



REQUEST FOR PROPOSAL (RFP) DOCUMENT

GAW:SS:RFP:2:2020-21 DATED 05-09-2020

Technical cum Commercial bid (indicative)
for

**PRINTING AND SUPPLY OF SECURITY ITEMS LIKE
PERSONALISED & NON-PERSONALISED CHEQUE BOOKS,
SPECIAL CHEQUES IN CONTINUOUS STATIONERY, DEMAND
DRAFT, COMMON DEPOSIT RECEIPTS TO CANARA BANK PAN
INDIA**

Stationery Section, General Administration Wing, Head office

3rd floor, Canara Bank, HO Annex, Dwarakanath Bhavan, Net kallappa circle,
Basavanagudi, Bengaluru 560 004.

Tel - 080 - 2662 2986
Email: hostationery@canarabank.com

NOTE: This document contains 65 pages including this cover page

PRINTING AND SUPPLY OF SECURITY ITEMS LIKE PERSONALISED & NON-PERSONALISED CHEQUE BOOKS, SPECIAL CHEQUES IN CONTINUOUS STATIONERY, DEMAND DRAFT, COMMON DEPOSIT RECEIPTS TO CANARA BANK PAN INDIA

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Following terms are used in the document interchangeably to mean:

1. RFP means this "Request for Proposal" document and includes the RFP response documents prepared by the Bidder and Submitted to Bank.
2. SD means "security Deposit"
3. EMD means "Earners Money Deposit"
4. ORA means "Online Reverse Auction"

Bid details in brief

Sl. No	Description	Details
1.	RFP No. and Date	GAW:SS:RFP:2:2020-21 DATED 05.09.2020
2.	Bank's Address for Communication and Submission of Tender	The Assistant General Manager Canara Bank Stationery section General Administration Wing Head office Annex, 3rd floor, Canara Bank, Dwarakanath Bhavan, Net kallappa circle, Basavanagudi, Bengaluru 560 004 Tel - 080-2662 2986 Email: hostationery@canarabank.com
3.	Date of Issue	05.09.2020
4.	Last Date of Submission of Queries for Pre Bid Meeting (online by way of e-mail)	11.09.2020, 03:00PM
5.	Date of Pre Bid Meeting (Video conferencing)	15.09.2020, 03:00PM
6.	Last Date & time for Submission of Bids ONLINE	Tender Response to be submitted on or before 30 th September 2020, 03.00 pm online through the e-Procurement portal https://canarabank.abcprocure.com For any queries regarding submission of the tender kindly call or mail on the below mentioned details: Name: Nanadan Valera, Fahad Khan & Dharam Rathod E-mail ID: nandan.v@eptl.in, fahad@eptl.in, dharam@eptl.in Landline No. : 079 6813 6857, 6820, 6842 Official Mobile No. : 9081000427
7.	Date and time of opening of Technical Bid (online)	30.09.2020, 03:30PM
8.	Date and time opening of Part-B - price/Commercial Bid (Indicative)/ Reverse Auction - Online mode	Will be intimated at a later date.
9.	Application Fees (Non Refundable)	Rs.29,500/-(Rs.25,000/-Application fee & 18 % GST)
10.	Earnest Money Deposit (Refundable)	Rs.15,00,000/-
11.	Security Deposit / Performance Guarantee	Rs.15,00,000/- (only by the successful bidders)

Canara Bank, invites application from IBA approved & established Security printers for printing and supply of security items like Personalised & Non-Personalised Cheque books, special cheques in continuous stationery, Demand Draft, Common Deposit Receipts to Canara Bank PAN India. Please visit our website www.canarabank.com/announcement /<https://canarabank.com/tenders.aspx> /Government portal www.tenders.gov.in and <https://canarabank.abcprocure.com> for details.

The bidders should pay the Application Fee for tender document & EMD by means of DD drawn on any Scheduled Commercial Bank for the above amount in favor of Stationery Section, Canara

STATIONERY SECTION - GA WING - HEAD OFFICE - BENGALURU

Bank, Head office, payable at Bengaluru and submit the same to the above Bank's office address before bid submission date 30.09.2020. The bids without application fee & EMD will be rejected without asking any further clarification.

Bank reserves the right to change the dates, timings mentioned above or elsewhere in the RFP, which will be communicated by placing the same as corrigendum under Tender section on Bank's/Govt. website. Bidders should check the Bank's website before the submission of proposal for the corrigendum, if any.

ASSISTANT GENERAL MANAGER

Request for Proposal

- 1) RFP document can be downloaded from Bank's website, the RFP form fees by means of DD drawn on any Scheduled Commercial Bank for Rs.29,500.00 in favour of Stationery Section, Canara Bank, Head office, payable at Bengaluru is to be submitted to Bank's address at The Assistant General Manager, Canara Bank, Stationery Section, GA Wing, HO, 3rd floor, Canara Bank, HO Annex, Dwarakanath Bhavan, Net kallappa circle, Basavanagudi, Bengaluru 560 004.
- 2) In addition to uploading the documents in the e-tendering portal, Bidder should also submit the following in a sealed cover to the address notified in the Bid Schedule on or before the due date mentioned in Bid Schedule.
 1. Demand Draft towards application fee and EMD.
 2. Acknowledgement issued by e-tendering system for having received the bid through e-tendering system (By Email or Hard copy).
- 3) Nature of the document: **TWO BID CONCEPT along with Online Reverse Auction.** This Tender document comprises of the following :

A. TECHNICAL BID: The following documents are to be signed in all pages and scanned documents of the same to be uploaded in the e-Procurement portal <https://canarabank.abcprocure.com>

1. Demand Draft of non-refundable application fee
2. EMD by way of DD.
3. Bio-data as per Annexure-I.
4. CA certified audited financial statement for three financial years i.e. 2016-17, 2017-18 & 2018-19 or 2019-20.
5. Self declaration on the firm/company's letter head as per Annexure - II.
6. Letter of Authority for participation in tender process, signed by authorised signatory on each page.
7. Each page of all related documents including RFP & Technical Bid should be duly signed by the persons with date and seal of the tenderer /vendor.
8. Any alteration / cutting should be properly authenticated / signed.
9. The Technical offer (TO) should be complete in all respects and contain all information asked for in this document.
10. It is mandatory to submit the technical details in the prescribed formats duly filled in, along with the offer. The Bank, at its discretion, may not evaluate a TO in case of non-submission or partial submission of technical details. Bank may ask the vendor to furnish the support documents if required.
11. The TO must be submitted in an organized and structured manner. No brochures/leaflets etc. should be submitted in loose form.
12. The vendor should agree and conform to the terms & conditions specified in the RFP. The vendor is advised not to specify or mention any other terms and conditions, as the Bank may take such conditions as deviations/non-conformity with the RFP terms.
13. The prices in any form or by any reasons should not be disclosed in the technical or other parts of the bid except in the Commercial bid (indicative). Failure to do so will make the bid liable to be rejected.

B. FINANCIAL BID: Financial bid for all the line items should be submitted in the e-Procurement portal <https://canarabank.abcprocure.com>.

4) Submission and opening of Tenders :

- a) Tenders to be submitted only through online from the e-Procurement portal <https://canarabank.abcprocure.com>, for any queries regarding the submission of the tenders online the vendors can contact on the below mentioned details -

Name: Nanadan Valera, Fahad Khan & Dharam Rathod
E-mail ID: nandan.v@eptl.in, fahad@eptl.in, dharam@eptl.in
Landline No. : 079 6813 6857, 6820, 6842
Official Mobile No. : 90810 00427

Note: Tenders submitted through any other form will be rejected.

- b) If last day of submission of tender is declared a holiday under NI Act by the Government subsequent to issuance of tender, the next working day will be deemed to be the last day for submission of the tender.
- c) Technical bids will be evaluated based on the Bank's eligibility criteria's. Wherever Bidders /agencies are submitting consolidated Work Order certificates, then the Bank may request for supporting documents for split-up of works certified from the Banks / Financial Institutions as per the eligibility criteria's. Bank's decision in this regard is final and shall be binding on all.
- d) The Financial bid of only the technically qualified / shortlisted applicants will be opened on a pre-notified time & date, under intimation to such qualified / shortlisted applicants. Lowest quoted tender (L1) will be arrived based on the evaluation of all the financial bids and after having online reverse auction. Bank reserves right of accepting / rejecting any / all the financial bids without assigning any reasons whatsoever.
- 5) The tender shall be accompanied by non refundable application fee of **Rs.29,500/- (Rupees twenty nine thousand five hundred only)** and earnest money deposit of **Rs. 15,00,000/- (Rupees Fifteen Lacs only)** by way of Demand Drafts of a Scheduled commercial Bank issued in favour of Stationery Section, Canara Bank, Head Office, Bengaluru payable at Bengaluru. DD's shall be duly scanned and submitted online in the Technical bid form in the e-procurement portal <https://canarabank.abcprocure.com>.

Submission of EMD in the form of fixed deposit or in any other form is not acceptable and tenders with such EMD shall be rejected.

No interest shall be allowed on the Earnest Money Deposit (EMD). Tenders without EMD shall be summarily rejected. However, MSEs are exempted from paying EMD as per MSME Act 2012. For getting the benefits in case of MSE firms, Bidders / agencies should submit registration certificate issued from the relevant authorities.

- 6) The tender for the works shall remain open for acceptance for a period of 90 days from the date of opening of tenders, the rates and terms pertaining to rates shall be as per our price bid. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Bank, then the Bank shall, without prejudice to any other right or remedy, be at liberty to forfeit full value of the earnest money as aforesaid.

- 7) This Notice Inviting Tender shall form a part of the contract document. The successful Tenderer/Bidder, on acceptance of his tender by the Accepting Authority, shall, enter in to an agreement within 15 days from the date of acceptance letter.
- 8) Canara Bank does not bind itself to accept the lowest or any other tender, and reserves to itself the authority to reject any or all of the tenders received without the assignment of a reason. All tenders in which any of the prescribed conditions are not fulfilled or new conditions are stipulated by the tenderer or are incomplete in any respect are liable to be rejected.
- 9) Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the Bidders who resort to canvassing will be liable to rejection.
- 10) **Pre bid queries and clarification to Tender :**
The tenderer should carefully examine and understand the specifications, terms and conditions of the Tender and may seek clarifications, if required. The tenderer in all such cases seek clarification in writing in a word document (.doc) in the same serial order of that of the Tender by mentioning the relevant page number and clause number of the Tender. The soft copy of the pre-bid queries should be sent by E-Mail to hostationery@canarabank.com and the pre-bid query should be in the following format.

Sl No	Page No	Tender Clause No	Tender Clause	Query

All communications regarding points requiring clarifications and any doubts shall also be given in writing to the Assistant General Manager, Canara Bank, Stationery Section, G.A Wing, Head Office Annex, 3rd floor, Dwarakanath Bhavan, 29, K.R Road, Basavanagudi, Bengaluru - 560004 by the intending tenderers before 3:00 PM on 11th September 2020. No oral or individual consultation shall be entertained. No queries will be entertained from the tenderers after the pre-bid meeting.

Pre-Bid meeting:

A pre-bid meeting of the intending tenderer will be held as scheduled below to clarify any point /doubt raised by them in respect of this Tender document:

Date	Time	Video conference
15 th September 2020	03.00 pm	Video conferencing using MS Team

No separate communication will be sent for this meeting. If the meeting date is declared as a holiday under NI Act by the Government subsequent to issuance of RFP, the next working day will be deemed to be the pre-bid meeting day. Authorized representatives of interested tenderers shall be present during the scheduled time.

The Bank will consolidate all the queries and discussions during the pre-bid meeting and the consolidated replies for the queries shall be made available in the Bank's website and no individual correspondence shall be made. The replies/clarification of the Bank in response to the queries raised by the bidder/s, and any other clarification / amendments / corrigendum furnished hereof will become part and parcel of the Tender document and it will be binding on the tenderers.

Non-reply to the queries raised by any of the Tenderer shall not be accepted as a valid reason for non-submission of the Tender. In addition, non-reply to any query may not be deemed the version of the Tenderer as reflected in the query has been accepted by the Bank.

12. Amendment to Tender document :

At any time prior to deadline for submission of Tender, the Bank, for any reason, whether, at its own initiative or in response to a clarification requested by prospective bidder may modify the Tender document by amendment. Notification of amendments will be made available on the Bank's website (www.canarabank.com) and also on e-procurement Technologies Limited <https://canarabank.abcprocure.com> and will be binding on all tenderers and no separate communication will be issued in this regard. In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tender, the Bank, at its discretion, may extend the deadline for a reasonable period as decided by the Bank for the submission of tender.

DISCLAIMER

- The information contained in this RFP document or any information provided subsequently is provided to the bidder on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.
- The RFP is neither an agreement nor an offer and is only an invitation by the Bank to interested parties who are qualified for submission of bids. No contractual obligation whatsoever shall arise from the RFP process until a formal contract is executed by the duly signatory of the Bank and the Successful bidder/s.
- The purpose of this RFP is to provide the bidders with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary may obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP.
- Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. Such change will be published on the Bank's website www.canarabank.com, also on e-procurement Technologies Limited <https://canarabank.abcprocure.com> and it will be binding on the bidder.
- The Bank reserves the right to reject any or all the proposals received in response to this RFP document at any stage without assigning any reason whatsoever. The decision of the Bank shall be final, conclusive and binding on all the parties.

ASSISTANT GENERAL MANAGER

INSTRUCTIONS

INTRODUCTION:

Canara Bank, amalgamated with erstwhile Syndicate Bank, here in after referred to as THE BANK, is one of the major public sector Banks in India and has 10,500+ Branches geographically located all across the country. The Bank invites applications from IBA approved security printers for printing and supply of **security items like Personalised & Non-Personalised Cheque Books, Special Cheques In Continuous Stationery, Demand Draft, Common Deposit Receipts to Canara Bank Pan India.**

This rate contract will be for a period of three years subject to satisfactory performance and annual review. Bank at its sole discretion may extend the same for further one year or so as deemed fit with same rate validity.

1. INTERPRETATION & DEFINITIONS:

In construing these conditions, the specifications, the schedule of quantities, tender and Agreement, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires.

Employer or Bank: The term "Employer" or "Bank" shall denote CANARA BANK with their Head Office at BANGALORE represented by any of its officers authorized on their behalf.

Vendor : The term "Contractor"," Bidder" or "Tenderer" or " Supplier" shall mean Name and address of Contractor and his/their heirs, legal representatives, assigns and successors.

"The Supply " shall mean the items to be delivered under this contract and shall include materials and labour.

"Contract " means the contract effected between the Employer & vendor ,the Employer's acceptance thereof comprising (in addition to the Tender and Acceptance) the tender documents consisting of Notice inviting the tender, General rules and instructions for the guidance of the tenderers, Form of Tender, Form of agreement, General conditions of contract , Technical specifications, proformas, Annexure, Integrity pact, price bid with schedule of quantities of the various items of supply with rates or attached to any of the forgoing documents, Annexures, any alterations agreed in writing between the parties before the formal acceptance of the Tender, all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.

"Specification" means the specification annexed to or issued with these documents

"Approved" means approved in writing including subsequent written confirmation of previous verbal approval and "approval" means approval in writing including as aforesaid.

"The Schedule of Quantities" or "Priced Schedule of Quantities" shall mean the schedule (or bill) of quantities as specified and forming part of this contract.

“Act of Insolvency” shall mean any act such as defined under the Insolvency and Bankruptcy Code, 2016.

