

**REQUEST FOR PROPOSAL(RFP) FOR PRINTING & SUPPLY OF
PERSONALIZED CTS CHEQUE BOOKS FOR A PERIOD OF 3- YEARS**

THE JAIPUR CENTRAL CO-OPERATIVE BANK LTD.

F-1 , NURSERY CIRCLE , VAISHALI NAGAR , JAIPUR - 302021

WEBSITE: <https://ccbjaipur.bank.in> EMAIL ID : dccb.jaipur@rajasthan.gov.in PHONE : 0141-2358662



**TENDER DOCUMENT FOR PRINTING & SUPPLY OF PERSONALIZED CTS CHEQUE BOOKS
FOR A PERIOD OF 3- YEARS**

TENDER REFERENCE NO. : JCCB/Opr/2026-27/..... **Dated**/...../.....

MODE OF BID SUBMISSION : OFFLINE

BID SUBMISSION START DATE : 11/06/2026

BID SUBMISSION LAST DATE & TIME : 25/06/2026. till 5.00 PM

BID SUBMISSION PLACE : HEAD OFFICE (F-1 , NURSERY CIRCLE , VAISHALI NAGAR , JAIPUR – 302021)

BID OPENING DATE PLACE & TIME : HEAD OFFICE, 26/06/2026., 1.00 PM

Authorized officer to contact regarding procurement proceedings :

1. Mr. Kailash chand yadav ,Chief manager(Opr),Head office, bank - 8003699077
2. Mr. Dinesh kumar gupta Senior manager (Opr),Head office, bank – 8003699111
3. Mr. Govind Prasad Garg, Manager, Head office, bank – 7727010296

Appellate officer in concern with procurement proceedings:

Managing Director, Bank
District Collector

NOTICE INVITING BID (NIB)**Reference No. JCCB/Opr/2026-27/21917****Dated-09/06/2026**

Name and Address of procuring entity	The Jaipur Central Cooperative Bank Ltd. F-1, Nursery Circle, Vaishali Nagar, Jaipur-302021
Name and address of Procurement Officer	Managing Director The Jaipur Central Cooperative Bank Ltd. F-1, Nursery Circle, Vaishali Nagar, Jaipur-302021
Subject matter of procurement	Request for Proposal (RFP) For Printing & Supply Of Personalized CTS Cheque Books, For A Period Of 3- Years Of Jccb bank branches located in Jaipur District (21 Branches) And Kotputali-Behror District (3 Branches) under the Head Office F-1, Nursery Circle, Vaishali Nagar, Jaipur. (Branches List is attached Annexure -10) we presume that average 2,00,000 personalized cheque book leaves will be printed and dispatched yearly however It may increase/decrease(+/-25%) . size of Cheque book will be 10,20,50,100 leaves Per book or 15,30,60,90 leaves per book.
Bid procedure	Single Stage Two Part Open competitive Bidding: Technical Bid & Financial Bid
Bid evaluation criteria (Selection method)	Technically Qualified bidder shall be selected on Lowest Cost Based Selection (LCBS) i.e. L1 bidder.
Website for downloading Bid Document, Corrigendum's Addendums etc.	https://ccbjapur.bank.in/ , https://sppp.rajasthan.gov.in/ ,
Estimated Procurement Cost	Rs. 8.85 Lakhs (Including GST)
Bid Fee	Bid Security/Bid Document Fee may be paid through Demand Draft/Pay Order/NEFT/RTGS Bid Security - Rs. 17700/- DD/PO in favour of The Jaipur Central Co-operative Bank Ltd. payable at Jaipur Bid Document Fee – Rs.295/- (Rupees Two Hundred Ninty five Only) in Demand Draft in the favour of “The Jaipur Central Cooperative Bank Ltd.” Payable at “Jaipur”. Or by NEFT (Non Refundable) Exemption\Rebate from submission of EMD shall be allowed to bidders as per the provisions of the RTPP Rules,2013. The RTGS/NEFT account details of the bank is as under:- Account Name: The Jaipur Central Co-operative Bank Ltd. Account No. : 91242220999 Branch: Head Office IFSC Code: RSCB0022099

Start date and time of download of Bid	11-06-2026 , 10.00 AM
Last date and time of download of Bid	25-06-2026 , 12.00 PM
Last Date of Submission of Bid	25-06-2026 , 05.00 PM The Jaipur Central Cooperative Bank Ltd. F-1, Nursery Circle, Vaishali Nagar, Jaipur-302021
Pre Bid Clarification Meeting Date, Time and Place	16-06-2026, 1.00 PM The Jaipur Central Cooperative Bank Ltd. F-1, Nursery Circle, Vaishali Nagar, Jaipur-302021
Date/ Time/ Place of opening Technical Bid	26-06-2026, 01.00 PM The Jaipur Central Cooperative Bank Ltd. F-1, Nursery Circle, Vaishali Nagar, Jaipur-302021
Bid Validity	90 days from bid submission deadline

Managing Director
The Jaipur Central Co-operative Bank Ltd.
Jaipur (Rajasthan)

DISCLAIMER

1. This NOTICE INVITING BID (NIB) is not an offer by the Bank but an invitation to receive responses/ applications from the eligible Vendors/Service Providers. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized official(s) of the Bank with the selected Vendor/Service Provider.
2. The purpose of this tender is to provide the Vendors/ Printer with information to assist in the formulation of their proposals. This tender document does not claim to contain all the information each Vendor/Service Provider may require. Each Vendor/Service Provider should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this tender and where necessary, obtain independent advice/clarifications. 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 tender. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this NIB.
3. The Bank, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Vendor/Service Provider under any law, statute, rules or regulations or tort, for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this NIB or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the NIB and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in the bidding process.
4. The Bank also accepts no liability of any nature, howsoever caused arising from reliance of any Vendor/Service Provider upon the statements contained in this NIB.
5. The issue of this tender does not imply that the Bank is bound to select a Vendor/Service Provider or to appoint the selected Vendor/Service Provider, as the case may be, for the project and Bank reserves the right to reject all or any of the Vendors/Service Providers or Bids without assigning any reason whatsoever.
6. The Vendor/Service Provider is expected to examine all instructions, forms, terms and specifications in the NIB. Failure to furnish all information required by the tender document or to submit a Bid not substantially responsive to the tender document in all respect will be at the Vendor's/Service Provider's risk and may result in rejection of the Bid.

SCOPE OF WORK

The work covered under this bidding document is detailed herein. The selected contractor shall be responsible for completing the work in all respects. This includes providing and supplying all necessary facilities, spares, and accessories required to complete the envisaged work, even if they are not explicitly mentioned below, with the exception of items specifically excluded from the contractor's scope.

The Jaipur Central Co-operative Bank Ltd. (JCCB), Jaipur, invites Requests for Proposals (RFP) for the printing and supply of personalized CTS cheque books for a period of three (3) years. This service will cover twenty-one (21) JCCB branches located in the Jaipur District and three (3) branches in the Kotputli-Behror District, all under the jurisdiction of the Head Office (F-1, Nursery Circle, Vaishali Nagar, Jaipur). The complete list of branches is attached as **Annexure-10**.

It is estimated that an average of 2,00,000 personalized cheque book leaves will be printed and dispatched annually. This volume may increase or decrease by up to 25% ($\pm 25\%$). Cheque books shall be configured with either 10, 20, 50, or 100 leaves per book, or 15, 30, 60, or 90 leaves per book. The vendor must deliver the printed cheque books directly to the respective branches three (3) times a week via Speed Post or courier. The branches will then distribute the cheque books to the customers. Customer personalization requests and indents will be securely transferred to the vendor three (3) times a week through the JCCB Head Office Operations Department. (Expenses of postage will be reimbursed by procurement entity (Bank) at actual basis monthly.)

- The quoted rates shall remain fixed and valid for a period of three years, specifically from **01-07-2026 to 30-06-2029**

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The eligible suppliers may collect the Tender documents from our office F-1, Nursery Circle, Vaishali Nagar, Jaipur-302021 and The tender document and details may also be downloaded from <https://sppp.rajasthan.gov.in> or <https://ccbjaipur.bank.in> The above list is illustrative and not exhaustive, and the Bidder will arrange for spares and accessories and rectify/replace the same.

1. QUALIFICATION/ ELIGIBILITY CRITERIA

- 1) A bidder participating in the procurement process shall possess the following minimum pre-qualification/ eligibility criteria.

