

ओडिशा ग्राम्य बैंक
ଓଡ଼ିଶା ଗ୍ରାମ୍ୟ ବ୍ୟାଙ୍କ
Odisha Gramya Bank



Head Office: At-Gandamunda
At.-Gandamunda, Po-Khandagiri
Dist- Khurda, Bhubaneswar -751030,
state-(Odisha),
Phone: 0674-2353009/41
e-mail: gad@odishabank.in ;
website: www.odishabank.in

**Request for Proposal (RFP) For Empanelment
of Non-Security Printing Press/Printers for printing items
in Odisha Gramya Bank**

Tender No. : RFP/GAD/NON-SECURITY PRINTING/04/2022, DT.20/06/2022

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Introduction:

Odisha Gramya Bank (hereinafter referred to as OGB/ the Bank) is a Regional Rural Bank, constituted under the Regional Rural Bank Act, 1976 and have its Head Office at Gandamunda, Po-Khandagiri, Dist-Khurda, Bhubaneswar-751030, Odisha with branches covered in 13 districts namely- Puri, Khurda, Nayagarh, Dhenkanal, Angul, Cuttack, Jajpur, Kendrapara, Jagatsinghpur, Balasore, Bhadrak, Mayurbhanj & Keonjhar.

INVITATION TO BID

PART 1:

OGB invites Application for empanelment of reputed Printing Press/Firms for supply/Printing of various forms, leaflets, register & notices for its Head Offices, all Regional Offices and Branches.

The Bidding Document can be obtained from the Bank as under or downloaded from Bank's Website www.odishabank.in under **Tender** and the BID should be submitted to the under mentioned office directly or by post.

Bank reserves the right to change the dates mentioned in this RFP document, which will be communicated to the Printers/Press.

The information provided by the Printers in response to this RFP document will become the property of OGB and will not be returned. OGB reserves the right to amend, rescind or reissue this RFP and all amendments will be advised to the Printers and such amendments will be binding on them.

Please note that all the information desired needs to be provided. Incomplete information may lead to disqualification/ non-consideration of the proposal.

DISCLAIMER

PART – 2

The information contained in this Request for Proposal (RFP) document or information provided subsequently to Printers(s) or applicants whether verbally or in documentary form by or on behalf of Odisha Gramya Bank (Bank), is provided to the Printers(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this RFP is to provide the Printers(s) with information to assist in formulation of their proposals. This RFP does not claim to contain all the information each Printers may require. Each Printers should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary 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. No contractual obligation whatsoever shall arise from the RFP process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Printers.

Checklist

The following items must be checked before the Bid is submitted:

1. **BID money:** Rs.5,900/- (Rupees Five Thousand Nine Hundred only) including GST towards cost of Bid document in form of Demand Draft issued by any commercial bank in India. The scanned copy of the Demand Draft to be uploaded in e-Procurement portal and the hard copy of the DD must reach at Head Office of OGB before last date of submission of bid along with other documents.

2. **Earnest Money Deposit (EMD):** Rs.50, 000/- (Rupees Fifty thousand only) towards cost of EMD in form of Demand Draft issued by any commercial bank in India. The scanned copy of the Demand Draft to be uploaded in e-Procurement portal and the hard copy of the DD must reach at Head Office of OGB before last date of submission of bid along with other documents.
3. **Digital Signature Certificate (DSC):** DSC of person having power of attorney/Board Resolution/self-declaration in case of proprietor for submission of bid. Scanned copy of Power of Attorney of Bidder to be uploaded in e-Procurement portal and the original copy of the Power of Attorney of Bidder must reach at Head Office of OGB before last date of submission of bid
4. **Integrity Pact:** Integrity pact duly signed on stamp paper of Rs.100.00 (Rupees one hundred only). Scanned Copy of the integrity pact must be uploaded in e-Procurement portal and physical copy (original copy) of integrity pact must be delivered at Head Office of Odisha Gramya Bank on or before last date of bid submission.
5. Eligibility Criteria, Technical specification, Technical and Commercial Bids should be prepared in accordance with the RFP document and should be uploaded to e-Procurement portal.
6. All the pages of Eligibility Criteria Response, Technical Bid and Commercial Bid are duly sealed and signed by the authorized signatory and uploaded to e-Procurement portal of Bank using DSC.
7. Prices should be quoted in Indian Rupees (INR).
8. All relevant certifications, audit reports, etc. are enclosed to support claims made in the Bid in relevant fields.

All the pages of documents submitted as part of Bid are duly sealed and signed by the authorized signatory.

Section - 1 - Bid Schedule and Address:

SL	Description of Information/ Requirement	Information / Requirement
1	Tender Reference Number	RFP/GAD/NON-SECURITY PRINTING/04/2022, dtd.20/06/2022
2	Date of publish of RFP	20/06/2022
3	Last date for receipt of queries, if any.	29-06-2022, 15:00 hours
4	Pre Bid Meeting	04-07-2022, 15:00 hours
5	Bid Submission Mode.	Through e-Procurement portal: https://odishabank.abcprocure.com
6	Last Date and Time for submission of bids along with supporting documents both by e-Procurement portal and physical copy	03-08-2022 , 15:00 hours
7	Last date, time and place for submission of following Original documents: 1. Bid Cost (DD), 2. EMD(DD), 3. Integrity Pact 4. Power of Attorney.	03-08-2022, 15:00 hours at the Bank's General Administration Department, Head Office, Bhubaneswar. (Should be submitted to the contact officials in person).
8	Date, time and venue for opening the technical bid.	06-08-2022, 15:00 hours at the Bank's General Administration Department, Bhubaneswar. Authorized representatives of vendors may be present during opening of the Technical Bids. However Technical Bids would be opened even in the absence of any or all of the vendor's representatives.
9	Date, time and venue for opening the commercial bid	Will be intimated to technically short-listed bidders.
10	Name of contact officials for submission of documents as stated in serial No.7 and for any enquiries.	Md. Abdul Hai – General Manager D.K.Sahu – Manager, GAD M.Parida- Manager, GAD
11	Address for Communication / Submission of Bids	The General Manager, General Administration Dept., Odisha Gramya Bank, Head Office, AT- Gandamunda, P.O. – Khandagiri, Bhubaneswar – 751030.
12	Contact officials for any clarification.	D.K.Sahu, Manager, GAD-0674-2353009 M.Parida – Manager, GAD- 0674-2353041
13	Contact e-mail ID	gad@odishabank.in

Note:

1. Bids will be opened in the presence of the Bidders' representatives who choose to attend.
2. If last day of submission of bids is declared a holiday under NI Act by the Government or any restriction imposed by Government, subsequent to issuance of RFP the next working day will be deemed to be the last day for submission of the RFP. The Bid/s which is/are deposited after the said date and time shall not be considered.
3. Bids should be submitted in the e-procurement portal of Odisha Gramya Bank. Original copy of Bid Cost DD, EMD Bank Guarantee, Power of Attorney and Integrity Pact must reach to Head Office of Odisha Gramya Bank.
4. Bank (OGB) on or before last date and time of submission of Bids. Any delay due to postal and or courier will not be considered towards relaxation in submission of physical copies of required documents.

Section 2 - Introduction

2.1 About OGB:

Odisha Gramya Bank was established since 7th January 2013 with the amalgamation of Neelachal Gramya Bank, Kalinga Gramya Bank and Baitarani Gramya Bank as per Government of India, Department of Financial Services, Ministry of Finance, and Notification No. F.1 / 1 / 2012-RRB dated 07/01/2013 issued under sub-section (1) of Section 23A of Regional Rural Banks Act 1976 (21 of 1976).

Odisha Gramya Bank (OGB) with Head Office at Bhubaneswar is operating in 13 Districts of Odisha with 549 Branches, 3 Central Clearing Office (CCO) & 09 Regional Offices and Head Office.

2.2 Objective of this RFP:

Odisha Gramya Bank (hereinafter referred to as "Bank") invites Request for Proposal (hereinafter referred to as "RFP" or "Tender") for **Empanelment of Non-Security Printing Press/ Printers for printing items.**

2.3 Cost of the RFP

The Bidder shall bear all costs associated with the preparation and submission of its bid and OGB will, in no case, be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

2.4 Due Diligence

The Bidders are expected to examine all instructions, terms and specifications stated in this RFP. The Bid shall be deemed to have been submitted after careful study and examination of this RFP document. The Bid should be precise, complete and in the prescribed format as per the requirement of this RFP document. Failure to furnish all information or submission of a bid not responsive to this RFP will be at the Bidders' risk and may result in rejection of the bid. Also the decision of OGB on rejection of bid shall be final and binding on the bidder and grounds of rejection of Bid should not be questioned after the final declaration of the successful Bidder.

The Bidder is requested to carefully examine the RFP documents and the terms and conditions specified therein, and if there appears to be any ambiguity, contradictions, inconsistency, gap and/or discrepancy in the RFP document, Bidder should seek necessary clarifications by e-mail as mentioned in Section-1. Any query received after the last date for submission of pre-bid queries as given in Section-1 will not be considered.

2.5 Ownership of this RFP

The content of this RFP is a copy right material of Odisha Gramya Bank. No part or material of this RFP document should be published in paper or electronic media without prior written permission from OGB.

2.6 Duration of Empanelment:

Those Vendors who qualify in Technical evaluation will be eligible for empanelment in the Bank for a period of three years from the date of intimation of letter, subject to satisfactory performance on review. The Bank reserves the right to curtail the validity of contract. The vendor has to submit their acceptance of offer /consent in writing for working with Bank as per the Terms and Conditions of this RFP.

2.7 Duration of contract:

The contract period is for 3 years. Bank may of its sole discretion extend the contract period thereafter for maximum period of two more years subject to satisfactory performance of the printer. However the contract may be terminated by the Bank of its

sole discretion if the service/performance of the printer is found to be unsatisfactory or not up to the mark.

2.8 Awarding Rate Contract:

The bidders have to quote for each item separately. L-1 bidder(s) shall be selected for each line item separately based on lowest quote among all bidders for respective line item as given in Commercial Bid. Bank has reserve the right to negotiate with L-1 bidder. Once agreed, failing to carry out the work will lead to forfeiture of the EMD/ Security Deposit either in whole or in part thereof and EMD/Security Deposit shall also be forfeited in the event of the System Integrator's failure to observe any terms of this Contract / or non-compliance with the conditions of the Contract.

Section 3 - Scope of Work

- 3.1** The selected vendor will be responsible for implementation of end to end stationery management solution in the bank.
- 3.2** The contract would be for a period of 3 years from the date of **agreement of contract** subject to annual/periodical review.
- 3.3** The selected vendor will be required to supply stationery items as per the order during the period of contract at the contracted rate within the timeline which is specified in work order.
- 3.4** Whenever the Bank desires to print any material not mentioned in the tender documents, competitive quotations will be called from the empanelled printers for selection of L-1 printer for that item.
- 3.5** The Bank may at its discretion increase / decrease quantity of the items while placing final order. It may also order the entire quantity in one lot or in piecemeal manner as per the requirement of the Bank from time to time.
- 3.6** The specifications including size, quality of paper, colour, grounds, interleaf etc. of stationery are to be similar to that of the specification given.
- 3.7.** No advance payment will be made at any stage.
- 3.8.** In the event of violation of any terms and conditions of tender documents / purchase order or failure to execute the work order, EMD deposit will be forfeited. Besides, the printer will be removed from empanelment and will be debarred from any future bidding of the bank.
- 3.9.** If the L-1 bidder is unable to executive the work order of the Bank, L -2 bidder can execute the work with L-1 price. Similarly If L-2 bidder is unable to execute the work order, L-3 bidder can execute the work with L-1 price
- 3.10.**If the Vendor fails to deliver any or all of the Products or perform the Services within the time period(s) specified in the Contract, the Bank may charge a penalty of 1 % per week subject to maximum amount of 10% of the order (related purchase order/related item value).
- 3.11.**The stationery items are to be packed properly and to be delivered at our Head office at the vendors risk and responsibility. The cost of transportation and any other expenses are to be borne by vendor.
- 3.12.**Post-delivery inspection of the printed material will be done by authorized officials of the Bank and if quality/ quantity of the material is found not to be acceptable, then the materials may be rejected and the printer shall have to take back the material at his own cost.
- 3.13.**The bill, item wise is to be sent to Head Office. We will make payment after full and final delivery of the item(s) as per our terms and conditions.

Section 4 - Eligibility Criteria

The eligibility criteria to participate in bidding process are mentioned below. Only those bidders, who satisfy all the eligibility criteria as mentioned herein below, may respond. Document in support of all eligibility criteria are required to be submitted along with the

Technical Bid. Offers received from the bidders who do not fulfill any of the following eligibility criteria are liable to be rejected.

