number of cheque leaves (PCBs & Non-PCBs) to banks during any of the last 3 financial years ended 31st March of 2020, 2021 and 2022. For printing of PCBs, the printer should have printed & supplied at least **3 Crore numbers of Personalized Cheque** leaves to banks during any of the last 3 financial years ended 31st March of 2020, 2021 and 2022.  
  
(The printer should have executed the complete work i.e., right from base stationery printing, printing branch name, IFSC, Cheque numbering, personalization details (in case of PCBs), cheque book binding, till handing over for dispatch. Such complete works done by the printer alone shall be considered for counting of the required number of cheque leaves for meeting the above stated eligibility criteria. Necessary documentary proof such as supply order copy & Payments received details/ Certificate issued by PSBs duly indicating the number of cheque leaves printed & supplied during each financial year should be enclosed to the technical bid. Application without containing said proof shall be rejected by the bank)
- 12) The bidder should be a profitable firm/company & should have shown the profits in each of last three financial years i. e. FY 2019-20, 2020-21 & 2021-22 (**Valid CA certificate to be enclosed**)
- 13) The bidder should have average annual turnover of more than **2 Crore** during the last three financial years i.e. FY 2019-20, 2020-21 & 2021-22 (**Valid CA certificate to be enclosed**)
  - a) The bidder should have successfully executed minimum single work of similar type, costing more than **1 Crore during last three years (Proof of the same should be submitted for having successfully completed the work)**  
OR
  - b) The bidder should have successfully executed minimum two works of similar type, closing more than **50 lakhs during last three year (Proof of the same should be submitted for having successful completed the works)**  
OR
  - c) The bidder should have successfully executed minimum three works of similar type costing more than **30 lakhs during last three year. (Proof of the same should be submitted for having successful completed the works)**
- 14) **Printer should have obtained the approval certificate from National Payment Corporation of India (NPCI) for undertaking printing & supplying CTS 2010 standard cheques to nationalized banks/SBI/SBI associates; the said approval certificate, duly attested, should be enclosed to the empanelment application.**

- 15) Security printer should undertake to print and supply various security items at standardized rates to the branches/ offices of the bank across the country.
- 16) The printer should have at least one IBA approved printing location in **North India**. The Printer should have own/leased secured storage area for storing at least **50 MT Tons of security stationery /MICR paper**.

### C. GENERAL TERMS AND CONDITIONS

1. Tenderers shall sign wherever provided of and all pages of the tender documents including attached documents. Tenders not so signed shall be liable to be rejected. The tenders shall be submitted in sealed covers to the office of **The Regional Manager, THE NAINITAL BANK LTD, Stationery Department, Regional Office Haldwani, 3rd Floor, Opposite Sessions Court, Nainital Road**, on or before **12<sup>th</sup> December by 4:00 PM**.
2. Tenders which do not contain the valid DD for Tender Fee & Bid securing declaration form or that do not fulfill any of the conditions mentioned herein shall be rejected at the discretion of the Bank.
3. **Definitions:**
  - i. **Bank** : THE NAINITAL BANK LTD,, a body corporate constituted under Banking Companies (Acquisition and transfer of Undertaking) Act, 1970 and having its Registered office at **7, Oaks Building, Mallital, Nainital** (hereinafter referred to as **“Bank”** which expression shall unless it be repugnant to the subject, meaning or context thereof, be deemed to mean and include its successors and assigns).
  - ii. **Bidder**: who intends to printing and supplying as per the terms and conditions of this tender document and participates in the tender hereinafter referred to as **“Bidder”**.
4. **Security** printer should undertake to print and supply various security items at standardized rates to the branches/ offices of the bank.
5. **Printers**, who are already in our panel, should also submit their applications afresh for Empanelment along with all required enclosures.
6. The printer should be in possession of [a] PAN, [b] VAT/ CST/ TIN/GST [c] Service Tax Registration Number and [d] permission/ license to carry on business at the address furnished in the application. Self-attested photocopy of all these certificates should be enclosed to the empanelment application.
7. Value of original investment in Plant & Machinery should be mentioned in the empanelment application. In case the printer is in possession of SSI/ MSME Registration Number, a photocopy of the said certificate should be enclosed to the application.
8. Execution of security printing job works in Public Sector undertakings/ banks/ Government Departments desirable. Self-attested photocopy of major orders executed (containing the job specification details) during the last 3 financial years

should be submitted along with the application. In case of need, bank may call for opinion letters from printer's bankers/ clients/ others and consider only those applicants with satisfactory record for empanelment.

9. The printer should have been in the active panel of the Indian Banks' Association (IBA) and a copy of the IBA approval letter, duly attested, should be enclosed to the application for empanelment; Before the expiry of present IBA approved certificate during the empanelment period, fresh certificate issued by IBA extending validity of the certificate should be submitted to the bank for considering the quotes from time to time, failing which orders will not be placed with the supplier.
10. Documentary evidence to confirm all the above mentioned pre-qualification criteria should be enclosed to the empanelment application.
11. Original documents should be produced to the bank, on request, in case it is needed for cross verification formation by the Bank, failing which empanelment application is liable to be rejected
12. Printers having necessary hardware and software so as to undertake Variable-Data printing (VDP) i.e., the form of digital printing, including on-demand printing, in which elements such as text, graphics and images may be changed from one printed piece to the next, without stopping or slowing down the printing process and using information from a database or external file would be preferred for empanelment.
13. Printers who apply for empanelment of printing & supplying of security stationery items should pay a non-refundable fee of Rs.1000/- (Rupees One Thousand Only) by way of crossed Demand Draft favouring THE NAINITAL BANK LTD payable **at Delhi** .
14. All Printers who are in the bank's present panel for printing & supplying of security items should apply afresh for empanelment. All other Printers meeting the above stated eligibility Criteria and are not in the present panel shall also apply for empanelment
15. **SUBMISSION OF BIDS [Technical & Financial bids]:**
  - I. Printers satisfying the eligibility criteria should submit their bids in two bid system i.e Technical and Financial bids.
  - II. Technical Bid to be kept in sealed envelope superscripted as "**Technical Bid for empanelment of Security Printers**" enclosing all the required supportive documents and the non-refundable application fee of Rs.1000/- by way of demand draft.

- III. **Please Note:** In the technical bid, bidder should enclose all supportive documents/ papers as stipulated in this tender document. Since technical bid without any of the required information is liable for rejection, bidders are once again requested to ensure compliance of the above requirement without fail.
- IV. Specimen of the financial bid is furnished in this tender document. Financial bid as per the prescribed format should be duly filled in all respects and the signature & seal of authorized signatory of the bidder's firm should be affixed before submission to the Bank in another sealed envelope. Financial bid envelope should be superscripted as **"Financial Bid for Security Stationery"**.
- V. **Rates quoted in the financial bid are valid for 3 years.**
- VI. Both the technical bid and financial bid envelopes should be put inside a bigger envelope sealed and submitted to the Bank. This bigger cover should be superscripted as **"Application for Empanelment of security Printers (T&FBids)"**. This envelope should be submitted to **The Regional Manager, THE NAINITAL BANK LTD, Stationery Department, Regional Office Haldwani, 3rd Floor, Opposite Sessions Court, Nainital Road, latest by 12.12.2022 by 4:00 p.m.**
- VII. Name & complete postal address of the bidder including phone numbers and tender reference number should be legibly written in the envelopes containing Technical Bid, Financial Bid and also on the bigger cover which contains both these bids.
- VIII. In case any bidder intends to send his/her offer by post, the same may be sent by courier/ speed post duly addressing the same to the said office to ensure proper receipt of their offer. It is the responsibility of the bidder to ensure that bids are submitted at the said address within the due date & time prescribed above. Bank is not responsible, if any offer sent by post/ courier is lost in transit and/or not received by the Bank in proper condition or not received within the stipulated due date and time mentioned above. The bid received after due date will be return back in sealed condition.
- IX. The bids are to be signed by the authorized signatory of the firm or organization only. Full name, designation, necessary resolution/ power of attorney/ letter of authority available should also be enclosed to the technical bid.
- X. All the pages of the tender document should be stamped (by affixing the seal of the firm) and signed by the authorized signatory as token of having read the entire tender document and understood the instructions, terms and conditions etc.. No changes whatsoever shall be permitted in the tender document and the bidder should submit the tender as per the Bank's prescribed format only.