S. No.	Basic Requirement	Specific Requirement	Documents Required
1.	Legal Entity	A company registered under Indian Companies Act, 1956 or Companies Act, 2013 OR A partnership firm registered under Indian Partnership Act, 1932. OR Firms registered under Limited Liability Partnership Act, 2008 OR Any other valid registered firm	Copy of the valid Registration Certificate or Certificate of Incorporation
2.	Financial: Turnover & Net worth	The bidder must have an Average Annual Turnover of at least Rs. 100.00 Lakh during the last three financial years (FY 2022-23, FY 2023-24, and FY 2024-25) . & The net worth of the bidder as of 31-03-2025 must be positive	CA certificates of three years Turnover i.e. 2022-23, 2023-24 & 2024-25 and Net worth of the bidder as on 31-03-2025. CA Certificate should be duly signed with UDIN Number and sealed with CA registration number.
3.	Tax registration	The bidder should have a registered number of i. GST ii. Income Tax / Pan number.	Copies of GST ,PAN and other relevant certificates of registration.
4.	Offices	The bidder should have permanent office in India	The bidder should have permanent office in India with easy access.
5.	In-house Infrastructure	The Applicant Vendor/Service Provider Must have in-house four colour web offset printing machines The Applicant Vendor/Service Provider Must have in-house infrastructure / software to print personalized cheques including VOID pantograph and UV logo of Bank as per new "CTS -2010" standard /guidelines The Applicant Vendor/Service Provider Must have printing machines for printing of cheque leaves from MICR Paper sheets as well as reels.	Self Declaration formate

6.	IBA approved Panel of Security form Printers	The Applicant Vendor/Service Provider Must be an IBA approved Panel of Security form Printers	Copy of IBA approved certificate to be enclosed
7.	Specification of Personalize cheque book	As per annexure - 2	As per annexure – 2 Seal and signed
8.	Escalation matrix of firms	The firm must submit its standard support and escalation matrix on official letterhead.	declaration of escalation matrix of firms on letter head.
9.	Undertaking	Bidder should: - a) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons; b) not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings; c) not have a conflict of interest in the procurement in question as specified in the bidding document. d) comply with the code of integrity as specified in the bidding document.	A Self Certified letter as per Annexure-4: Self Declaration
10.	Experience	The Applicant Vendor/Service Provider Must have experience of printing Personalized Cheque book for at least - 5 years. The bidder must have successfully executed personalized cheque book (PCB) printing orders of Three banks (Nationalised / Private Sector/Co-operative) within the last three financial years.	Document either Purches Order or work compilation Certificate to be attached

2. Project Deliverables, Milestones & Time Schedule:

The successful bidder is expected to start Personalize Cheque book service documentation, coordination with The Jaipur Central **Cooperative** Bank Ltd.

S No	Event	Deliverables	Timelines
	Milestone-1: To provide Personalize Cheque book service		
1	DELIVERY of Personalize cheque book		Within 45 days of work order *Work order will be cancelled in case of breach of supply timeline.

3. INSTRUCTION TO BIDDERS (ITB)

1.) Adherence to RTPP Act, 2012

The Law relating to procurement “The Rajasthan Transparency in Public Procurement Act, 2012” [hereinafter called the Act] and the “Rajasthan Public Procurement Rules, 2013” [hereinafter called the Rules] under the said Act have come into force which are available on the website of State Public Procurement Portal <https://sppp.rajasthan.gov.in/>. Therefore, the bidders are advised to acquaint themselves with the provisions of the Act and the Rules before participating in the Bidding process. If there is any discrepancy between the provisions of the Act and the Rules and this Bidding document, the provisions of the Act and the Rules shall prevail.

2.) Downloading Bid documents

The sale of bidding documents shall be commenced from the date of publication of Notice Inviting Bids (NIB). The complete bidding document shall also be placed on the State Public Procurement Portal and bank’s website. The prospective bidders shall be permitted to download the bidding document from the websites and pay its price while submitting the Bid to the procuring entity.

3.) Changes in the Bidding Document

- At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum in accordance with the provisions below.
- In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the procuring entity shall publish such modification or clarification in the same manner as the publication of the initial bidding document.
- In case, a clarification or modification is issued to the bidding document, the procuring entity may, prior to the last date for submission of Bids, extend such

time limit in order to allow the bidders sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.

- d) Any bidder, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the procuring entity:

Provided that the Bid last submitted or the Bid as modified by the bidder shall be considered for evaluation.

4.) Period of validity of bids

- a) Bids submitted by the bidders shall remain valid during the period specified in the NIB/ bidding document. A Bid valid for a shorter period shall be rejected by the procuring entity as non-responsive Bid.
- b) Prior to the expiry of the period of validity of Bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time.
- c) Bidders that agree to an extension of the period of validity of their Bids shall extend or get extended the period of validity of bid securities submitted by them or submit new bid securities to cover the extended period of validity of their bids.

5.) Format & Signing of bids

- a) All the documents signed with authorized signatory who has been authorized by the bidder firm to sign the bid
- b) All the documents should be signed and sealed on each and every page.
- c) A single stage two part / cover system shall be followed for bid.
- Technical Bid including fee details, eligibility and technical documents
 - Financial Bid
- d) The technical bid shall consist of following documents:

S. No.	Document type	Document format
Fee Details		
1.	Bidding document Fee (Bid Fee)	Proof of submission(PDF)
2.	Bid Security	Proof of submission(PDF)
Eligibility Documents		
4.	Bidder's Authorization Certificate	As per Annexure-3
5.	All the documents mentioned in the "Eligibility Criteria", in support of the eligibility	As per the format mentioned against the respective eligibility criteria clause C1- Copy of valid registration certificates/ Copy of Certificates of incorporation/other registration certificate C2- CA certificate of average annual

		turnover of three years i.e. 2022-23,2023-24 & 2024-25 and Net worth of the bidder as on 31-03-2025. C3- Copies of GST and PAN C4 Details of office in India C5 Copy of Purches order and work completion certificate C6 Support and Escalation matrix on firm letter head .
Technical Documents		
6.	Specification of personalize cheque book (technical Bid)	As per Annexure-1
7.	Declaration by bidder regarding qualification	As per Annexure -4
8.	Certificate of Conformity/ No Deviation	As per Annexure-5
9.	Declaration by Bidders	As per Annexure-6
10.	Letter of undertaking	As per Annexure-7
11.	Declaration of near relatives of JCCB Employee	As per Annexure- 8

- e) The bidder should ensure that all the required documents, as mentioned in this bidding document, are submitted along with the Bid and in the prescribed format only. Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the Bid submitted by the bidder

6.) Cost and Language of Bidding

- The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity, shall be written only in English Language.

7.) Alternative/ Multiple Bids Alternative/ Multiple Bids shall not be considered at all.

8.) Deadline for the submission of Bids

- Bids shall be received offline up to the time and date specified in the NIB.
- Normally, the date of submission and opening of Bids would not be extended. In exceptional circumstances and the time with the prospective bidders for preparation of Bids appears insufficient, the date may be extended by the procuring entity. In such case the publicity of extended time and date shall be given in the manner, as was given at the time of issuing the original NIB and shall also be placed on the <https://ccbjaipur.bank.in> if applicable. It would be ensured that after issue of corrigendum, reasonable time is available to the bidders for preparation and submission of their Bids. The procuring entity shall also publish such modifications in the bidding document in the same manner as theccb publication of initial bidding document. If, in the office of the Bids receiving and opening authority, the last date of

submission or opening of Bids is a non-working day, the Bids shall be received or opened on the next working day.

9.) Withdrawal, Substitution, and Modification of Bids

Bids withdrawn shall not be opened and processes further.

10.) Opening of Bids

- a) The Bids shall be opened by the JCCB Procurement Committee on the date and time mentioned in the NIB in the presence of the bidders or their authorized representatives who choose to be present.
- b) The committee may co-opt experienced persons in the committee to conduct the process of Bid opening.
- c) The committee shall prepare a list of the bidders or their representatives attending the opening of Bids and obtain their signatures on the same. The list shall also contain the representative's name and telephone number and corresponding bidders' names and addresses. The authority letters, if any, brought by the representatives shall be attached to the list. The list shall be signed by all the members of Bid opening committee with date and time of opening of the Bids.
- d) All the documents comprising of technical Bid/ cover shall be opened only for the bidders who have submitted the prescribed fee(s) as per tender.
- e) The committee shall conduct a preliminary scrutiny of the opened technical Bids to assess the prima-facie responsiveness and ensure that the: -
 - a. bid is accompanied by bidding document fee or bid securing declaration, and processing fee (if applicable);
 - b. bid is valid for the period, specified in the bidding document;
 - c. bid is unconditional and the bidder has agreed to give the required performance security; and
 - d. other conditions, as specified in the bidding document are fulfilled.
 - e. any other information which the committee may consider appropriate.
- f) No Bid shall be rejected at the time of Bid opening except the Bids not accompanied with the proof of payment or instrument of the required price of bidding document fee, processing fee and Bid Security.
- g) The Financial Bid cover shall be kept unopened and shall be opened later on the date and time intimated to the bidders who qualify in the evaluation of technical Bids.

11.) Selection Method:

The Selection Method Lowest Cost Based Selection (LCBS) i.e. L1 bidder of financial quotation received from successfully technically qualified bidders.

12.) Clarification of Bids

- a) To assist in the examination, evaluation, comparison and qualification of the Bids, the bid evaluation committee may, at its discretion, ask any bidder for a clarification regarding its Bid. The committee's request for clarification and the response of the bidder shall be through the e-mail/letter.
- b) Any clarification submitted by a bidder with regard to its Bid that is not in response to a request by the committee shall not be considered.
- c) No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the committee in the evaluation of the financial Bids.

- d) No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.

