ANNEXURE 20 – Printing of Cheques and Securities

1. Scope of Work:

Printing and Supply of Personalized and Non personalized CTS Cheque books, Demand Draft and Fixed Deposit Receipt as required by the Bank adhering to prescribed specification, security features and Standards laid down by RBI/ICICI/CTS -2010 Norms. Delivery of printed materials to the Head Offices within stipulated timelines. Provision for re-printing /replacement in case of errors or defects, without additional cost. Ensuring confidentiality, accuracy and quality as per standards prescribed by RBI,IBA/NPCI etc.

2. Eligibility Criteria:

- The firm must be a security printer approved by IBA and authorised to print CTS 2010 compliant cheque books.
- The Vendor must be a registered printing press / Company with valid GST, PAN and other statutory registrations.
- Vendor must have sufficient infrastructure facilities – own secure printing facility equipped with MICR encoding , numbering and UV features etc, CCTV surveillance and restricted access to printing area and capable of variable data printing and secure packing. List of machineries and other facilities required for printing the above items should be enclosed
- The vendor must have minimum 3 years' experience in security printing of Cheques or similar financial Instruments to scheduled commercial banks.
- The vendor should have successfully executed at least 3 similar contracts with scheduled commercial Banks or Financial Institutions during the last 3 years.
- The Vendor should not have been Blacklisted by any Bank, Financial Institution or Government agency.

3. Documents to be Submitted:

- Company profile detailing infrastructure, security features technical capabilities and Certificate of incorporation / Registration.
- Copies of Valid Licences, PAN, GST Registration and statutory compliance certificates.
- Details of printing infrastructure and security arrangements
- Audited Financial Statements for the last 3 years.
- Copies of work orders or performance certificates as per clause 2.

4. Evaluation Criteria:

Applications will be evaluated based on eligibility, technical capability, experience and past performance in security printing, Infrastructure and security features availability, compliance with RBI/CTS Standards. Bank may conduct site visits or seek presentations before final empanelment.

5. Special Terms & Conditions:

- The Bidder must ensure absolute secrecy and confidentiality.
- Printing shall strictly follow the prescribed security standards.
- Timely delivery is mandatory.
- The Bank reserves the right to reject defective/poor quality supplies at the Vendors risk and cost.
- The Bank reserves the right to terminate the contract at any stage if performance is unsatisfactory.

6. Method of Awarding Contract:

- Rate quotes will be invited from the empaneled vendors every year.
- The rates will be valid for a period of 12 months.
- Works / Contract will normally be awarded to L1 quoted vendor, however Bank reserves the right to consider factors such as quality, specifications, past performance and suitability to Banks requirement while awarding the contract.
- As an assurance for fulfilment of the work, the vendor needs to provide Bank Guarantee for 5% of the order value before issuing each work order.

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