- XI. Any incomplete or ambiguous terms/ conditions/ quotes will disqualify the offer and the decision of the Bank in this regard will be final.
- XII. The printer applying for empanelment should bear all costs/ expenses associated with the preparation and submission of empanelment application to the bank and the Bank in no case will be responsible or liable for these costs/ expenses incurred by printers regardless of the conduct or outcome of the empanelment process. Printers are requested to submit their applications duly complete in all respects and along with all supportive documents/ records etc. Incomplete/ illegible applications are liable to be rejected by the bank.
- XIII. The Bank reserves the right to reject any or all the empanelment applications at any stage during the empanelment process without assigning any reason thereof. Canvassing in any form will disqualify the applicant.
- XIV. Bidders shall inform the Bank in case of transfer of ownership of their company.
- XV. Printers, who are already in our panel, may also submit their applications afresh for empanelment along with all required enclosures.

#### **16. Amendment of RFP Document**

At any time prior to the last date for receipt of bids, the Bank, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by an amendment.

Any Amendments will be notified in writing on bank's website [www.nainitalbank.co.in](http://www.nainitalbank.co.in) under Tender Option and will be binding on all Bidders.

In order to provide prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the Bank may, at its discretion, extend the last date for the receipt of Bids. Any or all corrigendum/amendments notified by the Bank shall be treated integral part of this RFP.

#### **17. Cost to Bid**

The Bidder shall bear all costs associated with the preparation and submission of its bid, including cost of presentation for the purposes of clarification of the bid or otherwise. The Bank, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process

#### **18. Pre-Bid Meeting:**

For the purpose of clarification of doubts related to this RFP of the bidders, THE NAINITAL BANK LTD intends to hold a Pre-Bid Meeting on the date and time as indicated in the RFP. The queries of all the bidders should reach us in writing or over e-mail on or before on the address as mentioned in tender the queries shall be submitted in forms given under **Annexure -V**. Queries not received in the form and queries without



the relevant details will not be taken up for response. It may be noted that no queries of any bidder shall be entertained received after the Pre-Bid Meeting. The clarifications and replies to the queries offered during the Pre-Bid Meeting will be made available on the Bank's Website. Pre-bid queries to be sent by mail to the following mail IDs. **stationery@nainitalbank.co.in**

Only the authorized representatives of the bidders (**Only 01 person**) will be allowed to attend the Pre-Bid meeting along with authorization letter issued by respective company.

#### **19. Requests for Information**

Bidders are required to direct all communications related to this RFP, including notification of late RFP submission to:-

**The Regional Manager,**

**Regional Office Haldwani**

**THE NAINITAL BANK LTD, Stationery Department, Regional Office Haldwani**

**3rd Floor, Opposite Sessions Court, Nainital Road, Mob: 7055101512**

All questions relating to the RFP, technical or otherwise, must be in writing only.

Bidders should invariably provide details of their contact number/email address as responses to queries will only be provided to the bidder via email.

If Bank in its absolute discretion deems that the originator of the question will gain an advantage by a response to a question, then Bank reserves the right to communicate such response to all bidders.

#### **20. Notification:**

Bank will notify the technically qualified bidder only regarding opening of price bid. The date and time of opening of price bid will be communicated through e-mail only. Hence bidder shall submit valid e mail ID for communication.

#### **21. Disqualification:**

Any form of canvassing / lobbying / influence / query regarding short listing, status, etc will be a disqualification.

#### **SCOPE OF THE WORK:**

Description of security items: - Printing & Dispatch of Personalized Saving & Current Account cheque book, Non personalized saving & current cheque book, UTDR, DD, PO, BG etc.

Art Work: - Art work for cheque leaf, all inserts & envelope will be provided by Bank in soft copy.



I. **Printing:** -Cheques are to be printed in multi colours as per the art work provided with following features: -

- MICR cheques to be printed in fugitive super sensitized inks (i,e they react against with liquid/dry chemicals) and also have “VOID” pantograph and UV logo of Bank as per RBI/IBA/NPCI guidelines. Necessary authorization /certification of sample cheques by NPCI would be required before printing actual cheque.
- In case RBI or Bank introduces some changes / additions in the contents of cheque book or related formats/stationery, such changes/additions will be carried out at no additional cost during the tenure of the contract.
- All present as well as any future guidelines related to CTS-2010 standards issued by RBI/NPCI/IBA are to be scrupulously followed by the bidder and any changes suggested by them have to be incorporated without charging any extra cost during the tenure of the contract.
- All other stationery viz laminated and tear proof envelope of bio degradable plastic with minimum 50 micron, cheque book cover, welcome letter, requisition slip, publicity leaf, record copy are also to be printed in multi-colours.
- Proof of the same before finalizing printing to be submitted within 10 days from art work given, Delay in submission of correct proof may attract penalty as per bank’s discretion.
- Micro lettering of THE NAINITAL BANK LTD along with Account No in all personalized cheque books.

II **Paper :-**

- MICR Security Paper (95 GSM) with water marks of Bank’s logo and CTS-INDIA will be provided to the printer in REEL form. MICR security paper cost will be borne by bank itself.
- Paper for all other inserts viz. requisition slip, record slip, additional two leaves (one for printing details of account holder and another reserved for Bank’s publicity materials) cheque book cover leaf with window cutting and envelope will be managed by the printer. No extra cost would be paid for this stationery and the same is to be included in printing rate.

III **Details of cheque paper, cheque book cover ,inserts and envelope will be as under:-**

- Cheque book cover- 170 GSM Art paper of A Grade mill both side printing
- Cheque Paper –MICR-95 GSM security paper having Banks water mark and CTS India water mark along with mandatory features prescribed by RBI & NPCI.
- Welcome letter -70 GSM paper of A Grade Mill both side printing

- Publicity leaf-70 GSM paper of A Grade Mill both side printing
  - Requisition Slip-70 GSM paper of A Grade Mill both side printing
  - Record Slip-70 GSM paper of A Grade Mill both side printing
  - Envelope-Laminated and tear proof bio degradable plastic envelope with minimum 50 micron. One envelope to be used for dispatching cheque books of one account i.e one envelope per account.(Normal size for one cheque book is 9.5"x4.5" with window. However for dispatching more than one cheque book of same account bigger size with window can be used.
- IV **Binding:-** Cheque books to be stapled with two wire pins. The pin and cutting of the cheque book should be done aesthetically and there should be no visible defect in size, shape, stacking.
- V **Perforation & Stub-** Perforation of all originals and copies wherever required shall be in such a way that tearing force required is minimum and no portion of stub or form should tear off when detached from the book. The perforated portion of the security form when detached from the book should have minimum deformity and should be in straight line.
- VI **Quantity-** As per requirement of our customers from time to time. Volume of work may increase gradually with opening of new branches across the country and by increasing customer base of the bank. It is expected that approximately **6000 leaves** printing work per day would be required.
- VII **Placement of Order-** Order will be placed by Stationary Dept with all the details viz account name, no of cheque leaves, address where the cheque book is to be sent etc through email. Printer would be required to print cheque books/leaves and deliver to courier/speed post as per predefined arrangement. The printing and cost of Bar coding /AWB as allotted by postal authorities/courier company and any cost of managing the same will be at the cost of the printer. Printer would also be required to update simultaneously the request file with cheque serial no, Ref no./consignment no/details and send back to our office through email(SFTP).
- VIII **Delivery Schedule-** Every day in the morning/Evening encrypted data file will be shared to the identified printer for printing cheque book (day T).The printer will print the cheque books and arrange to hand over to postal authority or courier for deliver on T+1 Day. On the same day, printer will send the details of cheque books dispatched along with dispatch details through SFTP to bank. Necessary MIS reports shall also be provided region wise as per Bank's requirement.
- IX **Courier Services:** - Courier Charges/Speed Post charges will be paid by Bank. Selection of courier services/speed post will be finalized by our Head Office.