13.) Evaluation & Tabulation of Technical Bids

a) Determination of Responsiveness

- a. The bid evaluation committee shall determine the responsiveness of a Bid on the basis of bidding document and the provisions of pre-qualification/ eligibility criteria of the bidding document.
- b. A responsive Bid is one that meets the requirements of the bidding document without any material deviation, reservation, or omission where: -
 - i. "deviation" is a departure from the requirements specified in the bidding document;
 - ii. "reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and
 - iii. "Omission" is the failure to submit part or all of the information or documentation required in the bidding document.
- c. A material deviation, reservation, or omission is one that,
 - i. if accepted, shall:-
 - 1. affect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the bidding documents; or
 - 2. limits in any substantial way, inconsistent with the bidding documents, the procuring entity's rights or the bidder's obligations under the proposed contract; or
 - ii. if rectified, shall unfairly affect the competitive position of other bidders presenting responsive Bids.
- d. The bid evaluation committee shall examine the technical aspects of the Bid in particular, to confirm that all requirements of bidding document have been met without any material deviation, reservation or omission.
- e. The procuring entity shall regard a Bid as responsive if it conforms to all requirements set out in the bidding document, or it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set out in the bidding document, or if it contains errors or oversights that can be corrected without touching on the substance of the Bid.
The decision of the procurement committee regarding responsiveness of bid shall be final and binding.

b) Non-material Non-conformities in Bids

- a. The bid evaluation committee may waive any non-conformities in the Bid that do not constitute a material deviation, reservation or omission, the Bid shall be deemed to be substantially responsive.
- b. The bid evaluation committee may request the bidder to submit the necessary information or document like audited statement of accounts/ CA Certificate, Registration Certificate, etc. within a reasonable period of time. Failure of the bidder to comply with the request may result in the rejection of its Bid.
- c. The bid evaluation committee may rectify non-material non conformities or omissions on the basis of the information or documentation received from the bidder under (b) above.

c) Technical Evaluation Criteria

Bids shall be evaluated based on the compliance of the documents submitted in the technical bid.

d) Tabulation of Technical Bids

- a. If Technical Bids have been invited, they shall be tabulated by the bid evaluation committee in the form of a comparative statement to evaluate the qualification of the bidders against the criteria for qualification set out in the bidding document.
- b. The members of bid evaluation committee shall give their recommendations below the table as to which of the bidders have been found to be qualified in evaluation of Technical Bids and sign it.
- e.) The number of firms qualified in technical evaluation, if less than three and it is considered necessary by the procuring entity to continue with the procurement process, reasons shall be recorded in writing and included in the record of the procurement proceedings.
- f.) The bidders who qualified in the technical evaluation shall be informed in writing about the date, time and place of opening of their financial Bids.

14.) Evaluation & Tabulation of Financial Bids

Subject to the provisions of "Acceptance of Successful Bid and Award of Contract" below, the procuring entity shall take following actions for evaluation of financial Bids:-

- a) For two part/ cover Bid system, the financial Bids of the bidders who qualified in technical evaluation shall be opened at the notified time, date and place by the bid evaluation committee in the presence of the bidders or their representatives who choose to be present;
- b) the process of opening of the financial Bids shall be similar to that of technical Bids.
- c) the names of the bidders, the rates given by them and conditions put, if any, shall be read out and recorded;
- d) conditional Bids shall be rejected;
- e) the evaluation shall include all costs and all taxes and duties applicable to the bidder as per law of the Central/ State Government/ Local Authorities, and the evaluation criteria specified in the bidding documents shall only be applied;
- f) the offers shall be evaluated and marked L1, L2, L3 etc. L1 being the lowest offer and then others in ascending order in case price is the only criteria, or evaluated and marked H1, H2, H3 etc. in descending order. In case quality is also a criteria and the combined score of technical and financial evaluation is considered;
- g) the bid evaluation committee shall prepare a comparative statement in tabular form in accordance with rules along with its report on evaluation of financial Bids and recommend the lowest offer for acceptance to the procuring entity, if price is the only criterion, or most advantageous Bid in other case;
- h) The members of bids evaluation committee shall give their recommendations below the table regarding lowest Bid or most advantageous Bid and sign it.

15.) Correction of Arithmetic Errors in Financial Bids

The bid evaluation committee shall correct arithmetical errors in substantially responsive Bids, on the following basis, namely: -

- a. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price

shall be corrected, unless in the opinion of the bid evaluation committee there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;

- b. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (a) and (b) above.

16.) Negotiations

- a.) Except in case of procurement by method of single source procurement or procurement by competitive negotiations, to the extent possible, no negotiations shall be conducted.
- b.) Negotiations may, however, be undertaken only with the lowest or most advantageous bidder when the rates are considered to be much higher than the prevailing market rates.
- c.) The bid evaluation committee shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.
- d.) The lowest or most advantageous bidder shall be informed in writing either through messenger or by registered letter and e-mail (if available). A minimum time of seven days shall be given for calling negotiations. In case of urgency the bid evaluation committee, after recording reasons, may reduce the time, provided the lowest or most advantageous bidder has received the intimation and consented to regarding holding of negotiations.
- e.) In case of non-satisfactory achievement of rates from lowest or most advantageous bidder, the bid evaluation committee may choose to make a written counter offer to the lowest or most advantageous bidder and if this is not accepted by him, the committee may decide to reject and re-invite Bids or to make the same counter-offer first to the second lowest or most advantageous bidder, then to the third lowest or most advantageous bidder and so on in the order of their initial standing and work/supply order be awarded to the bidder who accepts the counter-offer. This procedure would be used in exceptional cases only.
- f.) In case the rates even after the negotiations are considered very high, fresh Bids shall be invited.

17.) Exclusion of Bids/ Disqualification

- a.) A procuring entity shall exclude/ disqualify a Bid, if: -
 - b. the information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; or
 - c. the information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete; and
 - d. the bidder is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
 - e. the Bid materially departs from the requirements specified in the bidding document or it contains false information;
 - f. the bidder, submitting the Bid, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the procuring entity or other governmental authority a gratification in any form, or any other thing of value, so as to unduly influence the procurement process;

- g. a bidder, in the opinion of the procuring entity, has a conflict of interest materially affecting fair competition.
- b.) A Bid shall be excluded/ disqualified as soon as the cause for its exclusion/ disqualification is discovered.
- c.) Every decision of a procuring entity to exclude a Bid shall be for reasons to be recorded in writing and shall be communicated to the concerned bidder.

18.) Lack of competition

- a.) A situation may arise where, if after evaluation of Bids, the bid evaluation committee may end-up with one responsive Bid only. In such situation, the bid evaluation committee would check as to whether while floating the NIB all necessary requirements to encourage competition like standard bid conditions, industry friendly specifications, wide publicity, sufficient time for formulation of Bids, etc. were fulfilled. If not, the NIB would be re-floated after rectifying deficiencies. The bid process shall be considered valid even if there is one responsive Bid, provided that: -
 - a. the Bid is technically qualified;
 - b. the price quoted by the bidder is assessed to be reasonable;
 - c. the Bid is unconditional and complete in all respects;
 - d. there are no obvious indicators of cartelization amongst bidders; and
 - e. the bidder is qualified as per the provisions of pre-qualification/ eligibility criteria in the bidding document
- b.) The bid evaluation committee shall prepare a justification note for approval by the next higher authority of the procuring entity, with the concurrence of the accounts member.
- c.) In case of dissent by any member of bid evaluation committee, the next higher authority in delegation of financial powers shall decide as to whether to sanction the single Bid or re-invite Bids after recording reasons.
- d.) If a decision to re-invite the Bids is taken, market assessment shall be carried out for estimation of market depth, eligibility criteria and cost estimate.

19.) Acceptance of the successful Bid and award of contract

- a.) The procuring entity after considering the recommendations of the bid evaluation committee and the conditions of Bid, if any, financial implications, trials, sample testing and test reports, etc., shall accept or reject the successful Bid. If any member of the bid evaluation committee has disagreed or given its note of dissent, the matter shall be referred to the next higher authority, as per delegation of financial powers, for decision.
- b.) Decision on Bids shall be taken within original validity period of Bids and time period allowed to procuring entity for taking decision. If the decision is not taken within the original validity period or time limit allowed for taking decision, the matter shall be referred to the next higher authority in delegation of financial powers for decision.
- c.) Before award of the contract, the procuring entity shall ensure that the price of successful Bid is reasonable and consistent with the required quality.
- d.) A Bid shall be treated as successful only after the competent authority has approved the procurement in terms of that Bid.
- e.) The procuring entity shall award the contract to the bidder whose offer has been determined to be the lowest or most advantageous in accordance with the evaluation criteria set out in the bidding document and if the bidder has been determined to be qualified to perform the contract satisfactorily on the basis of qualification criteria fixed for the bidders in the bidding document for the subject matter of procurement.

- f.) Prior to the expiration of the period of bid validity, the procuring entity shall inform the successful bidder, in writing, that its Bid has been accepted.
- g.) As soon as a Bid is accepted by the competent authority, its written intimation shall be sent to the concerned bidder by post or email and asked to execute an agreement in the format given in the bidding documents on a non-judicial stamp of requisite value and deposit the amount of performance security, within a period specified in the bidding documents or where the period is not specified in the bidding documents then within fifteen days from the date on which the letter of acceptance or letter of intent is dispatched to the bidder.
- h.) If the issuance of formal letter of acceptance is likely to take time, in the meanwhile a Letter of Intent (LOI) may be sent to the bidder. The acceptance of an offer is complete as soon as the letter of acceptance or letter of intent is posted and/ or sent by email (if available) to the address of the bidder given in the bidding document. Until a formal contract is executed, the letter of acceptance or LOI shall constitute a binding contract.

20.) Information and publication of award

Information of award of contract shall be communicated published on the respective website(s) as specified in NIB.

21.) Procuring entity's right to accept or reject any or all Bids

The Procuring entity reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the bidders.

