

EMPANELMENT OF SECURITY FORM PRINTERS FOR PRINTING & SUPPLY OF NORMAL & PERSONALIZED CTS CHEQUE BOOKS, DD BOOKS FOR A PERIOD OF 2- YEARS

**REQUEST FOR PROPOSAL (RFP)
FOR
TECHNICAL & FINANCIAL BIDS FROM
IBA APPROVED SECURITY FORM PRINTERS**

IMPORTANT DATES		
Sr. No	Subject	Date/Time
1	RFP Reference Number and date	KCCB/MARKETING/PRINTING & SUPPLY OF CTS CHEQUE BOOKS/DATED:-10/06/2025
3	Date & Time for seeking Written clarification to RFP	15/06/2025 email : marketing@kccb.in
4	Date by when Bank will respond to the clarifications sought by Bidders	16/06/25
5	Last date and time for submission of bids	20.06.2025 upto 2:30 PM
6	Date & Time of Opening of Bid	20.06.2025 at 3 PM

**THE KANGRA CENTRAL COOPERATIVE BANK LTD.
MARKETING & BUSINESS DEVELOPMENT SECTION,
HO: CIVIL LINES, DHARAMSHALA, DISTT. KANGRA (H. P.) 176215**

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RFP for Supply of CTS Cheque Books.

1. Introduction:-

The Kangra Central Cooperative Bank Ltd. is a District Central Co-operative Bank incorporated & governed by provisions of H.P. Co-Operative Societies Act 1968 and carrying on the business of banking under the Banking Regulation Act, 1949 vide Banking licence No. RPCD 37 in force in India. Bank is having its registered office at Sehkar Jyoti Building, Civil Lines, Dharamshala, Distt. Kangra, H.P. 176215.

KCCB, hereinafter referred to as "Bank" having presence in 5 districts of the state of Himachal Pradesh and has a sizeable customer base of more than 1.8 millions valuable customers. The Bank is operating through its 216 branches, 13 extension counters and 18 Zonal Offices in Kangra, Una, Hamirpur, Kullu and Lahul & Spiti districts of Himachal Pradesh. All Branches are working on the Core Banking Solution.

2. Notice Inviting Tender:-

The Kangra Central Cooperative Bank Ltd – A Leading Cooperative Bank of the Country, invites sealed tenders on two-bid system from IBA approved Security Form Printers having experience of at least -2- years in printing of Bank's security forms and fulfilling all other terms as mentioned in this notice for :-

(A) Empanelment of Security Form Printers to print Bank's CTS Cheque Books, DD Books, Banker cheques and Personalized Cheque Books for a period of -2- years (Financial Year Wise)and

(B) Rate of printing and supply of all such material (item wise) for -2- years.

3. Scope of Work:-

The Kangra Central Cooperative Bank Ltd, A Bank working for the upliftment of the Society and serving the general public of the state of HP since 1920 is a direct member of NPCI is equipped with all modern day's facilities like net Banking, ATM, NACH, CTS Clearing and many more such services. In order to serve its valuable customers in a more efficient manner Bank has decided to provide the facility of personalized CTS Cheque Books to its valuable customers on a real time basis preferably at their door step.

Hence the IBA approved Security Form Printers to be impaneled by the Bank for next 2 years through this tendering process will have to print and supply the CTS Cheque Books (For SB, CA & CC accounts having 20, 50 & 100 leaves), DD Books in bulk order and Personalized CTS Cheque Books to our valuable customers at their doorsteps as and when demand for the same is raised by the Bank.

Printers having sound technical and financial capacity for impanelment to print and supply CTS Cheque Books, DD Books along with personalized cheque books as mentioned in this tender document may apply as under:

Tender shall be submitted duly filled in all respect in two bid system in the following manner:



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Envelope No.1:- Must contain Tender Fee, EMD and other documents for supplying Mandatory information for Pr-qualification - Technical Bid.

* The tenderer must submit the mandatory information strictly in Bank's prescribed format as per **Annexure-I**. Technical pre-qualification of the tenderer will be based on the mandatory information and supporting documents submitted along with the tender as well as Bank's scrutiny/ inspection of work of the tenderer. **Envelope No.1 must not contain price bid or else the Bank will disqualify the tender without any further scrutiny.**

Envelop No 2:- Must contain the Price Bid/Financial Bid only. Price Bid must be submitted in prescribed format as per **Annexure-II**. Bids submitted in any other format will be disqualified.

