

Annexure E2

INDICATIVE PRICE BID PROFORMA FOR SPECIAL CHEQUES (to be submitted Zone-wise)

To,
Deputy General Manager
Central Stationery Department
"KANKARIA CENTRE"
2/1, RUSSEL STREET,
3RD FLOOR,
KOLKATA – 700 071

Dear Sir,

We quote our rates for printing, packing (as per terms mentioned in this tender document) up to despatch for special cheques, as per the following specification as under:-

Sr. No.	Item description	Specification	Printing Rate in Rs. Per square inch per 1000 forms including Packing and up to despatch (Amount in Words & Figures) MICR paper supplied by the Bank, and other papers by us
1	Part -I	Part -I: These cheques are generally of different sizes viz. 9" x 11" , 15' x 11" , 9" x 8" , 9" x 12 " , 15" x 12" etc. on continuous stationary with 1 to 3 cheques per sheet (form) and A4 Cut Sheet cheque with advice on top or bottom as per the requirement of Branch. The cheques may also be required to be printed in cut sheet. Other security features will be at par with normal cheques.	
2	Part – II (two sheets interleaved with carbon)	Part – II (two sheets interleaved with carbon): These cheques are generally of different sizes viz. 9" x 11" , 9" x 12" , 9" x 8" , 15" X 11" etc. on continuous stationary with 1 to 3 cheques per sheet (form) as per requirement of the Branch. The first page is printed on MICR paper and a copy printed on Maplitho 80 GSM paper with Carbon paper interleaved Other security features will be at par with normal cheques. The paper for copy and carbon is to be supplied by the printer	

(Note : quote rates exclusive of GST, CST, Sales Tax and all other taxes up to -2- decimal places)

We agree to abide by the terms and conditions as laid down in the Tender document. The rates are exclusive of all charges, taxes and duties. We confirm that the rates are valid for three years from the date of approval, extendable for further one year in case required by the Bank.

(Signatures with firm's stamp / seal of Co.)

Name: _____

Designation _____

Date:

Place

Annexure E3**INDICATIVE PRICE BID PROFORMA FOR IOI**
(to be submitted Zone-wise)

To,
Deputy General Manager
Central Stationery Department
"KANKARIA CENTRE"
2/1, RUSSEL STREET,
3RD FLOOR,
KOLKATA – 700 071

Dear Sir,

We quote our rates for IOI and other security forms including printing, packing (as per terms mentioned in this tender document) and up to despatch as per following specification as under:-

Sr. No.	Item	Printing Rate in Rs. including Packing and up to despatch (Amount in Words & Figures) MICR paper supplied by the Bank and other papers by us
1.	IOI in continuous stationery. Rate per 1000 sheets (3 ups per sheet) as per the specification as mentioned in this Tender Document.	

(Note : quote rates exclusive of GST, CST, Sales Tax and all other taxes up to -2- decimal places)

We agree to abide by the terms and conditions as laid down in the Tender document. The rates are exclusive of all charges, taxes and duties. We confirm that the rates are valid for three years from the date of approval, extendable for further one year in case required by the Bank.

(Signatures with firm's stamp / seal of Co.)

Name: _____

Designation _____

Date:

Place

Annexure E4

INDICATIVE PRICE BID PROFORMA FOR OTHER SECURITY FORMS (to be submitted Zone-wise)

Dear Sir,

We quote our rates for other security forms including printing, packing (as per terms mentioned in this tender document) and up to despatch as per following specification as under:-

Sr. No.	Item	Printing Rate in Rs. including Packing and up to despatch (Amount in Words & Figures) MICR paper supplied by the Bank and other papers by us
(a)	Bank Guarantee forms (21.5 cm x 28 cm- Pad of 25 sets of 4 leaves- Each set containing one leaf of MICR paper and 3 separate colour leaves of colour wove-56 GSM)- Rate per pad.	
(b)	Extension Bank Guarantee forms (21.5 cm x 28 cm- Pad of 25 sets of 4 leaves- Each set containing one leaf of MICR paper and 3 separate colour leaves of colourwove-56 GSM)- Rate per pad.	
(c)	Encashment Certificate (FD-123)- (i) 22.86 x 20.32 cms continuous Stationery (MICR) with self inking copy beneath. Rate per 1000 forms.	
	(ii) 28 x 20 cms -upper part MICR paper with a copy of blue colour wove 56 GSM paper beneath in book form of 25 sets. Rate per book.	
(d)	Foreign Inward Remittance Certificate (FD-124) :- 21.5 x 20 cms upper part MICR paper with a copy of blue colour wove 56 GSM paper beneath in book form of 25 sets. Rate per book.	
(e)	Punjab and Haryana Government Stamp Duty :- 20.32 x 27.94 cms as per the design approved by the Bank. Rate per 1000 forms.	