‘Notice in writing’ or ‘written notice’ shall mean a notice in writing typed or printed characters delivered to or sent by registered post to the last known address private or business address or registered office address, and shall be deemed to have been received when in ordinary course of post it would have been delivered, and/or delivered personally, or otherwise proved to have been received.

‘virtual completion’ shall mean that the delivery of the items is complete in all respects in the opinion of the Employer and for which the completion/clearance certificate has been issued by the Employer .

‘Purchase order’ or “ Acceptance of the Tender” shall mean an intimation by a letter issued by the Accepting Authority of the Employer to tenderer that his tender has been accepted in accordance with the provisions in the said letter.

2. PURPOSE :

This invitation of Bids is open to all **IBA approved Security printers**, who have in house designing, printing, Variable data printing, finishing, binding, production & Storage/Warehouse facilities in the country preferably, provided they meet the minimum qualification criteria as mentioned in this RFP. Only those vendors who fulfill all the criteria are eligible to respond to the RFP. Offers received from the vendors who do not fulfill all, or any, or part, of the listed eligibility criteria are liable to be rejected. No correspondence will be entertained in this regard.

The *eligibility criteria* has been set keeping in mind the requirements of the Bank for printing of security instruments and their dispatch directly to Customer address/Branches /Offices situated across India. **Since the support and services offered by the Successful bidder/s will have a direct impact on the reputation of the Bank, bidders need to have a proven track record, eligibility criteria is given in Annexure - V.**

Vendor must comply with all the mentioned criteria. Non-compliance of any of the criteria will entail rejection of the offer summarily. No further correspondence will be entertained in this case. **Self certified** photocopies of relevant documents / certificates should be submitted as proof in support of the claims made as mentioned. The Bank reserves the right to verify / evaluate the claims made by the vendor independently.

3. SCOPE OF WORK:

The scope of work is to design, print and deliver the security items (as per Bank’s approval) to intended destinations as ordered by the Bank.

1. Designing, Printing and supply of Personalised & Non-Personalised Cheques for SB/CA/ODCC AND NRE/NRO accounts, Special cheques in continuous stationery, Common Deposit Receipt and Demand drafts as per the directions given by the Bank from time to time.
2. Personalised Cheques after binding or otherwise are to be inserted into Envelopes for the individual customers’ Dispatch through India post or as required by the Bank.

3. Non-Personalised cheques are to be printed and delivered at the destination as directed by the Bank.
4. Special cheques in continuous stationery for corporate customers as per their requirement. CDR/DD for the branch usage are to be packed properly in waterproof & tamper proof gunny bags and then to be bagged into Corrugated carton boxes.
5. Printing of base stationery as per CTS 2010 standards (NPCI) in the IBA approved sites of the bidder and seek approval from the NPCI authorities by paying requisite fee.
6. Inward data from the bank template the same for overprinting of the same on base stationery. The bidders are expected to use their own software for this purpose. The name of the customer in cheque books should not overlap with VOID pantograph and may fall in next line. A quality check to this effect to be enabled in software as required on case to case basis.
7. Printed and packed Security items are to be handed over to the India post for delivery at the destination as directed by the Bank in the Purchase Order and shall ensure proper end point/destination delivery before claiming work order invoice.
8. India Post/Courier partner payment will be paid by the Bank after verifying the no.of records with printer dispatches.
9. To provide MIS in the required format to the Bank i.e. Address of destination, Account No., From & To serial numbers, File received Date, Printed Date, Postal Booking No, Date of dispatch, variant printed etc.
10. Collecting/pulling the delivery status details from India post/couriers and hosting/updating live on a portal for access by concerned departments /sections of the Bank or customer directly.
11. Help desk facility for customers/branches/offices on query redressal is necessary. A proven track record of such set up is very crucial and bidders who do not have such set up need not participate in the tender.
12. To arrange bulk quantity, any of the above items at any emergent situation as it warrants, as communicated to the printer to be supplied within requested time frame.
13. If Bank wants to change the design of any product, the printer should support the Bank in suitably carving out the same.

4 GUIDELINES FOR BIDDING:

4.1 BIDDING DOCUMENT:

The bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding Documents. Failure to furnish all information or suppressing any information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the bidder risk and may result in the rejection of its bid. Bidder should strictly submit the bid as per RFP failing which the bid is likely to be rejected as non-responsive.

4.2. CONTACTING THE BANK:

Any effort by a bidder to influence the Bank in evaluation of the Technical bid, bid comparison or contract award decision may result in the rejection of the bidders bid. Bank's decision will be final and without prejudice and will be binding on all parties.

4.3. PERIOD OF VALIDITY:

- (i) The vendor may modify or withdraw its offer after its submission, provided that written notice of the modification or withdrawal is received by Bank prior to the closing date and time prescribed for submission of offers. No offer can be modified by the vendor, subsequent to the closing date and time for submission of offers.
- (ii) Bids shall remain valid for a period of 3 years from the date of rate contract agreement subject to satisfactory performance and annual review. Bank may extend validity for a further period of 1 year or as decided by the Bank with same rates validity. The performance of the security printer will be reviewed from time to time.
- (iii) During the tenancy of 3 years, in case IBA delist empanelled L1 bidder from the empanelment or Further any change in Management or financial position of the L1 or selected vendor, Bank reserves right to add/delete vendors at its discretion.
- (iv) The Bank reserves the right to call for fresh quotes at any time during the validity period, if considered necessary.

4.4. BIDDER PARTICIPATION:

The person/s who is proprietor / Promoter/ partner or having interest in one company participating in the bid process should not be director / partner / proprietor / promoter of another company or having interest in another company participating in the bid process.

4.5 EMD (EARNEST MONEY DEPOSIT):

- i. The Bidder shall furnish, as part of its Technical Bid, an EMD of 15,00,000/- (Rupees Fifteen Lakh only) for empanelment of security printers. Benefit will be given in Application/ Document fees to bidder/s as per Gol guidelines on submission of relevant certificate.
- ii. The EMD of the unsuccessful bidders shall be returned within 30 days from the date of finalization of process, i.e., acceptance of purchase order by the successful bidder.
- iii. MSEs registered under single point Registration scheme of NSIC may be exempted from payment of cost of RFP.

The EMD may be forfeited:

If the Bidder withdraws his Bid during the period of Bid validity specified in this RFP (or) If the Bidder makes any statement or submit information which turns out to be false / incorrect at any time prior/post of issuing work order (or) If the Bidder fails to furnish Security Deposits (or) Non performance after work order.

5. TECHNICAL EVALUATION:

Technical evaluation will be done only for those bidders who fulfil all eligibility criteria as detailed in Annexure V. The Bank will not rely only on the vendor's

response and may cross-check from other sources and Bank's decision on satisfactory level will be binding on all Bidders.

Technical evaluation may include Infrastructure, experience, expertise & certification details etc., (All Annexures to be filled in & if necessary extra sheets to be attached) on bidder's letter head and site visits to shortlisted vendors/suppliers with comparable configurations as specified in the bidder document. The proposal will be rejected in case of any adverse findings.

Bank shall shortlist the vendor(s) based on technical evaluation. Bank reserves the right to reject any and all proposals without assigning any reason whatsoever.

Those Bidders satisfying the technical requirements as determined by the Bank and accepting the terms and conditions of this document shall be declared technically qualified and will be eligible for commercial stage of evaluation (indicative).

There will not be any separate communication from Bank to the Bidder's who do not qualify in eligibility criteria and technical evaluation.

To assist in the examination, evaluation and comparison of bids the Bank may, at its discretion, ask the Bidder for clarifications. The response should be in writing and no change in the substance of the bid shall be sought, offered or permitted.

6. PRINTING OF MICR INSTRUMENTS:

6.1 PERSONALISED & NON-PERSONALISED CHEQUE BOOKS:

6.1.1 PRINTING:

- a) All Printing is to be done on sheet-fed/Web-fed printing machines in accordance with the requirements of the Bank. The variable data/ personalized is to be printed on Laser Printer using Hi-stack delivery systems. Toners like HP, Kodak, Xerox, Canon etc to be used for variable data & MICR numbering.
- b) Standard design of Back ground is to be printed with fugitive ink and other matters in Bank's specified colours on all original security forms/instruments. The back ground and security features shall be printed on all Cheque leaves.
- c) The fugitive Ink used for printing ground should not be mixed with any other type of ink and should be easily removable by applying water over it without vigorous rubbing. Use of UV band on sensitive and key areas & Micro lettering, Variable Micro text or number.
- d) Printer's name to be printed as imprint during Base stationery printing. The date of the printing and Cheque SUM to be printed during variable data printing. The details should be appeared on the leftmost side of each cheque leaf/requisition slip (Eg: M/S. XYZ, CTS-2010 DDMMYYYY "chequesum").
- e) All printing is to be done in the specified format and with specified colour scheme (SB/CA/ODCC AND NRE/NRO) of each instrument. Printer shall supply the specimen of the instruments. Printing of other items like acknowledgement slip, requisition slips, record slips and cover etc., shall also be as per standard design and colours specified/provided by the Bank.

- f) Font Type and size shall be as per the specimen or as advised by the Bank.
- g) Bank's Logo and name shall be in specified portions and in standard style of the Bank.
- h) All safeguards and instruction of RBI, NPCI, IBA and Bank must be adhered to in the printing of cheque leaves.
- i) Printing of security items shall be bilingual, i.e. Hindi & English as directed by Bank. However only English numerals shall be used in Printing.
- j) The name of the branch is to be printed in Hindi and English as per the specimen, however Bank provides data in English only. It's the responsibility of the printer to translate the branch address into Hindi.
- k) Printing shall be done using the best printing techniques and aesthetics.
- l) The size of all instruments must be 8" x 3.2"/3" (20.32cm X 8.12cm)(excluding stub portion) as per CTS-2010 standard.
- m) Any changes in design of cheque leaves required due to technological up gradation or regulatory guidelines etc., shall be done without escalation of cost to the bank.
- n) The matter to be printed on the back side of the front covering page, back side of the cheque requisition form and both side of the rear covering page of the cheque books will have our Bank/associate party product advertisements in multi colours etc., as specified by the bank from time to time and shall be done without escalation of cost to the Bank.

6.1.2 GATHERING & COLLATING:

- a) Gathering and Collating of security form/leaves of instruments like welcome slip, requisition slips and record slips etc shall be as per specifications of each type of security form books as specified by the bank. For all types of cheque books, the welcome slip shall be placed at the beginning of the cheque books in all cases followed by Record slips dye cut/punched so that the cheque number is visible when the cheque book wrapper is turned.
- b) 70 GSM white maplitho paper to be used for welcome slip, cheque book requisition slip and transaction record slip.
- c) The number of record slip leaves to be provided is as under:
Cheque book with 20 Cheque leaves - 1 leaves with 10 lines each on both sides.
Cheque book with 50 Cheque leaves - 3 leaves with 10 lines each on both sides.
Cheque book with 100 Cheque leaves - 5 leaves with 10 lines each on both sides.

6.1.3 NUMBERING:

- a) The Bank, with each purchase order shall provide the variable data, cheque series and SAN code to be printed on the security forms. No deviation is to be made in this regard.
- b) The numbering in MICR instruments shall be made as per RBI & IBA specifications.
- c) All MICR instruments shall be printed with pre-printed fields as per RBI & IBA guidelines with good quality MICR ink. Printing with MICR ink shall be done in temperature and humidity controlled atmosphere and registration of ink should be within the RBI & IBA specifications.
- d) All MICR instruments shall be test checked by the printer and a record for the same shall be maintained and shall be offered for inspection by Bank's authorized officials on demand.

6.1.4 PERFORATION & STUB:

- a) Proper Perforation of all leaves, wherever required shall be such a way that tearing force required is minimum and no portion of stub or form should tear-off when detached from the book.
- b) The perforated portion of the security form when detached from the book should have minimum deformity and should be in a straight line.
- c) The final size of the instrument as specified in the annexure should be after it is detached from the book along the perforation.
- d) The stub width should be at least 1 cm or as specified by the Bank.

6.1.5 BINDING:

- a) The binding of all books of security forms shall be side stitched type with two wires stitching, pasting of front and back cover and binding cloth with good quality calico for books of 50/100 L books. The binding cloth should be of superior quality and have an evenly placed overlapping of minimum 0.8 to 1.0 cm on Spine (front & back) of the book or good quality adhesive to ensure proper binding of 50 /100 l cheque books.
- b) For cheque books of below 50 cheque leaves, wrapper is to be covered on bounded leaves with 2 wires stitching inside.
- c) The stitching wire used should be rust proof type of minimum 24 gauge for books of upto 20 leaves, 22 gauge for books of 50 & 100 leaves.
- d) Paper used for the cover should be 150 GSM or above Art Card Imported/Indian Art Paper, First page to be printed paper for all types of Book.
- e) The binding and cutting of the book should be done aesthetically and there should be no visible defect in size, shape, stacking.

6.1.6 PACKING:

- a) Each cheque book is to be packed in tamperproof eco friendly 60 microns bio degradable plastic/paper window envelope of size 9" x 4" or 9" X 5" as desired by the Bank. Cheque books are to be handed over to Postal/Bank's approved Courier agency for direct delivery to customers/Branches.
- b) **One cover for one customer to be made if more than one cheque book indented by the customer/ branch for a particular account/s. If found multiple covers for a single customer, postal charges paid in excess in such cases will be recovered from the printer.**
- c) In case of Bulk cheque books parcels to be packed in Heat shrink file packing with the list inside showing following details:
 - i. Account number and name of the customer
 - ii. No. of cheque books & No of leaves
 - iii. Serial No. From To
 - iv. Name of checking staff and date
 - v. Signature of the staff
- d) Cheque book/s is/are to be sent as per the instruction of the Bank. The ordering file will be provided by the Bank. The printing & dispatch of personalised cheque books order is to be completed within 48 hrs of file received from the bank. The upload file is to be sent to Bank as soon as packing & dispatch is fully completed for the day's order.

- e) The data of barcode/scanned booking images to be kept safe for minimum 6 months for further verification by the Bank's authorized officials on demand.

6.1.7 NON PERSONALISED CHEQUE BOOK:

- a) Only 20 leaves cheque books will be required by the Bank. All the specifications of Personalised cheque books shall be applicable to this category. The time lines shall be mentioned in the specific purchase order for the delivery at the destination (may vary form order to order) as informed by the Bank to be met.

6.2 SPECIAL CHEQUES IN CONTINUOUS STATIONERY:

The Special Cheques in continuous format (for Corporate Customers in specific) for which orders placed by the branches and will be routed through **MIPD sections of the Circle Office to the printers**. The request comes from the Branches and artwork will be approved by the Branches based on the approval provided by the customer.

The printer has to co-ordinate with the Branches/**MIPD sections of the Circle Office** concerned for fast and smooth printing of instruments as per specifications.

6.2.1 Specification :

These cheques are generally of different sizes viz. 9"x8" (22.86cmX20.32cm), 9" x11"(22.86cmX27.94cm), 9"x12"(22.86cmX30.48cm), 15"x12"(38.1cmX30.48cm) etc. on continuous stationary with 1 to 3 cheques per sheet (form) or two sheets interleaved with carbon (first page is printed on MICR paper and a copy printed on Maplitho 80 GSM paper with Carbon paper interleaved. The paper for copy and carbon is to be supplied by the printer) or A4 Cut Sheet cheque with advice on top or bottom. The cheques may also be required to be printed in cut sheets. The specification slightly may vary as per the requirement of Branch. Rate to be quoted for 1000 leaves. Order quantity will be minimum 1000 & then multiples of 500.