Sl. No.	Eligibility Criteria	Supporting Documents
1	Printer should be Proprietary, Partnership or Limited Company.	The Certificate of Incorporation issued by the Registrar of Companies along with copies of Memorandum and Articles of Association/ partnership deed (in case of Partnership Firm) are to be uploaded along with technical bid. (Documentary proof should be attached)
2	The annual turnover average for last 3 financial years should not be less than Rs.30.00 lacs. The bidder should have made profit in any one of the three financial years i.e. 2018-19, 2019-20 and 2020-21.	Bidder should submit Copy of the audited Balance Sheets & Profit & Loss statement for the financial year 2018-19, 2019-20 and 2020-21 and CA Certificate indicating the sales Turnover for the previous financial years mentioned above.
3	Income tax Certificate/IT return	Copy should be uploaded for the Assessment Year 2019-20, 2020-2021 and 21-22.
4	GSTIN Certificate & PAN	Copy of GSTIN certificate& PAN to be enclosed.
5	The bidder should not have been blacklisted or de-empaneled due to unsatisfactory service, by Odisha Gramya Bank or in any Head Government / PSU / Banking / Insurance company / RBI / IBA in India within last one year as on date of the RFP.	Bidder to upload the Self Declaration certificate as per format provided in " Annexure-D - Declaration for Clean Track Record" of the RFP along with the technical bid. (Documentary proof should be attached).
6	Declaration from clients for completion of work/satisfactory performance.	Performance Certificate from client for satisfactory completion of work.
7	The Firm must have executed printing works in Banks/Financial Institutions/Public sector undertakings/ Govt. departments with last 5 years experience in the product offered from publication of the tender.	Scanned copies of original work orders with Annexure-I (Track record for past Experience)
8	The Printers should have their Registered Office and printing Press at either Cuttack or Bhubaneswar.	Please enclose documentary proof.
9	Unit should have been well established in printing for a minimum period of 5 years and should be having the required printing machineries / other facilities for printing jobs.	Please enclose documentary proof.
10	The Solvency certificate should not be more than six months old from the date of publication of tender.	Bankers details: Please enclose solvency certificate minimum worth Rs.5lahks
11	The bidder is to submit a duly signed Integrity Pact in original.	The Integrity Pact is to be executed in non-judicial stamp paper of worth Rs.100/- in conformity to CVC format as per " Annexure-H- Integrity Pact "

Sl. No.	Eligibility Criteria	Supporting Documents	
12	Demand Draft towards Bid Cost.	Scanned copy of the document should be uploaded in e-procurement portals:	
13	Earnest Money Deposit in the form of Demand Draft.		
14	Filled and signed copy of "Annexure A – Bidder's Letter for EMD" (Filled and signed copy)		
15	Annexure B-Bidder Offer Form(Without Price) (Filled and signed copy)		
16	Annexure C - Bidder Information" (to be filled in the online and upload signed copy)		
17	Annexure-D-Declaration for clean track Record(Filled and signed copy)		
18	Annexure-E- Declaration of Acceptance of RFP Terms and Conditions" (Filled and signed copy)		
19	of "Annexure F- Declaration of Acceptance of Scope of Work" (Filled and signed copy)		
20	Annexure G-Scanned copy of "Power of Attorney"		Scanned copy of the document should be uploaded in e-procurement portals:
21	Annexure-H-Integrity Pact		
22	Annexure I-Track Record for Past Experience (Filled and signed copy)		
23	Annexure J- Escalation Matrix (Filled and signed copy)		
24	Other Supporting Document		
25	Original copy of following documents should be submitted at OGB Head Office before scheduled date either by hand or by post or by courier. Demand Draft towards Bid Cost. Earnest Money Deposit in the form of Demand Draft. Power of Attorney as per Annexure G. Integrity Pact as per Annexure- H.		
Commercial Bid -Annexure- M (to be filled online only).			

Bidder must comply with all above-mentioned criteria. Non-compliance of any of the criteria for the category bidder has selected, will entail rejection of the offer summarily. **Photocopies of relevant documents / certificates should be uploaded as proof in support of the claims made.** BANK reserves the right to verify /evaluate the claims made by the vendor independently. Any decision of BANK in this regard shall be final, conclusive and binding upon the bidder.

1. In case of business transfer where Bidder has acquired a Business from an entity ("Seller"), work experience credentials of the Seller in relation to the acquired Business may be considered.
2. Bidders need to ensure compliance with all the eligibility criteria points.
3. In case of corporate acquisition, split of a company, certificate of incorporation, financial statements, credentials prior to such restructuring could be furnished
4. Scheduled Bank also include Regional Rural Bank and Co-operative Bank.
5. Scheduled commercial Bank refer to public sector / scheduled commercial Bank in India only.
6. Branches mentioned are per Bank and not cumulative across Bank.
7. The decision of the bank shall be final and binding in this regard. Any deviations will be ground for disqualification.
8. Bank reserve rights to ask any other document for verification purpose.

Section -5 - Instruction to Bidders

A. The Bidding Document

5.1 RFP

RFP shall mean Request for Proposal. Bid, Tender and RFP are used to mean the same.

The Bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding document. Submission of a bid not responsive to the Bidding Document in every respect will be at the Bidders risk and may result in the rejection of its bid without any further reference to the bidder.

5.2 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and OGB will in no case be responsible or liable for those costs.

5.3 Clarifications of Bidding Documents and Pre-bid Meeting

A prospective Bidder requiring any clarification of the Bidding Documents may notify OGB in writing at OGB's address or through email any time prior to the deadline for receiving such queries as mentioned in Section 1.

Bidders should submit the queries only in the format given below:

Sr. No.	Document Reference	Page No	Clause No	Description in RFP	Clarification Sought	Additional Remarks (if any)

Replies to all the clarifications, modifications received through mail and email will be posted on OGB's website. Any modification to the bidding documents which may become necessary shall be made by OGB by issuing an Addendum.

5.4 Amendment of Bidding Documents

1. At any time prior to the deadline for submission of bids, OGB may for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, amend the Bidding Documents.
2. Amendments will be provided in the form of Addenda to the Bidding Documents, which will be posted in OGB's website. Addenda will be binding on Bidders. It will be assumed that the amendments contained in such Addenda had been taken into account by the Bidder in its bid.
3. In order to afford Bidders reasonable time to take the amendment into account in preparing their bids, OGB may, at its discretion, extend the deadline for the submission of bids, in which case, the extended deadline will be posted on OGB's website.
4. From the date of issue, the Addenda to the tender shall be deemed to form an integral part of the RFP.

B. Preparation of Bid

5.5 Bid Price

Prices would be exclusive of all taxes, duties levies, and fees whatsoever. The bidder shall meet the requirements of Goods & Services Tax (GST) as per Government of India.

5.6 Bid Cost and Exemptions

The Bidders can submit the bid response at e-procurement portal of OGB along with non-refundable amount of **Rs.5,900.00 (Rupees Five Thousand Nine Hundred only)**

including GST in form of Demand Draft drawn in favour of “**Odisha Gramya Bank**” payable at Bhubaneswar.

The scanned copy of the Demand Draft to be uploaded in e-Procurement portal and the hard copy of the DD must reach at “General Administration Department, 1st Floor, Odisha Gramya Bank, Head Office, Gandamunda, Khandagiri, Bhubaneswar – 751030” before last date of submission of bid along with other documents.

*Exemption of Bid Cost will be allowed to bidder registered under MSME / NSIC / Udyog Aadhar as Micro & Small Enterprises of service industry under **category relevant** to this RFP and on submission of photo copy of registration certification from relevant authority of Govt. of India. **Bidder should upload scanned copy of required valid certificate in Bank’s e-Procurement portal and need not send any hardcopy.***

5.7 Earnest Money Deposit (EMD) and Exemptions

The Bidder is required to deposit Rs.**50000/- (Rupees Fifty Thousand only)** in Demand Draft issued by a scheduled commercial bank drawn in favour of “**Odisha Gramya Bank**” payable at Bhubaneswar must be submitted **along with the TECHNICAL BID. No interest will be paid on the EMD.**

The scanned copy of the Demand Draft to be uploaded in e-Procurement portal and the hard copy of the DD must reach at “General Administration Department, 1st Floor, Odisha Gramya Bank, Head Office, Gandamunda, Khandagiri, Bhubaneswar – 751030” before last date of submission of bid along with other documents.

*Exemption of EMD will be allowed to bidder registered under MSME / NSIC / Udyog Aadhar as Micro & Small Enterprises of service industry under **category relevant** to this RFP and on submission of photo copy of registration certification from relevant authority of Govt. of India. **Bidder should upload scanned copy of required valid certificate in Bank’s e-Procurement portal and need not send any hardcopy***

5.8 Return of EMD

The EMDs of successful Bidder/s shall be returned / refunded after furnishing Performance Bank Guarantee as required in this RFP.

EMDs furnished by all unsuccessful Bidders will be returned on the expiration of the bid validity / finalization of successful Bidder, whichever is earlier.

5.9 Forfeiture of EMD

The EMD made by the bidder will be forfeited if:

- a) Bidder withdraws its bid before opening of the bids.
- b) Bidder withdraws its bid after opening of the bids but before Notification of Award.
- c) Selected Bidder withdraws its bid / Proposal before furnishing Performance Bank Guarantee.
- d) Bidder violates any of the provisions of the RFP up to submission of Performance Bank Guarantee.
- e) Selected Bidder fails to accept the order within five days from the date of receipt of the order. However, OGB reserves its right to consider at its sole discretion the late acceptance of the order by selected Bidder.
- f) Bidder fails to submit the Performance Bank Guarantee within stipulated period from the date of execution of the contract. In such instance, OGB at its discretion may cancel the order placed on the selected Bidder without giving any notice.

5.10 Period of Validity of Bids

Bids shall remain valid for a period of 180 days after the date of bid opening as mentioned in Section 1 or as may be extended from time to time. OGB reserves the right to reject a bid valid for a period shorter than 180 days as non-responsive, without any correspondence.

5.11 Extension of Period of Validity

In exceptional circumstances, prior to expiry of the bid validity period, OGB may request the Bidders consent to an extension of the validity period. The request and response shall be made in writing. Extension of validity period by the Bidder should be unconditional and irrevocable. The EMD provided shall also be suitably extended. A Bidder may refuse the request without forfeiting the bid Security.

5.12 Format of Bid

Both Technical and Price Bid to be submitted in online mode. Document such as Demand Draft, Power of Attorney and Integrity Pact must reach at OGB in original.

5.13 Signing of Bid

The Bid shall be signed by a person or persons duly authorized to sign on behalf of the Bidder.

All pages of the bid, except for printed instruction manuals and specification sheets shall be initialed by the person or persons signing the bid.

The bid shall contain no interlineations, erasures, or overwriting, except to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

The bid shall be signed by a person or persons duly authorized to bind the bidder to the contract. Such authority shall be either in the form of a written and duly stamped Power of Attorney "**Annexure H**" or a **Board Resolution duly certified by the Company Secretary, which should accompany the Bid.**

C. Submission of Bid

5.14 Bid Submission modes

Bidder to follow following mode of submission of Bid.

1. Original copy of Demand Draft, Power of Attorney and Integrity Pact must be submitted in a closed envelopes with marked as **REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF NON-SECURITY PRINTING PRESS/PRINTERS FOR PRINTING ITEMS**" and should reach on or before Head Office of Odisha Gramya Bank either by post or by courier or in hand on or before last date and time of submission of bid. Bank will not receive any document received after due date and time and bid submitted by said bidder will considered as invalid. Address of delivery: General Administration Department, 1nd Floor, Head Office of Odisha Gramya Bank, Gandamunda, Khandagiri, Bhubaneswar, Odisha – 751030.
2. Signed and scanned copy of all documents must be submitted as part of technical bid in e-procurement portal along with scanned copy of Demand Draft towards Bid Cost, Demand Draft towards EMD, Integrity Pact and Power of Attorney, on or before last date of submission of bid. Hardcopies of technical bid documents should not be sent to Head Office except for Demand Draft towards Bid Cost, Demand Draft towards EMD, Integrity Pact and Power of Attorney.
3. Commercial bids must be submitted as part of commercial bid in e-procurement portal only. No hardcopy of the same should be sent to Head Office. Scanned copy of commercial bid must not be uploaded in technical bid.

