



Tender Ref No. RGB/HO/OAD/08/2026-27

Date: 13-04-2026

REQUEST FOR PROPOSAL (RFP) FOR RATE CONTRACT FOR PRINTING AND SUPPLY OF MICR CHEQUE, DEMAND DRAFT (IOI)& TERM DEPOSIT ADVICE

IBA Approved Security Printers Only

Camp Office, Tulsi Tower, 9th B Road, Sardarpura, Jodhpur - 342003 (Rajasthan)

Date of RFP	13-04-2026
Last date & time for receipt of bid Documents	04-05-2026 before 17:00 PM
Opening of Technical Bids	04-05-2026 at 17:30 PM (Subject to availability of tender committee members of the Bank)
Security Deposit	Rs. 10,00,000.00 (Rs. Ten Lakh Only) in the form of Bank Guarantee.
Financial Evaluation	Lowest One
Date of RFP (Availability on website)	13-04-2026
Last date for seeking clarification from us on the terms & conditions of the RFP	20-04-2026 (17:00 PM)
All queries or representations must be submitted exclusively via our official email ID	oa@rgb.bank.in
Place of Opening of Bid	Rajasthan Gramin Bank, Camp Office 9th B Road, Sardarpura, Jodhpur. PIN 342003 Rajasthan.
Address for Communication	Chief Manager, Office Administration Department Rajasthan Gramin Bank, Camp Office 9th B Road, Sardarpura, Jodhpur. PIN 342003 Rajasthan. Email: oa@rgb.bank.in Telephone: 0291- 2593189/188
Earnest Money Deposit	Rs. 5,00,000.00 (Rs. Five Lakh Only) in the form of demand draft (IOI) in favour of Rajasthan Gramin Bank, payable at Jodhpur.

Format - I

(Letter to the Bank on the Bidder's Letter Head)

To,
General Manager (OAD)
Rajasthan Gramin Bank,
Camp Office
9th B Road, Sardarpura,
Jodhpur-342003 (Raj.)

Dear Sir,

Sub: Response to RFP in connection with Printing of MICR Cheque, Demand Drafts (IOI) & Term Deposit Advice

With reference to the above RFP, having examined and understood the instructions, terms and conditions, we hereby enclose our offer for the printing of MICR Cheque, Demand Drafts (IOI) and Term deposit advice as detailed in your above referred inquiry.

We confirm that the offer is in conformity with the terms and general conditions as mentioned in your above referred RFP. We further confirm that the information furnished in the proposal, annexure, formats, is correct. Bank may make its own inquiries for verification and we understand that the Bank has the right to disqualify and reject the proposal, if any of the information furnished in the proposals not correct.

We also confirm that the prices offered shall remain fixed for the period of 3 Years (At the end of three years, the bank may extend the period for one and more years with mutual consent of bank and Bidder on same terms & conditions. In case I/we are not willing to extend the tenure, we shall inform the bank atleast three months before the expiry of contract period) from the date of first supply order. We also understand that the Bank is not bound to accept the offer either in part or in full. If the Bank rejects the offer in full or in part the Bank may do so without assigning any reasons thereof, we also adhere to the penalty clause stated in the tender notice.

Technical Bid- One sealed envelope containing format-I, II, III & V duly filled and signed (with all requisite documents) and for commercial bid another sealed envelope containing format- IV duly signed.

Yours faithfully,

Authorized Signatories
(Name, Designation and Seal of the Company/Firm)
Date:

Format - II

Bidder Profile

S. No	Particulars	Bidder's response			
1.	Name of the Bidder				
2.	Address of the Communication				
3.	S. No. & Valid up to in List of Empaneled Security Printers for Printing of MICR Cheque (Enclose Proof)				
4.	Approval from IBA - Enclose Proof				
5.	Approval from National Payments Corporation of India (NPCI) with CTS-2010 Standards. (Enclose Proof)				
6.	Contact Person 1 Mob. No. Email ID				
7.	Contact Person 2 Mob No. Email ID				
8.	Date of incorporation of company/firm (Enclosed Proof)				
9.	Experience of Printing Work of MICR Cheques & PO in any scheduled Bank with CTS - 2010 standard - enclose proof of each year in last five years in similar activities. 9.1 Name of the Bank & Address 9.2 Actual Amount of work (Enclose work order, if any)				
10.	Business details for the last three financial years (enclose copies of financial statements published/audited)				
	Financial Year	Sales Turnover	Operating Profit	Net Profit After Tax	Net Worth
	2022-23				
	2023-24				
	2024-25				

Authorized Signature of the Bidder
(With seal of the Firm/Co.)