4. Tender Fee & Earnest Money Deposit:-

Tender Form issued under this RFP which is available on the website of the Bank (www.kccb.in), will be acceptable only if requisite amount of Tender Fee and Earnest Money Deposit (EMD) is attached with the Technical Bids. Detail of Tender Fee and EMD is as under:

Sr. No	Particulars	Tender Fee	Earnest Money
1.	For printing and supply of CTS Cheque Books, DD Books, Personalized Cheque Books.	Rs. 10000.00	Rs. 75000.00

(a) Tender fee of Rs.10,000/- (Rupees Ten Thousand only) and Earnest Money Deposit of Rs.75,000/- (Rupees Seventy Five Thousand only) shall be deposited in the form of Demand Draft or Banker's cheque drawn in favor of **"General Manager, KCC Bank Ltd"** payable at Dharamshala along with tender documents submitted to the Bank.

(b) No tender shall be considered unless the Tender Fee & Earnest Money are so deposited along with the Technical Bid in Envelope No. 1. Please note that **Tender Fee is non-refundable**.

(c) No interest shall be paid on Earnest Money Deposit. The Earnest Money of Tenderers who are not impaneled will be refunded without any interest, soon after completion of impalement process.

(d) The Earnest Money Deposit, of successful bidder, deposited with the Bank shall be returned only upon depositing the Security Deposit in the form of Fixed Deposit as mentioned in **"Security Deposit"** clause.

(e) Bank reserve the right to forfeit the EMD amount in the event of withdrawal of bid during the period of bid validity or if successful bidder fails to execute the work in accordance with the terms & conditions and other requirements specified in RFP or any act of bidder not in line with contract obligations.



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5. Tender/Bid Opening Process:-

The tender documents/bids received in the sealed cover containing envelope No.1 & 2 shall be opened by a committee of officers constituted by the Bank in the **Conference Hall situated at Head office of the Bank at Civil Lines Dharamshala, Distt. Kangra HP as per the date and time mentioned above.** The committee will first open the Envelope No.1 (containing Technical Bid) in the same meeting. Representatives of Bidders may attend this bid opening process **with a proper authority letter.** However, Bids will be opened even in the absence of any or all of the representatives of the Bidders on the date and time mentioned above.

Only those bidders (printers) would be qualified for Price Bid who are found eligible in terms of pre-qualification criteria i.e. who fulfill Technical pre-qualification criteria given in this Tender Notice. For verification of data submitted in Technical Bids, Bank may take time for spot inspection, calling of further supporting documents, etc., if required. After Technical Bids, Price Bids (Financial Bids) will be opened however of only those bidders, whose Technical Bids are accepted.

After completion of Bid opening process, empanelment of Security Form Printers will be decided and conveyed accordingly to concerned.

6. Tender/Bid Validity:

Bids submitted by the bidders will be valid for a period of 30 days from the date of opening of price bids. The L-1 price as quoted and accepted by the Bank will however remain valid for the entire contract/empanelment period.

7. Contract Period :-

The successful bidder shall be required to submit **letter of acceptance/Letter of intent** within a period of 15 working days from the date of acceptance by the Bank & if the said **Letter of acceptance/Letter of intent** is not submitted within the aforementioned period then the same shall be treated as breach of contract and as such the EMD amount shall be liable to be forfeited. After receipt of the required Letter of Acceptance from the selected L1 Bidder, Bank will start issuing purchase/ supply order.

Since empanelment of security form Printers is for 2 years (Financial Years), the contract will be valid for a period of 2 years (Financial Years). However, the Bank also reserves the right to extend the period of contract with the selected bidders for a period not exceeding one year after the expiry of validity period as above however on the same terms and conditions as applicable for 2 year period or may discontinue the contract if work is not as per the prescribed specification and within the time period set by the Bank.