5.16 Bid Content:**1) Technical Bid**

Sl.	Eligibility Criteria	Supporting Documents
1	Printer should be Proprietary, Partnership or Limited Company.	The Certificate of Incorporation issued by the Registrar of Companies along with copies of Memorandum and Articles of Association/ partnership deed (in case of Partnership Firm) are to be uploaded along with technical bid. (Documentary proof should be attached).
2	The annual turnover average for last 3 financial years should not be less than Rs.30.00 lacs. The bidder should have made profit in any one of the three financial years i.e. 2018-19, 2019-20 and 2020-21.	Bidder should submit Copy of the audited Balance Sheets & Profit & Loss statement for the financial year 2018-19, 2019-20 and 2020-21 and CA Certificate indicating the sales Turnover for the previous financial years mentioned above.
3	Income tax Certificate/IT return	Copy should be uploaded for the Assessment Year 2019-20, 2020-2021 and 21-22.
4	The bidder should not have been blacklisted or de-empaneled due to unsatisfactory service, by Odisha Gramya Bank or in any Head Government / PSU / Banking / Insurance company / RBI / IBA in India within last one year as on date of the RFP.	Bidder to upload the Self Declaration certificate as per format provided in " <u>Annexure-D</u> - Declaration for Clean Track Record" of the RFP along with the technical bid. (Documentary proof should be attached).
5	Declaration from clients for completion of work/satisfactory performance.	Performance Certificate from client for satisfactory completion of work.
6	The Firm must have executed printing works in Banks/Financial Institutions/Public sector undertakings/Govt. departments with last 5years experience in the product offered from publication of the tender.	Scanned copies of original work orders with <u>Annexure-I</u> (Track record for past Experience)
7	The Printers should have their Registered Office and printing Press at either Cuttack or Bhubaneswar.	Please enclose documentary proof.
8	Unit should have been well established in printing for a minimum period of 5 years and should be having the required printing machineries / other facilities for printing jobs.	Please enclose documentary proof.
9	The Solvency certificate should not be more than six months old from the date of publication of tender.	Bankers details: Please enclose solvency certificate minimum worth Rs.5laks

Sl.	Eligibility Criteria	Supporting Documents
10	The bidder is to submit a duly signed Integrity Pact in original	The Integrity Pact is to be executed in non-judicial stamp paper of worth Rs.100/- in conformity to CVC format as per "Annexure-H- Integrity Pact"
11	Demand Draft towards Bid Cost.	Scanned copy of the document should be uploaded in e-procurement portals:
12	Earnest Money Deposit in the form of Demand Draft.	
13	Filled and signed copy of "Annexure A – Bidder's Letter for EMD" (Filled and signed copy)	
14	Annexure B-Bidder Offer Form(Without Price) (Filled and signed copy)	
15	Annexure C - Bidder Information" (to be filled in the online and upload signed copy)	
16	Annexure-D-Declaration for clean track Record(Filled and signed copy)	
17	Annexure-E- Declaration of Acceptance of RFP Terms and Conditions" (Filled and signed copy)	
18	of "Annexure F- Declaration of Acceptance of Scope of Work" (Filled and signed copy)	
19	Annexure G-Scanned copy of "Power of Attorney"	
20	Annexure-H-Integrity Pact	
21	Annexure I-Track Record for Past Experience (Filled and signed copy)	
22	Annexure J- Escalation Matrix (Filled and signed copy)	
23	Other Supporting Document	
24	Original copy of following documents should be submitted at OGB Head Office before scheduled date either by hand or by post or by courier. Demand Draft towards Bid Cost. Earnest Money Deposit in the form of Demand Draft. Power of Attorney as per Annexure G. Integrity Pact as per Annexure- H.	

2) Commercial Bid

Commercial Bid – Annexure -M (to be filled online only)

5.17 Bid Submission

The Bidder should bear all the costs associated with the preparation and submission of their bid and OGB will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

The offers should be made strictly as per the formats enclosed.

No columns of the tender should be left blank. Offers with insufficient/inaccurate information and Offers which do not strictly comply with the stipulations given in this RFP, are liable for rejection.

5.18 Bid Currency

All prices shall be expressed in Indian Rupees (INR) only.

5.19 Bid Language

The bid shall be in English Language.

5.20 Rejection of Bid

The bid is liable to be rejected if the bid document:

1. Does not bear signature of authorized person.
2. Is received through Fax / E-mail.
3. Is received after expiry of the due date and time stipulated for Bid submission.
4. Is incomplete / incorrect.
5. Does not include requisite documents.
6. Is Conditional.
7. Does not conform to the terms and conditions stipulated in this Request for Proposal.
8. Is not submitted through OGB e-Procurement portal.

No bid shall be rejected at the time of bid opening, except for late bids and those that do not conform to bidding terms.

5.21 Deadline for Submission

The last date of submission of bids is given in Section 1. However the last date of submission may be amended by OGB and shall be notified through its website.

5.22 Extension of Deadline for submission of Bid

OGB may, at its discretion, extend this deadline for submission of bids by amending the bidding documents which will be intimated through OGB website, in which case all rights and obligations of OGB and Bidders will thereafter be subject to the deadline as extended.

5.23 Late Bid

Bids received after the scheduled time will not be accepted by the OGB under any circumstances. OGB will not be responsible for any delay due to postal service or any other means.

5.24 Modifications and Withdrawal of Bids

Bids once submitted will be treated, as final and no further correspondence will be entertained on this.

No bid will be modified after the deadline for submission of bids.

5.25 Right to Reject, Accept/Cancel the bid

OGB reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever.

OGB does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the Tender without assigning any reason whatsoever. OGB also reserves the right to re-issue the Tender without the Bidders having the right to object to such re-issue.

5.26 RFP Abandonment

OGB may at its discretion abandon the process of the selection of bidder at any time before notification of award.

5.27 Bid Evaluation Process

The Bid Evaluation will be carried out in 2 stages:

Stage 1 – “Technical bid” i.e. Technical bid will be evaluated. Only those Bidders who have submitted all the required forms and papers and comply with the eligibility and technical criteria will be considered for further evaluation.

Stage 2 – “Commercial bid” of those Bidders who qualify the eligibility and technical criteria will be evaluated further for finalizing the L1 vendor for this rate contract. The Commercial bid submitted will be evaluated for the bidders qualify the eligibility and technical criteria.

5.28 Contacting OGB

From the time of bid opening to the time of Contract award, if any Bidder wishes to contact OGB for seeking any clarification in any matter related to the bid, they should do so in writing by seeking such clarification/s from an authorized person. Any attempt to contact OGB with a view to canvas for a bid or put any pressure on any official of the OGB may entail disqualification of the concerned Bidder and/or its Bid.

Section- 6- Bid Opening

6.1 Opening of Bids

Bids will be opened in 2 stages:

Stage 1 – In the first stage the 'Technical' Bids will be opened.

Stage 2 – "Commercial bids" will be opened for technically qualified bidders for selection of L1 bidder.

6.2 Opening of Eligibility and Technical Bids

OGB will open Technical bid in presence of Bidders representative(s) who choose to be present on the date, time and address mentioned in Section 1 or as amended by OGB from time to time.

The representatives of the Bidders have to produce an authorization letter from the Bidder/ Identity card to represent them at the time of opening of the bids. Only one representative will be allowed to represent each Bidder. In case the Bidder's representatives are not present at the time of opening of bids, the bids will still be opened at the scheduled time at the sole discretion of OGB.

The bidder's representatives who are present shall sign the register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for OGB, the bids shall be opened at the appointed time and place decided by the bank which will be published in our bank website.

6.3 Opening of Commercial Bids

Bank will intimate the date and time of opening of Commercial bids to the bidders satisfying eligibility criteria and Technical requirement of this RFP.

Section-7-Bid Evaluation Process

The Bid Evaluation will be carried out in 2 stages:

Stage 1 – "Technical bid" i.e. Technical bid will be evaluated. Only those Bidders who have submitted all the required forms and papers and comply with the eligibility and technical criteria will be considered for further evaluation.

Bidders qualifying this stage will become eligible for empanelment and vendor will be empanelled for three years.

Stage 2 – "Commercial bid" of only empanelled bidders will be opened in presence of the empanelled bidders or their authorized representatives at the date, time and place to be informed separately through E-mail of those Bidders who qualify the eligibility and technical criteria will be evaluated further for finalizing the L1 vendor for this rate contract.

Price bids of bidders will be evaluated and L1 price bid(s) will be decided from the qualifying price bids of item wise. In case of 2 bidders having equal rate qualify as L1 then the work order will be distributed equally and no other L2 or L3 will be considered. Bank reserve the right to distribute the work amongst the qualifying bidder based on administrative convenience of the Bank.

Stage-3- Successful Evaluated bidder

The bidders with lowest quoted as per "Annexure-M – Commercial Bid" in e-Procurement portal identified will be declared as the successful bidder and will be called L1 bidder for awarding the contract in item wise.

Stage-4-Declaration of Results

The Total Cost of Ownership quoted by all Technically Qualified bidders will be shared on e-Procurement portal and will be visible to only Technically Qualified and Participating Bidders under "Result" Tab.

Section 8- Terms and Conditions

8.1 Notification of Award / Work Order

After selection of the L1 bidder, and after obtaining internal approvals and prior to expiration of the period of Bid validity, OGB will send Notification of Award / work Order to the selected Bidder. The **Empanelment of Non-Security Printing Press/Printers for printing items** of for a period of 3 year from date of release of 1st work Order.

Once the selected Bidder accepts the work order the selected Bidder shall furnish the Performance Bank Guarantee to OGB.

8.2 Acceptance Procedure

- Within 10 days of receipt of Notification of Award/work Order the successful Bidder shall send the acceptance.
- Failure of the successful Bidder to comply with the above requirements shall constitute sufficient grounds for the annulment of the award.
- Upon the successful Bidder accepting the Work Order and **signing the contract agreement (on stamp paper Rs.200/-) and NDA (Non-disclosure Agreement) (on stamp paper Rs.200/-)**, OGB will promptly notify each unsuccessful Bidder and will discharge all remaining EMDs, if any.

8.3 Performance Bank Guarantee

The Successful all bidders shall, within 30 days of receipt of Work Order, submit a Performance Bank Guarantee (PBG) equal to EMD of **Rs.50000/-** (exclusive of taxes), valid for 3 years. Format for Performance Bank Guarantee provided in "**Annexure- K**".

8.4 Taxes and Duties

All taxes, if any, shall be deducted at source as per then prevailing rates at the time of release of payments.

Prices shall be exclusive of all taxes, duties. The bidder should meet the requirements of Goods & Services Tax (GST) of India.

8.5 Confidentiality

The Bidder shall treat the details of the documents as secret and confidential. The Successful Bidder shall execute separate NDA on the lines of the draft provided in the Annexure -L –Non-disclosure agreement hereof.

In the event of disclosure of Confidential Information to a third party in violation of the provisions of this Clause, the defaulting party shall use all reasonable endeavors to assist the supplying party in recovering and preventing such third party from using, selling or otherwise disseminating of such information.

The Parties obligations under this Section shall extend to the non-publicizing of any dispute arising out of this Agreement.

No media release/public announcement or any other reference to the RFP or any program there under shall be made without the written consent of the Bank, by photographic, electronic or other means is strictly prohibited.

The terms of this clause shall continue in full force and effect for a period of three (3) years from the date of disclosure of such Confidential Information.

In the event of termination of this Agreement, upon written request of the disclosing Party, the receiving Party shall immediately return the disclosing Party's Confidential Information, or at the disclosing Party's option destroy any remaining Confidential Information and certify that such destruction has taken place.

8.6 Amendments to the Agreement

Once contract agreement is executed with the Bidder, no amendments or modifications of Agreement and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing.

8.7 Unless it is specifically mentioned in work order, in case of any dispute, the requirements stated in the RFP will be taken as the final requirement.

8.8 Indemnity

The bidder shall indemnify, protect and save OGB and hold OGB harmless from and against all claims, losses, costs, damages, expenses, action suits and other proceedings, (including reasonable attorney fees), relating to or resulting from any act or omission or negligence or misconduct of the bidder and its employees and representatives, breach of the terms and conditions of the agreement or work order, false statement by the bidder, employment claims of employees of the bidder, third party claims arising due to infringement of intellectual property rights, death or personal injury attributable to acts or omission of bidder, violation of statutory and regulatory provisions including labour laws, laws related to information technology and intellectual property rights, breach of confidentiality obligations, breach of warranty.

Indemnity would be limited to court or arbitration awarded damages and shall exclude indirect, consequential and incidental damages and compensation. Bidder shall indemnify OGB, provided OGB promptly notifies the Bidder in writing of such claims and the Bidder shall have the right to undertake the sole defense and control of any such claim.

8.9 Bidder's Liability

The selected Bidder will be liable for all the deliverables.

The Bidder's aggregate liability in connection with obligations undertaken under the work order, regardless of the form or nature of the action giving rise to such liability (whether in contract, tort or otherwise), shall be at actual and limited to the value of the contract/work order.

The Bidder's liability in case of claims against OGB resulting from willful and gross misconduct, or gross negligence, fraud of the Bidder, its employees, contractors and subcontractors, from infringement of patents, trademarks, and copyrights or other Intellectual Property Rights or breach of confidentiality obligations shall be unlimited.

8.10 Obligations of the Bidder

Standard of Performance: The Bidder shall perform the services and carry out their obligations with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment materials and methods. The Bidder shall always act in respect of any matter relating to this RFP or to the services as faithful advisor to OGB and shall at all times support and safeguard OGB's legitimate interests in any dealings with third parties.

Prohibition of Conflicting Activities: The Bidder shall not engage and shall cause their personnel not to engage in any business or professional activities that would come in conflict with the activities assigned to them under the contract.