6.2.2 Packing:

All cheques in continuous form/A4 size should be packed in bio degradable eco friendly bag with shrink wrap packing with a label affixed on the packet indicating the contents in corrugated boxes covered with Gunny/HDPE Bags.

6.3 DEMAND DRAFTS

6.3.1 Specification :

- Bank's water marked MICR Security paper of 95 GSM with Dandy Mark of Bank should be used for DDs.
- Size of the forms should be 9"X11" (22.86cmX27.94cm) including sprocket punches. 3 DDs of size 8"X3.66"(20.32cmX9.29cm) each should be printed in a form.
- The sample approved by the Bank shall be supplied to the branches only after obtaining NPCI approval/any such periodical approvals from the competent govt departments.
- Serial number to be continued from the last order/supply with new prefix every year.
- Rate to be quoted for 1000 leaves. Order quantity will be minimum 300 & then multiples of 300.

6.3.2 PACKING :

It should be packed in bio degradable eco friendly bag with shrink wrap packing with a label affixed on the packet indicating the contents in corrugated boxes covered with Gunny/HDPE Bags.

6.4 CDR Continuous Stationery Specification:

- a) SIZE : 9"x6" (22.86cmX15.24cm) with sprocket punches and perforation at the edges. Text on both the sides of the record. Supply should be as per approved specimen provided by the Bank.
- b) To be printed by using 95 GSM Security paper with our Bank's water mark which will be made available to printer.
- c) Supply should be made exactly as per the approved specimen already provided to Printer. The Colour of the instrument should be exactly as per the approved specimen.
- d) Good quality horizontal perforations to be provided after each Receipt to facilitate easy tear off.
- e) Each CDR shall contain Serial Number (6 Digits) and PREFIX of 6 digits, which will be advised to Printer.
- f) Packing: all indented leaves shall be in one packet with shrink wrap packing with label indicating the details of the contents. Such packet/s are to be packed in corrugated boxes covered with Gunny/HDPE Bags.
- g) Rate to be quoted for 1000 leaves. Order quantity will be minimum 1000 & then multiples of 500.

6.5 MICR Paper

- a) MICR paper of requisite size will be supplied by the Bank.
- b) The MICR paper supplied shall be safely stored in a earmarked space for the Bank in a neat and arranged manner.
- c) Regular monitoring of the quality of the paper from natural weather/termites/dust is the prime responsibility of the Printer to have sufficient precautions in place at their own cost.
- d) Insurance coverage with all types of risks covered to that effect shall be arranged by the printer at their own cost and a copy after renewal shall be submitted immediately to the Bank for its record.
- e) All details of paper in/paper out details to be maintained in a record and always FIFO rule to be followed for utilising the paper stock.
- f) MICR paper defects at the time of supply to be immediately informed to the Bank to take up with the Mill and any such claims after 2 months of receipt of paper

shall become the sole responsibility of printer to arrange paper for the Bank to that effect.

- g) To the possible extent Printer may use suitable machinery to load/unload/lift/ arrange the paper reels.
- h) Its statutory to arrange for certified monthly stock statement duly noting the order wise quantity of paper utilised along with wastage incurred and shredded in detail as on every month end on or before 5th of succeeding month.

6.6 QUALITY CONTROL CHECK:

- a) All security forms should be checked at each stage of Base printing, Variable data printing & numbering, binding and packing by the trained staff of the printers.
- b) All leaves with printing flaws and mistakes must be removed and replaced with corrected leaves with good workmanship and such records should be kept and produced at the time of inspection of the unit.
- c) No security forms should be supplied without thorough checking by the printers for any printing mistakes, defects etc.
- d) The printed formats are to be checked twice before packing and authenticated on packing slip.
- e) Printer shall maintain a complete record of checking at each stage for mistakes, defects and corrections replacements done during printing, binding and packing of security forms.
- f) The record must be preserved for at least 10 years.
- g) Record of mistakes, defects, reprints etc. should be offered for inspection by Bank's authorized officials on demand.
- h) Printer should maintain secrecy with regard to sharing of customer's data for printing of personalised cheques. Printer must sign a Non-Disclosure Agreement (NDA).
- i) Printer will maintain separate record books for the Bank.

6.7 WASTAGE:

- a) MICR paper will be supplied by the Bank and so maximum the below mentioned paper wastage is permitted.

S.No	Product	Allowed wastage %
1	Personalised & Non Personalised Cheque Book	5
2	Demand Draft	5
3	Common Deposit Receipt	5
4	Special cheques in Continuous stationery	7

- b) The printer has to contain wastages within allowed percentage with the skilled manpower and state of the art machineries of printing, personalizing & finishing modern methods.
- c) The printer shall destroy all the wastages within 24 hours and record of destruction shall be maintained order-wise, date wise and to be offered for inspection by Bank's authorized official on demand.

- d) The printer will submit monthly paper utilization/consumption statement as on last day of every month to the Bank within the 5 working days of the succeeding month.

6.8 PAYMENT:

- a) Bills for payment must be presented on monthly basis to the Bank with proper order & dispatch details in the attached annexure unit wise, date wise and order wise on ensuring that deliveries has reached the end points.
- b) The Payment will be released within 30 days, if bills are found in order.

6.9 PENALTIES:

The Bank may impose financial penalties in addition to black listing the printer for following reasons:

- a) Not adhering to the delivery schedule.
- b) Mistakes in Printing, binding, Serial number arranging, Variable/personalized data printing or packing of the security items.
- c) Bad workmanship and deficiencies in quality of printing.
- d) Printing not according to bank's format and colour scheme and specification is not as per Bank's instructions. The right/Correct Inks to be used for printing of cheque books or other security Instruments and security features as demanded by bank.
- e) Flouting bank's instructions in respect of storage of paper, maintenance of records, transportation and delivery of security forms etc.
- f) Frequent rejection of MICR instruments in clearing by the faulty printing.
- g) If in any case it is found that printer has compromised with secrecy of any type of data, he will be financially penalized as per Bank's decision, compulsorily binding on him, with letter to IBA, including blacklisting of their related unit/all units, as deemed fit, for 3 years.
- h) In case of rejection of any consignment of security forms on account of any reason, no payment of printing charges shall be made and penalty charged by RBI/Local Clearing Centre/House, will be recovered from the printer.
- i) Penalty of 1% on the specific PO value for the delayed printing will be imposed on the printer, if delay is more than 48 hours.
- j) The frequent printing mistakes/defects/reprint, personalized repeated data errors while printing, collation, insertion Binding errors, repeated MICR numbers cheques & books delivery to customer all will be viewed seriously.
- k) If such errors are repeated on more than 5 occasions in a quarter, the printer will be depanelled & blacklisted. It may be noted that in such situation "No claims will be entertained for not awarding further work".
- l) The printer is liable for any financial /reputational loss including cost of suit/legal expenses incurred by the Bank due to theft/misuse of cheque leaves/books by any of its employees/representatives/ authorised persons.

6.10 TEST/CHECKING OF MICR INSTRUMENTS:

- a) The Bank will provide details of new Branch & their MICR Code. Whenever new branch is opened, the printer will supply cheque books of 500 leaves of each type i.e. SB/CA/ODCC AND NRE/NRO ACCOUNTS for testing at MICR cheque processing centre of RBI, NPCI/Local clearing Centre/House.
- b) Bank shall be free to get the samples of MICR instruments test checked with NPCI/NCC, RBI or any of the MICR cheque processing centres and in case of high rejection rate, the whole consignment shall be rejected. The decision of the Bank in this regard, shall be final and binding on the printers.
- c) The NPCI/RBI sample testing fee, if any, periodically/at any point of time as advised by the competent authority of the Bank/RBI, is to be borne by the printer and shall provide the certificate/approval to the Bank for its records.
- d) Printer to ensure that Serial numbers are not repeated in respect of security forms of a particular category supplied during the year.

6.11 Other information:

- a) Welcome letter, Cheque requisition slip and record slips in PERSONALISED & NON-PERSONALISED cheque books shall be 70 GSM white maplitho paper and not MICR paper. It has to be gathered and collated along with MICR printed cheque leaves for pinning/packing. The 70 GSM white maplitho paper of good quality is to be arranged by printer along with 150GSM art board paper for cover page in the art work as provided by the Bank.
- b) Record slip: one leave for 10/20 & 3 leaves for 50 and 5 leaves for 100 leaves cheque book and each page comprises to record 10 rows of information on each side.
- c) With special continuous stationery in 1+2 format, the main MICR paper will be arranged by the Bank and the further copies of the same along with carbon has to be arranged by the printer in a fine quality 75 GSM white maplitho paper.
- d) In case of fraudulent transactions in any security forms printed from the printer, the printer should co operate fully to do the investigation by the Bank or any govt authority.
- e) Printer shall enter into an agreement with Bank within 15 days of our Offer letter.

7. PRICE/COMMERCIAL BID (INDICATIVE):

Commercial Bid(indicative) should be inclusive of all expenses like Printing charges, Variable data charges, Binding Charges, Packing charges, Franking charges, handling charges, also including 150 GSM art paper used for cover page and 70 GSM paper used for welcome slip, requisition slip, transaction noting slips, design print and all materials, manpower used till final stage of despatch to the India Post / Couriers but exclusive of GST or any such taxes as per GOI guidelines issued from time to time.

- a) Commercial offer should give all the relevant price information in line with "Price Composition" as per ANNEXURE-VIII.
- b) It should not contain any terms and conditions or additional documents.

- c) There should be no hand written material corrections or alterations in the commercial offer. The Price should be exclusive of GST but inclusive all other expenses, taxes, duties, levies etc. However, if required bidder shall provide details of breakup.
- d) Each page of Commercial bid (indicative) should be duly signed by the persons with date and seal of the tenderer / vendor.
- e) Financial bid should be submitted in the e-Procurement portal <https://canarabank.abcprocure.com>.

7.1 COMMERCIAL EVALUATION:

- a. In the first stage, offers will be evaluated against the stipulated eligibility criteria of the Bank and other terms of the RFP. Offers not complying with the Bank's eligibility criteria will be rejected summarily.
- b. In the second stage, technical evaluation will be carried for such of those tenders who comply with eligibility criteria.
- c. In the third stage, " Price Bid (indicative)" of such of those qualified tenders complying with the eligibility criteria and Technically acceptable shall be opened online on a given date and time with prior notice to the qualified tenderers.
- d. In the fourth stage, Online reverse auction will be conducted online after price bid. The bidder has to quote the best rates below the start price (fixed by the Bank). For more information on Online Reverse Auction, bidders can refer Annexure XIV.
- f. In case of other un-qualified tenderers, the EMD shall be returned within 30days after signing the contract by the successful bidder/s.
- g. Bank shall not be responsible for any error during the downloading of the tender document. No claims shall be entertained on this reason.
- h. All the contents of this tender document and price bid (indicative) with quoted rates shall form a part of the contract document. Then after, the successful tenderer/contractor/vendor in Online reverse auction, on acceptance of his tender by the Accepting Authority, shall sign an agreement on stamp paper contract consisting of the following within 30 days from the date of acceptance of the tender:-
 - (a) Standard form of Agreement on stamp paper.
 - (b) All the contents of this tender document and price bid (indicative) with quoted rates on ORA, Technical Brochures in schedules submitted by the tenderer, any correspondence leading to placing of the supply order or acceptance of tender by the Bank, etc.
- i. **Determination of L1 rate :-**

For arriving at L-1 rate, the following weightage formula will be applied online on price bid and the rate reduction received in Online Reverse Auction (ORA) will be proportionately effected to the line item rates proposed as bid starting price.

1. Weightage for Personalised SB/NRE/NRO cheque books (20 leaves) is given 30 points.
2. Weightage for Non Personalised SB/NRE/NRO cheque books (20 leaves) is given 10 points
3. Weightage for CA/OD/OCC cheque books (100 leaves) is given 25 points each.
4. Weightage for CA/OD/OCC cheque books (50 leaves) is given 10 points each.
5. Weightage for Special cheque leaves in continuous form (1000 leaves) is given 05 points each
6. Weightage for DD (1000 leaves) is given 10 points each
7. Weightage for CDR (1000 leaves) is given 10 points each

For example-

20 leaves Personalised Cheque Book rate per leaf is Rs. 20ps. 20X30 (weightage point)=	600
20 leaves Non Personalised Cheque Book rate per leaf is Rs. 10ps. 10X10(weightage point) =	100
100 leaves Cheque Book rate per leaf is Rs. 10ps.10X25 (weightage point) =	250
50 leaves Cheque Book rate per leaf is Rs.15ps. 15X10 (weightage point) =	150
1000 leaves of Spl cheques rate per leaf Rs.10ps. 10X05 (weightage point) =	50
1000 leaves of DD rate per leaf Rs.10ps. 10X10 (weightage point) =	100
1000 leaves of CDR rate per leaf Rs.10ps. 10X10 (weightage point) =	100
TOTAL	= 1350

L1 will be arrived basing on the lowest score arrived after multiplying price quoted in each line item and multiplication factor (weightage point).

The printer has to quote rates for all the varieties of security items.

8. ONLINE REVERSE AUCTION (ORA):

Bidders, whose Commercial Bids (Indicative) have been opened by the Bank will be called for the Reverse Auction.

Reverse Auction event will be carried out among the technically qualified Bidders, based on evaluation of Technical Bid, for providing opportunity to the Bidders to quote the price dynamically for the procurement for which RFP is floated and also to get the most competitive price.

- i. For finalization of the most competitive offer, the Bank will conduct “Reverse auction”. The detailed procedure and Business rules for the Reverse auction is given as per **Annexure - XIV**.
- ii. The Bank will inform the technically qualified bidders whose Commercial Bids (Indicative) have been opened by the Bank for participating in the Reverse auction process which will be conducted by an Auction Agency authorized by the Bank. The Bank will share the contact details of the concerned person of the Auction Agency. Specific rules for this particular event viz. date and time, CAP price, bid decrement value, duration of event etc. shall be informed by the Auction Agency to the participating bidders before the event. The bidders should furnish indicative prices for the project in their Indicative Commercial bid (indicative) to facilitate finalizing the start bid for “Reverse auction”. However, the CAP price for Reverse auction will be fixed by the Bank.
- iii. Bidders should note that the indicative Commercial bid (indicative) is considered for the purpose of conducting Reverse auction process only. The L-1 bidder will be decided only later, on finalization of prices through Reverse auction.

9. RE-AUCTION/S RULES

The Bank may consider the option of a Re-Auction/s in the following circumstances:

- a) At the end of the Reverse Auction, L1 price is not acceptable to the Bank.
- b) During the process of reverse auction, if there is no bids from logged in bidders, Bank may decide a re-auction by revising the CAP price for Re-auction.
- c) At the end of the Reverse Auction If only one bidder bids, the Bank at its discretion may decide to finalise or a re-auction.
- d) If only two price bids are qualified, for reverse auction, Bank reserve rights for Re-Auction with the required amendments if necessary.

Even after conducting Reverse Auction/s, if no Bidder has quoted or the prices quoted by them are not acceptable to the Bank, the Bank at its discretion can ask all the technically qualified Bidders to submit the Commercial bid (indicative) by giving sufficient time to the Bidders. If Bidder/s are not submitting the Commercial bid (indicative) within due date and Time, their EMD will be liable to be forfeited. If the EMD is submitted by way of BG, the Bank can its discretion invoke the Bank Guarantee.