## 22. Confidentiality:

- I. The BIDDER acknowledges and agrees that all tangible and intangible information obtained, developed or disclosed including all documents, data, papers, statements, any business/customer information, trade secrets and process of the Bank relating to its business practices in connection with the performance of said services under this Agreement or otherwise, is deemed by the Bank and shall be

considered to be confidential and proprietary information (“Confidential Information”)

- II. The BIDDER agrees and undertakes that the Confidential Information shall not use or permitted to be used in any manner except for the purpose of performance of this agreement and the BIDDER shall not disclose or part with the Confidential Information to unauthorized person/s. The BIDDER shall ensure that the Confidential Information is safeguarded and shall take all necessary action to protect it against misuse, loss, destruction, alterations or deletions thereof. The BIDDER shall ensure that its employees/agents/sub-contractors are bound by similar obligation to maintain secrecy in respect of Confidential Information.
- III. The BIDDER acknowledges that in the event of any breach or threatened breach of this clause by the BIDDER and/or its employees/agents/sub-contractors the BIDDER shall be liable to pay damages as may be quantified by the Bank.
- IV. The BIDDER acknowledges that in the event of any breach or threatened breach of this section by BIDDER/its employees/agents, monetary damages may not be an adequate remedy; therefore, the Bank shall be entitled to injunctive relief to restrain the BIDDER/its employees/agents from any such breach, threatened or actual. This provision shall survive expiry or termination of this agreement.

## **23. EMPANELMENT PROCESS**

- 23.1. Printing jobs are to be taken up on total cost basis. The printing unit should have required technical infrastructure / in-house facility to develop new designs. They should have capacity to incorporate various special security features that the bank may stipulate from time to time and as per new CTS-2010 standard/guidelines.
- 23.2. The empanelment of vendor shall be valid for 03 years. The Bidder who is technically qualified will be considered as empanelled vendor. However, empanelled vendor will not have right to get the order from the bank. The order will be issued to L1 vendor only. The L1 vendor will be decided based on the cumulative amount of part A & B. The quantity considered for Part A & B of the price Bid is estimated and same may increase or decrease based on Bank's requirement. The quantity considered is for evaluation of L1 Bidder in the price Bid and rate quoted by the bidder shall be binding for the same.
- 23.3. The bank is required to supply various security items of stationery to our branches/ offices at a short notice. In flow of indents of stationery are expected from branches/ offices situated across the country. Therefore, it is necessary that

more than one empanelled printer is necessary to print supply these items to our branches/ Offices within the least possible time.

- 23.4. Bank can assigned whole scope of work as mentioned in the tender and price bid to L1 Bidder. However, bank has sole right to split the work into Part A & B of the price Bid .among the L1 & L2 bidders subject to L2 agree to work on L1 rates. If L2 bidder does not accept then bank can assign work of Part B to the other L3/L4/L5 etc provided L3/L4/L5 agrees to work at L1 rate.
- 23.5. The Bank reserves its right to assign work orders to any of the empanelled printers at its sole discretion from time to time as mentioned above clause No.23.4.
- 23.6. **Printing & supplying security items at L-1 rate is referred to as rate Contract and the printer should execute the said rate contract with the Bank.**
- 23.7. Placing of orders for printing of cheque books with empanelment printer will be done only after obtaining the approval of our cheques samples from NPCI.
- 23.8. The work will be assigned to printers purely at the discretion of the Bank depending on various factors like printer's nearness to the branch/ office of the bank that has indented the items (geographical vicinity), prompt service by printer, complaint free service etc.,

## **24. OTHER TERMS & CONDITIONS**

- I. The Bank will provide only specimen of each security item but not the security paper or any art work. They should be arranged by the printers themselves;
- II. The rates are inclusive of all taxes and F.O.R. for local branches / offices situated in city agglomeration / city corporation / town area where your printing press is situated. Freight for supply for outstation branches / offices in case of general cheques will be paid on ` **TOPAY** ' basis by the branches / offices concerned. Octroi, wherever applicable will be reimbursed by the Bank on submission of original receipt. In case of supply of personalized cheques books postage/courier charges will be paid by Bank.
- III. Transportation & delivery of security items should be effected through IBA approved Transport Operator / reputed courier/s.
- IV. Maximum permissible delivery period from the date of order to date of dispatch should not exceed for:

Particulars	Maximum permissible delivery period from the date of order to
General security instruments	30 days
Continuous stationery items/ Special Cheques	10 days
Personalized Cheque Books	1 day

- V. No extension of time from the due date stipulated in individual orders shall be granted. Non-adhering to the supply schedule will attract penalty at the rate of 10% per annum on the bill amount submitted by the printer for the delayed period will be charged by the Bank from time to time, at its discretion, apart from initiating necessary action that may be considered necessary by the bank. But in exceptional circumstances, the Bank may condone the delay at its sole discretion. No orders will be placed to a printer in case of continuous default in complying with these time norms.
- VI. In case of any complaint, adverse remark against any empanelled printer/supplier, the printer/supplier shall be deleted from the panel apart from initiating suitable action that may be considered necessary by the bank.
- VII. Printed & supplied items which are not according to the bank's specifications in all respects shall be summarily rejected and this Rate Contract would be cancelled.
- VIII. **Bills for the security items supplied should be submitted within 90 days from the date of delivery at the branch and Bills received there after shall be treated as 'NO CLAIM'. While submitting the Bills for payment to this Department, acknowledgement from the branch certifying that the supplied items have been received by them, should also be submitted. Without such acknowledgement, payment of Bill will not be made.**
- IX. The Bank reserves the right to modify/ alter/ cancel in full or in part the description/ quality & other terms & conditions of any order. The Bank reserves the right to inspect the Printing Press/ Godown of the security printer in case of need and verify the invoice, raw materials at the press premises without any prior notice to ensure that quality security paper of requisite GSM is used and to study the process flow.
- X. This rate contract will be valid for three years, which may be extended up to six months in case of need on the same terms & conditions at the discretion of the Bank.



- XI. Successful bidders should submit performance security deposit of **Rs.2,00,000/- (Rupees Two Lakh Only)** in the form of DD favouring THE NAINITAL BANK LTD payable at Delhi Or Performance Bank Guarantee as per enclosed format (**Annexure-VI**) of Rupees 2.0 Lakh. No interest will be payable on this deposit. If the bidder who does not carrying out work as per work order and tender condition then bank may levy penalty and recover amount from performance security deposit. Bank may forfeit the performance security deposit, if bidder to whom work order is issued and does not commence the work or back's out from the contract.
- XII. Performance Security deposit amount will be returned to the printer on completion of 24months from the date of supply of final lot of work order. The bank reserves the right to forfeit the security deposit of the printer, if any, in the event of non-compliance of any of the tender terms and conditions.
- XIII. The performance security deposit is to be furnished within 10 days after acceptance of this Rate Contract without which no orders will be placed to printers. The terms & conditions of this Rate Contract have to be accepted by the printer by affixing signature by the authorized signatory/s on all pages.
- XIV. The printer should furnish name of their contact person with telephone/ cell phone Numbers to the bank to facilitate effective liaison & follow-up. They should also update the contact information whenever there is a change.

## **25. GENERAL TERMS & CONDITIONS RELATING TO WORK CONTRACT UNDER THIS EMPANELMENT**

- I. Guidelines contained in this document are General Conditions to be complied with by empanelled printers.
- II. No binding legal relationship will exist between any of the printers and the Bank during the RFP period and until execution of an agreement.
- III. Failure to submit the said security deposit amount within the time frame will disqualify the printer(s) from participating in any of the tender process.