22.) Performance Security

- a.) Prior to execution of agreement, Performance security shall be solicited from successful bidder.
- b.) The amount of performance security shall be 5% of Bid price, or as may be specified in the bidding document, of the amount of supply order.
- c.) Performance security shall be furnished in any one of the following forms: -
 - a. Bank Draft of a scheduled bank;
 - b. Bank guarantee/s of a scheduled bank. It shall be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as mentioned in the bidding document;
 - c. Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of procuring entity on account of bidder and discharged by the bidder in advance. The procuring entity shall ensure before accepting the FDR that the bidder furnishes an undertaking from the bank to make payment/premature payment of the FDR on demand to the procuring entity without requirement of consent of the bidder concerned. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.
- d.) Performance security furnished above shall remain valid for a period of 30 days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period.
- e.) Forfeiture of Security Deposit: Security amount in full or part may be forfeited, including interest, if any, in the following cases:-
 - a. When any terms and condition of the contract is breached.
 - b. When the bidder fails to make complete supply satisfactorily.

- c. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.
- d. if procuring entity comes to know that the bidder has furnished wrong information.
- f.) Notice will be given to the bidder with reasonable time before Performance Security Deposit deposited is forfeited.
- g.) No interest shall be payable on the Performance Security Deposit.

23.) Execution of agreement

- a.) A procurement contract shall come into force from the date on which the letter of acceptance or letter of intent is dispatched to the bidder.
- b.) The successful bidder shall sign the procurement contract within 30 days from the date on which the letter of acceptance or letter of intent is dispatched to the successful bidder.
- c.) If the bidder, who's Bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security within specified period, the procuring entity shall take action against the successful bidder as per the provisions of the bidding document and Act. The procuring entity may, in such case, cancel the procurement process or if it deems fit, offer for acceptance the rates of lowest or most advantageous bidder to the next lowest or most advantageous bidder, in accordance with the criteria and procedures set out in the bidding document.
- d.) The bidder will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchase from anywhere in Rajasthan only.

24.) Confidentiality

- a.) Notwithstanding anything contained in this bidding document but subject to the provisions of any other law for the time being in force providing for disclosure of information, a procuring entity shall not disclose any information if such disclosure, in its opinion, is likely to: -
 - a. impede enforcement of any law;
 - b. affect the security or strategic interests of India;
 - c. affect the intellectual property rights or legitimate commercial interests of bidders;
 - d. affect the legitimate commercial interests of the procuring entity in situations that may include when the procurement relates to a project in which the procuring entity is to make a competitive bid, or the intellectual property rights of the procuring entity.
- b.) The procuring entity shall treat all communications with bidders related to the procurement process in such manner as to avoid their disclosure to competing bidders or to any other person not authorized to have access to such information.
- c.) The procuring entity may impose on bidders, if there are any for fulfilling the terms of the procurement contract, conditions aimed at protecting information, the disclosure of which violates (a) above.
- d.) In addition to the restrictions specified above, the procuring entity, while procuring a subject matter of such nature which requires the procuring entity to maintain confidentiality, may impose condition for protecting confidentiality of such information.

25.) Cancellation of procurement process

- a.) If any procurement process has been cancelled, it shall not be reopened but it shall not prevent the procuring entity from initiating a new procurement process for the same subject matter of procurement, if required.

- b.) A procuring entity may, for reasons to be recorded in writing, cancel the process of procurement initiated by it –
 - a. at any time prior to the acceptance of the successful Bid; or
 - b. after the successful Bid is accepted in accordance with (d) and (e) below.
- c.) The procuring entity shall not open any bids or proposals after taking a decision to cancel the procurement and shall return such unopened bids or proposals.
- d.) The decision of the procuring entity to cancel the procurement.
- e.) If the bidder who's Bid has been accepted as successful, fails to sign any written procurement contract as required, or fails to provide any required security for the performance of the contract, the procuring entity may cancel the procurement process.
- f.) If a bidder is convicted of any offence under the Act, the procuring entity may: -
 - a. cancel the relevant procurement process if the Bid of the convicted bidder has been declared as successful but no procurement contract has been entered into;
 - b. rescind (cancel) the relevant contract or forfeit the payment of all or a part of the contract value if the procurement contract has been entered into between the procuring entity and the convicted bidder.

26.) Code of Integrity for Bidders

- a.) No person participating in a procurement process shall act in contravention of the code of integrity prescribed by the State Government.
- b.) The code of integrity include provisions for: -
 - a. Prohibiting
 - i. any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
 - ii. any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
 - iii. any collusion, bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
 - iv. Improper use of information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process or for personal gain;
 - v. any financial or business transactions between the bidder and any officer or employee of the procuring entity;
 - vi. any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
 - vii. any obstruction of any investigation or audit of a procurement process;
 - b. disclosure of conflict of interest;
 - c. disclosure by the bidder of any previous transgressions with any entity in India or any other country during the last three years or of any debarment by any other procuring entity.
- c.) Without prejudice to the provisions below, in case of any breach of the code of integrity by a bidder or prospective bidder, as the case may be, the procuring entity may take appropriate measures including: -
 - a. exclusion of the bidder from the procurement process;
 - b. calling-off of pre-contract negotiations

- c. forfeiture or encashment of any other security or bond relating to the procurement;
- d. recovery of payments made by the procuring entity along with interest thereon at bank rate;]
- e. cancellation of the relevant contract and recovery of compensation for loss incurred by the procuring entity;
- f. debarment of the bidder from participation in future procurements of the procuring entity for a period not exceeding three years.

27.) Conflict of Interest

A Bidder may be considered to be in conflict of interest with one or more parties in a bidding process if, including but not limited to:-

- a.) they have controlling partners in common;
- b.) they receive or have received any direct or indirect subsidy from any of them;
- c.) they have the same legal representative for purposes of the bid;
- d.) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another;
- e.) A bidder participates in more than one bid in the same bidding process; or
- f.) A bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the subject matter of procurement of the bidding process. **All bidders shall provide in Eligibility Criteria documents, a statement that the bidder is neither associated nor has been associated directly or indirectly, with the consultant or any other entity that has prepared the design, specifications and other documents for the subject matter of procurement or being proposed as Technical Resource for the contract.**

28.) Interference with Procurement Process

A bidder, who: -

- a.) withdraws from the procurement process after opening of financial bids;
- b.) withdraws from the procurement process after being declared the successful bidder;
- c.) fails to enter into procurement contract after being declared the successful bidder;
- d.) fails to provide performance security or any other document or security required in terms of the bidding documents after being declared the successful bidder, without valid grounds, shall, in addition to the recourse available in the bidding document or the contract, be punished with fine which may extend to fifty lakh rupees or ten per cent of the assessed value of procurement, whichever is less.
- e.) Sub-Contract is not allowed.

4. GENERAL TERMS AND CONDITIONS OF BID & CONTRACT

Bidders should read these conditions carefully and comply strictly while sending their bids.

Definitions

For the purpose of clarity, the following words and expressions shall have the meanings hereby assigned to them: -

- a) "Contract" means the Agreement entered into between the Purchaser and the successful/ selected bidder, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- b) "Contract Documents" means the documents listed in the Agreement, including any amendments thereto.
- c) "Contract Price" means the price payable to the successful/ selected bidder as specified in the Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
- d) "Day" means a calendar day.
- e) "Delivery" means the transfer of the Goods from the successful/ selected bidder to the Purchaser in accordance with the terms and conditions set forth in the Contract.
- f) "Completion" means the fulfillment of the related services by the successful/ selected bidder in accordance with the terms and conditions set forth in the Contract.
- g) "Goods" means all of the commodities, raw material, machinery and equipment, and/or other materials that the successful/ selected bidder is required to supply to the Purchaser under the Contract.
- h) "Purchaser" means the entity purchasing the Goods and related services, as specified in the bidding document.
- i) "Related Services" means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other similar obligations of the successful/ selected bidder under the Contract.
- j) "Subcontractor" means any natural person, private or government entity, or a combination of the above, including its legal successors or permitted assigns, to whom any part of the Goods to be supplied or execution of any part of the related services is subcontracted by the successful/ selected bidder.
- k) "Supplier/ Successful or Selected bidder" means the person, private or government entity, or a combination of the above, whose Bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assigns of the successful/ selected bidder.
- l) "The Site," where applicable, means the designated project place(s) named in the bidding document.

Note: The bidder shall be deemed to have carefully examined the conditions, specifications, size, make and drawings, etc., of the goods to be supplied and related services to be rendered. If the bidder has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before submitting the Bid and signing the contract refer the same to the procuring entity and get clarifications.

1) Contract Documents

Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

2) Interpretation

- a) If the context so requires it, singular means plural and vice versa.
- b) Entire Agreement: The Contract constitutes the entire agreement between the Purchaser and the Supplier/ Selected bidder and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.
- c) Amendment: No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.
- d) Non-waiver: Subject to the condition (f) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- e) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.
- f) Severability: If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

3) Language

- a) The Contract as well as all correspondence and documents relating to the Contract exchanged by the successful/ selected bidder and the Purchaser, shall be written in English language only. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the special conditions of the contract, in which case, for purposes of interpretation of the Contract, this translation shall govern.
- b) The successful/ selected bidder shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

4) Joint Venture, Consortium, Association or Subcontract

Joint venture, consortium or associations of companies is not allowed to bid. Subcontract of bid is not allowed.