Canara Bank reserves the right to reject any or all the proposals. Similarly, it reserves the right not to include any bidder in the final short-list.

The Bank reserves the right to modify any terms, conditions and specifications of the RFP and Bank reserves the right to obtain revised price bids from the bidders with regard to change in RFP clauses. The Bank reserves the right to accept any bid in whole or in part.

10. OTHER TERMS & CONDITIONS:

10.1 SECURITY DEPOSIT & EMD:

If the contract is awarded then the EMD so received in technical bid will be converted to Security Deposit of Rs. 15 lacs. In case the contract is awarded to more than one vendor or centre/unit, the security deposit will be obtained on pro-rata basis in the form of Demand Draft or Bank guarantee, is to be deposited within one week's time and the same will be retained by the Bank till the satisfactory completion of the entire project or term. The Bank has the right to forfeit the EMD & SD amount in case contractor fails to execute the order.

In case Bidder fails to perform the contract, Bank shall invoke the SECURITY DEPOSIT (SD) & Earnest Money Deposit [EMD] to recover penalty/damages or any other amount due to the Bank /amount recoverable by the Bank. Bank has the right to invoke the Security Deposit & other amount payable to vendor/printer for any non-compliance of the terms & conditions in terms of this RFP.

10.2 BANK'S RIGHT TO ACCEPT OR REJECT ANY BID OR ALL BIDS:

The Bank reserves the right to accept or reject any bid or cancel the bidding process or even reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders about the grounds for the Bank's action. The Bank reserves the right to accept or reject any technology proposed by the Bidder. The Bank reserves the right to select more than one Bidder keeping in view its large requirements.

10.3 SPLITTING OF ORDERS:

The work will be awarded by splitting the total quantities amongst L1, L2 and L3 Bidders with ratio of 50%: 30%: 20% respectively provided L2 & L3 Bidders are willing to match all the prices/rates of the L1 bid in each item and complying the other terms a condition of the RFP in a fair and transparent manner.

10.3.1 Norms for distribution of purchase order is as under:

- In case of selection of 2 Bidders only, 60% of total quantities will go to the L1 bidder and remaining 40% of total quantity will be distributed to the next Bidder.
- In case of selection of 3 Bidders, 50% of the total quantities will go to L1 bidder and remaining 30% & 20% of required quantity will be distributed to the next two Bidders L2 & L3 respectively.
- First offer for matching the price with L1 will be given to L2 & L3. In case L2 & L3 does not agree to match L1 price, then the offer will be extended to L4 and so on.
- In the event of L2, L3, L4 etc. not matching the L1 price the entire quantity of the work will be awarded to L1 Bidder.
- Bank reserve the rights to negotiate the rates where it deems necessary. In the event a Bidder is not able to fulfill the contract, the Bank has right to cancel the order, invoke the Bank guarantee and to distribute the order to the other selected Bidder/s.

11. GENERAL INFORMATION:

- i. The proactive attitude to maintain Confidentiality, Secrecy, Security of data, MICR paper monthly statement submission, wastage shredding, working within allowed wastage % , specified time schedule of quantity, on time delivery, PODs & Bills submission will be taken into account on efficiency of the vendor/printer in each month printing & delivery.
- ii. The relative art work/Positives that will be supplied /developed by the printer will be the Bank's property and the same has to be returned to us/destroyed after completion of the job in the presence of Bank officials.
- iii. Since the activity of printing of security items is time bound, each unit should be independent and should be capable of carrying out all the printing activities, including printing of base stationery under one roof to ensure prompt deliveries.
- iv. It is mandatory for the printer to get periodical certification of "CTS-2010 Standards" from NPCI/any such Govt. Institution as per system in vogue. New 500 cheque leaves/DD samples to be submitted for test certification from NPCI at printers own cost before proceeding bulk printing for the Bank.
- v. The printer will be required to arrange for Inspection (at their cost) of their Security Printing Unit by our officials during the printing process before and even after the work is assigned to them or as and when required by the Bank.

- vi. The final proof (5 cheque books with minimum 5 leaves each) should be submitted to the Bank for approval before commencing execution of our orders. Printer is also required to submit specimen cheque leaves as per NPCI instructions for testing the compatibility of the same with CTS environment before execution of the work.
- vii. Bank reserves right to reject/not to open tenders/quotations submitted by the Bidders, who have not executed our orders satisfactorily as per delivery schedule in the past.
- viii. The paper supplied by the Bank be kept in safe custody and insurance cover covering all risk say fire, theft, flood, natural calamity, riots etc should be arranged by the printer for raw material and finished goods to the Bank. **The Insurance policy should be in the name of Canara Bank - Account Printer name.** The original policy should be submitted to the Bank. The Printer is required to execute Agreement cum Indemnity bond.
- ix. The monthly paper consumption statement should be submitted along with summary of bills & breakup of paper consumption of actual order received from Centralized back office.
- x. If, at any time after opening the tender it is found that the information in technical Bid submitted by the bidder/s is false/incorrect, the Financial Bid submitted by the said bidder, even though he is L-1 bidder, is liable to be rejected by the Bank and no orders will be placed with such bidder/s. Moreover, such bidder will be blacklisted and will not be allowed to participate in any tender process of our bank for a period of three years.
- xi. The file in secured format containing orders/indents for the security items will be sent to the printers daily via Secured file transfer protocol/ E-mail in encrypted mode/any such arrangement at a particular predetermined time as may be decided and advised by the Bank from time to time. The printer has to print and dispatch the security items within 48 hours from the receipt of the file. Day to day MIS will be shared in prescribed format to Bank by printers.
- xii. Printer shall not be defaulter to any tax/Govt. Authorities/statutory dues etc .In this regard, Printer should submit an undertaking letter on their letter head.
- xiii. An undertaking / letter of access to be submitted by the printer that access is provided at any time to our Bank officials/inspecting officers/regulatory authorities etc .,without demur.
- xiv. Vendor/ service provider shall comply with Govt/statutory requirements on implementation of GST or any other Govt/Statutory guidelines from time to time.
- xv. Bank will visit the locations/units of all the eligible bidders to verify technical details and after ensuring their preparedness/setup for undertaking security printing, their financial bid will be considered. If at any stage it is found that the bidder is not complying our terms and conditions their financial bid will not be considered. No bidder can make any claim about this.

11.1 NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER:

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reason whatsoever.

Bank will not be obliged to meet and have discussion with any firm on this matter.

11.2 INDEMINITY:

1. In no circumstances delivery Schedule will be extended and in case of backing out of the job a penalty of 1 % of order value will be imposed. All the dispatches & deliveries should be completed the same day or next day of receiving the data after final content approval/receipts by electronic mail/attachments.
2. In case of delay in printing and delivery, the Printer shall be liable for the payment of 1% of specific purchase order value as delay and liquidated damage to the Bank. The day will be reckoned at the end of working hours including part there of shall be a full day.
3. If the work is not found to be of good quality then the Bank will have the right to make suitable deductions from the payable amount or material delivered will be rejected without paying any price / compensation. The decision of the Bank in this regard will be final.
4. Delivery of the goods and performance of the Services shall be made by the printer in accordance with the time schedule provided by the Bank or as per bank's requirement. Any delay in performing the obligation by the printer will result in imposition of liquidated damages and/or termination of rate contract for default.
5. Bank will not give any assurance for non-conformance product supplied by vendor/supplier. The total lot or part of the defective lot will be rejected without paying any compensation. The printer/vendor cannot claim for the non-conformance/rejected/non specification output/product supply to Bank. No indemnity/assurance on payment will be made or Security Deposit will not be paid according to the intensity of the situation.
6. The Bank reserves the right to forfeit the Security Deposit amount in case Printer/vendor fails to execute the order.
7. The taxes value / % of amount are to be mentioned separately in invoices/ bills like GST/VAT/Excise (applicable taxes, duties, charges etc) for payment release.
8. The Bank will not make any advance payment. IT-TDS, GST-TDS or any such deductions as imposed by the govt will be deducted at source as per the prevailing tax rules (if applicable).
9. No modification in the rates will be accepted / entertained except in case of changes made and agreed by the Bank.
10. The Bank will not be responsible for any dispute arises between postal/ Courier/ Transport and or any other agency which is being deployed by the Printer/Bank.
11. It is the Printer's sole responsibility to adhere to local/central Government rules and regulations in any aspect while maintaining the unit/s.
12. An indemnity declaration as per Annexure XVII to be submitted.

11.3 DELIVERY PLAN:

The BNPL (Book Now Pay Later) arrangement will be made by the Bank with India Post in various regions to book the consignments for various offices in India for Security item delivery. The right address and contact numbers and E-mail IDs of our offices to be updated in Printer Master address Data time to time. A Tripartite agreement between the Bank/Printer/India Post to be entered before

commencement of the work. Postal/courier charges will be paid by the Bank as per the invoice received from the India post or courier partner. If required, the printer to confirm on the no. of articles in the invoice claimed by the India Post or Courier agency.

If any doubt arises, Parcels or envelopes should not be booked by the printer with partial address or wrong address of Customers/Branches. The correct address is to be taken from the Bank before booking to Post office. Proper end point delivery of the consignment to be ensured by the printer.

11.4 INTELLECTUAL PROPERTY RIGHTS:

The vendor shall indemnify the Bank against all third party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods, or any part thereof in India.

- i. The vendor shall, at their own expense, defend and indemnify the Bank against all third party claims or infringement of Intellectual Property Right, including Patent, trademark, copyright, trade/data secret or industrial design rights arising from use of the products or any part thereof in India or abroad.
- ii. The vendor shall expeditiously extinguish any such claims and shall have full rights to defend it there from. If the Bank is required to pay compensation to a third party resulting from such infringement, the printer shall be fully responsible for, all expenses including court and legal fees.
- iii. The Bank will give notice to the Printer of any such claim without delay, provide reasonable assistance to the Printer in disposing of the claim, and shall at no time admit to any liability for or express any intent to settle the claim.
- iv. The Intellectual Property of our security documents like Cheque, DD, CDR etc, is to be maintained with utmost secrecy in Printer system with limited access of designers. In any circumstances such valuable information/file should not reach any third party other than Designated Security Printer official, the utmost care to be maintained in infringement of intellectual Property Right.

11.5 USE OF CONTRACT DOCUMENTS AND INFORMATION:

The vendor shall not, without Bank's prior written consent, make use of any document or information provided by the Printer in the Bid document or otherwise except for purposes of performing contract.

11.6 PRE DISPATCH INSPECTION:

Bank shall be free to carry out pre- delivery inspection as and when required. The Bidder shall make all necessary arrangement for this purpose. Bank also has the right to conduct random acceptance testing of the ordered product/goods at any of the vendors' sites to ascertain their Quantity and Quality.

11.7 PAYMENT TO THE VENDOR:

Payment shall be made centrally on the invoice raised by the vendor at Central office. The payment will be made only if the support documents viz. invoices, samples,

delivery challan, proof of delivery to the customer/branch & monthly paper consumption report & other MIS as requested are made available and found in order.

11.8 ERRORS AND OMISSIONS:

On any issue or area of material concern respecting empanelment and price fixing for all Security Instruments/products not specifically dealt with in these Business Rules, the decision of the Bank shall be final and binding on all concerned.

11.9. INTEGRITY PACT:

Integrity Pact format is enclosed as Annexure - IV. The same to be duly filled in a non-judicial stamp paper of Rs 200/- and submitted along with offer.

Only those tenderers, who commit themselves to the above pact with the Bank, shall be considered eligible for participate in the tendering process. Those bids/ tenders which are not containing the above pact are liable for rejection.

11.10. ORDER CANCELLATION AND FORFEITURE:

The Bank reserves its right to cancel the offer at any time by assigning appropriate reasons in the event of one or more of the following conditions treating it as default / non performance of the contract:

1. Fails to sign the agreement within the specified time.
2. Fails to deposit the Security deposit /performance guarantee within the specified time.
3. Delay in delivery beyond the specified period
4. Supplying the security forms which do not conform to the specification/quality prescribed or defective,
5. Negligence / contravenes the terms of the contract
6. Breaches in the terms and conditions of the Order.

In addition to the cancellation of offer, the Bank shall invoke the Bank Guarantee or forfeit the Security Deposit given by the bidder towards non performance/non compliance of the terms and conditions of the contract, to appropriate the damages.

The bank shall also have the right to Recover of extra cost if any incurred by the Bank in securing the material etc. from other source due to the defect/delay in Execution over the stipulated time and such extra cost shall be recovered by the Bank from any money due or becoming due to the bidder/ tenderer under this work contract/rate contract or may be recovered by encashment of bank guarantees or otherwise from bidder under any other contract.

11.11 PUBLICITY:

Any publicity by the vendor in which the name of the Bank is to be used shall be done only with the explicit written permission of the Bank.

11.12. FORCE MAJEURE:

The vendor/ tenderer 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 vendor, i.e. Force Majeure.

For the purpose of this clause, “Force Majeure” shall mean an event beyond the control of the vendor, 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 vendor, resulting in such a situation.

In the event of any such intervening Force Majeure, the Vendor shall notify the Bank in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by the Bank, the Vendor 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.

In such a case, the time for performance shall be extended by a period (s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, the Bank and the Vendor shall hold consultations with each other in an endeavor to find a solution to the problem. Notwithstanding above, the decision of the Bank shall be final and binding on the Vendor.

11.13. RESOLUTION OF DISPUTES:

All disputes and differences of any kind whatsoever, arising out of or in connection with this Offer or in the discharge of any obligation arising under this Offer (whether during the course of execution of the order or after completion and whether beyond or after termination, abandonment or breach of the Agreement) shall be resolved amicably.

In case of failure to resolve the disputes and differences amicably the matter may be referred to a sole arbitrator mutually agreed upon after issue of at least 30 days notice in writing to the other party clearly setting out their in the specific disputes. IN the event of absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrators; one to be nominated by each party and the said arbitrators shall appoint a presiding arbitrator. The provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern the arbitration.

11.14. JURISDICTION:

The Purchase Contract shall be governed by the Laws and Regulations of India for the time being in force and will be subject to the exclusive jurisdiction of the Courts in Bangalore, Karnataka State India.

12. PURCHASE PREFERENCE:

Purchase Preference to Micro and Small Enterprises (MSEs) and Startups and Purchase Preference linked with Local Content (PP-LC) shall be applicable subject to full compliance of other terms and conditions of the tender and Contract. Following are the conditions applicable as per the Government of India Guidelines on Purchase Preference.