(Note : Quote rates exclusive of GST, CST, Sales Tax and all other taxes up to -2- decimal places)

We agree to abide by the terms and conditions as laid down in the Tender document. The rates are exclusive of all charges, taxes and duties. We confirm that the rates are valid for three years from the date of approval, extendable for further one year in case required by the Bank.

(Signatures with firm's stamp / seal of Co.)

Name: _____

Designation _____

Date:

Place

Annexure E5

INDICATIVE PRICE BID PROFORMA FOR WELCOME KITS (to be submitted Zone-wise)

To,
Deputy General Manager
Central Stationery Department
“KANKARIA CENTRE”
2/1, RUSSEL STREET,
3RD FLOOR,
KOLKATA – 700 071

Dear Sir,

We quote our rates for Welcome Kits including printing, packing (insertion) including cost of envelope etc. (excluding cheque book, ATM Pin / Pouch / INB kits etc. and as per terms / specification mentioned in this tender document) and up to despatch as per the items as under:-

Sr. No.	Item specification	Rate for Printing and compilation of the kit in Rs. including Packing and up to dispatch (Amount in Words & Figures)
1	Printing and compilation of Non-Personalised Welcome kits (NPWK)	
2	Printing and compilation of Personalised Welcome kits (PWK) for Individuals	
3	Printing and compilation of Personalised Welcome kits (PWK) for SME	

Sr. No.	Item specification	Rate for Printing in Rs. including Packing and up to despatch(Amount in Words & Figures) Individual item-wise rate to be given
1	Welcome Letter	
2	Nomination Letter	
3	YONO Combined Nomination Welcome Letter	
4	Minimum Average Balance Notices	
5	Other Notices	

(Note : quote rates exclusive of GST, CST, Sales Tax and all other taxes up to -2- decimal places)

Cost per Welcome Kit will be arrived at by adding the cost of cheque book without the cost of envelope as mentioned by the vendor in Annexure E1 together with the above quote for Welcome Kits (inserts + envelope) mentioned in Annexure E-5 above.

We agree to abide by the terms and conditions as laid down in the Tender document. The rates are exclusive of all charges, taxes and duties. We confirm that the rates are valid for three years from the date of approval, extendable for further one year in case required by the Bank.

(Signatures with firm's stamp / seal of Co.)

Name: _____

Designation _____

Date:

Place

WEIGHTAGE TABLE

		EAST	WEST	NORTH	SOUTH
INTRA CATEGORY					
Category A					
RC (5 leaf cheque Book)	Rate / leaf (in Rs.)	3	4	2	3
RC (10 leaf cheque Book)		3	4	2	3
RC (20 leaf cheque Book)		9	14	15	18
RC (25 leaf cheque Book)		9	14	15	18
RC (50 leaf cheque Book)		38	32	33	29
RC (100 leaf cheque Book)		38	32	33	29
Total points for Category A		100	100	100	100
Category B					
1. IOI in continuous stationery. Rate per 1000 sheets	Rate per 1000 sheets	10	10	10	10
2. Bank Guarantee Forms- Rate per pad	Rate per pad (25 sets of 4 leaves)				
3. Extension Bank Guarantee Forms - Rate per pad	Rate per pad (25 sets of 4 leaves)				
4. Encashment Certificate (FD-123)					
(i) Rate per 1000 forms	Rate per 1000 forms				
(ii) Rate per book	Rate per book (25 sets in a book)				
5. Foreign Inward Remittance Certificate (FD-124) - Rate per book	Rate per book (25 sets in a book)				
6. Punjab & Haryana Govt. Stamp Duty : Rate per 1000 forms	Rate per 1000 forms				
7.1 Special Cheques - Part-I	Per Sq. inch per 1000 forms	45	45	45	45
7.2 Special Cheques - Part-II	Per Sq. inch per 1000 forms	45	45	45	45
Total points for Category B		100	100	100	100
Category C					
1. Nomination Letter / Welcome Letter / Min. Avg. Balance Notices	Rate per form	48	33	48	45
2. YONO combined welcome & nomination letter	Rate per form	48	33	48	45
3. Non-Personalised Welcome Kits (NPWK)	Rate per Kit	2	17	2	5
4. Personalised Welcome Kits (PWK)	Rate per kit	2	17	2	5
5. Personalised Welcome Kits for SME Customers (PWK-SME)	Rate per kit				
Total points for Category C		100	100	100	100
INTER CATEGORY					
Category A		85	83	89	86