5) Eligible Goods and Related Services

- a) For purposes of this Clause, the term "goods" includes commodities, raw material, machinery, equipment, and industrial plants; and "related services" includes services such as insurance, transportation, supply, installation, integration, testing, commissioning, training, and initial maintenance.
- b) All articles/ goods being bid, other than those marked in the Bill of Material (BoM) should be the ones which are produced in volume and are used by a large number of users in India/ abroad. All products quoted by the successful/ selected bidder must be associated with specific make and model number, item code and names and with printed literature describing configuration and functionality. Any deviation from the printed specifications should be clearly mentioned in the offer document by the bidder/ supplier. Also, the bidder is to quote/ propose only one make/ model against the respective item.

c) Bidder must quote products in accordance with above clause “Eligible goods and related services”.

6) Service of Notice, Documents & Orders

a) A notice, document or order shall be deemed to be served on any individual by -

- a. delivering it to the person personally; or
- b. leaving it at, or sending it by post to, the address of the place of residence or business of the person last known;
- c. on a body corporate by leaving it at, or sending it by post to, the registered office of the body corporate.

b) When the procedure laid down in (a) above is followed, service shall be deemed to be effected by properly addressing, preparing and posting the document, notice or order, as the case may be.

7) Supplier's/ Selected Bidder's Responsibilities

The Supplier/ Selected Bidder shall supply all the goods and related services included in the scope of supply in accordance with the provisions of bidding document and/ or contract.

8) Purchaser's Responsibilities

a) Whenever the supply of goods and related services requires that the Supplier/ Selected Bidder obtain permits, approvals, and import and other licenses from local public authorities, the Purchaser shall, if so required by the Supplier/ Selected Bidder, make its best effort to assist the Supplier/ Selected Bidder in complying with such requirements in a timely and expeditious manner.

b) The Purchaser shall pay all costs involved in the performance of its responsibilities, in accordance with the general and special conditions of the contract.

9) Contract Price

a) The Contract Price shall be paid as specified in the contract subject to any additions and adjustments thereto, or deductions there from, as may be made pursuant to the Contract.

b) Prices charged by the Supplier/ Selected Bidder for the Goods delivered and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier/ Selected Bidder in its bid, with the exception of any price adjustments authorized in the special conditions of the contract.

10) Recoveries from Supplier/ Selected Bidder

PENALTIES: Bank shall impose penalties for breach of contract, deviation in specification etc, in the following cases,

- a. Not adhering to the delivery schedule
- b. Mistakes in printing, binding, serialing or packing of security items
- c. Deficiencies in quality of printing
- d. Printing not according to Bank's format and color schemes etc.
- e. Flouting Bank's instructions in respect of storage of paper, maintenance of records, transportation and delivery of security forms etc.

S No.	Reasons	Amount of penalty
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1.	Delay	For books: Rs.10 per day
2.	Wrong Dispatch	Rs.100 per cheque book
3.	Wrong printing / Defective perforation / binding (not resulting in rejection of cheque book)	Rs.25 per Cheque Book
4.	Wrong printing (Resulting in rejection of cheque book)	Rs.100 per cheque book + cost of Cheque Book (paper cost + printing cost)
5.	Deviation from RBI / NPCI specifications Or Banks specifications	Shall be decided by bank depending upon nature and severity
6.	Dispatch of cheque books with missing/ duplicate/ additional leaves	Rs.500 per Cheque Book
7.	Misuse/loss/theft/ leakage of data or any other mistakes	As may be decided by the bank

In case of rejection of any consignment of security instruments on account of any reason, no payment of printing charges shall be made and penalty charged by RBI / local clearing house will be recovered from the printer/vendor.

If the Printer fails to deposit the loss amount claimed by the bank or the penalty imposed by the bank for the negligence in any manner, or otherwise, the bank shall have all the right to recover Same from the bills & /or to forfeit the earnest money deposit/recover the amount out of security deposit and/or take such other action, legal or otherwise, as it may deem proper.

Managing Director shall be the competent to increase/decrease the penalties stated above considering the circumstances of each case.

11) Taxes & Duties

- a) The TDS etc., if applicable, shall be deducted at source/ paid by JCCB as per prevailing rates.
- b) For goods supplied from outside India, the successful/ selected bidder shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the country.
- c) For goods supplied from within India, the successful/ selected bidder shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
- d) If any tax exemptions, reductions, allowances or privileges may be available to the successful/ selected bidder in India, the Purchaser shall use its best efforts to enable the successful/ selected bidder to benefit from any such tax savings to the maximum allowable extent.

12) Specifications and Standards

- a) All articles supplied shall strictly conform to the specifications, trademark laid down in the bidding document and wherever articles have been required according to applicable

specifications/ certifications/ standards, those articles should conform strictly to those specifications/ certifications/ standards. The supply shall be of best quality and description. The decision of the competent authority/ Procurement committee whether the article supplied conforms to the specifications shall be final and binding on the supplier/ selected bidder.

b) Technical Specifications and Drawings

i. The Supplier/ Selected Bidder shall ensure that the goods and related services comply with the technical specifications and other provisions of the Contract.

ii. The Supplier/ Selected Bidder shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.

iii. The goods and related services supplied under this Contract shall conform to the standards mentioned in bidding document and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the country of origin of the Goods.

c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the bidding document. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with the general conditions of the contract.

d) The supplier/ selected bidder must certify that all the goods are new, unused, and of the agreed make and models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.

e) The supplier/ selected bidder should further warrant that the goods shall be free from defects arising from any act or omission of the supplier/ selected bidder or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the place of final destination.

13) Delivery period & Extent of Quantity

a) The time specified for delivery shall be deemed to be the essence of the contract and the successful bidder shall arrange personalize cheque book services within 45 day in the period on receipt of the firm order from the Purchase Officer.

b) The selected bidder shall arrange supplies within the stipulated time period.

c) If the orders are placed in excess of the quantities, the bidder shall be bound to meet the required supply. If the bidder fails to do so, the Purchase Officer shall be free to arrange for the balance supply by limited Bid or otherwise and the extra cost incurred shall be recoverable from the bidder.

14) Payments

a) Payment will be made monthly on basis of submission of original invoice (in two copies) in specified format along with RTGS/NEFT bank account details (imprinted on Invoice itself) of the supplier/service provider.

15) Settlement of Disputes

1. Amicable Settlement: In the event of any dispute, difference or claim arising out of or relating to this RFP, the Purchase Order/Work Order, or execution of the contract, the parties shall first attempt to resolve the matter amicably through mutual discussions and negotiations.

2. Reference to Competent Authority: If the dispute is not resolved through mutual discussions within a reasonable period, the matter may be referred to the Administrator of the Bank, whose decision shall be binding to the extent permissible under the applicable procurement rules.

3. Remedies under RTPP Act: Any bidder aggrieved by the procurement process may seek remedies as provided under the Rajasthan Transparency in Public Procurement Act, 2012 and Rajasthan Transparency in Public Procurement Rules, 2013, including filing an appeal before the appropriate authority as prescribed under the Act.

4. Jurisdiction of Courts: Subject to the provisions of the RTPP Act and Rules, the courts situated at [Jaipur], Rajasthan shall have exclusive jurisdiction over all disputes arising out of or relating to this RFP and the resulting contract.

16) Patent Indemnity

a) The supplier/ selected bidder shall, subject to the Purchaser's compliance with sub-clause (b) below, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of: -

i. the installation of the Goods by the supplier/ selected bidder or the use of the Goods in the country where the Site is located; and

ii. the sale in any country of the products produced by the Goods.

b) If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to above, the Purchaser shall promptly give the supplier/ selected bidder a notice thereof, and the supplier/ selected bidder may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.

c) If the supplier/ selected bidder fails to notify the Purchaser within thirty (30) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.

d) The Purchaser shall, at the supplier's/ selected bidder's request, afford all available assistance to the supplier/ selected bidder in conducting such proceedings or claim, and shall be reimbursed by the supplier/ selected bidder for all reasonable expenses incurred in so doing.

e) The Purchaser shall indemnify and hold harmless the supplier/ selected bidder and its employees, officers, and Subcontractors (if any) from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the supplier/ selected bidder may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or

otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

f) Printer/vendor shall indemnify, protect and save the Bank and hold the Bank harmless from and against all claims, losses, costs, damages, expenses, action suits and other proceedings, (including reasonable attorney fees), relating to or resulting directly or indirectly from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all components provided to fulfill the scope of work.

g) Printer/vendor will defend, indemnify and hold the Bank, its affiliates, directors, officers and employees from and against any third-party claim, demand, suit, proceeding, cost and expenses therewith to the extent such demand, claim or action relates to or is based on any personal injury, death or damage to property caused by the negligence or willful misconduct of the Printer/vendor or its agents and representatives, in the performance of this Agreement.

h) Printer/vendor agrees that for the act, omission of his employee, agents, if any loss is caused to the Bank or any person, Printer/vendor shall be jointly and severally liable for the same.

i) Printer/vendor further undertakes to hold the Bank or its employee or officer or agent harmless and indemnified in respect of all losses or damages arising out of such causes or event. Further the Printer/vendor undertakes that he will make good, the loss/ damage irrespective of the fact whether or not he recover the amount of loss/damage from the Insurance Company or any other party. Printer/vendor liability is valid and shall be in force so long as the paper material remains unaccounted for to the Bank.

17) Limitation of Liability

Except in cases of gross negligence or willful misconduct: -

a) neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier/ selected bidder to pay liquidated damages to the Purchaser; and

b) the aggregate liability of the supplier/ selected bidder to the Purchaser, whether under the Contract, in tort, or otherwise, shall not exceed the amount specified in the Contract, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier/ selected bidder to indemnify the Purchaser with respect to patent infringement.