1. Micro & Small Enterprises [MSEs]:

Procurement through MSEs (Micro & Small Enterprises) will be done as per the Policy guidelines issued by the Ministry of Micro, Small & Medium Enterprises vide Gazette notification no. D.L.-33004/99 dated 23.03.2012 and as amended from time to time. Following are the conditions applicable as per the Government of India Guidelines

1.1. MSEs should provide proof of their being registered as MSE (indicating the Terminal Validity Date of their Registration) for the item under Tender/ RFP along with their offer, with any agency mentioned in the Notification, including:

- 1.1.1. District Industries Centers or
- 1.1.2. Khadi Village Industries Commission or
- 1.1.3. Khadi & Village Industries Board or
- 1.1.4. Coir Board or National Small Industries Corporation or

- 1.1.5. Directorate of Handicrafts & Handloom or
- 1.1.6. Any other body specified by the Ministry of Micro, Small & Medium Enterprises.
- 1.1.7. For ease of registration of Micro and Small Enterprises (MSMEs), Ministry of MSE has started Udyog Aadhaar Memorandum which is an online registration system (free of cost) w.e.f. 18th September, 2015 and all Micro & Small Enterprises (MSEs) who are having Udyog Aadhaar Memorandum should also be provided all the benefits available for MSEs under the Public Procurement Policy for Micro and Small Enterprises (MSEs), Order 2012.
- 1.2. MSEs participating in tenders, quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 in a situation where L1 price is from someone other than MSE & such MSE shall be allowed to supply at least 20% of total tendered value. In case there are more than one MSEs within such price band and agree to bring down their price to L1, the 20% quantity is to be distributed proportionately among these Bidders.
- 1.3. MSEs are exempted from paying Application fee/cost & EMD, subject to furnishing of Valid certificate for claiming Exemption.
- 1.4. The Eligible MSEs who intend to match the L1 Price (ultimately decided by the Bank) shall indicate the willingness to match the L1 Price within 6 working days from the date of communication from the Bank to avail the purchase preference.
- 1.5. Bidder has to submit as self-declaration accepting that if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the RFP, they will be suspended for the period of three years from being eligible to submit Bids for contracts with Canara Bank as per Form PP-B.
- 1.6. The aforesaid Policy is meant for procurement of only goods produced and Services rendered by MSEs and not for any trading activities by them. An MSE unit will not get any Purchase Preference over any other MSE Unit.
- 1.7. The details are available on web site dcmsme.gov.in. Interested vendors are requested to go through the same for details.

2. Startup:

- 2.1. Applicable for Indian Bidders only as defined in gazette notification no. D.L-33004/99 dated 11.04.2018 of Ministry of Commerce and Industry and as amended from time to time.
- 2.2. As mentioned in Section-II of O.M. No.F.20/2/2014-PPD(Pt.) dated 20.09.2016 of Procurement Policy Division, Department of Expenditure, Ministry of Finance on Prior turnover and prior experience, relaxations may be applicable for all Startups [whether Micro & Small Enterprises (MSEs) or otherwise] subject to meeting of the quality and technical specifications specified in tender document.
- 2.3. Further, the Startups are also exempted from submission of Tender Fee and EMDs.
- 2.4. For availing the relaxations, bidder is required to submit requisite certificate towards Startup enterprise registration issued by Department of Industrial Policy and Promotion, Ministry of Commerce and the certificate should be certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) and notary public with legible stamp.
- 2.5. Bidder has to submit as self-declaration accepting that if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the RFP, they will be suspended for the period of three years from being eligible to submit Bids for contracts with Canara Bank as per Form PP-B.

3. Procurement through Local Suppliers (Make in India): NOT APPLICABLE

Department of Industrial Policy and Promotion under Ministry of Commerce and Industry vide letter no. P-45021/2/2017-PP (BE-II) dated 28.05.2018 has notified revised guidelines to be followed to promote manufacturing and production of goods and services in India under “Make in India” initiative.

3.1. “Local Supplier” means a supplier or service provider whose product or service offered for procurement meets the minimum local content as prescribed under the aforesaid order or by the competent Ministries/Departments in pursuance of the aforesaid order.

3.2. The minimum local content shall be 50% in general (unless otherwise prescribed by the Nodal Ministry) and the margin of purchase preference shall be 20%.

3.3. For award of contract, the following clauses shall be applicable in addition to other provisions in the bidding document in this regard:

3.3.1. In procurement of goods, services or works in respect of which the Nodal Ministry has communicated that there is sufficient local capacity and local competition, and where the estimated value of procurement is Rs. 50 lakhs or less, only local suppliers shall be eligible. If the estimated value of procurement of goods or services or works is more than Rs. 50 lakhs, the provisions of sub-paragraph 3.3.2 or 3.3.3, as the case may be, shall apply;

3.3.2. In the procurements of goods or works which are not covered by paragraph 3.3.1 and which are divisible in nature, the following procedure shall be followed:

3.3.2.1. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract for full quantity will be awarded to L1.

3.3.2.2. If L1 bid is not from a local supplier, 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the local suppliers, will be invited to match the L1 price for the remaining 50% quantity subject to the local supplier’s quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such local supplier subject to matching the L1 price. In case such lowest eligible local supplier fails to match the L1 price or accepts less than the offered quantity, the next higher local supplier within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case, some quantity is still left uncovered on local suppliers, then such balance quantity may also be ordered on the L1 bidder.

3.3.3. In procurement of goods or works not covered by sub-paragraph 3.3.1 and which are not divisible, and in procurement of services where the bid is evaluated on price alone, the following procedure shall be followed:

3.3.3.1. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract will be awarded to L1.

3.3.3.2. If L1 bid is not from a local supplier, the lowest bidder among the local suppliers, will be invited to match L1 price subject to local supplier’s quoted price falling within the margin of purchase preference, and the contract shall be awarded to such local supplier subject to matching L1 price.

3.3.3.3. In case such lowest eligible local supplier fails to match the L1 price, the local supplier with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on

and contract shall be awarded accordingly. In case none of the local suppliers within the margin of purchase preference matches the L1 price, then the contract may be awarded to the L1 bidder.

- 3.4. Purchase preference for domestic manufacturer/local supplier, methodology of its implementation, value addition to be achieved by domestic manufacturers, self-certification, compliance, monitoring and other terms & conditions shall be as per the aforesaid Guidelines/Notifications. The Guidelines may be treated as an integral part of the tender documents.
- 3.5. The preference to 'Public Procurement (Preference to Make in India) Order 2017' shall be subject to meeting technical specifications and full compliance of other terms and conditions of the RFP and Contract.
- 3.6. The Bidder quoting value upto Rs. 10 Crores shall be required to provide self-certification (as per Form PP-C) along with the bid that the item offered meets the minimum local content in terms of para 9(a) of the Public Procurement (Preference to Make in India) Order 2017. Bidder shall also submit the list of items / services to be procured from Indian manufacturers / service providers. Bidder has to provide the value & percentage of the local content in price bids.
- 3.7. If Bidder is quoting more than Rs. 10 Crores in their Commercial Proposal, then Bidder has to submit a certificate (as per Form PP-D) from statutory auditor of the company (in case bidder is a company) or from a practicing Cost Accountant or practicing Chartered Accountant (in case bidder is not a company) along with his bid in terms of para 9(a) of the Public Procurement (Preference to Make in India) Order 2017. Bidder has to provide the value & percentage of the local content in price bids.
- 3.8. False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules issued by the Ministry of Finance for which a bidder or its successors can be debarred for up to two years as per Rule (iii) of the General Financial Rules along with such other actions as may be permissible under law.
- 3.9. All the relevant documents/information regarding claim for preferential treatment under this policy must be submitted along with offer by the tenderers. Post tender submission of these information/documents shall not be considered. Further firms seeking these considerations shall be completely responsible for the truthfulness and authenticity of their claim for these benefits.
- 3.10. **Ministry of Electronics and Information Technology (MeitY):NOT APPLICABLE**

In furtherance of the Public Procurement (Preference to Make in India) Order 2017 notified vide reference cited above, Ministry of Electronics and Information Technology, Government of India has notified ten (10) electronic products vide reference F.No.33(1)/2017-IPHW dated 14.09.2017.

3.10.1. Domestic Manufacturers are required to indicate the domestic value addition/Local Content in terms of Bill of Material (BoM) for the quoted products, in terms of aforesaid guidelines, in their bid. Bidders, claiming to bid in the status of domestic manufacturer/local supplier on behalf of domestic manufacturer are also required to give an undertaking in the format as given in MeitY Form-1.

3.11. **Department of Telecommunications (DoT):NOT APPLICABLE**

In furtherance of the Public Procurement (Preference to Make in India) Order 2017, Department of Telecommunications, Ministry of Communications, Government of India has notified Thirty-Six (36) Telecom Products, Services and Works vide reference No. 18-10/2017-IP dated 29.08.2018.

- 3.11.1. Domestic Manufacturers are required to indicate the domestic value addition/Local Content in terms of Bill of Material (BoM) for the quoted products, in terms of aforesaid guidelines, in their bid. Bidders, claiming to bid in the status of domestic manufacturer/local supplier on behalf of domestic manufacturer are also required to give an undertaking in the format as given in DoT Form-1.
- 3.12. Canara Bank shall also have the authority to audit as well as witness production processes to certify the achievement of the requisite local content and/or to obtain complete back up calculation.
4. In case a bidder is eligible to seek benefit under Purchase PP-LC policy as well as PPP for MSE 2012, then the bidder should categorically seek benefits against only one of the two policies i.e. either PP-LC and MSE policy in Form PP-A. The option once exercised cannot be modified subsequently.
5. Purchase preference benefits shall be extended to the bidder based on the declared option subject to the bidder meeting the requirements contained in that purchase preference policy.
6. In case a MSEs bidder opts for purchase preference based on PP-LC, he shall not be entitled to claim purchase preference benefit available to MSE Bidders under PPP-2012. However, the exemptions from furnishing Bidding Document fee and Bid security/EMD shall continue to be available to MSE Bidders
7. For price matching opportunities and distribution of quantities among bidders (bidder's option to avail any one out of two applicable purchase preference policies, i.e., PP-LC-2017 or PPP-2012 will be considered), the precedence shall be in the following order:
- 7.1 Public Procurement Policy for MSE 2012
- 7.2 Purchase Preference linked with Local Content (PP-LC).



Authorized Signatory

Designation

Seal

Date & Place

Annexure-I

BIO-DATA OF SECURITY PRINTER

Details of the Organization

Sl.No

1. Name of the Company :
2. Constitution :
3. Date of Establishment :
4. Address with Tel. Nos. & name(s) of persons to be contacted
 - Phone (Land Line) :
 - Phone (Mobile) :
 - E-mail address :
 - Total area of the press in sq. feet:
 - Total area of the storage area in square feet :
5. Factories at various cities
(With Address, Telephone Nos. & E-mail ID)
 - Phone (Land Line) :
 - Phone (Mobile) :
 - E-mail address :
 - Total area of the Press in sq. feet :
 - Total storage area in square feet :

(If necessary attach a separate sheet with detailed information)
6. Representative Offices at various cities (with Address, Telephone / Mobile Nos. & E-mail IDs)
7. No of employees in Corporate (Main) office: _____:
 No of emp. in Main Factory at _____: No of employees in Unit 1 at _____: No of employees in Unit 2 at _____:
 No of employees in Unit 3at _____: No of employees in Unit 4 at _____: No of employees in Unit 5 at _____: No of employees in Unit 6at _____: (Only furnish the details for full fledged Security printing units inclusive of Personalized Cheque print & bind facility)
8. Total amount of wages paid during the year for factory & all units :
9. Details of printing machinery available: (Location wise & capacity wise)

(If necessary attach a separate sheet with detailed information)
10. Name of the Bankers :
11. Awards & recognition won for work done :
12. Name of Banks with whom empanelled (minimum 3 leading Public sector / Private Banks for personalized cheques and Continuous Stationery form orders to be done/executed currently, evidence to be attached with Bank PO & sample invoices)
13. Other Details (If any)

i) PAN No. :
 ii) GSTIN No :
 iii) Validity of IBA Approval : From _____ To _____.
 (Unit wise details)

14. Nature of Main Activity of the firm:
 15. Business parameters:

Year	Annual Turnover	Security printing Turnover	Net Profit(Profit after tax)
2016-17			
2017-18			
2018-19/ 2019-20			

Please note that there should not be loss during last three financial years.

16. Any Other Information

List of documents to be attached:

- 1) Copy of valid certificate of IBA Approval- for each unit.
- 2) Copy of PAN.
- 3) Copy of GST Registration Certificate.
- 4) Copies of Public Sector /Private Bank's Work Orders consolidated and certified by CA satisfying the criteria.
- 5) Copy of CA certified Audited financials with Auditor's Report for the last 3 years.
- 6) Copy of ITR for last 3 years
- 7) ISO 27001 Certification copy

Annexure-II
Bidders Acceptance

(Letter to be submitted by the Bidders on their firm's letter head)

To,
The Assistant General Manager,
Canara Bank
Stationery Section,
GA Wing, HO Annex.
Dwarakanath Bhavan,
Net kallappa circle,
Basavanagudi, Bengaluru 560 004

Sir,

Sub: Declaration accepting the terms and conditions of RFP for Empanelment of Security Printers

We submit our Bid Documents herewith and undertake and agree to abide by all the terms and conditions stipulated by the Bank in the RFP, including all annexures, agenda and corrigendum (If any);

We understand that

- Bank is not bound to accept the lowest or any bid received, and Bank may reject all or any bid/s.
- If our Bid for the above job is accepted, present bid together with Bank's written acceptance thereof shall constitute a binding contract between us.
- If our bid is accepted, we are to be jointly and severally responsible for the due performance of the contract.

We confirm that

- We have not been black listed or expelled from any project or not have had our contract terminated for any breach by any Government Authority / Corporate Institutions or Public Sector Undertaking (PSU) / Private Banks as on the date of submission of bid for this RFP.
- There is no case pending against us involving cheating/fraudulent activities.
- There is no outstanding Income Tax / Sales Tax / GST /any other statutory dues.
- We will not resort to any corrupt practices in any aspect/stage of the contract.

Date:

Place:

Yours faithfully,

Signature of Signatory

Name of Signatory:

Designation:

Seal of Company

Annexure III

**PAST PERFORMANCE STATEMENT (FOR LAST 3 YEARS)
only relevance orders with copy of PO to be enclosed**

Order Placed by (full Address of the Purchaser)	Name of the Bid, Order No. and Date	Description and Quantity of Order executed last 3 yrs (in No of Leaves)	Value of Order	Date of Completion as per Actual Contract	Date Of Dispatch (Reasons for late delivery) if applicable	Attach Certificate for performance

Signatory

Signature Designation

Seal

Date & Place

Annexure-IV - Integrity Pact

PRE CONTRACT INTEGRITY PACT

1. GENERAL

1.1. This pre-bid contract Agreement (herein after called the Integrity Pact) is made on ____ day of the month 20____, between, the Canara Bank, a body corporate constituted under Banking Companies (Acquisition and transfer of undertakings), Act 1970 having its Head office at 112, J.C. Road, Bangalore 560 002, with branches spread over India and abroad (hereinafter referred to as BUYER which expression shall include its successors and assigns) acting through Shri _____, (Designation of the officer) representing _____, of the BUYER, of the FIRST PART

AND

M/s. _____ represented by Shri _____ Chief Executive Officer/Authorised Signatory (hereinafter called the "BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER", which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns), of the SECOND PART

1.2. WHEREAS the BUYER proposes to procure (Name of the Stores/Equiprment/Item) /engage the services and the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER is willing to offer/has offered the stores/services and

1.3. WHEREAS the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER is a private company/ public company/Government undertaking/ partnership/ LLP/registered export agency/service provider, duly constituted in accordance with the relevant law governing its formation/incorporation/constitution and the BUYER is a body corporate constituted under Banking Companies (Acquisition and transfer of undertakings), Act 1970.

1.4. WHERAS the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER has clearly understood that the signing of this agreement is an essential pre-requisite for participation in the bidding process in respect of Stores/Equipment/Items/Services proposed to be procured by the BUYER and also understood that this agreement would be effective from the stage of invitation of bids till the complete execution of the agreement and beyond as provided in clause 13 and the breach of this agreement detected or found at any stage of the procurement process shall result into rejection of the bid and cancellation of contract rendering BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER liable for damages and replacement costs incurred by the BUYER.