Category B		1	2	1	3
Category C		14	15	10	11
TOTAL		100	100	100	100
Note : No weightage is given for very slow moving items					
Vendor with lowest point will be L1					

METHOD OF ARRIVING AT L-1 RATES

Example : Rates per leaf are purely illustrative.

		Rates (in Rs.)	Weightage	Points
INTRA CATEGORY		(a)	(b)	(c=100 x a x b)
Category A				
RC (5 leaf cheque Book)	Rate / leaf (in Rs.)	0.55	3	165
RC (10 leaf cheque Book)		0.32	3	96
RC (20 leaf cheque Book)		0.28	9	252
RC (25 leaf cheque Book)		0.26	9	234
RC (50 leaf cheque Book)		0.12	38	456
RC (100 leaf cheque Book)		0.16	38	608
Total points for Category A				1811
Category B				
1. IOI in continuous stationery. Rate per 1000 sheets	Rate per 1000 sheets	0.95	10	950
2. Bank Guarantee Forms- Rate per pad	Rate per pad (25 sets of 4 leaves)	94.29		
3. Extension Bank Guarantee Forms - Rate per pad	Rate per pad (25 sets of 4 leaves)	94.29		
4. Encashment Certificate (FD-123)				
(i) Rate per 1000 forms	Rate per 1000 forms	8.57		
(ii) Rate per book	Rate per book (25 sets in a book)	80.00		
5. Foreign Inward Remittance Certificate (FD-124) - Rate per book	Rate per book (25 sets in a book)	73.33		
6. Punjab & Haryana Govt. Stamp Duty : Rate per 1000 forms	Rate per 1000 forms	4.76		
7.1 Special Cheques - Part-I	Per Sq. inch per 1000 forms	8.57	45	38565
7.2 Special Cheques - Part-II	Per Sq. inch per 1000 forms	13.33	45	59985
Total points for Category B				99500

Category C				
1. Nomination Letter / Welcome Letter / Min. Avg. Balance Notices	Rate per form	1.44	48	6912
2. YONO combined welcome & nomination letter	Rate per form	1.56	48	7488
3. Non-Personalised Welcome Kits (NPWK)	Rate per Kit	4.57	2	914
4. Personalised Welcome Kits (PWK)	Rate per kit	4.67	2	934
5. Personalised Welcome Kits for SME Customers (PWK-SME)	Rate per kit			0
Total points for Category C				16248
INTER CATEGORY				Points
Category A			85	153935
Category B			1	99500
Category C			14	227472
TOTAL				480907

Note : No weightage is given for very slow moving items

Vendor with lowest point will be L1

CERTIFICATE

We -----(name of the printer) confirm that *no employee who has been previously posted in Pakistan or China in any capacity **is being engaged** by the company for this project/ **nor will be** engaged in future. Further we confirm that no Pakistan /China national or person of Pakistan origin will be engaged by us / subcontractor engaged by us for the project. Further the company will not post an employee who has worked in India operations in Pakistan or China during the tenure of this contract.*

Authorised Representative

ANNEXURE

Format for Earnest Money Deposit (EMD) Bank Guarantee

To,
The Deputy General Manager,
Central Stationery Department,
State Bank of India,
“Kankaria Centre”
2/1, Russel Street, 3rd Floor,
Kolkata – 700071