The Bank will not be bound to accept the lowest tender only and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and the decision of the Bank will be final. Bank may allot the work to more than one security printers on L-1/ negotiated rates and in such case the total quantum of work shall be divided amongst the bidders as per requirement of the Bank. Bank at its sole discretion may split the work between L1 & L2 in the ratio of **60:40** in case of L2 matching the rate of L1 and in case L2 & L3 matching the rate of L1 the work may be distributed in the ratio of **60:20:20**. However all such decisions are sole discretion of the Bank and no one has the right to claim any favor as such.



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8. Security Deposit:

The Bank has decided to obtain Security Deposit of **Rs. 75000/- (Rupees Seventy Five Thousand only)** as **EMD** to be submitted by the bidders at the time of bid submission refundable to all unsuccessful bidders and convertible in the form of **Fixed Deposit** duly pledged in **F/O GM KCC Bank Ltd** from the successful bidders who will be awarded printing work. The said Fixed Deposit should be prepared for at least 5 year's term.

The earnest money deposit of successful bidder shall be returned only after submission of the security deposit in the shape of Fixed deposit receipt. The Bank issuing the Fixed deposit Receipt for submission as Security deposit to KCCB will only bear the interest (if any) for the contract period and KCCB will not provide any interest on such deposit.

The Security Deposit taken by the Bank shall be returned only after the successful completion of the period of contract & in case of any loss to the Bank due to non-compliance of any of the stated terms & conditions as agreed between the parties, it shall be liable to be forfeited straight away.

If Bank decides to allot the work amongst all L1, L2 & L3 vendors in case of matching the rate of L1 vendor, both L2 & L3 will also have to submit the prescribed amount of Rs. 75000/- as Security Deposit to the Bank in the shape of FDR duly pledged in **F/O GM KCCB Ltd.**

9. Specifications: Details of Printing/Papers etc.:-

Description of Item	Printing and supply of Personalized Current Account / Cash Credit Account/Saving Bank Account Cheque Books containing 20, 50 and 100 leaves While Non Personalised Cheque Books of CA/CC and SB accounts containing 20,50 & 100 leaves along with Demand Draft
Art-work	Content for all Art-work for Cheque/DD/BC leaves, Cover Pages, all inserts to be designed by the selected vendor after approval of the Bank.
Printing	Cheques, DD Books and Banker cheques are to be printed in four colour / multi-colour as per the art-work approved Note:- <ul style="list-style-type: none">• MICR cheques to be printed in fugitive super sensitized inks (i.e. they react against with liquid / dry chemicals) and also have "VOID" pantograph and UV logo of Bank as per RBI / IBA / NPCI guidelines. Necessary Authorization / Certification of sample cheques by NPCI as required before printing actual material will also be ensured by the selected vendor.• In case RBI or Bank introduces some changes/additions in the contents of Cheque books or related formats/stationery, such changes/additions will be carried out at no additional cost during the tenure of the contract.• All present as well as any future guidelines related to CTS-2010 standards issued by RBI / NPCI / IBA are to be scrupulously followed by the bidder and any changes suggested by them have to be incorporated without charging any extra cost during the tenure of the contract.• All other stationery viz. laminated and tear proof envelope of bio degradable plastic with minimum 50 micron, cheque-book cover, welcome letter, requisition slip, publicity leaf, record copy are also to

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	<p>be printed in Multi-colour / four colours.</p> <ul style="list-style-type: none"> • Proof of the same before finalizing printing to be submitted within -10- days from art-work given. Delay in submission of correct proof may attract penalty as per Bank's discretion. • Micro Lettering of KCCB along with Account No in all Personalized Cheque Books.
Paper	<ul style="list-style-type: none"> • MICR Security Paper (-95-GSM) with water mark of Bank and "CTS- INDIA" for Cheque /DD leaves will be procured by the selected vendor including paper for all other inserts viz. Requisition slip, Record slips, additional -2- leaves (one for printing details of account holder and another reserved for Bank's publicity material), cheque book cover leaf with window cutting will be procured by the Printer. No extra cost would be paid for this stationery and the same may be included in printing rate.