8.11 Exit option and contract re-negotiation

- a) OGB reserves its right to cancel the order in the event of happening of one or more of the situations as mentioned in the "Order Cancellation" clause.
- b) OGB reserves its right to cancel the contract on event of Amalgamation / Merger of Bank with other entity of bank leading to change of service providers as per requirement of new entity post amalgamation / Merger. In such case Bank is not liable for any payment due to termination of contract.
- c) Notwithstanding the existence of a dispute, and/or the commencement of arbitration proceedings, the Bidder should continue to provide the facilities to OGB at the site.
- d) The Bidder agrees that in the event of cancellation or exit or expiry of the RFP/contract it would extend all necessary support to OGB or its selected vendors as would be required.
- e) OGB reserve its right to re-negotiate with bidder.

8.12 Order Cancellation

OGB reserves its right to cancel the order in the event of one or more of the following situations, that are not occasioned due to reasons solely and directly attributable to OGB alone;

- i. Delay in delivery is beyond the specified period as set out in the Work Order before acceptance of the product; or,
- ii. Serious discrepancy in the quality of product or service expected.
- iii. If a Bidder makes any statement or encloses any form which turns out to be false, incorrect and/or misleading or information submitted by the bidder turns out to be incorrect and/or bidder conceals or suppresses material information.

In case of order cancellation, any payments made by OGB to the Bidder for the particular service would necessarily have to be returned to OGB with interest @ 10% per annum from the date of each such payment. Further the Bidder would also be required to compensate OGB for any direct loss incurred by OGB due to the cancellation of the Work Order and any additional expenditure to be incurred by OGB to appoint any other Bidder. This is after repaying the original amount paid.

8.13 Termination of Contract

For Amalgamation / Merger of Bank: OGB, by written notice sent to Bidder, may terminate the RFP/contract in whole or in part at any time for its convenience giving three months prior notice. The notice of termination may specify that the termination is for convenience the extent to which Bidder's performance under the RFP/contract is terminated and the date upon which such termination become effective. OGB will release any payment applicable till date of termination for services taken, but will not release any payment request raised by vendor for termination for amalgamation or merger of bank as per instruction of GOI.

For Insolvency: OGB at any time may terminate the RFP/contract by giving written notice to Bidder, if Bidder becomes bankrupt or insolvent. In this event, termination will be without compensation to Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to OGB.

For Non-Performance: OGB reserves its right to terminate the RFP/contract in the event of Bidder's repeated failures (say more than 3 occasions in a calendar year to maintain the service level prescribed by OGB).

Notice: In any event of termination, OGB will issue notice to Vendor for a period of 90 days over e-mail / registered mail.

8.14 Effect of Termination

- The Bidder agrees that after completion of the Term or upon earlier termination of the assignment the Bidder shall, if required by OGB, continue to provide facility to OGB at no less favourable terms than those contained in this RFP. In case OGB wants to continue with the Bidder's facility after the completion of this RFP/contract then the Bidder shall offer the same terms to OGB.
- OGB shall make such prorated payment for services rendered by the Bidder and accepted by OGB at the sole discretion of OGB in the event of termination, provided that the Bidder is in compliance with its obligations till such date. However, no payment for "costs incurred, or irrevocably committed to, up to the effective date of such termination" will be admissible. There shall be no termination compensation payable to the Bidder.
- OGB may make payments of undisputed amounts to the Bidder for services rendered till the effective date of termination. Termination shall be without prejudice to any other rights or remedies a party may be entitled to hereunder or at law and shall not affect any accrued rights or liabilities or either party nor the coming into force or continuation in force of any provision hereof which is expressly intended to come into force or continue in force on or after such termination.
- Upon cancellation of contract/completion of period of service, the Bidder should peacefully handover the legal possession of all the assets provided and obtain discharge from OGB. OGB also reserves the right to assign or allot or award the contract to any third party upon cancellation of the availed services.

8.15 Merger and Amalgamation

In the event of any merger or amalgamation:

- The vendor shall not assign to any one, in whole or in part, its obligations to perform under the RFP/contract, except with the Bank's written consent
- If the Bank undergoes a merger, amalgamation, take-over, consolidation, reconstruction, change of ownership etc., this RFP/Contract shall be considered to be assigned to the new entity and such an act shall not affect the rights of the Bank and the Vendor under this RFP.

8.16 Force Majeure

Any failure or delay by bidder or Bank in performance of its obligation, to the extent due to any failure or delay caused by fire, flood, earthquake or similar elements of nature, or acts of God, war, terrorism, riots, civil disorders, rebellions or revolutions, acts of government authorities or other events beyond the reasonable control of non-performing Party, is not a default or a ground for termination. If Force Majeure situation arises the Vendor shall promptly notify Bank in writing of such conditions and the cause thereof.

Unless otherwise agreed by bank in writing, the Vendor shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure vent.

8.17 Corrupt and Fraudulent Practices

- As per Central Vigilance Commission (CVC) directives, it is required that Bidders/ Suppliers / Contractors observe the highest standard of ethics during the procurement and execution of such contracts in pursuance of this policy:
- "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of values to influence the action of an official in the procurement process or in contract execution.
- "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of the Bank and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Bank of the benefits of free and open competition.

- The Bank reserves the right to reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- The Bank reserves the right to declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time, it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- The decision of Bank in determining the above aspects will be final and binding on the all the Bidders. No Bidder shall contact through any means of communication the Bank or any of its employees on any matter relating to its Bid, from the time of Bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Bank, it may do so in writing.
- Any effort/attempt by a Bidder to influence the Bank in its decision on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid and/or blacklisting the Bidder. The Bidder agrees not to hire, solicit or accept solicitation either directly or through a third party from any of the employees of the Bank directly involved in this contract during the period of contract, except as the parties may agree on the case to case basis.
- The selected Bidder shall ensure compliance of CVC guidelines issued or to be issued from time to time for selection of vendor for the scope of work covered in this RFP.

8.18 Resolution of Disputes

- OGB and bidder shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute or differences arising between them under or in connection with the RFP/Contract. If, however, the parties are not able to resolve them,
- Such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996. Where the value of the RFP/Contract is above Rs.1.00 Crore, the arbitral tribunal shall consist of 3 arbitrators, one each to be appointed by OGB and the Bidder. The third Arbitrator shall be chosen by mutual discussion between OGB and the Bidder. Where the value of the RFP/contract is Rs.1.00 Crore and below, the disputes or differences arising shall be referred to the Sole Arbitrator. The Sole Arbitrator should be appointed by mutual consent between OGB and Bidder.
- Arbitration proceedings shall be held at Bhubaneswar, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English;
- The decision of the majority of arbitrators shall be final and binding upon both parties. The cost and expenses of Arbitration proceedings will be paid as determined by the arbitral tribunal. However, the expenses incurred by each party in connection with the preparation, presentation, etc., of its proceedings as also the fees and expenses paid to the arbitrator appointed by such party or on its behalf shall be borne by each party itself; and
- Any appeal will be subject to the exclusive jurisdiction of courts at Bhubaneswar.

8.19 Compliance with Applicable Laws of India

The Bidder confirms to OGB that it complies with all Central , State, Municipal laws and local laws and rules and regulations and shall undertake to observe, adhere to, abide by, comply with and notify OGB about compliance with all laws in force including Information Technology Act 2000, or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and for all purposes of this RFP/Contract, and shall indemnify, keep indemnified, hold harmless, defend and protect OGB and its officers/staff/personnel/representatives/agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.

The Bidder shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc., as may be necessary or required for any of the purposes of this RFP or for the conduct of their own business under any applicable Law, Government

Regulation/Guidelines and shall keep the same valid and in force during the term of this RFP, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate OGB and its employees/officers/staff/personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from and OGB will give notice of any such claim or demand of liability within reasonable time to the Bidder.

8.20 Intellectual Property Rights:

All rights, title and interest of OGB in and to the trade names, trademark, service marks, logos, products, copy rights and other intellectual property rights shall remain the exclusive property of OGB and Bidder shall not be entitled to use the same without the express prior written consent of OGB. Nothing in contract including any discoveries, improvements or inventions made upon with/by the use of the Bidder or its respectively employed resources pursuant to contract shall either vest or shall be construed so that to vest any proprietary rights to the Bidder. Notwithstanding, anything contained in Contract, this clause shall survive indefinitely, even after termination of this Work Order.

8.21 Applicable Law and Jurisdiction

The Agreement shall be governed by and interpreted in accordance with the Indian Law. The jurisdiction and venue of any action with respect to the subject-matter of this Agreement shall be the Courts of Bhubaneswar in India and each of the parties hereto submits itself to the exclusive jurisdiction and venue of such courts for the purpose of any such action.

8.22 No Damage of OGB Property

Bidder shall ensure that there is no loss or damage to the property of OGB while executing the RFP/Contract. In case, it is found that there is any such loss/damage due to direct negligence/non-performance of duty by any personnel, the amount of loss/damage so fixed by OGB shall be recovered from Bidder.

8.23 Limitation of Liability:

The liability of bidder under the scope of this RFP is limited to the value of the relevant order.

8.24 Governing Language

All correspondences and other documents pertaining to this Agreement shall be in English only.

8.25 Addresses for Notices

Following shall be address of OGB and Bidder

OGB address for notice purpose:

The General Manager,

General Administration Department,

Head Office, Odisha Gramya Bank,

Gandamunda, Khandagiri,

Bhubaneswar-751030

Section 9 – Documents & Forms for Technical Bid

Annexure A – Bidder's Letter for EMD

To

The General Manager,
General Administration Department,
Odisha Gramya Bank, Head Office,
AT- Gandamunda, P.O. - Khandagiri
Bhubaneswar – 751030.

SUBJECT: RFP NO. RFP/GAD/NON-SECURITY PRINTING/04/2022, DT.20-06-2022 REQUEST FOR EMPANELMENT OF NON-SECURITY PRINTING PRESS/PRINTERS FOR PRINTING ITEMS

We have enclosed an EMD in the form of Demand Draft No. _____ issued by the branch of the _____ Bank, for the sum of Rs. _____ (Rupees _____). This EMD is as required by clause 5.7 of the Instructions to Bidders of the above referred RFP.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Printed Name:

Designation:

Seal:

Date:

Business Address:

Note: The letter should be attached along with Demand Draft and should be uploaded and sent to Head Office along with Demand Draft.

Annexure B - Bid Offer Form (without Price)**Date:**

(Bidder's Letter Head)

OFFER LETTER

To

The General Manager,
General Administration Department
Odisha Gramya Bank, Head Office,
AT- Gandamunda, P.O. – Khandagiri,
Bhubaneswar – 751030.

Dear Sir,

SUBJECT: RFP NO. RFP/GAD/NON-SECURITY PRINTING/04/2022, DT.20-06-2022 REQUEST FOR EMPANELMENT OF NON-SECURITY PRINTING PRESS/PRINTERS FOR PRINTING ITEMS

We have examined the above referred RFP document. As per the terms and conditions specified in the RFP document, and in accordance with the schedule of prices indicated in the commercial bid and made part of this offer.

We acknowledge having received the following addenda / corrigenda to the RFP document.

Addendum No. / Corrigendum No.	Dated

While submitting this bid, we certify that:

1. Prices have been quoted in INR and are exclusive of applicable Taxes.
2. The prices in the bid have not been disclosed and will not be disclosed to any other bidder of this RFP.
3. We have not induced nor attempted to induce any other bidder to submit or not submit a bid for restricting competition.
4. We agree that the rates / quotes, terms and conditions furnished in this RFP are for OGB.
If our offer is accepted, we undertake, to start the assignment under the scope immediately after receipt of your order. We have taken note of Penalty clauses in the RFP and agree to abide by the same. We also note that OGB reserves the right to cancel the order and order cancellation clause as per terms and condition would be applicable. We understand that for delays not attributable to us or on account of uncontrollable circumstances, penalties will not be levied and that the decision of OGB will be final and binding on us.

We agree to abide by this offer till 180 days from the last date stipulated by OGB for submission of bid, and our offer shall remain binding upon us and may be accepted by OGB any time before the expiry of that period.

Until a formal contract is prepared and executed with the selected bidder, this offer will be binding on us. We also certify that the information/data/particulars furnished in our bid are factually correct. We also accept that in the event of any information / data / particulars are found to be incorrect, OGB will have the right to disqualify /blacklist us and forfeit bid security.

We undertake to comply with the terms and conditions of the bid document. We understand that OGB may reject any or all of the offers without assigning any reason whatsoever.