2. NOW, THEREFORE, the BUYER and the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER agree to enter into this pre-contract integrity agreement, hereinafter referred to as Integrity Pact, which shall form part and parcel of RFP as also the contract agreement if contracted with BIDDER, in the event that the BIDDER turns out to be successful bidder, and it is intended through this agreement to avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the Contract to be entered into with a view to:-

2.1. Enabling the BUYER to obtain the desired Stores/Equipment/Work/Service/Materials at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

2.2. Enabling BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER/SERVICE PROVIDER to refrain from bribing or indulging in any corrupt practices in order to secure the contract, by providing assurance to them that the BUYER shall not be influenced in any way by the bribery or corrupt practices emanating from or resorted to by their competitors and that all procurements shall be free from any blemish or stain of corruption and the BUYER stays committed to prevent corruption, in any form, by its officials by following transparent procedures.

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

COMMITMENTS OF THE BUYER

The BUYER commits itself to the following:-

3.1. The BUYER represents that all officials of the BUYER, connected whether directly or indirectly with the procurement process are duty bound by rules and regulations governing their service terms and conditions not to demand, take promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

3.2. The BUYER will, during the pre-contract stage, treat all BIDDERS/SELLERS/CONTRACTORS/SERVICE PROVIDERS alike, and will provide to all BIDDERS/SELLERS/CONTRACTORS/SERVICE PROVIDERS the same information and will not provide any such information to any particular BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER which could afford an advantage to that particular BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER in comparison to the other BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDERS.

3.3. The BUYER shall report to the appropriate Government Regulators/Authorities any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach, as and when the same is considered necessary to comply with the law in force in this regard.

In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER to the BUYER with the full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case, while an enquiry is being conducted by the BUYER, the proceedings under the contract would not be stalled.

4. COMMITMENTS OF BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDERS

The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

4.1. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

4.2. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage, or inducement to any official of the BUYER or otherwise for procuring the Contract or for forbearing to do or for having done any act in relation to the obtaining or execution of the contract or any other contract with the BUYER or for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the BUYER.

4.3. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER further confirms and declares to the BUYER that the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER is the original Manufacturer/Integrator/Authorized government sponsored export entity of the stores/Authorised Service Provider having necessary authorizations, intellectual property rights and approvals from the intellectual property right owners of such materials/services and has not engaged any individual or firm or company whether Indian or foreign to

intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

4.4. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payment he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

4.5. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

4.6. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities emanating from other competitors or from anyone else.

4.7. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER shall not use improperly, for purpose of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposal and business details, including information contained in any electronic data carrier. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER also undertakes to exercise due and adequate care lest any such information is divulged.

4.8. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

4.9. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER shall not instigate or cause to instigate any third person to commit any of the acts mentioned above.

5. PREVIOUS TRANSGRESSION

5.1 The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Bank, Public Sector Enterprise/Undertaking in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.

5.2. If the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER makes incorrect statement on this subject, BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER can be disqualified from the tender/bid process or the contract, if already awarded, can be terminated for such reason.

6. EARNEST MONEY (SECURITY DEPOSIT)

6.1. Every BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER while submitting commercial bid, shall deposit an amount as specified in RFP/Tender Documents as Earnest Money/Security, Deposit, with the BUYER through any of the instruments as detailed in the tender documents.

6.2. The Earnest Money/Security Deposit shall be *valid for a period till* the complete conclusion of the contractual obligations or for such period as mentioned in RFP/Contract, including warranty period, whichever is later to the complete satisfaction of BUYER.

6.3. In the case of successful BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER, a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

6.4. No interest shall be payable by the BUYER to the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER on Earnest Money/Security Deposit for the period of its currency.

7. SANCTIONS FOR VIOLATIONS

7.1. Any breach of the provisions herein contained by the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER shall entitle the BUYER to take all or any one of the following actions, wherever required:-

(i) To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER. However, the proceedings with the other BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER(s) would continue.

(ii) To forfeit fully or partially the Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is signed), as decided by the BUYER and the BUYER shall not be required to assign any reason therefor.

(iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER.

(iv) To recover all sums already paid by the BUYER, and in case of the Indian BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of (Name of the Bank/Financial Institution) while in case of a BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER from a country other than India with Interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER/SELLER/CONTRACTOR from the BUYER in connection with any other contract such outstanding payment could also be utilized to recover the aforesaid sum and interest. The BUYER shall also be entitled to recover the replacement costs from BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER.

(v) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER, in order to recover the payments, already made by the BUYER, along with interest.

(vi) To cancel all or any other contracts with the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER and the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER.

(vii) To debar the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER from participating in future bidding processes of the BUYER for a minimum period of five years, which may be further extended at the discretion of the BUYER.

(viii) To recover all sums paid in violation of this Pact by BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER(s) to any middlemen or agent or broker with a view to securing the contract.

(ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER, the same shall not be opened.

(x) Forfeiture of The Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

(xi) The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER, and if he does so, the BUYER shall be entitled forthwith to rescind the contract and all other contracts with the

BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER. The BIDDER/SELLER/ CONTRACTOR shall be liable to pay compensation for any loss or damage to the BUYER resulting from such rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER.

7.2. The BUYER will be entitled to take all or any of the actions mentioned at para 7.1 (i) to (xi) of this Pact, also in the event of commission by the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER or anyone employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined In Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

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

8. FALL CLAUSE

8.1. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems/services at a price lower than that offered in the present bid to any other Bank or PSU or Government Department or to any other organization/entity whether or not constituted under any law and if it is found at any stage that similar product/systems or sub systems/services was supplied by the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER to any other Bank or PSU or Government Department or to any other organization/entity whether or not constituted under any law, at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER to the BUYER, if the contract has already been concluded.

9. INDEPENDENT EXTERNAL MONITORS

9.1. The BUYER has appointed two Independent External Monitors (hereinafter referred to as Monitors) for this Pact in accordance with the recommendations and guidelines issued by Central Vigilance Commission.

9.2. The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

9.3. The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

9.4. Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings. The Monitors shall on receipt of any complaint arising out of tendering process jointly examine such complaint, look into the records while conducting the investigation and submit their joint recommendations and views to the Management and Chief Executive of the BUYER. The MONITORS may also send their report directly to the CVO and the commission, in case of suspicion of serious irregularities.

9.5. As soon as any event or incident of violation of this Pact is noticed by Monitors, or Monitors have reason to believe, a violation of this Pact, they will so inform the Management of the BUYER.

9.6. The BIDDER(s) accepts that the Monitors have the right to access without restriction to all Project /Procurement documentation of the BUYER including that provided by the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER will also grant the Monitors, upon their request and demonstration of a valid interest, unrestricted and unconditional access to his documentation pertaining to the project for which the RFP/Tender is being /has been submitted by BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER. The same is applicable

to Subcontractors. The Monitors shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractors () with confidentiality.

9.7. The BUYER will provide to the Monitors sufficient information about all meetings among the parties related to the Project provided such meetings could have an Impact on the contractual relations between the parties. The parties may offer to the Monitors the option to participate in such meetings.

9.8. The Monitors will submit a written report to the BUYER at the earliest from the date of reference or intimation to him by the BUYER/BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER and submit proposals for correcting problematic situations.

10. FACILITATION OF INVESTIGATION

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER and the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER shall provide necessary information of the relevant documents and shall extend all possible help for the purpose of such examination,

11. LAW AND PLACE OF JURISDICTION

This Pact is subject to Indian Law and the place of jurisdiction is Bangalore.

12. OTHER LEGAL ACTIONS

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the any other law in force relating to any civil or criminal proceedings.

13. VALIDITY

13.1. The validity of this Integrity Pact shall be from the date of its signing and extend up to 5 years or such longer period as mentioned in RFP/Contract or the complete execution of the contract to the satisfaction of the BUYER whichever is later. In case BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

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

14. The parties hereby sign this Integrity Pact at on

BUYER
Name of the Officer
Designation
Name of Wing
Canara Bank

BIDDER
CHIEF EXECUTIVE OFFICER/AUTHORISED SIGNATORY

Witness

Witness

1)

2)

Annexure:V
Technical Selection/Eligibility criteria:

Total 100 Marks & Minimum Qualifying Marks=60 for further evaluation				
Sl No	QUALIFICATION CRITERIA	REQUIRED DOCUMENTS	Printer Self Rating	Marks
1	IBA Approved security printers with a valid certificate : Please attach the copy of listed mandatory document evidences.{Mandatory}	i.Copy of registration and certificate of incorporation of business/certificate of commencement of business if public/private ltd co. ii.List of factories & other information with documents. iii.IBA approval certificate of all the units to be attached.	YES/NO	XXX
2	ISMS- Information security management systems certified units. Units wise valid certificate and renewal certificates to be attached(years will be recognized as on 30.07.2020){mandatory}	Data Protection is a business critical activity for the modern day organization. Please attach the certificate.	YES/NO 3 Years and above = 10 marks 2 years and above up to 3 years = 5 marks Less than 2 years = 0	10 marks
3	The bidder should have:	Copy of PAN card, GSTIN/any other central tax regime certificate, MSME etc. are to be submitted.	YES/NO	XXX
4	Infrastructure: the bidder should own the state of the art Infrastructure facilities like Machine & Materials and skilled , Technical administrative and operational manpower to handle the job{Mandatory}	printing,gathering,folding,Collation, Digital machines/Variable data, side stitching , cutting, lamination, envelope making . Other finishing machine etc.,List of machine is also to be enclosed with details.	YES/NO	10 marks
5	Multiple Locations /Geographical location &storage: should have own premises or leased premises with validity of lease period covering contract period at head office & production units i.e Printing, finishing with storage/ ware house facilities at multiple locations to keep sufficient stock of paper.	details of machines & storage facility with daily printing, Variable data, Binding and finishing capacity of each location & addresses of godown with capacity	YES/NO two or more geographical locations = 10 marks one location = 05 marks	10 Marks
6	The DTP specialist with Knowledge of security designing tools . Software, hardware system details to be attached.	i. Copy of list of equipments and designer details. ii.If necessary attach details in seperate sheet	YES/NO	XXX

7	<p>Similar jobs: Should have minimum three of either scheduled Nationalized or private sector banks excluding co-operative Banks for doing the work for security items in book form or continuous form for a minimum of last 3 financial years during last 5 years.(years will be recognized as on 31.03.2020).</p> <p>One PSB is must</p>	<p>ii. Details of PO, number of years of service record with numbers of instruments printed etc.,</p> <p>iii. Experience certificate dated on or after 01.04.2019 from any PSU (either from erstwhile Bank or from Amalgamated Bank)/Private banks is required.</p> <p>iv.Letter of satisfaction from organization where bidder has completed jobs successfully.</p>	<p>YES/NO</p> <p>More than Large 3 PSB/Pvt sector bank=10 marks</p> <p>For each bank 2 marks</p>	10 marks
8	<p>Printers having</p> <p>(i) annual average turnover of Rs. 5.00 crores from Security item printing (excluding cost of paper)</p> <p>(ii)have printed annual average 5 crores (Numbers) cheque leaves/DD/CDR for the last 3 years upto 31.07.2020 and should be ISO QMS&ISMS certified units.</p>	<p>(i) copies of CA certified Audited statements of accounts, balance sheet & ITR for the last three FY</p> <p>(ii) Order copies & confirmation from Banks as proof of annual average cheque leaves printed should be submitted.(iii) A CA certificate mentioning the turnover from Security items printing (excluding cost of paper). A consolidated copy of orders received on letter head for each variant certified by CA can also be produced.</p>	YES/NO	20 marks
9	<p>last 3 financial years Balance sheet audited by CA.{Mandatory}</p>	<p>copies of CA certified Audited statement of accounts, balance sheet for the last 3 FYs 2016-17, 2017-18,2018-19 /2019-20.</p>		10 marks
10	<p>The bidder should have positive Net worth as on 31.03.2019 / 31.03.2020</p>	<p>The bidder must produce a certificate from the company's CA to this effect.</p> <p>The documents certified by CA should mandatorily contain Unique Document Identification Number.</p>	Yes/No	10 Marks
11	<p>Experience: should have established units in india with minimum 5 years of experience in security printing (with personalization of cheque& book binding & CS cheques) as on 30.07.2020</p>	<p>Attach copy of orders obtained from leading PSU/ Private sector banks during past 5 years and/or current invoices and letter satisfaction from banks</p>	Yes/No	10 marks

12	The bidder should not be a blacklisted/debarred company as on the date of submission of RFP by any Government Department/Financial Institution/ Public sector Units/Scheduled Commercial bank in India. {manadatory}	Self declaration on printers letter head is to be submitted (Annexure-XV)	YES/NO	XXX
13	Confirmation from the bidder that there is no outstanding income tax/sales tax/any other statutory dues.	certificate from CA	YES/NO	XXX
14	Post office branch/unit for booking of articles is available in the each or morethan 50% of factory premises	self declaration on printers letter head mentioning within premises located Post office details is to be submitted	YES/NO More than 50% units-5 marks 25% - 50% units - 2 marks Below 25% - 1 mark	05 marks
15	Help desk for grievance redressal	A complaint redressal mechanism & hierarchy details chart to be provided	YES/NO	05 MARKS

Annexure: VI

PRODUCTION UNIT DETAILS

Name of the Applicant :.....

S. No	Details	Unit-1	Unit-2	Unit-3	Unit-4	Unit-5	Unit-6
1.	Address of the units						
2.	IBA licenses expiry date If rented lease is valid as on date						
3.	ISMS Certificate renewal date						
4.	Owned/Rental premises (i) Area in sq. ft. (ii)Storage area for MICR paper in sq. ft.						
5.	List of machineries: 1. Name/Type of machine 2. No. of Machine 3. Speed/hour or capacity 4. Year of Purchase 5. 2 nd hand machines if any to be shown separately						
6.	Print Capacity (per day)- No of leaves a)Cheques_____, b) DDs_____,c) CDRs_____						
7.	Personalization Capacity per day in No of leaves a)Cheques_____, b) DDs_____,c) CDRs_____						
8.	Binding Capacity (per day) - No of books						
9.	Postal Unit in press premises (Yes/No)						
10.	Franking machines in Premises (Yes/No)						
11.	Experience (No. of years) in Book form & Continuous stationery Cheque processing for leading public /Private Banks in India.						
12.	Full-fledged in house processing facility (yes/No)						
13.	Municipal/Corporation license, GST Regn no.						

Annexure -VII
FORMAT OF CONTRACT AGREEMENT

This rate contract agreement made on this _____ day of the month of ____ in the year Two Thousand Seventeen(____ 2020) BETWEEN, Canara Bank, a body corporate constituted under the Banking & Companies (Acquisition and Transfer of Undertakings) Act, 1970, having its Head Office, at 112, J C Road, Bangalore- 560 002, represented by Assistant General Manager, Stationery Section, GA Wing, HO, Bangalore, its duly constituted attorney (hereinafter referred to as Bank) of the ONE PART;

AND

M/s. _____ duly represented by one of its Proprietor/Partner / Director _____, aged _____ years, S/o Sri _____, residing at _____ and having their office at _____ (hereinafter called the Supplier) of the other part.