### **IV. Opening date of technical Bids**

- A. Technical bids will be opened on **14.12.2022 at 11.00 a.m.** at THE NAINITAL BANK LTD, Stationery Department, Regional Office Haldwani, 3rd Floor, Opposite Sessions Court, Nainital Road in the presence of the tenderers or their representatives All the tenderers are advised in their own interest to be present on that date at the specified time. The Bank reserves the right to reject any or all the tenders without assigning any reason thereof. Canvassing in any form will disqualify the tenderer.

- B. Date of opening of financial bids will be intimated separately to those bidders whose technical bids are complete in all respects and eligible for opening of their financial bids.
- C. Technical Bids will be evaluated as per the eligibility criteria specified in the tender document. Financial Bids of successful technical officers will be opened at the above venue on the communicated date & time by the bank separately. All tenderers are advised in their own interest to be present on that date at the specified time. Consent letter refers to the document in which the Printer agrees to print and supply the security items listed in financial bid at the L-1 rate.
- D. The bank, after scrutiny of financial bids, would arrive at the L-1 quote for each of the security stationery item. Then, all printers would be requested in writing to offer their consent to supply the items at the rate agreed by L-1 printer/s. The printers are required to ensure that the consent letter reaches the bank within 15 days from the date of the request letter, failing which, it would be presumed that they are no longer interested in the offer and their quote would be removed from the tender process without any further intimation by the Bank.

26. Value of original investment in Plant & Machinery should be mentioned in the empanelment application. In case the printer is in possession of SSI/ MSME Registration Number, a photocopy of the said certificate should be enclosed to the application Value of original investment in Plant & Machinery should be mentioned in the empanelment application.

## **27. Arbitration:**

- The Bank representative and the Service Provider shall make every effort to resolve amicably, by direct informal negotiation between the respective representatives of the Bank and the BIDDER, any disagreement or dispute arising between them under or in connection with the contract.
- If within thirty days from the commencement of such negotiations between the representatives of the parties, the Bank and the BIDDER have been unable to resolve contractual dispute amicably, either party may require that the dispute be referred for resolution through formal arbitration.
- All disputes, differences and questions of any nature which at any time arise between the Parties to this Agreement or their respective representatives and assigns or any of them out of the construction of or concerning anything contained in or arising out of this Agreement or as to the rights, duties or liabilities under it of the Parties to it respectively or their respective representatives shall be subject to exclusive jurisdiction of the courts at Nainital.



- Any dispute, controversy or claims arising out of or relating to this Agreement or any breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996.
- The process of arbitration shall be conducted by a sole arbitrator appointed by the Bank.
- In case of non-consensus on the sole arbitrator the number of arbitrators shall be three, with each side to the dispute being entitled to appoint one arbitrator. The two arbitrators appointed by the parties shall appoint a third arbitrator shall act as the chairman of the proceedings.
- The place of arbitration shall be Nainital and any award made whether interim or final, shall be deemed for all purposes between the Parties to be made, in Nainital.
- The arbitration procedure shall be conducted in the English language and any award shall be rendered in English. The procedural law of the arbitration shall be Indian law. The cost of arbitration proceedings shall be borne by both parties equally.
- The award of the arbitrators shall be final and conclusive and binding upon the Parties, and the Parties shall be entitled (but not obliged) to enter judgment thereon in any one or more of the courts having jurisdiction.

## **28. Continuous Services:-**

- Notwithstanding the existence of a dispute, and/or the commencement of arbitration proceedings, the BIDDER should continue to provide services to the Bank as per the contract till alternate arrangements are made.
- Forbearance: The failure on the part of the Bank to insist upon the performance of any terms and conditions of this Agreement, to exercise any right or privilege conferred in this Agreement, or to demand any penalties resulting from any breach of any of the terms or conditions of this Agreement shall not to be construed as a waiver on the part of the Bank of any terms, conditions, rights or privileges, but the same shall continue and remain in full force and effect, nor will such waiver affect any subsequent breach or subsequent action in that behalf
- Proprietary rights: The BIDDER agrees that work product including but not limited to all information, reports, studies, software (including source codes, object codes and executable), flow charts, diagrams and other intangible and tangible material of any nature whatsoever produced by or as a result of any of the services rendered hereunder shall be the sole and exclusive property of the Bank. In furtherance thereof, hereby-irrevocable grants, assigns, transfers to the Bank all rights, title and interest of any kind, in and to any work product produced hereunder. The BIDDER shall be entitled to make absolutely no use of any of the materials except as may be expressly permitted in writing by the Bank.

## **29. WARRANTY:**

- 1) The security stationery to be printed and supplied shall be under printer's comprehensive all-inclusive warranty for a period of one year from the date of satisfactory supply.

- II) During the warranty period the printer shall at his/her own cost replace any defective stationery, free of cost to the Bank. Any defect including defective stitching, gumming, fading of printed matter, fading of colours/ art work, defective arrangement of paper, any other defects etc., should be replaced by the printer at his/her own cost.
- III) Any defect in quality or shortfall in the quantity of stationery supplied will be intimated to the printer by the Bank and the printer shall rectify the defect or make good the shortfall within 15 days of such reporting. If the defects could not be rectified within the said period of 15 days the printer should replace the same free of cost. Transportation and other costs in this regard, if any, shall be borne by the printer.
- IV) Failure to attend to complaints within 15 days will attract penalty as per liquidated damages of clause no.29. The penalty shall be recovered from the printer's bills or from the performance security deposit.

### **30. Indemnity:-**

Bidder shall indemnify, protect and hold the Bank harmless from and against all claims, losses, costs, damages, expenses, action suits and other proceedings (including reasonable attorney fees), relating to or resulting directly or indirectly for

- I) An act or omission of Bidder ,its employees, it agents, in the performance of the services provided by this contract
- II) Breach of any of the terms of this agreement document or breach of any representation or warranty by Bidder,
- III) Bidder shall further indemnify the Bank against any loss or damage arising out of loss during delivery of speed post/ Express parcel/Business Parcel consignment at all points of time
- IV) Bidder shall indemnify and undertake to keep the Bank fully saved and indemnified against any loss action or claim arising out of or in respect to error ,misconduct ,fraud, misbehavior or violations of any laws committed by receiving party or its employees/agents/persons employed by third parties,
- V) This indemnification is only a remedy for the bank bidder is not absolved from its responsibility of complying with the statutory obligations as specified above. Indemnity would cover damages, loss or liabilities suffered by the Bank arising out of claims made by its customers and/or regulatory authorities.

### **31. PAYMENT:-**

- I. The Bank will not pay any advance for supply of stationery required to be printed and supplied to the bank. The bills and invoices shall be prepared by the printer and submitted to the Bank along with the acknowledgment issued by the branches/offices. On scrutiny of the bills and after receipt of the finished product from printer, payment will be effected for the supply made. Bills for the items supplied should be

submitted within 90 days from the date of delivery at this office and Bills received thereafter shall be treated as 'NO CLAIM'.

- II. Printed & supplied items which are not according to the Bank's specifications in all respects shall be summarily rejected and no payments shall be made by the Bank.
- III. Bank will verify the invoice raised by the supplier/vendor and release the payment within 01 month of receiving the invoice complete in all respects. While making payment, the Bank will deduct TDS and other statutory dues as applicable to comply with the laws of the land. The amount will be credited to the account of the supplier through NEFT/RTGS.

### **33. INSPECTION:-**

- 33.1. The Bank reserves the right to modify/ alter/ cancel in full or in part the description/ quality & other terms & conditions of any order. The Bank reserves the right to inspect the Printing Press/ go-down of the printer in case of need and verify the invoice, raw materials at the press premises without any prior notice to ensure that quality paper used and to study the process flow.
- 33.2. The printer agrees to permit the Bank officials or any other persons engaged for this purpose to have free access to their unit/ go-downs etc., for inspection/ visit etc., and the printer shall have no objection for the same and shall co-operate and provide necessary details/ information required by the Bank for such inspection.