As security (EMD) for the due performance and observance of the undertaking and obligation of the bid we submit herewith Demand Draft bearing no. _____ dated _____ drawn in favor of "Odisha Gramya Bank" or Bank Guarantee valid for ____days for an amount of Rs.____ (Rs. _____ only) payable at Bhubaneswar.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Company/Firm:

Address

Annexure C - Bidder Information

Details of the Bidder							
1	Name of the Bidder (Prime)						
2	Proprietary / Partnership / Private Limited /LLP/ Public Limited /		Please enclose a copy Certificate of incorporation/ Registration / Partnership deed				
3	Year of Establishment/Details of Incorporation of the Company. (NB: Date of Commencement of Business – In case of Company)		Date:				
			Ref#				
4	Details of Key / Senior Officials / Directors / Technical Officer		Name	Designation	Qualification	Experience	
5	No. of Offices in the state		Please enclose complete list with proof)				
6	Registered Office Address with details(Bhubaneswar or Cuttack)		Address				
			Mobile No.				
			Phone No				
			Email ID				
7	Contact details for correspondence in connection with tender		Address				
			Mobile No.				
			Phone No				
			Email ID				
8	Valid Goods and Service Tax registration no.		(Please enclose copy of Registration Certificate)				
9	Permanent Account Number (PAN)						
10	The Solvency certificate should not be more than six months old from the date of publication of tender.		Bankers details: Please enclose solvency certificate minimum worth Rs.5 lahks				
Financial Details (as per audited Balance Sheets) (in Cr)							
	Year	2018-19	2019-20	2020-21			
11	Net worth						
12	Turn Over						
13	Profit After Tax						

Note: Bidder should attach the scanned copy of document as proof of details provided like GST Registration Certificate, PAN Card, Balance Sheet copies, Certificate of incorporation etc.

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Annexure D - Declaration for Clean Track Record (No black listed)

To

The General Manager,
General Administration Department
Odisha Gramya Bank, Head Office,
AT- Gandamunda, P.O. – Khandagiri,
Bhubaneswar – 751030.

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP document for selection of vendor for **SUBJECT: RFP NO. RFP/GAD/NON-SECURITY PRINTING/04/2022, DT.20/06/2022 REQUEST FOR EMPANELMENT OF NON-SECURITY PRINTING PRESS/PRINTERS FOR PRINTING ITEMS.**

I hereby declare that my company has not been debarred/black listed by any Government / Semi Government / Private organizations in India / abroad. I further certify that I am competent officer and duly authorized by my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Annexure E - Declaration for Acceptance of RFP Terms and Conditions

To

The General Manager,

General Administration Dept,

Odisha Gramya Bank, Head Office,

AT- Gandamunda, P.O. – Khandagiri,

Bhubaneswar – 751030.

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the RFP document for selection of vendor for **SUBJECT: RFP NO. RFP/GAD/NON-SECURITY PRINTING/04/2022, DT.20/06/2022 REQUEST FOR EMPANELMENT OF NON-SECURITY PRINTING PRESS/PRINTERS FOR PRINTING ITEMS.**

I declare that all the provisions of this RFP/Tender Document are acceptable to my company/Firm. I further certify that I am an authorized signatory of my company/Firm and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Annexure F - Declaration for Acceptance of Scope of Work

To

The General Manager,

General Administration Dept,

Odisha Gramya Bank, Head Office,

AT- Gandamunda, P.O. – Khandagiri,

Bhubaneswar – 751030.

Sir,

I have carefully gone through the Scope of Work contained in the RFP document for selection of vendor for **SUBJECT: RFP NO. RFP/GAD/NON-SECURITY PRINTING/04/2022, DT.20/06/2022 REQUEST FOR EMPANELMENT OF NON-SECURITY PRINTING PRESS/PRINTERS FOR PRINTING ITEMS.**

I declare that all the provisions of this RFP / Tender Document are acceptable to my company/Firm. I further certify that I am an authorized signatory of my company/Firm and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Annexure G - Format Power of Attorney

(On Stamp paper of relevant value)

Know all men by the present, we _____ (name of the company/Firm and address of the registered office) do hereby appoint and authorize _____ (full name and residential address) who is presently employed with us holding the position of _____ as our attorney, to do in our name and on our behalf, deed and things necessary in connection with or incidental to our proposal for **SUBJECT: RFP NO. RFP/GAD/NON-SECURITY PRINTING/04/2022, DT.XX/XX/2022 REQUEST FOR EMPANELMENT OF NON-SECURITY PRINTING PRESS/PRINTERS FOR PRINTING ITEMS.**

In response to the RFP by OGB, including signing and submission of all the documents and providing information/responses to OGB in all the matter in connection with our bid. We hereby agree to ratify all deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

Dated this _____ day of _____ 2022.

For _____.

Accepted

(Signature)

(Name Designation)

Date:

Business Address:

Annexure H - Integrity Pact

(On Stamp Paper of Rs. 100.00)

Preamble

This Agreement (hereinafter called the Integrity Pact) is made on this the _____ day of _____ (month) 20____, between, on one hand, **Odisha Gramya Bank** acting through Shri _____, _____, (designation of the officer) of Odisha Gramya Bank, a Regional Rural Bank and an enterprise of the Government of India constituted under the Regional Rural Banks Act 1976 (21 of 1976) hereinafter called the "BUYER", which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the First Part

And

M/s _____, a Company incorporated under the Companies Act, or a Partnership Firm registered under the Indian Partnership Act, 1932 or the Limited Liability Partnership Act, 2008 represented by Shri. _____, Chief Executive Officer/ all the Partners including the Managing Partner (hereinafter called the " BIDDER/Seller" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the BUYER proposes to procure _____ (Name of the Stores/Equipment / Item / Services) and the BIDDER/Seller is desirous of offering / has offered the stores/Equipment / Item / Services and

WHEREAS the BIDDER is a private company/public company / Government undertaking / partnership / LLP / registered export agency and is the original manufacturer / Integrator / authorized / Government sponsored export entity of the stores / equipment / item or Service Provider in respect of services constituted in accordance with the relevant law in the matter and the buyer is a Regional Rural Bank and a Government Undertaking as such.

WHEREAS the BUYER has floated a tender / RFP (Tender / RFP No.: _____) hereinafter referred to as "Tender / LTE / RFP" and intends to award, under laid down organizational procedures, contract/s purchase order / work order for (name of contract/order) or items covered under the tender hereinafter referred to as the "Contract".

AND WHEREAS the BUYER values full compliance with all relevant laws of the land, rules, bye- laws, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS, in order to achieve these goals, the BUYER has appointed Independent External Monitors (IEM), to monitor the tender process and the execution of the Contract for compliance with the Principles as laid down in this Agreement.

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Pact or "Pact", the terms and conditions of which shall also be read as Integral part and parcel of the Tender documents and Contract between the parties.

NOW, THEREFORE in, consideration of mutual covenants contained in this Pact, to avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings, the parties hereby agree as follows and this Pact witnesses as under:

The contract is to be entered into with a view to:-

Enabling the BUYER to procure the desired said stores/equipment/item/Services 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

Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any and all forms, by its officials by following transparent procedures.

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

Article 1: Commitments of the BUYER

- 1.1 The BUYER undertakes that no official/ employee of the BUYER, connected directly or indirectly with the contract, will demand, take a 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, either for themselves or for any person, organization or third party whether or not related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.
- 1.2 The BUYER will, during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same- information and will not provide any such information to any particular BIDDER which could afford an undue and unfair advantage to that particular BIDDER in comparison to other BIDDERS. The BUYER will ensure to provide level playing field to all BIDDERS alike.
- 1.3 All the officials of the BUYER will report to the appropriate Government office any attempted breach(es) or breaches per se of the above commitments as well as any substantial suspicion of such a breach.
- 1.4. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with 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.

Article 2: Commitments of the BIDDER

2. The BIDDER 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:-

- 2.1 The BIDDER 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 of any kind to any official(s)/employee(s)/persons related to such Official(s) / employees 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.
- 2.2 The BIDDER 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 of any kind to any official of the BUYER or otherwise in procuring the Contract or forbearing 'to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Bank for showing or forbearing to show favor or disfavor to any person in relation to the contract or any other contract with the Bank.
- 2.3 The BIDDER shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.
- 2.4 The BIDDER shall disclose the payments to be made by them- to agents/brokers or any other intermediary, in connection with this bid/contract.
- 2.5 The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer / integrator / authorized / government sponsored export entity of the stores/equipment/item/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 award the contract to the BIDDER, 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.
- 2.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments 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.
- 2.7 The BIDDER 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.
- 2.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 2.9 The BIDDER shall not use improperly, for purposes 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 proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes

to exercise due and adequate care to avoid unauthorized disclosure of such information.

- 2.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 2.11 The BIDDER undertakes not to instigate directly or indirectly any third person to commit any of the actions mentioned above.
- 2.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the- BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender. The term 'relative' for this purpose would be as defined and prescribed under Section 6 of the Companies Act 1956 and as defined and prescribed under Section 2(77) of the Companies Act 2013 and the relevant Rules made there under.
- 2.13 The BIDDER 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.

Article 3: Disqualification from tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Article 2 above or in any other form such as to put his reliability or credibility in question, the BUYER is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process & exclude him from future business dealings as per the existing provisions of GFR, 2017, PC ACT 1988, etc. or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings" and any other Financial Rules/Guidelines applicable to the BUYER. Copy of the "Guidelines on Banning of business dealings" is annexed and marked as Annexure-"B".

Article 4: Compensation for Damages

- 4.1 If the BUYER has disqualified the Bidder(s) from the tender process prior to the award according to Article 3, the BUYER is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
- 4.2 If the BUYER has terminated the contract according to Article 3, or if the BUYER is entitled to be terminate the contract according to Article 3, the BUYER shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Article 5 - Equal Treatment of all Bidders/Contractors/Subcontractors

- 5.1 Bidder(s) /Contractor(s) undertake(s) to demand from all subcontractors a signed commitment in conformity with this Integrity Pact, and to submit it to the BUYER before contract signing.
- 5.2 The Principal Contractor shall take the responsibility of the adoption of IP by the sub-contractors. It is to be ensured that all sub-contractors also sign the IP.

- 5.3 In case of a Joint Venture, all the partners of the Joint Venture should sign the Integrity pact.
- 5.4 The BUYER will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- 5.5 The BUYER will disqualify those Bidders from the Tender process, who do not submit, the duly signed Pact, between the BUYER and the bidder, along with the Tender or violate its provisions at any stage of the Tender process.

Article 6: Previous Transgression

- 6.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other Company/ PSU/ Nationalized Bank/Regional Rural Bank in any country in respect of any corrupt practices envisaged hereunder or with any Nationalized Bank/Regional rural Bank/ Public Sector Enterprise in India or any "Government Department in India that could justify BIDDER's exclusion from the tender process.
- 6.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER is liable to be disqualified from the tender process or the contract, if already awarded, is liable to be terminated for such reason.
- 6.3 The imposition and duration of the exclusion of the BIDDER will be determined by the BUYER based on the severity of transgression.
- 6.4 The Bidder/Contractor acknowledges and undertakes to respect and uphold the BUYER's absolute right to resort to and impose such exclusion.
- 6.5 Apart from the above, the BUYER may take action for banning of business dealings/holiday listing of the Bidder/Contractor as deemed fit by the BUYER.
- 6.6 If the Bidder/Contractor can prove that he has resorted/recouped the damage caused by him and has implemented a suitable corruption prevention system, the BUYER may, at its own discretion, as per laid down organizational procedures, revoke the exclusion prematurely.

Article 7: Criminal charges against violation by Bidder(s) / Contractor(s) / Sub contractor(s)

If the BUYER acquires knowledge of conduct of a Bidder/Contractor, or of an employee or a representative or an associate of a Bidder/Contractor which constitutes corruption within the meaning of Prevention of Corruption Act, or if the BUYER has substantive suspicion in this regard, the BUYER will inform the same to the Chief Vigilance Officer.

Article 8: Earnest Money (Security Deposit)

- 8.1 While submitting commercial bid, the BIDDER shall deposit an amount of Rs..... (to be specified in NIT/LTE/RFP) as Earnest Money/security deposit with the BUYER through any of the following instruments:

- (i) Bank Draft or a Pay Order in favour of
- (ii) A confirmed guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reason whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof for payment.
- (iii) Any other mode or through any other instrument [to be specified in the NIT/LTE/RFP].

8.2 The Earnest Money/Security Deposit shall be valid upto the complete conclusion of the contractual obligations for the complete satisfaction of both the BIDDER and the BUYER or upto the warranty period, whichever is later.

8.3 In case of the successful BIDDER, 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.

8.4 No interest shall be payable by the BUYER to the- BIDDER on Earnest Money/Security Deposit for the period of its currency.

Article 9: Sanction for Violations

9.1 Any breach of the aforesaid provisions by the BIDDER or anyone employed by it or acting on its behalf [whether with or without the knowledge of the BIDDER] shall entitle the BUYER to take all or anyone of the following actions, wherever required;-

- i. To immediately call off the pre-contract negotiations/ proceedings with such Bidder without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER[s] would continue.
- ii. The Earnest Money Deposit [in pre-contract stage] and/or Security Deposit/Performance Bond [after the contract is signed] shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason there for.
- iii. To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- iv. To encash the advance bank guarantee and performance guarantee/ bond/ warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER along with interest.
- v. To cancel all or any other Contracts with the- BIDDER, the BIDDER 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.
- vi. To debar the- BIDDER from participating in future bidding processes of- the Bank for a minimum period of five years, which may be further extended at the discretion of the BUYER.
- vii. To recover all sums paid in violation of this Pact by BIDDER[s] to any middleman or agent or broker with a view to-securing the contract.
- viii. In cases where irrevocable Letters of Credit have been received in respect of any-contract signed by the BUYER with the BIDDER, the same shall not be opened.