18) Force Majeure

a) The supplier/ selected bidder shall not be liable for forfeiture of its PSD, LD, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

b) For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the supplier/ selected bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the supplier/ selected bidder. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

- c) If a Force Majeure situation arises, the supplier/ selected bidder shall promptly notify the JCCB in writing of such conditions and cause thereof within 15 days of occurrence of such event. Unless otherwise directed by JCCB, the supplier/ selected bidder shall continue to perform its obligations under the contract as far as reasonably practical.
- d) If the performance in whole or part or any obligation under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 days, either party at its option may terminate the contract without any financial repercussion on either side.
- e) In case a Force Majeure situation occurs with the JCCB, the JCCB may take the case with the supplier/ selected bidder on similar lines.

19) Change Orders and Contract Amendments

- a) The Purchaser may at any time order the supplier/ selected bidder through Notice in accordance with clause “Notices” above, to make changes within the general scope of the Contract in any one or more of the following: -
 - i. drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
 - ii. the method of shipment or packing;
 - iii. the place of delivery; and
 - iv. the related services to be provided by the supplier/ selected bidder.
- b) Prices to be charged by the supplier/ selected bidder for any related services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier/ selected bidder for similar services.

20) Termination

a) Termination for Default

- i. The Bid sanctioning authority of JCCB may, without prejudice to any other remedy for breach of contract, by a written notice of default of at least 30 days sent to the supplier/ selected bidder, terminate the contract in whole or in part: -
 - a. If the supplier/ selected bidder fails to deliver any or all quantities of the service within the time period specified in the contract, or any extension thereof granted by JCCB; or
 - b. If the supplier/ selected bidder fails to perform any other obligation under the contract within the specified period of delivery of service or any extension granted thereof; or
 - c. If the supplier/ selected bidder, in the judgment of the Purchaser, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract.
 - d. If the supplier/ selected bidder commits breach of any condition of the contract.
- ii. If JCCB terminates the contract in whole or in part, amount of PSD may be forfeited.

iii. Before cancelling a contract and taking further action, advice of senior most finance person available in the office and of legal adviser or legal assistant posted in the office, if there is one, may be obtained.

b) Termination for Insolvency

JCCB may at any time terminate the Contract by giving a written notice of at least 45 days to the supplier/ selected bidder, if the supplier/ selected bidder becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the supplier/ selected bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to JCCB.

c) Termination for Convenience

JCCB, by a written notice of at least 30 days sent to the supplier/ selected bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the supplier/ selected bidder under the Contract is terminated, and the date upon which such termination becomes effective.

5. SPECIAL TERMS AND CONDITIONS OF TENDER & CONTRACT

2. 95 GSM CTS standard MICR grade paper in reel form will be supplied by the bank for printing cheques and requisition slips. Paper for wrapper, records slips etc to be provided by the printer as per specification.
3. Cheques should be strictly as per CTS 2010 standards complying all norms of RBI/NPCI. Branch name ,address, logo IFSC code etc. are to be printed exactly as per specifications and the specimen should be approved by NPCI.
4. All printing is to be done in specified format and color scheme of each instrument. Printed Samples of all the instruments will be provided by bank to successful tenderer, and the art works complying with bank specifications and CTS 2010 standards have to be developed by printer themselves at their own cost.
5. **It is mandatory for a printer to get 'CTS-2010 Standards' new 500 cheque leaves test certification from NPCI before printing PCBs for bank at his cost test certificate to be submitted to the bank.**
6. Please note that Final proof (5 cheque books with minimum 10 leaves each) should be submitted to us for approval before commencing execution of our orders. Printer is also required to submit specimen cheque leaves as per NPCI instructions for testing the compatibility of the same with CTS environment before execution of the work
7. **Print Schedule Requirments :-** The file in secured format containing orders/indents for the cheque books will be sent to the printer/Vendor Three times in a week via Secured file transfer protocol / E-mail in encrypted mode at a particular predetermined time as may be decided and advised by the Bank from time to time. The printer/Vendor has to print and dispatch the cheque books within 24 hours from the receipt of the file .The articles handed over to speed post/courier services should be sent in soft copy weekly to the bank

Since the activity of printing of PCBs is time bound, each unit should be independent and should be capable of carrying out all the printing activities, including printing of base stationery under one roof to ensure prompt deliveries.

8. **Numbering:** - Bank will provide the prefix and number in continuation starting from zero to be printed.
9. **Bar code :-** There should be a barcode on the cheque leaf.

10. **Binding:-** Cheque books are to be stapled at two places on the left side of the book and glue pasted to the spine for all cheque books. The binding and cutting of the books should be done aesthetically and there should be no visible defect in size shape stacking.
11. **Perforation and Stub:-** Perforation of all instruments shall be in such a way that tearing force required is minimum and no portion of stub or form should tear off when detached from book. The perforate portion of the security form when detached from the book should have minimum deformity and should be in straight line. The stub width should be at least 1 cm or as desired by the bank.
12. **Checking:-** All security instruments should be checked at each stage of printing, numbering binding and packing by the trained staff of the printers. All leaves with printing flaws and mistakes must be removed and replaced with corrected leaves. No security instrument should be supplied without thorough checking by the printers for any printing mistake, defects etc. the printed formats are to be checked twice before packing and authenticated on packing slips. Printers shall maintain a complete record of checking each stage for mistakes, defects and corrections done during printing, binding and packing of security instruments and shall be offered for inspection by Bank's authorized official on demand.
13. **Packing :-** The covers packet in which Branches cheque books will be delivered should be packed in non-transparent and water proof to avoid tampering and mutilation depending on number of books.
14. **Dispatch Mode:**
Printed instrument shall be dispatched in speed post/Courier adhering to the schedule given by the bank, for which bank shall enter into agreement with speed post/Courier department.
15. **Test Checking:-** Bank shall check samples of MICR instruments, collected from branches at regular intervals, with NPCI / RBI or any of the cheque processing center to ensure compliance of CTS 2010 specifications and rejection rate shall be zero. In case of any deviation, the decision of the bank will be final and binding on printers.
16. **Other terms:-**
 - i. Rates submitted by the tenderers and arrangement made with the bank would be valid for Three years from the date of execution the agreement, extendable further by 6 months at the discretion of the bank.
 - ii. Please ensure that quotation is properly worked out and presented, as any request for revision of the rates or cancellation of the order subsequently will not be entertained.
 - iii. Printing of personalized cheque books shall have to be started by the Printer/vendor maximum 45 days from the date of award of the job, by which time Printer/vendor shall have to complete all arrangements including obtaining of approval of cheque sample from NPCI. The bank will not be bound to provide any extension of time in this regard.
 - iv. Printer/vendor shall develop the software at their own cost, to process data provided in the form of text file (or any other format decided by the bank) to print the personalized information on cheque leaves and requisition slip as per the specifications of the bank. Any changes required to be made in future in this regard, shall have to be managed by the printer/vendor at their own cost.
 - v. Bank may also undertake standardization of different inputs/outputs for Personalized Cheque Books from time to time which the Printer/vendor shall have to implement promptly with no extra cost.
 - vi. Successful Bidder/Security Printer/vendor shall also submit an undertaking not to part with or in any way divulge the information/data provided to the Printer/vendor for processing and printing, to any unauthorized person and shall keep/preserve the

record/data as per bank's requirement/applicable legal laws. Bank may also stipulate changed requirement in this regard from time to time.

- vii. The Printer/vendor shall be solely responsible & accountable for any loss caused to the bank due to misuse of data provided by the bank to the Printer/vendor or loss of such data or theft/leakage of such data or capturing of wrong data on cheque books due to the negligence or otherwise.
- viii. The Printer/vendor shall ensure due diligence/KYC verification of its employees from time to time and shall preserve the information relating to the same in accordance with the law.
- ix. In case the Printer/vendor fails to commence the job within stipulated time period or if the Printer/vendor stops printing of PCBs during the period of Agreement, in that case the bank may forfeit its EMD/Security Deposit and may also take any other action/legal recourse including termination of the agreement &/or debarring the Printer/vendor from doing the bank's work for next 3 years, as it may deem proper.
- x. Security Printer/vendor shall have standby/alternate arrangement of printing & other related operations in case of failure/breakdown of any machine etc, so that uninterrupted printing/dispatch of personalized cheque books of our bank is ensured.
- xi. Inventory must be kept in Safe custody at Printer/vendors' premises .
- xii. Governing Law & Jurisdiction: The parties hereto expressly agree and understand that, without prejudice to anything contained hereinabove. This agreement shall be construed in accordance with and governed by the laws prevailing in India for the time being in force and all enactments thereof and for all purposes the Courts in Jaipur alone shall have exclusive jurisdiction over all disputes or differences or claims arising out of this agreement.
- xiii. Confidentiality/Misuse of Data: Since the customer data that shall be provided by the bank to Printer/vendor is confidential & sensitive, Printer/vendor shall have to ensure its complete and utmost secrecy & Confidentiality, safety & security of Bank's data and shall use the data only for printing of personalized cheque books and not for any other purpose in any case. At any time, if it comes to the notice of the bank that data has been compromised/disclosed/misused/misappropriated then bank would take suitable action as deemed fit and Printer/vendor would compensate the bank to the fullest extent of loss incurred by the bank.**
- xiv. Assignments: The Printer/vendor agrees that it shall not be entitled to assign any or all of its rights and or obligations under this Tender and subsequent Agreement to any entity including Agency's affiliate without the prior written consent of the Bank. If the Bank undergoes a merger, amalgamation, takeover, consolidation, reconstruction, change of ownership, etc., this tender shall be considered to be assigned to the new entity and such an act shall not affect the rights of the Bank.
- xv. Headings the clause headings used herein are included for convenience of reference only and shall be used to construe or interpret any clause or term used herein.
- xvi. Notwithstanding anything contained to the contrary anywhere in this agreement, termination of this Agreement (howsoever occasioned) shall not affect any accrued rights or liabilities of either Party.
- xvii. All terms & conditions of tender documents will be the part of this agreement.