### **34. TERMINATION:-**

The Bank at its option without prejudice to its rights under the contract is entitled to terminate the contract without assigning any reason at any time by **giving 30 days' notice in writing to the bidder** in the following circumstances:

- i. In case the bidder does not comply with any or all of his/her obligations/ undertakings under this contract;
- ii. If the design, specifications of security stationery supplied by the bidder do not conform to the approved technical specifications and other requirements specified in the tender contract and agreed to by the bidder;
- iii. If the bidder refrains from implementing any of the instructions received from the Bank within the stipulation of this contract;
- iv. In case of any breach of the terms and conditions of the tender contract by the bidder;
- v. In the event of such termination, performance security deposit of the printer will be forfeited and the Bank shall have the right to terminate the contract and deny any future empanelment
- vi. The printer indemnifies to protect and save the Bank against all claims, losses, costs, damages, expenses action suits and other proceedings resulting from infringement of any patent, trademarks, copyrights etc., or such other statutory infringements in respect of the finished product supplied to the Bank in terms of the tender contract

- vii. The contract shall be interpreted in accordance with the Laws of India. Any dispute arising out of this contract will be under the jurisdiction of Courts of law in **Nainital**.

### **35. Force Majeure**

i. The parties shall not be liable for default or non-performance of the obligations under the contract, if such default or non-performance of the obligations under this contract is caused by any reason or circumstances or occurrences beyond the control of the parties, i.e. Force Majeure. For the purpose of this clause, "Force Majeure" shall mean an event beyond the control of the parties, due to or as a result of or caused by acts of God, wars, insurrections, riots, earth quake and fire, events not foreseeable but does not include any fault or negligence or carelessness on the part of the parties, resulting in such a situation. ii. In the event of any such intervening Force Majeure, each party shall notify the other party in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by the other party, the party pleading Force Majeure shall continue to perform/render/discharge other obligations as far as they can reasonably be attended/ fulfilled and shall seek all reasonable alternative means for performance affected by the Event of Force Majeure.

iii. In such a case, time for performance shall be extended by a period not less than the duration of such delay. If duration of delay continues beyond 30 days, the parties shall hold consultations with each other in an endeavor to find a solution to the problem or the Bank has the option to terminates the agreement upon written notice of such termination to the other party, and the service provider shall continue to provide the service till the Bank finds a suitable replacement for the same.

- 36.** Printer shall comply with all the statutory obligations of the Government of India/ State Governments and local authorities applicable and the Bank shall not be liable for any action under the statutes applicable due to non-compliance of statutory obligations by the printer.
- 37.** In case of any complaint, adverse remark against any empanelled printer, the printer shall be deleted from the panel apart from initiating necessary action that may be considered necessary by the bank.
- 38.** Bank reserves its right to add any printer/supplier to the panel at any time during the period, provided such applicant satisfies the requirements for empanelment.
- 39.** In case printer's close relative(s) is/are associated with Bank and in particular the Stationary Department of the Bank, details such as name, designation etc., should be furnished and informed to the bank in empanelment application. Non-disclosure of such information will lead to disqualification if it comes to the notice of the bank at a later date.

40. All updates/ modification/ addition/ deletion of tender/empanelment terms and other related information, if any, will be uploaded in the bank's website only from time to time for information/ guidance and compliance of bidders.

**41. BANK GUARANTEE FOR PERFORMANCE SECURITY DEPOSIT:-**

- Successful bidder has to submit a Bank Guarantee of Rs 2.00 lakh (as per format given in Annexure- VI Performa for the Bank Guarantee). The guarantee shall be for a period of three year from the date of signing the agreement by the bidder. In case, the contract is renewed by the Bank as per the terms and conditions specified in this RFP, the BIDDER will execute and submit fresh Performance Guarantee for applicable duration. The BG will be released after 3 years and/or extended period or execution of all pending Purchase Orders, whichever is later.
- In the event of termination, Bank may invoke the Performance Bank Guarantee/Security Deposits, recover such other direct costs and other amounts towards direct damages from the Agency that may have resulted from such default and pursue such other rights and/or remedies that may be available to the Bank under law.

**42. Severability:**

- I. If any of the provisions of this RFP may be constructed in more than one way, one of which would render the provision illegal or otherwise voidable or unenforceable, such provision shall have the meaning that renders it valid and enforceable.
- II. In the event any court or other government authority shall determine any provisions in this RFP is amended so that it is enforceable to the fullest extent permissible under the laws and public policies of the jurisdiction in which enforcement is sought and affords the parties the same basic rights and obligations and has the same economic effect as prior to amendment.
- III. In the event that any of the provisions of this RFP shall be found to be void, but would be valid if some part thereof-was deleted or the scope, period or area of application were reduced, then such provision shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make such provisions valid and effective, provided however, that on the revocation, removal or diminution of the law or provisions, as the case may be, by virtue of which such provisions contained in this RFP were limited as provided hereinabove, the original provisions would stand renewed and be effective to their original extent, as if they had not been limited by the law or provisions revoked. Notwithstanding the limitation of this provision by any law for the time being in force, the Parties undertake to, at all times observe and are bound by the spirit of this RFP.

**43. CONTINGENCY ARRANGEMENTS:**

The BIDDER should equip himself with necessary stand by facilities in case of any contingency to ensure continuous and uninterrupted service.

**I/We agree to the above terms and conditions governing the empanelment and/or awarding of work contract under this empanelment for three years. I/We undertake to comply with the additional terms and conditions that may be stipulated by the bank in the individual work orders to be executed by us from time to time.**

Note: All pages of this document should be signed by the authorized signatory of the printer Firm and the seal of the firm should be affixed on each page.



**PART- II: FINANCIAL BID**  
**(Price Bid to be submitted in a sealed envelope)**

**Subject: Empanelment of Security Printers for Printing & Supplying of Security Stationery Items as Per Cts-2010 Standard Of RBI/IBA with Printer's MICR CTS Paper from IBA Approved Security Printers & Rate Contract for Security Items**

**(The quoted rate and amount in the FINANCIAL Bid shall be in filled in Typed Form only)**

**(A) Category :**

(MICR paper will be arranged by printer from IBA approved Agency)

Sr.No.	Security Items STANDARDS	CTS-2010	Qty (Average No of Book per Month)	Rate per book (inclusive of outer cover, address slip, requisition slip, transaction sheets, all taxes, charges etc) (Rs)	Amount (Rs)  C=AXB
			<b>A</b>	<b>B</b>	
1	Personalized ChequeBook leaves with envelope	20	<b>2000</b>		
2	Personalized ChequeBook leaves with envelope	50	<b>1500</b>		
<b>Total of Sr No.(1 +2)=3500</b>					

(Amount of Sr No. 1+2 In words: Rupees  
 .....  
 .....)

**(Quantity mentioned is tentative for evaluation of L1 Bidder. These quantities will vary as per Bank's requirement)**



**(B) Category: Non- Personalized**

(MICR paper will be arranged by printer from IBA approved Agency)

Sl. No.	Security Items CTS-2010 STANDARD	Qty (Average No of Book per Month)	Rate per book (inclusive of outer cover, address slip, requisition slip, transaction sheets, all taxes, charges etc)  (Rs)	Amount  (Rs)
		A	B	C= AXB
1	SB Cheque book 20 leaves	200*		
2	C/A, C/C, Cheque book 50 leaves	200 *		
3	C/A, C/C, Cheque book 100 leaves	50 *		
4	Demand Draft (100 pages book)	200 *		
5	Pay Order (100 pages book)	200 *		
6	Uniform Term Deposit Receipt 100 pages book	200 *		
7	Bank Guarantee ( 50 pages packet )	50 *		
	<b>Total (of Sr. no 1 to 7)=</b>	<b>1100</b>		

\*These are exigency requirement.