9.2 The BUYER will be entitled to take all or any of the actions mentioned at paragraph 9.1[i] to [viii] of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf [whether with or without knowledge of the

BIDDER], of an offence as defined in Chapter IX of Indian Penal Code, 1860 or Prevention of Corruption Act, 1988 as amended from time to time or any other statute enacted for prevention of corruption.

- 9.3 The decision of the BUYER to the effect that a breach of the Provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor[s] appointed for the purposes of this Pact.

Article 10: Independent External Monitors

- 10.1 The BUYER has appointed Independent External Monitors [hereinafter referred to as monitors] for this Pact in consultation with the Central Vigilance Commission (CVC) Government of India.
- 10.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligation under this Pact.
- 10.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.
- 10.4 Both the parties accept that the Monitors have the right to access all the document relating to the project/procurement, including minutes of meetings. The same is applicable to Subcontractors of the Bidder. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s) /Subcontractor(s) with confidentiality.
- 10.5 As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the BUYER and request the Management to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non - binding recommendations.
- 10.6 The BIDDER accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to its project documentation. The same is applicable to Subcontractors also which the BIDDER shall note.
- 10.7 The BUYER will provide to the Monitor 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 will offer to the Monitor the option to participate in such meetings.
Note: However, the documents /records/information having National Security implications and those documents which have been classified as Secret/Top Secret are not to be disclosed.
- 10.8 For ensuring the desired transparency and objectivity in dealing with the complaints arising out of any tendering process or during execution of contract, the matter should be examined by the Monitor, who would look into the records, conduct an investigation, and submit their joint recommendations to the Management. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

The advice of the Monitor is restricted to resolving issues raised by a bidder regarding any aspect of the tender which allegedly restricts competition or bias towards some bidders.

- 10.9 The Monitor is expected to submit a written report to the designated Authority of BUYER within 30 days from the date of reference or intimation to him by the BUYER/BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.
- 10.10. The Monitor would examine all complaints received by them and give their recommendations/views to the Chairman, Odisha Gramya Bank at the earliest. They may also send their report directly to the CVO in case of suspicion of serious irregularities requiring legal/administrative action. Only in case of very serious issue having a specific, verifiable vigilance angle, the matter should be reported directly to the Chief Vigilance Commission.
- 10.11. The word 'Monitor' would include both singular and plural.
- 10.12. In the event of any dispute between the management and the contractor relating to those contracts where Integrity Pact is applicable, in case, both the parties are agreeable, they may try to settle dispute through mediation of the Monitor in a time bound manner. If required, the organizations may adopt any mediation rules for this purpose. In case, the dispute remains unresolved even after mediation by the Monitor, the organization may take further action as per the terms & conditions of the contract. However, not more than five meetings shall be held for a particular dispute resolution. The fees/expenses on dispute resolution shall be equally shared by both the parties.

Article 11: 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 and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

Article 12: Law and Place of Jurisdiction

This Pact is subject to Indian Laws. The place of performance and jurisdiction is as notified by the BUYER.

Article 13: 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 extant laws in force relating to any civil or criminal proceedings.

Article 14: Validity

- 14.1 Integrity Pact, in respect of a particular contract, shall be operative from the date IP is signed by both the BUYER and the BIDDER/Seller, till the completion of contract, including warranty period, whichever is later. After award of work, the Monitor shall look into any issue relating to execution of contract, if specifically raised before them. However, the Monitor may suggest systemic improvements

to the management of the organization concerned, if considered necessary, to bring about transparency, equity and fairness in the system of procurement.

In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

- 14.2 Should 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.

Article 15: Code of Conduct

Bidders are also advised to- have a Code of Conduct clearly rejecting the use of bribes and other unethical behavior and a compliance program for the implementation of the code of conduct throughout the company.

Article 16: Examination of Books of Accounts

In case of any allegation of, violation of any provisions of this Integrity Pact or Payment of commission, the Buyer or its agencies shall be entitled to examine the Books of Accounts of the Bidder and the Bidder shall provide necessary information of the relevant financial documents in English and shall extend all possible help for the purpose of such examination.

Article 17: Legal and Prior Rights

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Pact will have precedence over the Tender/Contract documents with regard to any of the provisions covered under this Pact.

Article 18: Other Provisions

This Pact is subject to Indian laws. The place of performance and jurisdiction is the Head Office/Head Quarters of the Division of the BUYER or as otherwise notified by the BUYER, who has floated the Tender.

- 18.1 Changes and supplements, if any, need to be necessarily made in writing and signed by the duly authorized representatives of the Bidder and the Buyer. It is clarified that there are no parallel/ Side agreements in this regard and that the present Agreement forms the full and complete agreement as regards the subject matter contained herein.
- 18.2 If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by Board resolution.
- 18.3 Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

18.4 Any dispute or difference arising between the parties with regard to the terms of this Agreement/Pact', any action taken by the BUYER in accordance with this Agreement/Pact or interpretation thereof shall not be subject to arbitration.

18.5 The Integrity pact shall be deemed to form a part of contract and parties shall be bound by it's provision.

18.6 Issues like warranty/guarantee etc. should be outside the purview of Monitor.

BUYER	BIDDER
Name of the Officer	Name of the Officer
Designation	Designation
Odisha Gramya Bank	Bidder's Company Name
Witness	Witness
1. _	1. _
2. _	2. _

Annexure I- Track Record for Past Experience

SUBJECT: RFP NO. RFP/GAD/NON-SECURITY PRINTING/04/2022, DT.20/06/2022 REQUEST FOR EMPANELMENT OF NON-SECURITY PRINTING PRESS/PRINTERS FOR PRINTING ITEMS.

Name of the Printer_____

S.No.	Name of the client	Contact Person's	Telephone No.	Address
1				
2				
3				
4				
5				

(Enclose necessary documentary proof)
Date:

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Annexure J– Escalation Matrix

SUBJECT: RFP NO. RFP/GAD/NON-SECURITY PRINTING/04/2022, DT.20/06/2022 REQUEST FOR EMPANELMENT OF NON-SECURITY PRINTING PRESS/PRINTERS FOR PRINTING ITEMS.

Name of the printer:

SL.No.	Name	Designation	Phone No.	Mobile No.	Email address

(Enclose necessary documentary Proof)

Date:

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Section 10 – Documents to be executed by selected bidder / vendor

Annexure-K- Performance Bank Guarantee

(BANK GUARANTEE)

Date

Beneficiary: ODISHA GRAMYA BANK

Odisha Gramya Bank, Head Office,

AT- Gandamunda, P.O. - Khandagiri

Bhubaneswar – 751030.

Performance Bank Guarantee No:

We have been informed that----- (hereinafter called "the Contractor") has received the work order no. "-----" dated ----- issued by Odisha Gramya Bank (OGB), for ----- (hereinafter called "the work Order").

Furthermore, we understand that, according to the conditions of the Work order, a Performance Bank Guarantee is required to be submitted by the Contractor to OGB.

At the request of the Contractor, We -----(name of the Bank , the details of its incorporation) having its registered office at ----- and, for the purposes of this Guarantee and place where claims are payable, acting through its ---- branch presently situated at ----- (hereinafter referred to as "Bank" which term shall mean and include, unless repugnant to the context or meaning thereof, its successors and permitted assigns), hereby irrevocably undertake to pay you without any demur or objection any sum(s) not exceeding in total an amount of Rs.----- (in figures) (Rupees----- (in words)----- only) upon receipt by us of your first demand in writing declaring the Contractor to be in default under the Work order, without caveat or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

Please note that you may, if you so require, independently seek confirmation with - (Bank Name & Issuing branch address) -----, that this Bank Guarantee has been duly and validly issued.

Notwithstanding anything contained in the foregoing:

The liability of ----- (Bank), under this Bank Guarantee is restricted to a maximum total amount of Rs. ----- (Amount in figures and words).

This bank guarantee is valid upto -----.

The liability of ----- (Bank), under this Bank Guarantee is finally discharged if no claim is made on behalf of OGB within twelve months from the date of the expiry of the validity period of this Bank Guarantee.

Our liability pursuant to this Bank Guarantee is conditional upon the receipt of a valid and duly executed written claim or demand, by ----- (Bank)-----
----- (Address), delivered by hand, courier or registered post, or by fax prior to close of banking business hours on ----- (date should be one year from the date of expiry of guarantee) failing which all rights under this Bank Guarantee shall be forfeited and ----- (Bank), shall stand absolutely and unequivocally discharged of all of its obligations hereunder.

This Bank Guarantee shall be governed by and construed in accordance with the laws of India and competent courts in the city of Bhubaneswar shall have exclusive jurisdiction.

Kindly return the original of this Bank Guarantee to -----
----- (Bank & Its Address), upon

(a) its discharge by payment of claims aggregating to Rs. ----- (Amount in figures & words);

(b) Fulfillment of the purpose for which this Bank Guarantee was issued;

(c) Or, Claim Expiry

Annexure L- Non-Disclosure Agreement (On Stamp Paper of Rs. 200.00)

This Agreement is made and entered on this ----- day of -----, 2022 ("Effective Date") between

Odisha Gramya Bank, a body corporate constituted under Regional Rural Bank Act- 1976, having its Administrative Office at **Gandamunda, Khandagiri, Bhubaneswar – 751030**, hereinafter called the (Hereinafter referred to as "**OGB**", which expression shall mean and include unless repugnant to the context, its successors and permitted assigns) ;

AND

_____, a company registered in _____ and having its registered office at _____ (Hereinafter referred to as "-----", which expression shall mean and include unless repugnant to the context, its successors and permitted assigns).

The term "Disclosing Party" refers to the party disclosing the confidential information to the other party of this Agreement and the term "Receiving Party" means the party to this Agreement which is receiving the confidential information from the Disclosing Party.

OGB and ----- shall hereinafter be jointly referred to as the "Parties" and individually as a "Party".

NOW THEREFORE

In consideration of the mutual protection of information herein by the parties hereto and such additional promises and understandings as are hereinafter set forth, the parties agree as follows:

Article 1: Purpose

The purpose of this Agreement is to maintain in confidence the various Confidential Information, which is provided between OGB and ----- to perform the considerations (hereinafter called "Purpose") set forth in below:

(STATE THE PURPOSE)

Article 2: DEFINITION

For purposes of this Agreement, "Confidential Information" means the terms and conditions, and with respect to either party, any and all information in written, representational, electronic, verbal or other form relating directly or indirectly to the Purpose (including, but not limited to, information identified as being proprietary and/or confidential or pertaining to, pricing, marketing plans or strategy, volumes, services rendered, customers and suppliers lists, financial or technical or service matters or data, employee/agent/ consultant/officer/director related personal or sensitive data and any information which might reasonably be presumed to be proprietary or confidential in nature) excluding any such information which (i) is known to the public (through no act or omission of the Receiving Party in violation of this Agreement); (ii) is lawfully acquired by the Receiving Party from an independent source having no obligation to maintain the confidentiality of such information; (iii) was known to the Receiving Party prior to its disclosure under this Agreement; (iv) was or is independently developed by the Receiving Party without breach of this Agreement; or (v) is required to be disclosed by governmental or judicial order, in which case Receiving Party shall give the Disclosing Party prompt written notice, where possible, and use reasonable efforts to ensure that such disclosure is accorded confidential treatment and also to enable the Disclosing Party to seek a protective order or other appropriate remedy at Disclosing Party's sole costs. Confidential Information disclosed orally shall only be considered Confidential Information if: (i)

identified as confidential, proprietary or the like at the time of disclosure, and (ii) confirmed in writing within Seven (7) days of disclosure.

Article 3: NO LICENSES

This Agreement does not obligate either party to disclose any particular proprietary information; to purchase, sell, license, transfer, or otherwise dispose of any technology, services, or products; or to enter into any other form of business, contract or arrangement. Furthermore, nothing contained hereunder shall be construed as creating, conveying, transferring, granting or conferring by one party on the other party any rights, license or authority in or to the Confidential Information disclosed under this Agreement.

Article 4: DISCLOSURE

1. Receiving Party agrees and undertakes that it shall not, without first obtaining the written consent of the Disclosing Party, disclose or make available to any person, reproduce or transmit in any manner, or use (directly or indirectly) for its own benefit or the benefit of others, any Confidential Information save and except both parties may disclose any Confidential Information to their Affiliates, directors, officers, employees or advisors of their own or of Affiliates on a "need to know" basis to enable them to evaluate such Confidential Information in connection with the negotiation of the possible business relationship; provided that such persons have been informed of, and agree to be bound by obligations which are at least as strict as the recipient's obligations hereunder. For the purpose of this Agreement, Affiliates shall mean, with respect to any party, any other person directly or indirectly Controlling, Controlled by, or under direct or indirect common Control with, such party. "Control", "Controlled" or "Controlling" shall mean, with respect to any person, any circumstance in which such person is controlled by another person by virtue of the latter person controlling the composition of the Board of Directors or owning the largest or controlling percentage of the voting securities of such person or by way of contractual relationship or otherwise.
2. The Receiving Party shall use the same degree of care and protection to protect the Confidential Information received by it from the Disclosing Party as it uses to protect its own Confidential Information of a like nature, and in no event such degree of care and protection shall be of less than a reasonable degree of care.
3. The Disclosing Party shall not be in any way responsible for any decisions or commitments made by Receiving Party in relying on the Disclosing Party's Confidential Information.