ANNEXURE – 1 TECHNICAL BID {to be filled by the bidder}**Reference No. JCCB/opr/2026-27/.....****Dated-/....../2026**

	Compliance (YES/NO)	Page No. where the functionality/ specs are mentioned		
1. Bidding document Fee (Bid Fee), 2. Bid Security Instrument/ Proof of submission of <table><tr><td>Bid Fee - Rs.295/-</td></tr><tr><td>Bid Security of Rs.17,700/-</td></tr></table>	Bid Fee - Rs.295/-	Bid Security of Rs.17,700/-		
Bid Fee - Rs.295/-				
Bid Security of Rs.17,700/-				
• Name of the firm				
• Copy of valid registration certificates				
Address of Firm. • Whether office is situated in India? (proof should be enclosed)				
• Name of the proprietor / partners				
• Goods and service Tax Number(GST) • PAN Number				
• CA certificate of average annual turnover of three years i.e. 2022-23, 2023-24 & 2024-25.(minimum 100 Lakh)				
• Whether The net worth of the bidder is postive. CA certificate of Net worth is to be given.				
• Experience certificate Other bank Purches order Copy/ work compliation certificate (proof should be enclosed)				
• The Applicant Vendor/Service Provider Must have in-house four colour web offset printing machines • The Applicant Vendor/Service Provider Must have in-house infrastructure / software to print personalized cheques including VOID pantograph and UV				

logo of Bank as per new "CTS -2010" standard /guidelines • The Applicant Vendor/Service Provider Must have printing machines for printing of cheque leaves from MICR Paper sheets as well as reels. • (Certificate to be enclosed)		
• ANNEXURE-III: BIDDER'S AUTHORIZATION CERTIFICATE(Attached if applicable)		
• ANNEXURE-IV: Declaration by Bidder regarding qualification(Attached)		
• ANNEXURE-V: CERTIFICATE OF CONFORMITY/ NO DEVIATION(Attached)		
• ANNEXURE-VI: DECLARATION BY BIDDER(Attached)		
• Has infrastructure and functionality Specification of Personalise cheque book has		
• All Pages of Tender document sealed and signed		

ANNEXURE 2: Specifications of Personalise cheque book

Savings Account Cheque book	20,50 Leaves OR 15,30,60 leaves
Current Account Cheque book	50 & 100 Leaves OR 45 & 90 Leaves
Cash Credit A/c Cheque book	15,45 & 90 Leaves
MICR Security Paper	MICR Security Paper (-95-GSM) with water mark of Bank and "CTS- INDIA" for Cheque leaves will be procured by the
Cheque Leaves	Cheque leaves are to be printed as per CTS- 2010 standards specification containing following mandatory and desirable security features i)Void pantograph ii) Invisible UV logo iii) Micro line iv) Standard field placement v) Banks logo printed in the branded Colour. Name & address of the Bank printed in Hindi as well as English
Personalization:	Name of the Customer, Account number, Capacity of the signatory & MICR numbering details etc.
Cover Pages	-170 GSM Art Card paper of "A: grade mill both side printing

	i) 1st page to be printed in two colour with window ii) The 2nd and 3rd cover pages contain instructions in Hindi and English. iii) The 4th cover page will contain names of bank's products.
Welcome Slip cum Address slip	White Paper of 70 gsm to be used. To be inserted between cover page and first cheque leaf. in addition to pre-printed text matter (Bilingual), Personalization i.e. Name , Address of the A/c holder
Requisition Slip-	Common Requisition Slip for all items, MICR Paper (Paper provided by Bank) of 95 GSM with back ground printing as per the cheque leaves and other text matter in black colour. Personalization of the cheque leaves i.e. A/c Number, name of the a/c holder and Branch name
Record slip	-70- GSM paper of "A" grade Mill. Both side printing. -1- Sheet (both side printing) for -15 & 20- leaves cheque-book -2- Sheets (both side printing) for -45 & 50- leaves cheque-book & -3- Sheets (both side printing) for -90 & 100- leaves cheque-book & with window cutting at bottom to see cheque-numbers.
Envelope Size	Branchwise one envelope of appropriate size according to number of Cheque book of that particular branch will be used by vendor.
Size of Cheque Books	Size of all type of Cheque Books including the Personalized, will be of the standard size as per instruction issued by RBI/NPCI .
Binding	All instruments are to be stapled with two wire pins. The binding and cutting of books should be done aesthetically and there should be no visible defect in size, shape, stacking.
Perforation & Stub	Perforation of all originals and copies, wherever required shall be in such a way that tearing force required is minimum and no portion of stub or form should tear off when detached from the book. The perforated portion of the security form when detached from the book should have minimum deformity and should be in a straight line.
Quantity	As per requirement of our branches as well as customers from time to time. Volume of work may increase gradually with opening of new accounts.

Placement of Order	The purchase/supply order to the selected vendor will be placed from the Head Office of the Bank, based on the demand of our branches. Initially a consolidated order of all Personalized CTS cheque Books. Thereafter order for supply of Personalized Cheque Books will be issued as per the request of customers preferably on Three times in week basis or more frequently depending upon the requirement of the customers. Order with all details viz. a/c no., name, no. of cheque leaves, Branch Name where the cheque book is to be sent etc. will be issued preferably through a designated e-Mail ID of the Bank to a designated e-mail ID of the vendor or by any other means as the case may be. Vendor/Printer would be required to print cheque-books / leaves and deliver to courier / speed post as per predefined arrangement. The printing and cost of Bar coding as allotted by Postal authorities and any other cost managing the same will be the sole responsibility of the vendor/printer. vendor/printer would also be required to update simultaneously the request file with cheque serial no. ref. no / consignment no./ details and to send it back to concerned offices with a copy to this office by e-Mail in encrypted form.
Delivery Schedule	All Personalized Cheque Books, will have to be delivered at 24 Branch Offices of the Bank. The printer/vendor will print the Cheque books and arrange to hand over the same to postal authorities for delivery on T+1 day. On the same day printer/vendor will send the details of Cheque books dispatched along with dispatch details to the concerned branches through email with copy to concerned Head Office. Necessary MIS reports shall also be provided as per Bank's requirement.
Courier Services	Mode of delivery will only be through the speed post of indian post /Courier.

Date:

Seal & Sign of the Bidder/Vendor

ANNEXURE-3: BIDDER'S AUTHORIZATION CERTIFICATE {to be filled by the bidder}

To,

{Procuring entity},

_____,'

_____,'

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with NIB reference No. _____ dated _____. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

ANNEXURE-4: Declaration by Bidder regarding qualification {to be filled by the bidder}

To,

{Procuring entity}, _____,

In relation to my/our Bid submitted to for procurement of.....in response to their Notice Inviting Bids NoDated I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my / our affairs administered by a court or a judicial officer, not have my/ our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officer not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings ;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;
6. I / We have submitted document strictly on the format prescribed by the JCCB and are available on the Bank's website & there is no change in formatting, number of pages etc.
7. I / We have checked that no page is missing and all pages as per the index and checklist are available & that all pages of document submitted by us are clear & legible.
8. I /We have read carefully & understood the instructions to the applicants.
9. I / We hereby understood and accordingly confirm that all Tender documents along supporting documents/annexures etc. are required to be submitted by us strictly in the prescribed format only. In case, the Bid/documents submitted by us along with this tender is found in any other formats and not complying this condition, we hereby authorize the JCCB to summarily reject our tender for which we shall not make any protest.
10. I / We have not made any modification / corrections / additions /deletions etc. in the PQ documents downloaded from web by me / us. In case at any stage later, it is found there is difference in our downloaded PQ documents from the original and / or any documentation, JCCB shall have the absolute right to disqualify / reject our Tender and also debar me / us in participating in any future tenders of JCCB without any prior intimation to me / us.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by JCCB, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Date:

Signature of bidder

Place:

Name :

Designation:

Address:

ANNEXURE-5: CERTIFICATE OF CONFORMITY/ NO DEVIATION {to be filled by the bidder}

To,

{Procuring entity},

_____,'

CERTIFICATE

This is to certify that, the specifications which I/ We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the minimum technical specifications of the bidding document and that there are no deviations of any kind from the requirement specifications.

Also, I/ we have thoroughly read the bidding document and by signing this certificate, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations and assumptions.

I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in the end-to-end implementation and execution of the project, to meet the desired Standards set out in the bidding Document.

Thanking you,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

ANNEXURE-6: DECLARATION BY BIDDER {to signed by selected bidder}

I/ We declare that I have adequate required staff as per specified in NIB and fulfill all the terms and conditions of tender.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the bid, if any, to the extent accepted may be cancelled.