**(Quantity mentioned is tentative for evaluation of L1 Bidder. These quantities will vary as per Bank's requirement)**

 Amount in words from serial no 1 to Sr No 12 in words: Rupees  
 .....**Total**
**Amount of Category A+ Category B= Rs..... (In figures)**
**Total Amount of Category A+ Category B = Rupees.....**  
 .....(In words)

I / We agree to the guidelines, instructions and all terms and conditions governing the empanelment and/or awarding of work contract under this empanelment during the FY 2021-23.

I / We undertake to comply with the additional terms and conditions that may be stipulated by the bank in the individual work orders from time to time.

**Place:**

Date:

Signature of the Bidder &amp; seal of the firm

**Annexure-I**  
**EMPANELMENT APPLICATION FORM**

To  
Regional Manager  
Regional Office, THE NAINITAL BANK LTD  
Haldwani

Dear Sir

**REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF SECURITY PRINTERS FOR PRINTING & SUPPLYING OF SECURITY STATIONERY ITEMS AS PER CTS-2010 STANDARD OF RBI/IBA WITH PRINTER'S MICR CTS PAPER FROM IBA APPROVED SECURITY PRINTERS & RATE CONTRACT FOR SECURITY ITEMS**

With reference to the tender invited by THE NAINITAL BANK LTD for the captioned subject work:

1. I / We the undersigned have carefully gone through tender documents comprising of the empanelment application, Notice of Tender, Scope of work, Specifications, terms and conditions etc., and clearly understood the scope of work & all the terms and conditions specified therein.
2. I/We hereby offer to execute the works specified in the Memorandum within the time specified, at the rates mentioned in the financial/ BOQ and in accordance with all respects of the tender and with such materials as are provided for, by and in all other respects in accordance with such conditions so far as they may be applicable.
3. I / we do hereby undertake to execute and complete the whole or part of the work (as desired by you) at the respective rates quoted considering the work has to be executed after office hours and on holidays and Sundays.
4. I/We have deposited as Tender Fee of an amount Rs 1,000/- by D.D. No. \_\_\_\_\_ dated \_\_\_\_\_ bank in your favour of "THE NAINITAL BANK LTD" payable at Delhi (to be handed over along with tender documents), which amount is not to bear any interest.
5. I/We do hereby agree that offer is accompanied by Bid securing declaration Form.
6. I / we further agree to start the printing & supplying of security stationery items as per CTS2010 standard of RBI/IBA within 7 Calendar days from the date of issue of empanelment letter from Bank's Head Office.

7. I / We further understand that the tender is for printing & supplying security stationery items across different locations in India and agree to complete printing & supplying within 1 Calendar days from date of receipt of order by any mean from authorized office of THE NAINITAL BANK LTD.
8. I / We agree to pay Government tax, GST etc. and all other taxes including works contract, extra turnover tax etc. as prevailing from time to time, on such items for whom same is to be levies, and the rates quoted by me / us are inclusive of the same.
9. I/We agree that Bills only will be submitted as against the given work order after printing & supplying of secured stationery, after confirmation of delivery challan from respective office. Also understand that the Bank will not accept part bills in any form or any advance will be paid.
10. I/ We undertake that if awarded this work, we shall complete the Supply and printing of secured stationery items as per specified CTS-2010 standard of RBIA/IBAI. We will adhere to the provision of all labour and Sales Tax laws. We will indemnify the bank for any breach in this matter.
11. It is understood by me/us that the lowest or any tender will necessarily be accepted.

**Signature & Stamp of Bidder**

**ANNEXURE- II**

**Bid Securing Declaration Form**

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To,  
Regional Manager,  
THE NAINITAL BANK LTD,  
Stationery Department, Regional Office Haldwani  
3rd Floor, Opposite Sessions Court, Nainital Road

I/We, The undersigned, declare that: I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, in case I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed:

(insert signature of person whose name and capacity are shown)

in the capacity of

(insert legal capacity of person signing the Bid Securing Declaration)

Name:

(insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder) Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

### Annexure-III

#### DETAILS OF THE BIDDER

Sr. No	Particulars	Details		
1.	Name of the Bidder			
2.	Address of the Bidder			
3.	Status of the Company (Public Ltd/ Pvt. Ltd)/Firm/LLP/Individual etc.			
4.	Details of Incorporation of the Company/Firm			
5.	Details of Commencement of Business			
6.	GST registration no.			
7.	a. Permanent Account Number (PAN) & b. TAN			
8.	Name & Designation of the authorized contact person to whom all references correspondence shall be made regarding this tender			
9.	Telephone No. (with STD Code) a) Landline b) Mobile			
10.	E-Mail of the contact person:			
11.	Fax No. (with STD Code)			
12.	Website			
13.	Financial Details (as per audited Balance Sheets) (in Cr) (attach relevant copies)			
14.	Year	2019-20	2020-21	2021-22
15.	Net Worth			
16.	Turn Over (Total)			
17.	Profit After Tax (PAT)			
18.	Net Profit			

3	Nature of Business	Date of establishment								Constitution of the Firm
		D	D	M	M	Y	Y	Y	Y	
[a]	Mention the constitution such as Proprietorship/ Partnership/ Private Ltd Co./ Public Ltd. Co. Trust.									
[b]	If the Constitution is "Partnership", certified copy of partnership deed, current address of the firm, full name and complete postal addresses of all partners of the firm including contact phone numbers (Land line/ Mobile) should be furnished in the application.									
[c]	If the Constitution is Pvt. Limited Company or Ltd Co., the application should be signed by the person authorized by the Board of Directors holding power of attorney. Copy of the relevant Board Resolution and a certified copy of the power of attorney should be enclosed to the application.									

4. Name(s) of Proprietor/ Partners/ Directors, their personal addresses and contact phone numbers. (Use additional sheets wherever required)

No.	Name	Complete postal address	Phone Number(s)

5	Name & address of the Associate Firms, if any.	
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6. Details of Printing Unit–1 with Address:- Location:-I (Whether own premises or land, please provide details)

Total Area (Sq.ft)		No: of Shifts	
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Number of workers						
Administration	Supervisors	Printers	DEOs	Binders	Other Staff	Total staff

Whether the firm is having infrastructure to undertake Variable-Data Printing (VDP) i.e., the form of digital printing, including on-demand printing, in which elements such as text, graphics and images may be changed from one printed piece to the next, without stopping or slowing down the printing process and using information from a database or external file.	Yes/No
--	--------

Please indicate total number of each of the machinery held by the firm.

S No.	Description of machinery	Nos	Sl. No.	Description of machinery	Nos. held
1	Web Offset – Single/ Multi colour		7	Numbering machine	
	Sheet fed – single/ Multi colour with minimum single demy or equivalent size		8	Stitching machine	
	Baby offset/ Screen Printing machine		9	Sticking machine	
2	Pinning machine		10	Stapling machine	
3	Cutting machine		11	Pressing machine	
4	Plate making machine		12	Expose machine	
5	Folding machine		[a]	Packing facility	Yes / No
6	Perforation machine		[b]	Computer - DTP unit	Yes / No
			[c]	Binding facility	Yes / No

Details of other machinery held, if any (Please specify).	Nos. held

Printing unit-II with Address :- (Whether own premises or land, please provide details)

Total Area (Sq.ft)		No: of Shifts	
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Number of workers						
Administration	Supervisors	Printers	DEOs	Binders	Other Staff	Total staff



--	--	--	--	--	--	--

Whether the firm is having infrastructure to undertake Variable-Data Printing (VDP)	Yes/No
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Please indicate total number of each of the machinery held by the firm.