10. Detail of Cheque-Book Cover, Inserts, Envelop etc:-

Cheque-book Cover	-170- GSM Art paper of "A" Grade Mill. Both side printing.
<u>Inserts</u>	
Requisition Slip	-70- GSM paper of "A" Grade Mill. Single side printing.
Record slip	<p>-70- GSM paper of "A" grade Mill. Both side printing.</p> <p>-1- Sheet (both side printing) for -20- leaves cheque-book</p> <p>-2- Sheets (both side printing) for -50- leaves cheque-book &</p> <p>-3- Sheets (both side printing) for -100- leaves cheque-book & with window cutting at bottom to see cheque-numbers.</p>

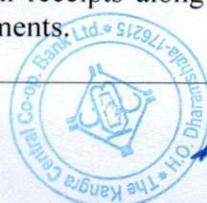
* **Inserts** are required for Personalized CTS Cheque Books only. While all non Personalized Cheque Books/DD Books and Banker Cheque are to be printed without **inserts**.

11. Others:-

Size of Cheque Books/DD Books & Banker Cheque	Size of all type of Cheque Books including the Personalized, will be 21 cm x 9.5 cm . 21 cm length of all instruments will be including the perforated area.
Binding	All instruments are to be stapled with two wire pins. The binding and cutting of books should be done aesthetically and there should be no visible defect in size, shape, stacking.
Perforation & Stub	<p>Perforation of all originals and copies, wherever required shall be in such a way that tearing force required is minimum and no portion of stub or form should tear off when detached from the book.</p> <p>The perforated portion of the security form when detached from the book should have minimum deformity and should be in a straight line.</p>

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Quantity	As per requirement of our branches as well as customers from time to time. Volume of work may increase gradually with opening of new accounts.
Placement of Order	<p>The purchase/supply order to the selected vendor will be placed from the Marketing & Business Development section at Head Office of the Bank, based on the demand of our branches. Initially a consolidated order of all Personalized and Non-Personalized CTS cheque Books, DD Books and Banker Cheques will be issued. Thereafter order for supply of Personalized Cheque Books will be issued as per the request of customers preferably on Half Yearly basis or more frequently depending upon the requirement of the customers. Order with all details viz. a/c no., name, no. of cheque leaves, address where the cheque book is to be sent etc. will be issued preferably through a designated e-Mail ID of the Bank to a Designated e-mail ID of the vendor or by any other means as the case may be.</p> <p>Printer would be required to print cheque-books / leaves and deliver to courier / speed post as per predefined arrangement. The printing and cost of Bar coding as allotted by Postal authorities and any other cost managing the same will be the sole responsibility of the printer. Printer would also be required to update simultaneously the request file with cheque serial no. ref. no / consignment no./ details and to send it back to concerned offices with a copy to this office by e-Mail in encrypted form.</p>
Delivery Schedule	<p>All non Personalized Cheque Books, DD Books and Banker Cheques will have to be delivered at 18 AGM Offices of the Bank, while Personalized Cheque Books are to be delivered directly at the address of the customer. In case of non delivery of Personalized Cheque Books to the customer, address of the concerned branch needs to be given for returning such Cheque Books if same could not be delivered to the customer directly. The printer/vendor will print the Cheque books and arrange to hand over the same to postal authorities for delivery on T+1 day. On the same day printer will send the details of Cheque books dispatched along with dispatch details to the concerned branches through email with copy to concerned AGM office and Head Office. All details related to these instruments like cheque leaves numbers, account number, name of customer etc. will also be shared by the vendor with concerned branches, AGM Office and head Office.</p> <p>Necessary MIS reports shall also be provided as per Bank's requirement.</p>
Courier Services	Mode of delivery will only be through the Indian post. Speed Post Charges will be born by the Bank which the vendor may claim separately by submitting the original postal receipts along with the Invoice/Bills of printed and supplied Instruments.



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12. Proforma of Technical Bid (Annexure-I):-

Mandatory information required for pre-qualification of the bidder for empanelment of Security Form printers. (Note: This is a proforma containing mandatory questions to be replied in details. So please use sufficient paper sheets / additional sheets required to furnish your details)