Article 5: RETURN OR DESTRUCTION OF CONFIDENTIAL INFORMATION

The parties agree that upon termination of this Agreement or at any time during its currency, at the request of the Disclosing Party, the Receiving Party shall promptly deliver to the Disclosing Party the Confidential Information and copies thereof in its possession or under its direct or indirect control, and shall destroy all memoranda, notes and other writings prepared by the Receiving Party or its Affiliates or directors, officers, employees or advisors based on the Confidential Information and promptly certify such destruction.

Article 6: INDEPENDENT DEVELOPMENT AND RESIDUALS

Both parties acknowledge that the Confidential Information coming to the knowledge of the other may relate to and/or have implications regarding the future strategies, plans, business activities, methods, processes and or information of the parties, which afford them certain competitive and strategic advantage. Accordingly, nothing in this Agreement will prohibit the Receiving Party from developing or having developed for it products, concepts, systems or techniques that are similar to or compete with the products, concepts, systems or techniques contemplated by or embodied in the Confidential Information provided that the Receiving Party does not violate any of its obligations under this Agreement in connection with such development.

Article 7: INJUNCTIVE RELIEF

The parties hereto acknowledge and agree that in the event of a breach or threatened breach by the other of the provisions of this Agreement, the party not in breach will have no adequate remedy in money or damages and accordingly the party not in breach shall be entitled to injunctive relief against such breach or threatened breach by the party in breach.

Article 8: NON-WAIVER

No failure or delay by either party in exercising or enforcing any right, remedy or power hereunder shall operate as a waiver thereof, nor shall any single or partial exercise or enforcement of any right, remedy or power preclude any further exercise or enforcement thereof or the exercise of enforcement of any other right, remedy or power.

Article 9: DISPUTE RESOLUTION

If any dispute arises between the parties hereto during the subsistence or thereafter, in connection with or arising out of this Agreement, the dispute shall be referred to arbitration under the Indian Arbitration and Conciliation Act, 1996 by a sole arbitrator mutually agreed upon. In the 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 nominate a presiding arbitrator, before commencing the arbitration proceedings. Arbitration shall be held in Bhubaneswar, India. The proceedings of arbitration shall be in the English language. The arbitrator's award shall be final and binding on the parties.

Article 10: GOVERNING LAW AND JURISDICTION

This Agreement shall be governed exclusively by the laws of India and jurisdiction shall be vested exclusively in the courts at Bhubaneswar in India.

Article 11: NON-ASSIGNMENT

This Agreement shall not be amended, modified, assigned or transferred by either party without the prior written consent of the other party.

Article 12: TERM

This Agreement shall remain valid from the effective date until the termination of this Agreement. The obligations of each Party hereunder will continue and be binding irrespective of whether the termination of this Agreement for a period of three (3) years after the termination of this Agreement.

Article 13: INTELLECTUAL PROPERTY RIGHTS

Neither Party will use or permit the use of the other Party's names, logos, trademarks or other identifying data, or infringe Patent, Copyrights or otherwise discuss or make reference to such other Party in any notices to third Parties, any promotional or marketing material or in any press release or other public announcement or advertisement, however characterized, without such other Party's prior written consent.

Article 14: GENERAL

1. Nothing in this Agreement is intended to confer any rights/remedies under or by reason of this Agreement on any third party.
2. This Agreement and the confidentiality obligations of the Parties under this Agreement supersedes all prior discussions and writings with respect to the Confidential Information

and constitutes the entire Agreement between the parties with respect to the subject matter hereof. If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken from this Agreement.

3. Any breach of any provision of this Agreement by a party hereto shall not affect the other party's non-disclosure and non-use obligations under this Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement by their duly authorized representatives as of the Effective Date written above.

ODISHA GRAMYA BANK	TYPE COMPANY NAME
By:	By:
Name:	Name:
Designation:	Designation:

Witness 1:

Witness 2:

Section 11 - Format for Commercial Bid (Online mode only)

Annexure M- Commercial Bid

SL	Name of the Form/Registers	Specification	Paper Specification	GSM	Per Pad/Set/No. /Book	Qnt	Rate excluding GST (In Rs.)	Total Amount in Rs. (Excluding GST)
1	1 st Notice for Business/Agril./Jewel/ Small loan F-72	Book size 10 x 17 cm (50 sheet), Sewa/JKpaper + 50 sheet MB colour paper) perforation with cover and binding.	Sewa/JKwhite paper, MB colour paper/Sewa/JK white paper	75 & 54	Per Pad	1	-	-
2	2 column Register	Register size 32 x 20.5 cm, 100 pages with hard board cloth & marvel binding	MB Ledger	80	Per No.	1	-	-
3	2nd Notice for Business/Agril./Jewel/ Small loan F-73	Book size 10 x 17 cm (50 sheet), Sewa/JKpaper + 50 sheet MB colour paper) perforation with cover and binding.	Sewa/JKwhite paper, MB colour paper/Sewa/J Kwhite paper	75 & 54	Per Pad	1	-	-
4	3 Column Register	Register size 32 x 20.5 cm, 100 pages with hard board cloth & marvel binding	MB Ledger	80	Per No.	1	-	-
5	3 rd Notice for Agril/Business/small loan F-74	Book size 22 x 13 cm (50 sheet), Sewa/JKpaper + 50 sheet MB colour paper) perforation with cover and binding.	Sewa/JKwhite paper, MB colour paper/Sewa/J Kwhite paper	75 & 54	Per pad	1	-	-
6	3 rd Notice for Jewel loan (F-145-C)	Book size 22 x 13 cm (50 sheet), Sewa/JKpaper + 50 sheet MB colour paper) perforation with cover and binding.	Sewa/JKwhite paper, MB colour paper/Sewa/J Kwhite paper	75 & 54	Per pad	1	-	-
7	3 rd Party Memo Pad	Pad size 22 x 27.5 cm, single colour printing, Excel bond paper 50 sheets + colour paper 50 sheets Board binding, per pad 50+50=100 sheets	Excel Bond & MB Colour	80 & 54	One pad	1	-	-

8	3 rd Party Letter Pad	Pad size 22 x 27.5 cm, single colour printing, Excel bond paper 50 sheets + colour paper 50 sheets Board binding, per pad 50+50=100 sheets	Excel Bond & MB Colour	80 & 54	One pad	1	-	-
9	Access Register for safe deposit locker	Register size 28.5 x 21.5 cm, 50 sheet 100 pages printing with hard board, cloth & marvel binding.	MB ledger	80	Per piece	1	-	-
10	Agreement of Term Loan Hypothecation (F-407)	Form size 28.5 x 21.5 cm, 3 sheets 5 pages printing with pasting, one bundle 25 sets	MB Ledger paper	80	Per set	1	-	-
11	Application for loan against security of NSC/KVP/LIC etc F-303	Form size 32 x 20.5 cm, 1 sheet 1 page printing, one pad 100 sheets	Sewa/JKwhite paper	75	1 Pad	1	-	-
12	Application for loan against security of gold jewellery for (Agril.)	Form size 28.5 x 21.5 cm, 1 sheet 2 pages printing, one pad contain 100 sheets	MB Ledger paper	80	1 Pad	1	-	-
13	Application for loan against LIC Policy (LIC-01)	Form size 32 x 20.5 cm, 1 sheet 1 page printing, one pad 100 sheets	Sewa/JKwhite paper	75	1 Pad	1	-	-
14	Application for loan under easy money scheme	Form size 28.5 x 20.5 cm, 1 sheet 2 pages printing, one pad contain 100 sheets	Sewa/JKwhite paper	75	1 Pad	1	-	-
15	Application for Loan/limit/letter of guarantee against security of term deposits/Demand Loan Application (F-291)	Form size 32 x 20.5 cm, 1 sheet 2 pages printing, each pad 100 sheets	Sewa/JKwhite paper	75	1 Pad	1	-	-
16	Application for Mortgage Loan	Form size 28.5 x 21.5 cm, 1 sheet 2 pages printing, each pad contain 100 sheets	MB Ledger paper	80	1 Pad	1	-	-

17	Application for Renewal of Cash Credit Account	Form size 28.5 x 21.5 cm, 1 sheet 1 page printing, one pad contain 100 sheets	Sewa/JKwhite paper	75	1 pad	1	-	-
18	APPR. For BM/RMs	Form size 28.5 x 21.5 cm, 4 sheets 8 pages printing & pasting,	Sewa/JKwhite paper	88	1 set	1	-	-
19	APPR. For Office Assistant	Form size 28.5 x 21.5 cm, 2 sheet 4 pages printing	Sewa/JKwhite paper	88	1 set	1	-	-
20	APPR. For Officers at HO/RO/Branches	Form size 28.5 x 21.5 cm, 3 sheet 6 pages printing, & pasting , one set.	Sewa/JKwhite paper	88	1 set	1	-	-
21	Attendance Register	Register size 32 x 20.5 cm, 25 sheet /50 pages with MB ledger paper, canvas cloth binding.	MB Ledger	80	Per piece	1	-	-
22	Attendance Register	Register size 32 x 20.5 cm, 50 sheet/ 100 pages with MB ledger paper, canvas cloth binding.	MB Ledger	80	Per piece	1	-	-
23	Borrower Credit confirmation F- 126	Book size 22 x 13 cm, 1 sheet 1 page print, binding, one pad contain 100 sheets	Sewa/JKwhite paper	75	Per pad	1	-	-
24	Borrower Debit confirmation F- 125	Book size 22 x 13 cm, 1 sheet 1 page print, binding, one pad contain 100 sheets	Sewa/JKwhite paper	75	Per pad	1	-	-
25	Branch Credit Proposal	Form size 32 x 20.5 cm, 3 sheets 6 pages printing with pasting etc.	Sewa/JKwhite paper	75	One set	1	-	-
26	Cash Scroll Register	Register size 32 x 20.5 cm 300 pages MB ledger paper, hard board canvas & marvel binding	MB Ledger	80	Per piece	1	-	-
27	Cheque return slip	Form size 17.5 x 10.5 cm, 1 sheet 1 page printing , one pad contain 100 sheets	Sewa/JKwhite paper	75	Per Pad	1	-	-
28	Common account opening form	Form size 28.5 x 21.5 cm, 4 sheets 7 pages printing, both side single color printing, side stapling, one bundle 100 form.	Sewa/JK	68	Per Form	1	-	-

29	Common pay in slip	Form size 27.5 x 10.5 cm, printing, perforating, each book 25 sheets of 54 GSM MB colour paper & cover 4 pages of 54 GSM with binding, one bundle 25 books	MB Colour & White paper	54 & 54	One Book.	1	-	-
30	Computer Passbook	Book size 18 x 9 cm, inner 12 pages printing, cover -4 pages both side one colour printing, Art board 300 GSM, middle swing stitching and corner cutting, one packet=25 books	Sewa/JKwhite paper	88	Per Book	1	-	-
31	Cover File	File size 26 x 36.5 cm, 40 no. hard board with cloth pasting 240+240 GSM duplex colour board pasting with single colour cover printing	Duplex colour board	240	Per piece	1	-	-
32	Cr. Transfer Voucher F-123	Form size 18.5 x 11 cm, Yellow paper, 1 sheet 1 page printing, one pad contains 100 sheets	MB colour paper	54	One pad	1	-	-
33	Credit Facility	Form Size 28.5 x 21.5 cm, 1 sheet 1 page printing, each pad 100 sheets	Sewa/JKwhite paper	75	Per pad	1	-	-
34	Daily Deposit A/c Opening Form	Form size 28.5X21.5 cm, one sheet 2 pages printing & one sheet 13 x 21.5 cm, one sheet 1 page printing with pasting one set.	Sewa/JKwhite paper	75	1 set	1	-	-
35	Daily Deposit Card	Card size 34.5 x 18 cm. Both side Tri-colour printing, one bundle contains 50 sheets	JK/Sewa/JKwhite board card	140	Per No.	1	-	-
36	Details of assets & liabilities F-307	Form size 32 x 20.5 cm, 1 sheet 2 pages printing, one pad 100 sheets	Sewa/JKwhite paper	75	1 Pad	1	-	-
37	DPN (F-14A)	Form size 22 x 14 cm, 1 sheet 1 page printing, one pad contains 100 sheets	MB ledger paper	80	One Pad	1	-	-
38	Dr. Transfer Voucher F-121	Form size 18.5 x 11 cm, Red/pink paper, 1 sheet 1 page printing, one pad contains 100 sheets	MB Colour paper	54	One pad.	1	-	-