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

ANNEXURE-7: LETTER OF UNDERTAKING

To,

{Procuring Entity},

_____,'

Subject: Tender for Request for Proposal (RFP) for Printing & Supply Of Personalized CTS Cheque Books,For A Period Of 3- Years

Reference: NIB/ RFP Ref. No. _____ dated _____

Having examined the terms & conditions, drawings, specifications, design relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto and affecting the quotation, I/We hereby offer to execute the works specified in the said memorandum within the time specified in the said memorandum in accordance in all respect with the specifications, design, drawings and instructions in writing referred to in conditions of Tender, conditions of contract and with such conditions so far as they may be applicable.

MEMORANDUM

a	Description of work	" Request for Proposal (RFP) for Security Form Printers For Printing & Supply Of Personalized CTS Cheque Books,For A Period Of 3- Years "
b	Earnest Money	As specified in the NIB
c	Time allowed for completion of work from the date of issue of work order.	As specified in the NIB

Should this tender be accepted, I/we hereby agree to abide by and fulfill the terms and provisions of the said conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to JCCB, the amount mentioned in the said conditions.

I/we have deposited Demand Draft / Banker's Cheque / FDR for a sum of Rs. /-
(Rupees) as Earnest money deposit with the Jaipur central cooperative bank ltd
Should I/we do fail to execute the

contract when called upon to do so, I/we hereby agree that this sum shall be forfeited by me/us to Jaipur central cooperative bank ltd.

. We, therefore, undertake that we shall not raise any claim / compensation in the eventuality of Bank deciding to drop any of the items from the scope of work of this tender at any stage during the contract/execution period. Further, we also undertake to execute the work entrusted to us in phases on our approved rates and within the stipulated time limit without any extra claim for price escalation.

As when ask by the Bank, I/we shall submit the supporting technical data sheet, specification and make of the items as per the BOQ.

We, hereby, also undertake that, we will not raise any claim for any escalation in the prices of any of the material during the currency of contract/execution/completion period.

I / We have not made any modification / corrections / additions /deletions etc. in the PQ/Tender documents downloaded from web by me / us. In case at any stage later, it is found there is difference in our downloaded PQ/Tender documents from the original and / or any documentation, JCCB shall have the absolute right to disqualify / reject our Tender and also debar me / us in participating in any future tenders of JCCB without any prior intimation to me / us.

I/We hereby undertake and confirm that all the information furnished in this tender is correct and true to the best of our knowledge and belief and we own full responsibility for its correctness and authenticity

I / We hereby understood and accordingly confirm that all Tender documents along supporting documents/annexures etc. are required to be submitted by us strictly in the prescribed format only. In case, the Bid/documents submitted by us along with this tender is found in any other formats and not complying this condition, we hereby authorize the JCCB to summarily reject our tender for which we shall not make any protest.

Yours faithfully,

Signature of contractor with Seal

ANNEXURE-8: DECLARATION OF NEAR RELATIVES OF JCCB EMPLOYEES

I/We.....S/o/D/o.....

...

..... Residing
at.....

..... hereby certify
that none of our relatives(s) as defined in the Tender document is/are employed in JCCB as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, JCCB shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

(The near relatives are members of a Hindu undivided family/husband and wife/ the one related to the other in the manner as father, mother, son(s) and son's wife (daughter- in-laws), daughter(s), husband (son-in-law), brother(s) and brother's wife, sister(s) & sister's husband (brother-in-law).

Place:

Date:

Signature of Applicant with Seal

ANNEXURE – 9 FINANCIAL BID {to be filled by the bidder}

Reference No. JCCB/Store/2026-27/.....

Dated-/....../2026

<u>DESCRIPTION</u>	<u>(AMOUNT IN FIGURE IN RS.)</u>
The price quoted should be inclusive of cheque leaf, cost of paper for Cover page, welcome Slip and Record slips, labour charges, packing, and forwarding charges and applicable all taxes (6,00,000Leaf *(per leaf rate@.....)	Rs.....
GST	
TOTAL	
Total Amount in words:-	

*The price quoted should be inclusive of cheque leaf, cost of paper for Cover page, welcome Slip and Record slips, labour charges, packing and applicable all taxes (including GST and). ,

**Expenses of postage will be reimbursed by procurement entity (Bank) at actual Basis monthly ..

***_Note:- Technically Qualified bidder shall be selected on Lowest Cost Based Selection (LCBS) i.e. L1 bidder

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ANNEXURE 10-LIST OF BANK'S BRANCHES

LIST OF BRANCH OFFICE				
Sr. No.	Name of Branch	Branch code	Address	PINCODE
1	KISHANPOL E	22001	66, AKAR BAHWAN, KISHANPOLE BAZAR, JAIPUR	302002
2	BASSI	22003	BIDHAJI MANDIR ROAD, MAIN MARKET, BASSI, JAIPUR	303301
3	CHAKSU	22007	NILKANTH KANTAY KEY SAMNAY NEAR PNB BANK, CHAKSU, JAIPUR	303901
4	PHAGI	22008	MADHURAJPURA CHORAHA, IN FRONT OF PANCHAYAT SAMITI, PHAGI, JAIPUR	303005
5	SANGANER	22009	NEAR CTS BUS STAND, SANGANER, JAIPUR, RAJASTHAN	302029
6	BAGRU	22010	NEAR ROADWAYS BUS STAND, OPP BOB, BAGRU, JAIPUR, RAJASTHAN	303007
7	DUDU	22011	POST OFFICE-DUDU, OPP. FLYOVER, DUDU, JAIPUR, RAJASTHAN	303008
8	SAMBHAR	22012	DHAN MANDI, SAMBHAR LAKE, SAMBHAR, JAIPUR, RAJASTHAN	303604
9	RENWAL	22013	AGRAWAL DHARAM SHALA KE PEECHE, KUMAWAT MOHALLA, RENWAL (KISHANGARH), JAIPUR	303603
10	CHOMU	22014	CHOMU THANA MODE, MAIN SIKAR HIGHWAY, CHOMU, JAIPUR, RAJASTHAN	303702
11	SHAHPURA	22015	NEEM KA THANA ROAD, SHAHPURA, JAIPUR, RAJASTHAN	303103
12	VIRAT NAGAR	22016	ALWAR ROAD, VIRAT NAGAR, JAIPUR, RAJASTHAN	303102
13	POATA	22017	CHANDRA MAHAL HOTEL, DELHI BYPASS NH-8 BUS STAND POATA, JAIPUR, RAJASTHAN	303106
14	KOTPUTALI	22018	GORDHANPLAZA, KOTPUTALI JAIPUR, RAJASTHAN	303108
15	J RAMGARH	22019	OPP. POST OFFICE, JAMWARAMGARH, JAIPUR, RAJASTHAN	303109
16	JHOTWARA	22022	KALWAR ROAD, JHOTWARA JAIPUR, RAJASTHAN	302012
17	VAISHALI NAGAR	22023	F-1, NURSERY CIRCLE, VAISHALI NAGAR, JAIPUR, RAJASTHAN	302021
18	GOVINDGAR H	22024	PURANA BUS STAND, GOVINDGARH, JAIPUR, RAJASTHAN	303712
19	JALSU	22025	NEAR POLICE CHOWKI, JALSU, CHOMU, JAIPUR, RAJASTHAN	303701
20	KOTKHAWDA	22026	MAIN MARKET, OPP. GOVT. HOSPITAL, KOTKHAWDA, CHAKSHU, JAIPUR, RAJASTHAN	303908
21	TUNGA	22027	MAIN TUNGA ROAD, NEAR BUS STAND, TUNGA, BASSI, JAIPUR, RAJASTHAN	303302
22	COLLECTRATE	22028	COLLECTRATE PARISAR, GATE NO 3, BANIPARK , JAIPUR, RAJASTHAN	302016
23	HARMARA	22029	HARMARA, SIKAR ROAD JAIPUR NINDAR MOD, JAIPUR, RAJASTHAN	305812
24	TONK PHATAK	22030	P. N. 62, RAMPURAROOPA, TONK PHATAK, JAIPUR RAJASTHAN	302015
25	HEAD OFFICE	22099	F-1, NURSERY CIRCLE, VAISHALI NAGAR, JAIPUR, RAJASTHAN	302021

CHECKLIST – Mandatory Documents for Submission **CHECKLIST – Mandatory Documents for Submission**

S. No.	Document type	Document format	Attached (Yes/No)	Page No.
1.	1. Bidding document Fee (Bid Fee) 2. Bid Security.	Bid Fee - Rs./- Bid Security Rs./-		
3.	Branch Office/ Head Office/ Regional Office Address proof situated at Jaipur.	Declaration/ Proof		
4	PAN Card	PAN Card Copy		
5	GST Registration Certificate	GST Registration Certificate Copy		
6	Last 3 Years Turnover & Nerworth Certificate	CA Certificate 2022-2023 2023-2024 2024-2025		
7	Purches Order Copy/ work complication Certificates	Document either Purches Order or work completion Certificate to be attached		
8	TECHNICAL BID	Annexure I		
9	FINANCIAL BID	Annexure IX		
10	Bidder's Authorization Certificate	Annexure III		
11	Declaration by bidder regarding qualification	As per Annexure -IV		
12	Certificate of Conformity/ No Deviation	As per Annexure-V		
13	Declaration by Bidders	As per Annexure-VI		
14	Letter of undertaking	As per Annexure-VII		
15	Deceleration of near relatives of JCCB Employee	As per Annexure- VIII		