Sr. No	Information sought from the Bidder	Response of the Bidder
1	Name of the Bidder	
2	Year of Establishment	
3	Constitution (Proprietorship/ Partnership/ Pvt. Ltd./ Public Ltd.)	
4	Office Address of the Firm– (with name of contact person, Telephone, Mobile & Fax numbers) and E-mail address	
5	Address of Press (Factories). Please mention address of all locations if having more than 1 Factories/Press	
6	Name & addresses of Proprietor / Partners / Directors	
7	Registration number and date with Registrar of Companies / Firms with PAN Number and GST Number of the Firm. (Copies to be attached)	
8	Whether ISO certificate obtained (reply “Yes” or “No”) (Attach copy in case of “Yes”)	
9	Whether all printing related activities done at one place or at different places (reply “Yes” or “No”). If “No”, please give details	
10	Name & address of top 3 Banks procuring CTS Cheque Books/DD along with Personalized Cheque Books. (Attach copy of at least one latest supply order of each Bank).	
11	Whether you have in-house four colour sheet fed offset printing machines (reply “Yes” or “No”)	
12	Whether you have in-house four colour web offset printing machines (reply “Yes” or No”)	
13	Whether you have in house “VOID” pantograph and “UV” printing software and other requirements available (reply “Yes” or “No”)(attach Samples of the instruments)	
14	Since when you are on approved panel of IBA along with date of expiry of the empanelment (Attach copy of IBA Empanelment certificate)	
15	Empanelment with other Banks (Please specify) :	
16	Have you ever been put on holiday list or banned by any Public / Private Sector Bank? If yes, please provide details.	



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17	Maximum time required to complete the first Printing order after getting necessary sample's approval from NPCI or any such agency.
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List for documents to be enclosed:

- (a) Copy of audited Balance Sheet and Income Tax Returns for last three years.
- (b) Copy of Purchase orders / evidence supporting work done as mentioned at Sr. no 10.
- (c) Self-certified copy of IBA Approval as a Security Printer.
- (d) Copy of Certificate of Incorporation/Partnership Deed.
- (e) Copy of Pan and GST certificate of the firm.
- (f) Full details of all printing Locations.

I/we confirm that we have never been black listed by any bank and to the best of my/our knowledge the information provided above is correct and any concealment of facts will lead to my/our disqualification at any stage by the Bank.

I / We also enclose herewith Demand Draft / Banker's Cheque of Rs.10,000/- (Rupees Ten Thousand only) as a tender fee (non-refundable) and Rs.75000/-(Rs. Seventy Five Thousand only) as EMD-favoring "General Manager KCC Bank Ltd", payable at Dharamshala, as per following details:

NEFT Details (Payment to be Made)	Rs. 10000/- (As Tender fee)	Rs. 75000/- (Amount of EMD)
The Kangra Central Co-op Bak Ltd	50054968294	KACE0000001

Declaration

I/We have read and understood the terms and conditions in the tender document including the process of technical short listing.

I/We certify that the details provided about the firm and the documents enclosed are correct and we are liable to be disqualified in case any information therein is found to be false at any stage of the tender process.

The undersigned is a duly authorized representative of the company/firm to sign these documents and also to enter into negotiations/agreements with the Bank.

Date: _____

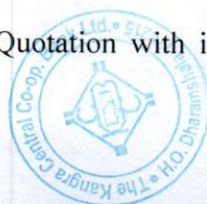
Place: _____

(Signature with stamp of Firm / Seal of Co.)

*Note: Please sign in full with stamp of Firm / seal of Company on all pages of "Technical Bid" including additional sheets / annexure attached thereto including documents mentioned at (a) to (f) above.

*Please refer "Specifications" and other sections given in this tender document before filling in rates and cost.

*Please do not change/alter the format. Quote as per format only. Quotation with illegible writing, cutting and overwriting will be rejected.



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13. Proforma of Financial/Price Bid (Annexure-II):-

(Please quote the rates exclusive of GST as applicable)

Dear Sir,

In response to RFP reference No **KCCB/MBD-HO/1/22-23/PRINTING & SUPPLY OF CTS CHEQUE BOOKS/DATED** _____, We quote our year wise rates for all required items as under :-

Sr. No	Item	Per Book Rate as per number of Leaves for					
		20 Leaves		50Leaves		50Leaves	
		2025-26	2026-27	2025-26	2026-27	2025-26	2026-27
1	CTS Cheque Books (Non Personalized)						
2	DD Book						
3	CTS Cheque Books (Personalized with cover and inserts)						

We agree to abide by the terms and conditions as laid down in the Tender document. The rates are inclusive of all charges and duties, however excluding GST. Applicable rate of GST will be ____%.