S No.	Description of machinery	Nos	Sl. No.	Description of machinery	Nos. held
1	Web Offset – Single/ Multi colour		7	Numbering machine	
	Sheet fed – single/ Multi colour with minimum single demy or equivalent		8	Stitching machine	
	Baby offset/ Screen Printing machine		9	Sticking machine	
2	Pinning machine		10	Stapling machine	
3	Cutting machine		11	Pressing machine	
4	Plate making machine		12	Expose machine	
5	Folding machine		[a]	Packing facility	Yes / No
6	Perforation machine		[b]	Computer - DTP unit	Yes / No
			[c]	Binding facility	Yes / No

Details of other machinery held, if any (Please specify).	Nos. held

**Note:-** To become eligible for empanelment, the Printer should have printed & supplied at least 5 Crore number of cheque leaves (PCBs & Non-PCBs) to banks during any of the last 3 financial years ended 31<sup>st</sup> March of 2020, 2021 and 2022. For printing of PCBs, the printer should have printed & supplied at least 3 Crore numbers of Personalized Cheque leaves to banks during any of the last 3 financial years ended 31<sup>st</sup> March of 2020, 2021 and 2022.

The printer should have executed the complete work i.e., right from base stationery printing, printing branch name, IFSC, Cheque numbering, personalization details (in case of PCBs), cheque book binding, till handing over for dispatch. Such complete works done by the printer alone shall be considered for counting of the required number of cheque leaves for meeting the above stated eligibility criteria.

Necessary documentary proof such as supply order copy & Payments received details/Certificate issued by PSBs duly indicating the number of cheque leaves printed & supplied during each financial year should be enclosed to the technical bid. Application without containing said proof shall be rejected by the bank.

7. Please furnish the details for compliance of the above requirement. (Use additional sheet if necessary)

Financial Year	Name of Bank to which cheques were supplied	No. of PCB Leaves supplied	No. of Non-PCB leaves supplied	Total cheques leaves supplied	PageNo./ Annexure No. in which proof is enclosed

7.1	Name and address of the banker, STD code, telephone, and FAX Numbers	
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7.3	Annual Turnover during the FY ENDED 31 <sup>st</sup> March	(Amount Rs. in Lakh)
	FY 2019-20	
	FY 2020-21	
	FY 2021-22	
7.4	Capital invested in the Firm/ Company as on:	(Amount Rs. in Lakh)
	31.03.2020	
	31.03.2021	
	31.03.2022	

**Important:** Wherever the firm's books of accounts are to be subjected to audit by Chartered Accountant as per Income tax/ other Acts, then such firms should submit the duly audited financial statements to their empanelment application. All other firms which are not required to be audited by Chartered Accountant as per IT/Other Acts, they should submit their financial statements duly certified by a Chartered Accountant. Applications submitted without complying with this requirement will be rejected.

8	INVESTMENT IN PLANT MACHINERY (As of 31/03/2022)	AND Rs.	
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9	OTHER INFORMATION	Please tick
9.1	Do you have separate covered godown for storing papers? If so, is it covered by insurance against fire and other risks? What is the covered area of the go-down?	Yes / No Area: _____ ___ Sq. ft.
9.2	Whether adequate Fire safety equipments are installed and are functioning in the premises of Press & Godown as per requirement?	Yes / No
9.3	Whether you are agreeable to dispatch stationery items/ printed materials to our HO-Corporate Services Department or to the destinations to be indicated by the bank from time to time?	Yes / No
9.4	Do you have enough physical security in your premises to safeguard the printed stationery items of the Bank?	Yes / No
9.5	You should keep total secrecy of the printed/ manuscript materials of the Bank. Do you agree for this condition?	Yes / No
9.6	All our print supply orders shall be covered under contract act and other relevant acts. Are you willing to abide by these acts?	Yes / No
9.7	If the bidder fails to effect supply within the scheduled time, the firm is likely to be penalized with a specified amount as fine except in case of "force majeure". Are you willing to abide by this condition?	Yes / No
9.8	We here by confirm that: a) Our firm is registered under CST/ SST /GST and is liable to pay all kind of taxes/Octroi etc. All our quotations would be inclusive of these taxes and all other charges.  b) As per tax laws, we are liable to be subjected to TDS for the works related to print / supply. We are willing to abide by these requirements.	
9.9	Please provide Names and address of 3 banks where your firm is empanelled/ jobs handled.	1.

		2.		
		3.		
10	Details of tender application fee of Rs.1000/-enclosed by way of Demand Draft	DD No. & Date	Amount	Bank Name
			Rs.1,000/-	
11	Copies of self-attested documents to be enclosed to the empanelment application. <u>Important</u> : Documents described vide Sl. Nos.11 [a], [b], [c] whichever applicable are compulsorily to be enclosed without which empanelment application will not be considered by the bank.			Whether complied with?
a)	3 years balance sheets, Profit and Loss Account statements. Wherever the firm's books of accounts are to be subjected to audit by Chartered Accountant as per Income tax/ other Acts, then such firms should submit the duly audited financial statements to their empanelment application.			Yes / No
b)	Permanent Account No. (PAN)/ General Index Register (GIR) Number Certificate – Self attested , Central Sales Tax (CST) / State Sales Tax (SST)/ Value Added Tax (VAT)/GST/ Tax Information Network (TIN) Certificate, Service Tax Certificate – Self attested.			Yes / No
c)	IBA Approved Certificate	Yes / No	NPCI certificate	Yes / No
d)	Please furnish the details of activities outsourced by your firm:			
12	Any dispute arising in this regard shall be subject to jurisdiction of Courts in Nainital.			

Certificate: We have carefully perused the aforesaid terms and conditions and agree to abide by the same in the event of our offer is accepted by THE NAINITAL BANK LTD.

Note: Where copies are required to be furnished, these are to be self-attested / notarized copies. In case you intend to give further / more information, please attach separate sheet/s.

(Use additional sheets wherever necessary to provide complete information)

**Signature and Seal of Applicant**

### Appendix

1.	Date of Completion of Printing & Dispatching	01 Calendar day from the date of receipt of data issued by Head Office
2.	Liquidated Damages	0.5% of the ordered value of the work per week of delay on the part of the bidder subject to a maximum of 10% of the total ordered value of work
3.	Tender fee	Rs. 1000/- (Rupees One Thousand only)
4.	Performance Security Deposit	On Successful acceptance of Rate Contract, Bidder has to submit Rs 2,00,000/- in form of DD/Bank Guarantee as <b>Performance Security Deposit</b> (PSD). This performance security deposit will be kept as interest free security deposit until completion of rate contract <b>period of 03 year</b> . This PSD will be released after successful completion of contract period.
6.	Tender validity period	90 days
7.	Validity of Rates quoted	03 Years

Date :

Signature of Bidder(s)

**Annexure -IV**

**FORMAT OF UNDERTAKING, TO BE FURNISHED IN COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/NON-DEBARMENT, BY ORGANIZATION**

**UNDERTAKING REGARDING BLACKLISTING/ NON-DEBARMENT**

To,  
Regional Manager,  
THE NAINITAL BANK LTD  
Stationery Department, Haldwani  
3rd Floor, Opposite Sessions Court, Nainital Road

We here by confirm and declare that we, M/s----- is not blacklisted/Deregistered/debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have executed/undertaken the works/services during the last 05 years.