39	Envelope	Envelope size 11" x 5" , single colour printing Bank name & symbol, one bundle contains 100 envelope.	Sewa/JKwhite paper	88	1 No.	1	-	-
40	EPN	Form size 22 x 14 cm, 1 sheet 2 pages printing, one pad contains 100 sheets	MB ledger paper	80	One Pad	1	-	-
41	Flat File	File size 26 x 36.5 cm, Grey Board 320 +320 GSM pasting with folding & better quality lace with single colour printing.	Grey Board	320+320	Per Piece	1	-	-
42	Form 15 G	Form size 28.5 x 21.5 cm, 1 sheets 2 pages printing , one pad 100 sheets	Sewa/JKwhite paper	75	Pad	1	-	-
43	Form 15 H	Form size 28.5 X 21.5 cm sheet 2 pages printing (one pad 100 sheets)	Sewa/JKwhite paper	75	Pad	1	-	-
44	Forwarding letter to LIC of India after re-assignment (LIC-05)	Form size 32 x 20.5 cm, 1 sheet 1 page printing, one pad 100 sheets	Sewa/JKwhite paper	75	1 Pad	1	-	-
45	Forwarding letter to LIC of India for Regn. Of Assignment (LIC-04)	Form size 32 x 20.5 cm, 1 sheet 1 page printing, one pad 100 sheets	Sewa/JKwhite paper	75	1 Pad	1	-	-
46	Guarantee for Cash Credit	Form size 28.5 x 21.5 cm, 1 sheet 2 pages printing, one bundle 100 sheets	MB Ledger paper	80	1 No.	1	-	-
47	Guarantor notice(ODIA) F-75	Form size 20.5 x 16 cm,1 sheet 1 page printing, one pad 100 sheets	Sewa/JKwhite paper	75	Per Pad	1	-	-
48	Guarantor Statement (ODIA) F-67	Form size 32 x 20.5 cm, 1 sheet 1 page printing, one pad 100 sheets	Sewa/JKwhite paper	75	One Pad	1	-	-
49	Jewel Movement Register	Register size 28.5 x 21.5 cm, 100 sheet 200 pages printing with hard board, cloth & marvel binding.	MB ledger	80	Per piece	1	-	-

50	Jewel Loan Application Form (F89E)	Form size 32 x 20.5 cm, printing, one pad 100 sheets	Sewa/JKwhite paper	75	1 Pad	1	-	-
51	Jewel loan auction notice	Book size 27.5 x 22 cm (50 sheet), Sewa/JKpaper + 50 sheet MB colour paper) perforation with cover and binding.	Sewa/JKwhite paper	75 +5 4	Per pad	1	-	-
52	Jewel Loan Card	Form size 34 x 9.5 cm, printing, two perforations , One card 3 serial numbers, one bundle 25 sheets	Yellow Cardboard	30 0	Each sheet	1	-	-
53	Jewel Loan Card (for Agriculture)	Form size 34 x 9.5 cm, printing, two perforations , One card 3 serial numbers, one bundle 25 sheets	Green Cardboard	30 0	Each sheet	1	-	-
54	KCC & Agriculture loan notice	Form size 21 x 16 cm, 1 sheet 1 page printing, one pad 100 sheets	Sewa/JKwhite paper	75	Each pad	1	-	-
55	KCC Book let	Book size 28.5 x 21.5 cm, 16 sheets 26 pages MB ledger 80 GSM printing & cover 4 pages printing of 220 GSM, colour card board one sheet perforating and binding, each bundle 25 books	Mb Ledger	80 +2 20	Per Book	1	-	-
56	KCC Passbook	Book size 16.5 x 10.5 cm, 8 sheets 16 pages, printing, 2 sheet 2 pages cover 300 GSM. Green card board printing with staple binding, one bundle contains 25 books	MB Ledger	80 +3 00	Per book	1	-	-
57	Key Movement Register	Register size 28.5 x 21.5 cm, 100 sheet 200 pages printing with hard board, cloth & marvel binding.	MB ledger	80	Per piece	1	-	-

58	Letter dispatch Register	Register size 32 x 20.5 cm 250 Folio (500 pages) with hard board binding, canvas with full cloth double pustin binding	MB Ledger	95	Per No.	1	-	-
59	Letter of Authorisation from borrower & guarantor F-197	Book size 22 x 13 cm, 1 sheet 1 page print, binding, one pad contain 100 sheets	Sewa/JKwhite paper	75	Per pad	1	-	-
60	Letter of Authority (F-290)	Form size 28.5 x 21.5 cm, 1 sheet 1 page printing, one pad 100 sheets	Sewa/JKwhite paper	75	Per pad	1	-	-
61	Letter of Authority cum under taking schedule of term deposits lodged F-163A	Form size 28.5 X 21.5 CM, 1 sheet 2 pages printing, one pad contain 100 sheets	Sewa/JKwhite paper	75	1 pad	1	-	-
62	Letter of Continuity F-292	Form size 28.5 x 21.5 cm, 1 sheet 1 page printing, one pad 100 sheets	Sewa/JKwhite paper	75	Per pad	1	-	-
63	Letter of Hypothecation (Agricultural Advance) F-110 (I)	Form size 28.5 x 21.5 cm, 5 sheets 10 pages printing, stapling , each bundle contains 25 sets	MB Ledger paper	80	Per Set	1	-	-
64	Letter of Hypothecation (For vehicle)	Form size 28.5 x 21.5 cm, 3 sheets 5 pages printing, pasting , each bundle contains 100 books	MB Ledger paper	80	Per Book	1	-	-
65	Letter of Hypothecation (in case of open Advance only) F-110A	Form size 28.5 x21.5 cm, 2 sheets 4 pages printing and folding , one bundle 100 sheets	MB Ledger paper	80	1 No.	1	-	-
66	Letter of thanks to SB/CA account holder.	Form size 28.5 x 21.5 cm, 1 sheet 1page printing, one pad contain 100 sheets	Sewa/JKwhite paper	75	1 Pad	1	-	-

67	Letter Receipt Register	Register size 32 x 20.5 cm 250 Folio (500 pages) with hard board binding, canvas with full cloth double pustun binding	MB Ledger	95	Per No.	1	-	-
68	List of Documents (F-379 & 379A)	Form size 28.5 x 21.5 cm, 1sheet 1 page printing, one pad 100 sheets	MB ledger	80	1 Pad	1	-	-
69	Manager Certificate (ORMS)	Form size 28.5 x 21.5 cm, 2 sheets 4 pages printing, each pad contains 100 sets	Sewa/JKwhite paper	75	One set	1	-	-
70	MIS Form	Form size 28.5 x 21.5 cm, 3 sheets 6 pages printing & pasting	Sewa/JKwhite paper	88	1 No.	1	-	-
71	NEFT/RTGS/IMPS FORM	Form size 28.5 x 21.5cm, 1 sheet 1 page printing, one pad contain 100 sheets	Sewa/JKwhite paper	75	1 Pad	1	-	-
72	Note stitching slip	Slip size 17 cmx 6 cm, single sheet, single side single color printing, One bundle contains 50 nos. slip	Sewa/JK	58	Per bundle	1	-	-
73	OGB Cash Balance Book	Register size 28.5 x 21.5 cm, 100 sheet 200 pages printing with hard board, cloth & marvel binding.	MB ledger	80	Per piece	1	-	-
74	OGB Commercial vehicle loan	Form size 28.5 x 21.5 cm, 2 sheets 4 pages printing & folding one set, each bundle contain 100 sets	Sewa/JKwhite paper	75	1 set	1	-	-
75	OGB Car Loan	Form size 28.5 x 21.5 cm, 2 sheets 3 pages printing & folding one set, each bundle 100 sets	Sewa/JKwhite paper	75	1 set	1	-	-
76	OGB clean loan	Form size 28.5 x 21.5 cm, 1 sheet 2 pages printing, one pad contain 100 sheets	Sewa/JKwhite paper	75	1 No.	1	-	-
77	OGB Home Loan	Form size 28.5 x 21.5 cm, 2 sheets 4 pages printing & folding one set, one bundle 100 sets	Sewa/JKwhite paper	75	1 set	1	-	-
78	OGB Traders	Form size 28.5 x 21.5 cm, 3 sheets 6 pages printing & pasting one set, one bundles 100 sets	Sewa/JKwhite paper	75	1 set	1	-	-
79	OGB Two wheeler loan	Form size 28.5 x 21.5 cm, 2 sheets 3 pages printing & folding one set, one bundle 100 sets	Sewa/JKwhite paper	75	1 set	1	-	-

80	RD Passbook F-33	Book size 13x8.5 cm, 6 sheets 12 pages printing, cover 2 sheets 2 pages printing, green colour card board 250 GSM & binding one bundle contains 25 Books	MB Ledger	95 +2 50	Per Book	1	-	-
81	Recovery Mela Notice (ODIA)	Form size 21 x 16 printing, 1 sheet 1 page printing, one pad 100 sheets	Sewa/JKwhite paper	75	Per Pad	1	-	-
82	Re-KYC Form	Form size 28.5 x 21.5 cm, 1 sheet, single side single color print, one pad contains 100 form.	Sewa/JK	68	Per Pad	1	-	-
83	Repayment Letter (F-43)	Form size 28.5 x 21.5 cm, 1 sheet 2 pages printing, one pad contain 100 sheets	MB Ledger paper	80	1 Pad	1	-	-
84	Revival Letter	Form size 22 x 14 cm, 1 sheet 1 page printing, one pad contains 100 sheets	MB ledger paper	80	One pad	1	-	-
85	Safe Deposit memorandum for hiring of locker	Form size 28.5 x 21.5 cm, 1 sheet 2 pages printing, one bundle 100 sheets	MB Ledger paper	80	1 Pad	1	-	-
86	SB withdrawal Slip	Form size 18 x 10 cm, Bi-colour printing, each book contains 25 sheets, with 4 pages 54 GSM, cover paper, side binding, one bundle 25 Books	Sewa/JKwhite paper	78 +5 4	One Book	1	-	-
87	Security Delivery Letter (LIC-02)	Form size 28.5 x 21.5 cm, 1 sheet 1 page printing, each pad 100 sheets	Sewa/JKwhite paper	75	Per Pad	1	-	-
88	Security Delivery Letter (F-289)	Form size 20.5 x 16 cm, 1 sheet 1 page printing, each pad 100 sheets	Sewa/JKwhite paper	75	Per Pad	1	-	-
89	SHG Book let	Book size 28.5 x 21.5 cm, white paper of 75 GSM, 8 sheets 12 pages + ledger paper 80 GSM, 9 sheets 17 pages printing & cover 2 sheets 3 pages colour paper of 220 GSM, printing, one sheet perforating and binding each bundle 25 books	Sewa/JKwhite paper	75 +8 0+ 22 0	Per book	1	-	-

90	SHG(SB) Account Opening Form	Form size 28.5 x 21.5 cm, 2 sheets 3 pages printing, both side single color printing, side stapling, one bundle 100 form.	Sewa/JK	68	Per Form	1	-	-
91	Spot Verification Report F-201 (H)	Form size 28.5 x 21.5 cm, 1 sheet 1 page printing, each pad contain 100 sheets	Sewa/JK white paper	75	1 Pad	1	-	-
92	Stock Statement	Register size 28.5 x 21.5 cm, 1 sheet 1 page printing, one pad 100 sheets	MB ledger	80	1 Pad	1	-	-
93	TA Bill	Form size 32 x 20.5 CM, printing, one pad contain 100 sheets.	Sewa/JK white paper	75	1 Pad	1	-	-
94	TDR Plastic Cover	Cover size 23 x 18.5 cm, plastic colour cover 15 micron & size 23 x 14.5 cm, Flap, white transparent 12 micron with Bank Name and Logo printing on single colour printing.	Red colour plastic white transparent	15 Micron & 12 micron	Per Piece	1	-	-
95	TDR Receipt Books	Book size 28 x 13.5 cm, printing, each book 50 sheets 100 pages, both side bi-colour printing, perforating, printing machine numbering 100 nos. cover both side colour card board 250 GSM with printing, cloth binding, cover serial numbering and book numbering.	Sewa/JK White paper	140	Per Book	1	-	-

96	Term Loan Agreement (F-110-C)	Form size 28.5 x 21.5 cm, 4 sheets 8 pages printing with pasting, one bundle 25 sets	MB Ledger paper	80	Per set	1	-	-
97	Term Loan Agreement for Housing Loan	Form size 28.5 x 21.5 cm, 2 sheets 4 pages printing, each bundle contains 100 books	MB Ledger paper	80	Per Book	1	-	-
98	Title Deed Deposit Register	Reg.size 32 x 20.5 cm,100 sheet 100 pages single side printing MB Ledger paper with hard board, canvas & marvel binding.	MB ledger	80	Per piece	1	-	-

N:B:-1.)All the Register will be numbered serially as per speciation given by the bank.

2.) L-1 bidder(s) shall be selected for each line item separately based on lowest quote among all bidders for respective line item.

3) Rate quotation is Exclusive of GST.