*(GST rate is however subject to change from time time and will be applied accordingly)

We confirm that the rates are valid for five financial years, extendable for further one year in case required by the Bank. (Printing Rates in Rupees are including the Packing Charges. However Postal charges for delivery of items will be extra and will be claimed separately from the Bank on actual basis)

Date:



(Signatures with firm's Stamp / Seal of Co.)

Name: _____

Designation: _____

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14. Proforma of Declaration (Annexure-III) :-

(Declaration to be given on Letter Head by the Bidder)

To
The General Manager (Banking),
The K C C Bank Ltd.
Sehkar Jyoti Building,
Civil Lines-Dharamshala.

Dear Sir,

1. I / We hereby submit the quotation in your prescribed proforma and understand that if any information is found to be false at any later stage, contract made between ourselves and KCC Bank, will be treated as invalid.
2. I / We agree that the decision of The KCC Bank Ltd in selection of vendors will be final and binding on me / us.
3. All the information furnished in the attached forms are correct to the best of my / our knowledge.
4. Bank shall have the authority to verify all the information provided by us.
5. All supporting documents shall be provided by us in authenticity of the information furnished.

(Signatures with firm's Stamp / Seal of Co.)

Date:

Name: _____

Designation: _____



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	Terms and Conditions	(Annexure – IV)
1	Bids on prescribed format only along with required relevant documents will not be accepted after the last date of bid submission.	
2	If at any point of time after opening the tender it is found that the information in Technical Bid submitted by the bidder/s is false, 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 and the EMD amount deposited with the Bank shall be liable to be forfeited straight away	
3	Rates quoted should be inclusive of all charges, duties etc but exclusive of GST. Applicable rate of GST however will have to be mentioned in the bids.	
4	Bids must accompany earnest money (EMD) of Rs. 75000/- in shape of / DD payable at Dharamshala convertible into FDR later on selection of the bidder.	
5	Bids must also accompany non refundable tender fee of Rs. 10000/- in shape of DD payable at Dharamshala.	
6	Tender form must accompany sample of paper's to be used for printing CTS Cheque Books, DD Books and Banker Cheques including Personalized Cheque Books.	
7	The printer shall keep confidential all Art-work provided for printing of Security Forms. The relevant Art work will be returned or destroyed after completion of the contract as per instruction of the Bank.	
8	Before printing the Cheque books for the first time, adequate number of specimen cheque leaves would be required to be forwarded to NPCI for testing the features of CTS-2010 standards. Report/Approval given by NPCI of such testing should be submitted to the Bank and thereafter the printing of Cheque Books may got started. This entire process has to be taken up by the vendor at utmost priority. The vendor will not be entitled for any extra cost for all such efforts.	
9	Bank reserves the right to accept or reject any or all tenders without assigning any reason.	
10	Bidders will have to attach all the required documents along with Technical bid and missing out any of the required document may result into cancellation of the Bids. However Bank reserve the right to take final decision on any such issue to be binding upon all the participating bidders.	
11	State Entry Tax (If any) shall be borne by the supplier.	
12	Envelops sending quotations may be addressed to General Manager (N),The Kangra Central Cooperative Bank Limited Head Office Dharamshala and write word on top : "Quotation for CTS Cheque Books 2025" on the top of the envelop.	
13	Bids/Quotations may be submitted either through post or may be submitted in the tender box in person. (Tender Box will be placed at reception of the bank only on the last date of submission of bids).	
14	Bid opening process on the date and time as mentioned above may be attended personally by the bidders or by their authorized representatives..	
15	Bank is authorized to depute any of its official for verification of printing of security forms at the press at any time. Any discrepancy found from the order placed will have to be rectified at printer's cost without prejudice to any rights/claims of Bank.	
16	The printer will be required to arrange for inspection (at their cost) of their security printing unit by our officials during the printing process.	
17	In case of any loss due to the breach of any agreed term & condition between the Bank & the printer then the printer shall be liable to indemnify for all the loss to the Bank. Further the Bank may initiate any appropriate proceeding before Appropriate Authority/ Court at jurisdiction of Dharamshala only.	
18	All disputes are subject to Dharamshala jurisdiction only.	