WHEREAS THE Bank is desirous of **Printing and Supply of Personalized Cheque Books, Special Cheques in Continuous Stationery, Demand Draft, Common Deposit Receipts to Canara Bank** across India and has accepted the tender opened on _____.2020 submitted by the printer & the printer has agreed to perform as set out and subject to the terms & conditions set forth in the said documents mentioned herein under.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.

2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz.

a) Notice inviting Tender/ Request For Proposal

b) The Tender Document comprising Notice inviting the tender, Eligibility criteria, General rules & Instruction to tenderers, General Conditions of the Contract, technical specifications of the items, Form of tender, PRICE BID (Priced schedule of quantities with specifications).

c) Corrigendum to tender document if any.

e) Letter from printer dt. _____ in response to the negotiation meeting discussions held on _____

f) Letter of Acceptance issued to printer by Bank - letter No. _____ DT _____.

g) Letters from and to the printer, if any, leading to and prior to acceptance letter.

3. In consideration of the payments to be made by the Bank to the printer the printer hereby covenants and agrees with the Bank to print and supply the ORDERED ITEMS to specified location/s and perform the contractual obligations in conformity in all respects and subject to all terms and conditions/rules as mentioned in the aforesaid documents which shall form part of this agreement.

In witness whereof, the parties hereunto have set their respective hands and seals the day and year first above written.

For & on behalf of the
Contractor with seal

For & on behalf of the
Canara Bank with seal

Annexure-VIII

PRICE BID Format (indicative)

(To be submitted only by the technically qualified bidders)

To,
The Assistant General Manager,
Canara Bank,
GA Wing, H.O. Annex
Dwarakanath Bhavan,
Net kallappa circle,
Basavanagudi, Bengaluru 560 004

Sub : Tender for printing of Security items

Ref: Your Enquiry: GAW:SS:RFP:2:2020-21 DATED 05-09-2020

Dear Sir,

As explained in the point 7.1.i, Determination of L1 vendor, the online table will be :

S.No	Product	Final rate to be quoted	Weightage points	Total
1	20 leaves Personalised Cheque Book		X 30	
2	20 leaves Non Personalised Cheque Book		X 10	
3	50 Leaves Cheque book		X 10	
4	100 Leaves Cheque book		X 25	
5	1000 Leaves of Spl cheques-Cont Stationery [@]		X 05	
6	1000 Leaves DD *		X 10	
7	1000 Leaves of CDR #		X 10	
			Total	

@ Rate to be quoted for 1000 leaves. Order quantity will be minimum 1000 & multiples of 500.

* Rate to be quoted for 1000 leaves. Order quantity will be minimum 300 & multiples of 300.

Rate to be quoted for 1000 leaves. Order quantity will be minimum 1000 & multiples of 500.

Additional Security features: Please submit technical details of each available security feature. Price quoted below must be included in the above rates table.

Sl.No.	Security Feature	Cost per leave
1	QR Code	
2	Bar Code	
3	Multi-dimension encoding	
4	Additional feature(if any)	
5	Additional feature(if any)	

The above rate inclusive of all charges/expenses like cheque book cover, cheque leaves printing, gathering, perforation, die cut/punching, sewing, binding, Printing of Welcome Slip (address with bar code, variable data), requisition slip & Record slip, then insertion of books into envelope, pasting and pressing, cost of dispatch by envelope/cover/carton boxes/required packing material, two pin wrapper, handling charges, loading charges (if any). Cost to be quoted in Indian rupees. The rates are to be quoted for final product shall be inclusive of all charges/expenses but exclusive of GST or any other tax imposed by tax regulatory authority.

We have read this tender document in full and abide by the Terms & Conditions mentioned therein. We are enclosing herewith our DD No. _____ Dtd. _____ for Rs.15,00,000/- drawn on _____ Bank towards Earnest Money Deposit

SIGNATURE OF THE PRINTER WITH SEAL & DATE

Annexure - IX

Bid Covering Letter

Our Reference No:

Date:

To
The Assistant General Manager
Canara Bank
Stationery Section
Bangalore - 560 004
Karnataka

Dear Sir,

Sub :: **PRINTING AND SUPPLY OF SECURITY ITEMS LIKE PERSONALISED & NON-PERSONALISED CHEQUE BOOKS, SPECIAL CHEQUES IN CONTINUOUS STATIONERY, DEMAND DRAFT, COMMON DEPOSIT RECEIPTS TO CANARA BANK PAN INDIA within the specified TAT to the branches/offices.**

Ref :: GAW:SS:RFP:2:2020-21 DATED 05-09-2020

Having examined the tender document including all annexures the receipt of which is hereby duly acknowledged, we, the undersigned, offer for subject items are in conformity with the said tender in accordance with the schedule of prices indicated in the commercial offer and made part of this offer.

If our offer is accepted, we undertake to execute the printing/procure required books, forms & stationery items as per the indent given the branches/offices of the Bank, as per timelines mentioned in the RFP.

We agree to abide by this offer till 120 days from the date of opening of Commercial bid (Indicative) and for such further period as mutually agreed between the bank and successful bidder, and agreed to in writing by the bidder. We also agree to keep the Earnest Money Deposit/Bank Guarantee in lieu of EMD during the entire validity period of the tender. However if we withdraw our offer within the said validity period, Bank shall have the right to forfeit the EMD/invoke the Bank Guarantee in lieu of EMD, without reference to us. We agree to abide by and fulfil all the terms and conditions of the tender and in default thereof, to forfeit and pay to you or your successors, or authorized nominees such sums of money as are stipulated in the conditions contained in tender together with the return acceptance of the contract.

We accept all the Instructions, Technical Specifications, Terms and Conditions and Scope of Work of the subject RFP. We understand that the Bank is not bound to accept the lowest or any offer the Bank may receive without assigning any reason whatsoever.

We are enclosing herewith our DD No. _____ Dtd. _____ for Rs.....drawn on _____ Bank towards Earnest Money Deposit or Bank guarantee. No. form
(strike which ever is not applicable)

Dated this _____ day of _____ 2020.

Signature. _____

Name of the company/Authorised Supplier with seal

(PLEASE ENSURE THAT ALL THE COLUMNS ARE FILLED BEFORE SUBMITTING THE TENDER)

Annexure - X

Authorization Letter

The Assistant General Manager
Canara Bank
Stationery Section
Head Office
Bangalore - 560 004, Karnataka

Dear Sir,

Sub :: **PRINTING AND SUPPLY OF SECURITY ITEMS LIKE PERSONALISED & NON-PERSONALISED CHEQUE BOOKS, SPECIAL CHEQUES IN CONTINUOUS STATIONERY, DEMAND DRAFT, COMMON DEPOSIT RECEIPTS TO CANARA BANK PAN INDIA** within the specified TAT to the branches/offices.

Ref :: GAW:SS:RFP:2:2020-21 DATED 05-09-2020

This has reference to your above Enquiry for supply of the subject items.

We hereby authorize Mr. Miss/Mrs. _____ to attend the bid opening of the above bids on the due dates on behalf of our organization.

The specimen signature is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority

Signature of Attesting Authority

Name of Authorizing Authority

Annexure - XI
(Undertaking letter)

The Assistant General Manager
Canara Bank
Stationery Section
Head Office
Bangalore - 560 004
Karnataka

Dear Sir,

Sub :: **PRINTING AND SUPPLY OF SECURITY ITEMS LIKE PERSONALISED & NON-PERSONALISED CHEQUE BOOKS, SPECIAL CHEQUES IN CONTINUOUS STATIONERY, DEMAND DRAFT, COMMON DEPOSIT RECEIPTS TO CANARA BANK PAN INDIA** within the specified TAT to the branches/offices.

Ref :: GAW:SS:RFP:2:2020-21 DATED 05-09-2020

This has reference to your above Enquiry for supply of the subject items.

We hereby state that we M/s _____ have submitted the above tender documents duly filling at the appropriate places without making any alterations, corrections, omissions in the tender issued by the bank or downloaded from the web site.

Name of the company/Authorised Supplier with seal.

Annexure - XII

BANK GUARANTEE FORMAT FOR EARNEST MONEY DEPOSIT

To

The General Manager
Canara Bank
Stationery Section
Head Office
Bangalore - 560 004, Karnataka

WHEREAS _____ (Name of Tenderer) (hereinafter called "the Tenderer" has submitted its tender dated _____ (Date) for the execution of (Name of Contract) _____ (hereinafter called "the Tender") in favour of Canara Bank hereinafter called the "Employer";

KNOW ALL MEN by these presents that we, _____ Bank, a Scheduled Bank within the meaning of Schedule 2 of Reserve Bank of India Act, 1934, having its Head Office at _____ amongst others a branch at _____ (hereinafter called "the Bank" are bound unto the employer for the sum of Rs _____ (Rupees _____ only) for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents;

THE CONDITIONS of this obligation are:

- (a) If the Tenderer withdraws its Tender during the period of Tender validity specified in the Tender; or
(b) If the Tenderer, having been notified of the acceptance of his Tender by the Employer during the period of Tender validity:
- Fails or refuses to execute the Agreement, if required; or
 - Fails or refuses to furnish the performance security or security Deposit, in accordance with clause _____ of conditions of Contract / tender.

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

Notwithstanding anything contained herein,

Our liability under this Bank guarantee shall not exceed Rs _____ (Rupees _____ only)

- The Bank Guarantee is valid upto _____ and
-

We

are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before _____ (mention period of the Guarantee as found under clause (2) above plus claim period)

Dated _____ day of _____ 2020

SIGNATURE OF THE BANK WITH SEAL

Annexure - XIII

BANK GUARANTEE FORMAT FOR SECURITY DEPOSIT

Guarantee No.....
Amount of Guarantee Rs.....
Guarantee cover from Dated :
To Dated:
Last Date for Lodgment of claim:

To:
The General Manager
Canara Bank
Stationery Section
Head Office
Bangalore - 560 026, Karnataka

In consideration of (hereinafter called "Beneficiary") having agreed to exempt Ltd., having its Registered Office situated at (hereinafter called the "the obligator(s)") from the demand of Security Deposit of Rs..... (Rupees only) under the terms and conditions of an agreement dated (hereinafter called the "said Agreement") for the due fulfilment by the said obligator of the terms and conditions contained in the said agreement, on production of the Bank Guarantee for Rs..... (Rupees only), at the request of the obligator _____ Bank, a Scheduled Bank within the meaning of Schedule 2 of Reserve Bank of India Act,1934 having its Head Office at _____ amongst others a branch at (hereinafter referred to as "the Bank") has agreed to give following guarantee in favour of the beneficiary for an amount not exceeding Rs..... (Rupees only) against any loss or damage caused to or suffered or would be caused to or suffered by reason of any breach by the said Obligator(s) of any of the terms and conditions contained in the said agreement.

1. We, the Bank to hereby undertake to pay the amount payable under this guarantee without any demur merely on a demand from the beneficiary stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by reason or any breach of the terms and conditions contained in the said agreement or by reason of the obligator's failure to perform the said agreement. Any such demand in writing made on the Bank shall be conclusive as regards the amount due and payable by the Bank under the guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....
2. We, the Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the beneficiary under or by virtue of the said agreement have been fully paid and its claims satisfied or till the beneficiary certifies that the terms and conditions of the said agreement have been fully discharged this guarantee. Unless a demand for claim under this guarantee is made on us in writing on or before we shall be discharged from all liabilities under this guarantee thereafter.

3. We, the Bank further agree that the beneficiary shall have the fullest liberty, without consent and without effecting in any manner or obligations hereunder, to extend time of performance the said obligator(s) from time to time or to postpone for any time any of the powers exercisable by the beneficiary against the said obligator(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved of our liability by reason of any extension being granted to the said obligator(s) for any forbearance, act or omission on the part of the beneficiary or any indulgence by the beneficiary to the said obligator(s) or by any such matter or thing whatsoever which under the law relating to sureties would not for this provision have effect of so relieving us.
4. We, the Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the beneficiary in writing.
5. Notwithstanding anything contained herein:
 - i. Our liability under this Bank Guarantee shall not exceed Rs.
(Rupees only)
 - ii. This Bank Guarantee is valid upto and
 - iii. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before (mention period of the guarantee as found under clause (ii) above plus claim period)

PLACE:

DATE :

SIGNATURE

Annexure-XIV
Business Rules and Terms & Conditions of Reverse Auction

Reverse Auction event will be carried out among the Technically Qualified Bidders, for providing opportunity to the Bidders to quote the price dynamically for the procurement for which RFP is floated

A) Definitions :

- 1) "Bank" means Canara Bank
- 2) "Service Provider" means the third party agency / company who has been selected by the Bank for conducting Reverse Auction. [M/s e-Procurement Technologies Ltd.]
- 3) "L1" means the Bidder who has quoted lowest price in the Reverse Auction process.
- 4) "L2" means the Bidder who has quoted second lowest price in the Reverse Auction process.

B) Eligibility of Bidders to participate in Reverse Auction :

- 1) Bidders who are technically qualified in terms of the relative Terms & Conditions of the RFP and accept the Business Rules, Terms & conditions of Reverse Auction and submit the undertakings as per Annexure-15(1), can only participate in Reverse Auction related to the procurement for which RFP is floated. Bidders not submitting the above undertaking or submitting with deviations / amendments there to, will be disqualified from further evaluation / participation in the process of relevant procurement.
- 2) Bidders should ensure that they have valid digital certificate well in advance to participate in the Reverse Auction. Bank and / or Service Provider will not be responsible in case Bidder could not participate in Reverse Auction due to non-availability of valid digital certificate.

C) Training :

- 1) Selected vendors shall coordinate with our Bank/Our Service Provider [M/s e-Procurement Technologies Ltd.] for getting necessary details and reverse auction demos before commencement of live reverse auction process. Else, bidder not getting the required clarification / demos will do so at his own risk. The service provider for Reverse Auction and their contact details shall be shared with the selected bidders.

D) Reverse Auction Schedule:

- 1) The date & time of start of Reverse Auction and its duration of time will be informed to the eligible Bidders well in advance before the Reverse Auction date.
- 2) Bank reserves the right to postpone / change / cancel the Reverse Auction event even after its communication to Bidders without assigning any reasons there for.

E) Bidding Currency: Bidding will be conducted in Indian Rupees (INR).

F) Start Price (CAP Price):

Bank will determine the Start Price (CAP Price) for Reverse Auction -

- 1) on its own and / or
- 2) evaluating the price band information called for separately from each eligible Bidder at appropriate time and / or
- 3) based on the price bids received and if opened, Bank may determine the start price (CAP Price) on the basis of the lower quote received.

G) Decremental Bid Value :

- 1) The bid decrement value will be specified by Bank before the start of Reverse Auction event. It can be a fixed amount or percentage of Start Price (CAP Price) or both.
- 2) Bidder is required to quote his bid price only at a decremental value.
- 3) Bidder need not quote bid price at immediate next available lower level, but it can be even at 2/3/4 level of next available lower level .