Dear Sir,

EMD BANK GUARANTEE FOR CENTRALIZED CHEQUE PRINTING PROJECT- STATE BANK OF INDIA TO MEET SUCH REQUIREMENTS AND PROVIDE SUCH SERVICES AS ARE SET OUT IN THE REQUEST FOR PROPOSAL (RFP)

WHEREAS State Bank of India (SBI), having its Corporate Office at Nariman Point, Mumbai, and various offices and branch spread over India has invited Request for Proposal (RFP) for the Implementation of Centralized Cheque Printing Project in State Bank of India and such services as are set out in the RFP.

2. It is one of the terms of said Request for Proposal that the Bidder shall furnish a Bank Guarantee for a sum of Rs.25,00,000/- (Rupees Twenty Five Lacs Only) as Earnest Money Deposit.

3. M/s. _____, (hereinafter called as Security Printer), who are our constituents intends to submit their tender for the said work and have requested us to furnish guarantee in respect of the said sum of Rs.25,00,000/- (Rupees Twenty Five Lacs Only)

4. NOW THIS GUARANTEE WITNESSETH THAT

We _____ (Bank) do hereby agree with and undertake to the State Bank of India, their Successors, assigns that in the event of the SBI coming to the conclusion that the Bidder has not performed their obligations under the said conditions of the RFP or have committed a breach thereof, which conclusion shall be binding on us as well as the said Security Printer, we shall on demand by the SBI, pay without demur to the SBI, a sum of Rs.25,00,000/- (Rupees Twenty Five Lacs Only) or any lower amount that may be demanded by State Bank of India. Our guarantee shall be treated as equivalent to the Earnest Money Deposit for the due performance of the obligations of the Security Printer under the said conditions, provided, however, that our liability against such sum shall not exceed the sum of Rs.25,00,000/- (Rupees Twenty Five Lacs Only)

5. We also agree to undertake to and confirm that the sum not exceeding Rs.25,00,000/- (Rupees Twenty Five Lacs Only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the SBI on receipt of a notice in writing stating the amount is due to them and we shall not ask for any further proof or evidence and the notice from the SBI shall be conclusive and binding on us and shall not be questioned by us in any respect or manner

whatsoever. We undertake to pay the amount claimed by the SBI within a period of one week from the date of receipt of the notice as aforesaid. We confirm that our obligation to the SBI under this guarantee shall be independent of the agreement or agreements or other understandings between the SBI and the Security Printer. This guarantee shall not be revoked by us without prior consent in writing of the SBI.

6. We hereby further agree that –

a) Any forbearance or commission on the part of the SBI in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said tender and/or hereunder or granting of any time or showing of any indulgence by the SBI to the Security Printer or any other matter in connection therewith shall not discharge us in any way our obligation under this guarantee. This guarantee shall be discharged only by the performance of the Security Printer of their obligations and in the event of their failure to do so, by payment to us of the sum not exceeding Rs.25,00,000/- (Rupees Twenty Five Lacs Only)

b) Our liability under these presents shall not exceed the sum of Rs.25,00,000/- (Rupees Twenty Five Lacs Only)

c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents in tendering for the said work or their obligations there under or by dissolution or change in the constitution of our said constituents.

d) This guarantee shall remain in force upto 180 days provided that if so desired by the SBI, this guarantee shall be renewed for a further period as may be desired by SBI on the same terms and conditions as contained herein.

e) Our liability under this presents will terminate unless these presents are renewed as provided herein upto 180 days or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the SBI alone is the conclusive proof, whichever date is later.

Notwithstanding anything contained herein above,

- a) Our liability under this Bank Guarantee shall not exceed Rs.25,00,000/-(Rupees Twenty Five Lacs Only)
- b) This guarantee shall remain in force upto and
- c) We shall be liable to pay the guaranteed amount only if claim or demand is lodged against us under this guarantee on or before (expiry date) or such extended/renewed period.

Yours faithfully,

For and on behalf of

Signature and Seal of Authorized Official

(NB: This document will require Stamp Duty as applicable in the State, where it is executed and shall be signed by the official whose signature and authority shall be verified).