For -----

Authorized Signatory Date:



## Annexure-V

### QUERIES RELATED TO RFP

	<u><b>Request for proposal (RFP) for empanelment of security printers for printing &amp; supplying of security stationery items as per cts-2010 standard of RBI/IBA with printer's MICR CTS paper from IBA approved security printers &amp; rate contract for security items</b></u>				
<b>PRINTER'S NAME</b>					
<b>Sr No</b>	<b>Page #</b>	<b>Point / Section #</b>	<b>Main Section name</b>	<b>Clarification point as stated in tender document</b>	<b>Comment / Suggestions</b>

(The above queries can be submitted by email prior to Pre-bid meeting date)

**Only one Authorized representatives of the bidder will be allowed to attend the Pre-Bid meeting and during the tender opening process.**

## Annexure-VI

### Performa Bank Guarantee

#### BANK GUARANTEE- PAYMENT OF PERFORMANCE SECURITY DEPOSIT

Bank Guarantee No.
Bank Guarantee Amount
Date
Claim Amount
Account

In consideration of The Nainital Bank Limited, having its Registered office at G.B. Pant Road, Nainital (hereinafter referred to as NTB) (which expression shall unless repugnant to the context or meaning thereof shall include its successors, representatives and assignees) having awarded in favour of (NAME OF THE FIRM) a Company registered under the Companies Act, 2013 and having its registered Office at (ADDRESS OF THE FIRM) (hereinafter referred to as "Service Provider") a Purchase Order No. .... and subsequent agreement dated ....., hereinafter referred to as contract/agreement for the (NAME OF THE WORK) at Bank Branches/Offices With Operation & Maintenance on terms and conditions set out in contract aforesaid, which is valued at Rs ..... (Rs..... Only) and the same having been unequivocally accepted by the Service Provider and the Service Provider having agreed to provide a Contract Performance Guarantee for due, satisfactory and faithful performance of entire 'Contract' including the warranty obligations/liabilities under the said contract equivalent to Rs. .... (Rs. ....Only) as Contract Security in form of a Bank Guarantee (hereinafter called as 'the Performance Guarantee').

AND WHEREAS the Service Provider has approached us, The (Name of the Bank), having registered office at (Address of the Bank) (hereinafter referred to as the Bank) for providing the Performance Guarantee to NTB,

AND WHEREAS in consideration of the fact that the Service Provider is our valued constituent and the fact that they have entered into the Agreement with NTB, We The (Name of the Bank), having registered office at (Address of the Bank) (Name of the Bank) (Branch address), have agreed to issue the Performance Guarantee,

THEREFORE, we the Bank through our local office at (Address of the Bank) India furnish you, the NTB, the Performance Guarantee in manner hereinafter contained and agree with NTB as follows:

We (Name of the Bank) (Bank name) do hereby expressly, irrevocably and unconditionally guarantee and undertake to indemnify to pay NTB, on demand any and

all money and keep you indemnified from time to time to the extent of Rs .....  
(Rs. .... Only) against any loss or damage caused to or suffered by or  
that may be caused to or suffered by NTB on account of any material breach or breaches  
on the part of the Service Provider of any of the terms and conditions contained in the  
Agreement and in the event of the Service Provider default or defaults in carrying out any  
of the work or discharging any obligation in relation thereto under the Agreement or  
otherwise in the observance and performance of any of the terms and conditions relating  
thereto in accordance with the true intent and meaning thereof we shall forthwith on  
demand pay to NTB such sum or sums not exceeding the sum of Rs .....  
(Rs. ....Only) claimed by NTB on account of breach on the part of the  
Service Provider of their obligations in terms of the Agreement.

Notwithstanding anything to the contrary herein or elsewhere, we agree that NTB's  
decision as to whether the Service Provider has made any such default or defaults and  
the amount or amounts to which the NTB is are entitled by reasons thereof will be binding  
on us and we shall not be entitled to ask the NTB to establish NTB's claim or claims  
under Performance Guarantee but will pay the same forthwith on NTB's demand without  
any protest or demur,

This Performance Guarantee shall continue and hold good until its expiry date  
..... that the guarantee shall in no event remain in force after the day of  
.....however, without prejudice to NTB's claim or claims arisen and  
demanded from or otherwise notified to us in writing before the said date which will be  
enforceable against us notwithstanding that the same is or are enforced after the said  
date.

Should it be necessary to extend Performance Guarantee on account of any reason  
whatsoever, we may extend the period of Performance Guarantee at our sole discretion  
only on a request from the Service Provider till such time as may be required by NTB.

NTB will have the fullest liberty without affecting Performance Guarantee from time to  
time to vary any of the terms and conditions of the Agreement or extend the time of  
performance of the agreement/Contract or to postpone any time or from time to time any  
of its rights or powers against the Service Provider and either to enforce or forbear to  
enforce any of the terms and conditions of the Agreement and we shall not be released  
from our liability under Performance Guarantee by the exercise of NTB's liberty with  
reference to matters aforesaid or by reason of any time being given to the Service  
Provider or any other forbearance, act, or omission on its part or any indulgence by it to  
the Service Provider or by any variation or modification of the Agreement or any other  
act, matter or things whatsoever which under law relating to sureties, would but for the  
provisions hereof have the effect of so releasing us from our liability hereunder provided  
always that nothing herein contained will enlarge our liability hereunder beyond the limit  
of Rs ..... (Rs. .... Only) as aforesaid or extend the period  
of the guarantee beyond the said day of ..... unless expressly agreed to  
by us in writing.

The Performance Guarantee shall not in any way be affected by your taking or giving up any security from service provider or any other person, firm or company on its behalf or by the winding up, dissolution, insolvency or death as the case may be of the Service Provider or due to any disputes raised or pending before any Court, Tribunal, Arbitration or any other authority.

We agree that the guarantee herein contained shall continue to be enforceable till this sum due to the NTB is fully paid and claim is satisfied or till the Service Provider disagrees the obligations contained in the said Agreement or until ..... whichever is earlier.

In order to give full effect to the guarantee herein contained, NTB is entitled to act as if we were its principal debtors in respect of all its claims against the Service Provider hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of suretyship and other rights, if any, which are in any way inconsistent with any of the provisions of Bank Guarantee and notwithstanding any other Security or guarantee that we may have in relation to the Service Provider liabilities.

Subject to the maximum limit of our liability as aforesaid, Performance Guarantee will cover all claim or claims of NTB against the Service Provider from time to time arising out of or in relation to the Agreement and in respect of which its claim in writing is lodged on us from the date of claim expiry of Performance Guarantee.

Any notice by way of written demand or otherwise hereunder may be sent by special courier, registered post to our local address as aforesaid and if sent by post it shall be deemed to have been served on the date of it being received by us duly acknowledged shall mean delivery to the Branch.

The Performance Guarantee and the powers and provisions herein contained are in addition to and not by way of limitation of or substitution for any other guarantee or guarantees heretofore given to NTB by us (whether jointly with others or alone) and now existing un-cancelled and that Performance Guarantee is not intended to and shall not revoke or limit such guarantee or guarantees.

The Performance Guarantee shall not be affected by any change in the constitution of the Service Provider or us nor shall it be affected by any change in NTB's constitution or by any merger, amalgamation or absorption thereof or therewith, but will endure to the benefit of and be available to and be enforceable by the absorbing or amalgamated company or concern.

The Performance Guarantee shall come into force from the date of its execution and shall not be revoked by us any time during its currency without your previous consent in writing.

We further agree and undertake to pay to NTB the amount demanded by it in writing irrespective of any dispute or controversy between you and the Service Provider. The payment made by us shall be valid discharge of our liability for payment hereunder and the Service Provider shall have no claim against us for making such payment.

Notwithstanding anything contrary contained in any law for the time being in force or banking practice, this guarantee shall not be an assignable or transferable by the beneficiary. Notice or invocation by any person such as assignee, transferee or agent of the beneficiary shall not be entertained by the bank. Any invocation of guarantee can be made only by the beneficiary directly.

Notwithstanding anything contained herein

- i. Our liability under this guarantee shall not exceed Rs ..... (Rs. .... Only).
- ii. This guarantee shall be valid and remain in force upto and including the date .....and,
- iii. The beneficiary's right as well the Bank's liability under this Guarantee shall stand extinguished unless a written claim or demand is made under this Guarantee on or before completion of one year from expiry date i.e. ....

Dated this \_\_\_\_ (month) \_\_\_\_ 2022

For and on behalf of

(Name of the Bank)  
Seal and Address

-----END OF DOCUMENT-----