H) Conduct of Reverse Auction event :

- 1) Reverse Auction will be conducted on a specific web portal meant for this purpose with the help of the Service Provider identified by the Bank. [M/s e-Procurement Technologies Ltd.]
- 2) Service Provider will make all necessary arrangement for fair and transparent conduct of Reverse Auction like hosting the web portal, imparting training/demo to eligible Bidders etc., and finally conduct of Reverse Auction.
- 3) Bidders will be participating in Reverse Auction event from their own office / place of their choice. Internet connectivity and other paraphernalia requirements shall have to be ensured by Bidder themselves.
- 4) Bank and / or Service Provider will not have any liability to Bidders for any interruption or delay in access to site of Reverse Auction irrespective of the cause.
- 5) For making the process of Reverse Auction and its result legally binding on the participating Bidders, Service Provider will enter into an agreement with each eligible Bidder, before the start of Reverse Auction event. Without this Bidder will not be eligible to participate in the event. The format of the agreement is as per the ANNEXURE-15(3).
- 6) Bidders name will be masked in the Reverse Auction process and will be given random dummy names by the Service Provider.
- 7) Bidder / his authorized representatives will be given unique Login ID & Password by Service Provider. Bidder/his authorized representative will change the Password after the receipt of initial Password from Service Provider to ensure confidentiality. All bids made from the Login ID given to the Bidders will be deemed to have been made by the concerned Bidder/his company.
- 8) Reverse auction will be conducted as per English Reverse Auction with no tie where more than one Bidder cannot have identical bid price.
- 9) Any bid once made by the Bidder through registered Login ID & Password, the same cannot be cancelled. The Bidder is bound to supplies as per the RFP at the bid price of Reverse Auction.
- 11) Reverse Auction will normally, be for a period of ½ hour (i.e. 30 Minutes). If a Bidder places a bid price in last 10 minutes of closing of the Reverse auction, the auction period shall get extended automatically for another 10 minutes. No. of extension will be unlimited. In case there is no bid price in the last 10 minutes of closing of Reverse Auction, the auction shall get closed automatically without any extension.
(The time period of Reverse Auction & Maximum number of its extensions & time are subject to change and will be advised to eligible Bidders before the start of the Reverse Auction event.)
- 12) Bidder will be able to view the following on their screen along with the necessary fields in Reverse Auction:
 - i) Opening Price
 - ii) Leading / Lowest Bid Price in Auction (only total price)
 - iii) Last Bid Price placed by the respective Bidder.
- 13) During Reverse Auction, if no bid price is received within the specified time, Bank, at its discretion, may decide to revise Start Price (CAP Price) / Decremental Value / scrap the reverse auction process / proceed with conventional mode of tendering.

I) Reverse Auction Process:

- 1) At the end of Reverse Auction event Service Provider will provide the Bank all necessary details of the bid prices and reports of Reverse Auction.
- 2) Upon receipt of above information from Service Provider, Bank will evaluate the same and will decide upon the winner i.e. Successful Bidder.
- 3) Successful Bidder has to mail the scanned copy duly signed filled-in prescribed format Annexure-15(2) as provided on case-to-case basis to Bank within 24 hours of Reverse Auction without fail. The Original signed Annexure-15(2) should be couriered so as to reach us within 2 working days of Reverse Auction without fail.
- 4) Any variation between the on-line Reverse Auction bid price and signed document will be considered as sabotaging the tender process and will invite disqualification of Bidder/vender to conduct business with Bank as per prevailing procedure.
- 5) Successful Bidder has to give break-up of his last/lowest bid price as per Bill of Material at the end of Reverse auction event within 2 working days without fail.
- 6) Successful Bidder is bound to supply at their final bid price of Reverse Auction. In case of back out or not supply as per the rates quoted, Bank will take appropriate action against such Bidder and / or forfeit the Bid Security amount, debar him from participating in future.
- 7) In case Bank decides not to go for Reverse Auction related to the procurement for which RFP is floated and price bids if any already submitted and available with Bank shall be opened as per Bank's standard practice.

J) Bidder's Obligation:

- 1) Bidder will not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly with other suppliers / Bidders
- 2) Bidder will not divulge either his Bid details or any other details of Bank to any other party without written permission from the Bank.

K) Change in Business Rules, Terms & Conditions of Reverse Auction:

- 1) Bank reserves the right to modify / withdraw any of the Business rules, Terms & conditions of Reverse Auction at any point of time.
- 2) Modifications of Business rules, Terms & conditions of Reverse Auction will be made available on website immediately.
- 3) Modifications made during the running of Reverse Auction event will be advised to participating Bidders immediately.

Annexure-XIV(1)

(To be submitted on company letter head by all Bidders participating in Reverse Auction)

To,
Canara Bank ,
Stationery Section,
GA Wing,
Head Office, Bangalore

Date : -----

Acceptance of Reverse Auction Business Rules and Terms & conditions in respect of Tender / RFP Ref. No. _____ Dated _____ For procurement of _____

We refer to the captioned subject and confirm that -

- 1) The undersigned is our authorized representative.
- 2) We have accepted and abide by all Terms of captioned Tender documents and Business Rules and Terms & conditions of Reverse Auction for the procurement for which RFP is floated.
- 3) Bank and Service Provider shall not be liable & responsible in any manner whatsoever for my / our failure to access & bid in Reverse Auction due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the auction event.
- 4) We understand that in the event we are not able to access the auction site, we may authorize Service Provider to bid on our behalf by sending a fax containing our offer price before the auction close time and no claim can be made by us on either Bank or Service Provider regarding any loss etc. suffered by us due to acting upon our authenticated fax instructions.
- 5) I / We do understand that Service Provider may bid on behalf of other Bidders as well in case of above mentioned exigencies.
- 6) We also confirm that we have a valid digital certificate issued by a valid Certifying Authority.
- 7) We will participate in Reverse Auction conducted by _____ (name of Service Provider) and agree to enter into an agreement with him (Service Provider) for making the process of Reverse Auction and its result legally binding on us.
- 8) We will mail the scanned copy duly signed filled-in prescribed format (Annexure-15(2)) as provided on case-to-case basis, to Bank within 24 hours of end of Reverse Auction without fail.
- 9) We will give break-up of our last / lowest bid price as per Bill of Material at the end of Reverse Auction event within 2 working days without fail.
- 10) We undertake to supply at our final lowest bid price of Reverse Auction. In case of back out or not supply as per the rates quoted by us, Bank is free to take appropriate action against us and / or forfeit the Bid Security amount, debar us from participating in future tenders.
- 11) We nominate our official Shri _____ Designation _____ of our company to participate in Reverse Auction. We authorize Bank to issue USER ID & PASSWORD to him. His official e-mail & contact number are as under -
Email :
Mobile:

Signature with company seal :
Name of Authorized Representative :
Designation:
Email :
Mobile :
Tel. No:
Fax No.:

Annexure-XIV(2)

(To be submitted / faxed by Successful Bidder of Reverse Auction within 2 Working Days from the end of Reverse Auction event)

To,
Canara Bank, Stationery Section,
GA Wing, HO, Bangalore

Date :

Sir,

Final / Lowest Bid Price quoted in Reverse held on _____ in respect of Tender / RFP Ref. No. _____ Dated _____ For procurement of _____

We confirm that the final total bid price quoted by us in the captioned Reverse Auction event for captioned tender is as under - Rs. (in figure) : _____ Rs. (in words) : _____

We confirm that -

1) We enclose herewith the detailed break-up of above price as per Bill of Material
OR

[] We undertake to give detailed break-up of above bid price as per Bill of Material within 2 working days from the end-of Reverse Auction event.

2) Any variation between the on-line Reverse Auction bid price quoted by us and this document will be considered as sabotaging the tender process and will invite disqualification of Bidder/vender to conduct business with Bank as per prevailing procedure. In such case Bank is free to take appropriate action and / or forfeit the Bid Security amount and / or debar him from participating in future

3) We are bound to supply at the above final bid price of Reverse Auction.

4) We note that in case of back out or not supply as per the above rates quoted by us, Bank will take appropriate action against us and / or forfeit our Bid Security amount and / or debar him from participating in future.

Signature with company seal :

Name of Authorized Representative :

Designation :

Email :

Mobile :

Tel. No :

Fax No :

Annexure-XIV(3) : Process Compliance Form

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

To

(Name & Address of Service Provider)

Sub: Agreement to the Process related Terms and Conditions for the Reverse Auction

Dear Sir,

This has reference to the Terms & Conditions for the Reverse Auction mentioned in the Tender document for procurement of Hardware against the RFP/Tender No. _____

This letter is to confirm that:

- 1) The undersigned is authorized representative of the company.
- 2) We have studied the Commercial Terms and the Business rules governing the Reverse Auction and the RFP as mentioned in your letter and confirm our agreement to them.
- 3) We also confirm that we have taken the training on the auction tool and have understood the functionality of the same thoroughly.
- 4) We confirm that _____(Bank) and _____(Service Provider) shall not be liable & responsible in any manner whatsoever for my/our failure to access & bid on the e-auction platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the auction event.
- 5) We understand that in the event we are not able to access the auction site, we may authorize _____(Service Provider) to bid on our behalf by sending a fax containing our offer price before the auction close time and no claim can be made by us on either _____(Bank) or _____(Service Provider) regarding any loss etc. suffered by us due to acting upon our authenticated fax instructions.
- 6) I/we do understand that _____(Service Provider) may bid on behalf of other Bidders as well in case of above mentioned exigencies.
- 7) We also confirm that we have a valid digital certificate issued by a valid Certifying Authority.
- 8) We also confirm that we will fax the price confirmation & break up of our quoted price as per Annexure-XIV(2) as requested by _____(Bank) / _____(Service Provider) within the stipulated time.

We, hereby confirm that we will honour the Bids placed by us during the auction process.

With regards

Signature with company seal Name - Company / Organization -
Designation within Company / Organization -
Address of Company / Organization -

Annexure - XV
Undertaking Letter - Blacklisting & Delinquency

REF: Your RFP GAW:SS:RFP:2:2020-21 DATED 05-09-2020 for Printing and Supply of Security Items like PERSONALISED & NON-PERSONALISED Cheque Books, Special Cheques in Continuous Stationery, Demand Draft, Common Deposit Receipts to Canara Bank PAN India.

Declaration:

- a) We hereby confirm that we or any of our associates have not been cautioned/reprimanded/blacklisted/terminated by any concern to which it was under contract for supply of security items or by Scheduled Commercial banks/ Public Sector Undertaking/State or Central Government or their agencies / departments as on the date of submission of bid for this RFP.
- b) We don't have any delinquency with any of the financial institutions in India.
- c) We confirm that all the details mentioned by us are true and correct and if the Bank observes any misrepresentation of facts on any matter at any stage, Bank has the absolute right to reject the proposal and disqualify us from the selection process.
- d) We hereby give our consent to generate the Credit Information Report(s) of the company from any agency like CIBIL, CRIF, EQUIFAX or EXPERIAN.

Date:

Company Seal:

Signature, name & Designation of Authorised Person(s)

Annexure - XVI

Non-Disclosure Agreement Format

(To be given on the Company's Letter Head)

WHEREAS,

_____ we
registered Office at _____, having
Bidder, are agreeable to provide "Printing and Supply of Security Items like PERSONALISED & NON-PERSONALISED Cheque Books, Special Cheques in Continuous Stationery, Demand Draft, Common Deposit Receipts to Canara Bank PAN India in specified formats and supplying the same within the specified TAT to the Customers/branches/offices as per purchase order made available to us apart from generating MIS and support services" to CANARA BANK having its Head Office at 112, J C Road, Bengaluru-560002 hereinafter referred to as the Bank and,

WEHEREAS, the Bidder understands that the information regarding the Bank's Printing and Supply of Security Items like PERSONALISED & NON-PERSONALISED Cheque Books, Special Cheques in Continuous Stationery, Demand Draft, Common Deposit Receipts to Canara Bank PAN India shared by the Bank in their request for proposal is confidential and / or proprietary to the BANK, and

WEHEREAS, the Bidder understands that in the course submission of the offer for Printing and Supply of Security Items like PERSONALISED & NON-PERSONALISED Cheque Books, Special Cheques in Continuous Stationery, Demand Draft, Common Deposit Receipts to Canara Bank PAN India and / or in the aftermath thereof, it may be necessary that the Bidder may perform certain jobs / duties on the Bank properties and / or have access to certain plants, documents, approvals or information of the BANK;

NOWTHEREFORE, in consideration of the foregoing, the Bidder agrees to all of the following conditions, in order to induce the Bank to grant the Bidder specific access to the BANK's property / information. The Bidder will not publish or disclose to others, nor, use in any services that the Bidder performs for others, any confidential or proprietary information belonging to the BANK, unless the Bidder has first obtained the BANK's written authorization to do so.

The Bidder agrees that notes, specifications, designs, memoranda and other data shared by the BANK or prepared or produced by the Bidder for the purpose of submitting the offer to the Bank for the said solution, will not be disclosed during or subsequent to submission the offer to the Bank, to anyone outside the Bank.

The Bidder shall not, without the BANK's written consent, disclose the contents of this request for the proposal (BID) or any provision thereof, or any specifications, plan, pattern, sample or information (to be) furnished by or on behalf of the BANK in connection there with, to any person(s) other than those employed / engaged by the Bidder for the purpose submitting the offer to the BANK and / or for the performance of the contract in the aftermath. Disclosure to any employed / engaged person(s) shall be made in confidence and shall extend only so far as necessary for the purpose of such performance.

Date:

Signature and Seal of Company

Annexure - XVII
INDEMNITY FORMAT

THIS DEED OF INDEMNITY executed at(Place) on this.....day ofmonth of year two thousand and twenty (2020) By.....(herein after called the Bidder) duly represented by proprietor/one of its partners/director Sri, aged.....years, son of Sri.....residing at

In favour of

Canara Bank, a body corporate constituted under the Banking companies (Acquisition and Transfer of undertakings) Act, 1970, having its Head Office, at 112, J.C.Road, Bangalore - 560002.

Whereas the Bidder had applied for the tender Printing and Supply of Security Items like PERSONALISED & NON-PERSONALISED Cheque Books, Special Cheques in Continuous Stationery, Demand Draft, Common Deposit Receipts to Canara Bank PAN India

Whereas the tender submitted by the Bidder for the above mentioned work was accepted by Canara Bank and the work of Printing and Supply of Security Items like PERSONALISED & NON-PERSONALISED Cheque Books, Special Cheques in Continuous Stationery, Demand Draft, Common Deposit Receipts to Canara Bank PAN India has been awarded in favor of the Bidder vide Ref No

And whereas for undertaking the work awarded as per the above noted reference, the Bidder has entered into contract with Canara Bank on

Now this Deed Witnessed that in pursuance of the aforesaid contract datedand in consideration of Canara Bank having agreed to make payment on the bills claimed by the Bidder herein based on the works completed in respect of the above referred contract, the Bidder hereby indemnifies and keep harmless Canara Bank and its officials/staff from time to time and at all times against all actions, prosecutions proceedings, claims, suits, liabilities (including statutory liability), penalties, demands, charges, costs (including legal costs) and expenses, damages, losses and any other expenses which may be caused to or suffered by or made or taken against the Employer arising out of:

- i) The breach, default or non-performance of undertakings, warranties, covenants or obligations by the Bidder, non-compliance of safety rules, regulations, instructions by the Bidder and mishaps occurring at the site due to faulty work executed by the Bidder.
- ii) Any contravention or Non compliance with any applicable laws, regulations, rules, statutory or legal requirements by the Bidder.

Further, the Bidder indemnifies to protect and save Canara Bank & its Architect/consultant and its officials / staff from against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of the services offered by the Bidder.

All Indemnities shall survive notwithstanding expiry or termination of the contract and Bidder shall continue to be liable under the indemnities.

There is no limit to claims made by the Employer/third parties in case of infringement of Intellectual property rights or for claims relating to the loss of damage to real property and tangible personal property and for bodily injury or death and in these cases the liability will be unlimited ”.

Signature of Bidder with Seal