Date:

Format—III

General Conditions

- 1 The Bidders are requested to send their Bid in a properly sealed cover. Sealed Bid should be addressed to Chief Manager (Office Administration Department), Rajasthan Gramin Bank and supers cribbed "RFP for Printing of MICR Cheque, Demand Draft (IOI) and Term Deposit Advice", "Technical Bid" and "Financial Bid" in separate envelope and should reach the office before 17:00 p.m. on or before 04-05-2026.
- 2 The envelope "Technical Bid" must enclose following documents:
 - Format-I, Format-II, Format-III and Format-V duly signed.
 - Audited balance sheet of the requisite years.
 - Letter of approval from IBA.
 - Invoice copies for purchase of MICR paper in the Financial Year 2022-23, 2023-24, and 2024-25.
 - The requisite EMD must be enclosed in a separate sealed envelope and must be enclosed with technical bid.
 - Purchase order of each year in last five years for ascertaining the experience of 5 years in printing and supplying of CTS instrument to Scheduled Banks.
- 3 The Commercial Bid must be enclosed duly filled Format-IV in a separate sealed envelope.
- 4 No Bids shall be accepted after 17:00 PM on 04-05-2026. The Technical Bids shall be opened on the 04-05-2026 at 17:30 PM (subject to the availability of all tender committee members).
- 5 Format-I, Format-II, Format-III and Format-V shall be dully signed and must be enclosed with Technical Bid.
- 6 Incomplete & Conditional tender forms are liable to be rejected.
- 7 The Bids received on the other than prescribed tender form will be rejected, tenders without the earnest money shall be rejected.
- 8 Only the IBA approved security printers should quote their rates for printing and supply of security stationery. Bidder must be listed for Security printers for printing of MICR instruments approved by IBA & empanelment will be valid at least up to June 2027.
- 9 The Bidders who have empanelment with IBA only up to June 2027 will not be considered. The L1 Bidders whose empanelment expire before time limit of the said contract must ensure timely renewal or completion of the empanelment process, so that the Bank does not face any inconvenience. If L1 Bidder Fails to complete the empanelment process with IBA before expiry, The Bank reserves the rights to forfeit the Performance Bank Guarantee (PBG).
- 10 The Bidder must have average annual turnover of Rs 08.00 Crore or above for last three years in similar activity.
- 11 **The Bidder must have an experience of 5 years in printing and supplying CTS instruments to scheduled banks.**

- 12 **The Bidder must have Positive net worth & Profit in last 3 Financial Years.**
- 13 **Placement of order of Non-Personalized Cheque Book** - Order will be placed by concern Regional Business office with Branch detail by E-Mail (Twice in a month) bidder would be required to print cheque books and deliver to courier or India Post (Separate packet for each branch) (Day T+3).
- 14 **Placement of order in case of Personalized Cheque Books-** Orders will be placed by our Office, known as "LCPC" with all required details and Customer data for personalized cheque book printing shall be shared only through secure encrypted channels such as SFTP or Bank-approved API/H2H connectivity, in compliance with RBI Cyber Security Framework and data protection guidelines. Sharing of data through email or any unsecured medium is strictly prohibited. Bidder would be required to print cheque-books / leaves and deliver to India Post (for Registered/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 bidder. Bidder would also be required to update simultaneously the request file with which would be in the specified format provided by the Bank and to send it back to our Head Office by SFTP or Bank-approved API/H2H connectivity in password protected file.
- 15 **Delivery Schedule in case of Personalized Cheque Books:** On daily basis our LCPC will *send* password protected data file to the identified printer for printing cheque books (Day T). The Printer will print the cheque books and arrange to hand over to postal authority or courier for delivery on T+1 day without any additional cost to bank. On the same day printer will send the details of cheque books dispatched along with dispatch details to the LCPC by email. Necessary MIS reports shall also be provided as per Bank's requirement. Undelivered Personalized Cheque Books will be delivered to concerned Branch.
- 16 The freight charges will be paid by the bank as per actual in case of Personalized Cheque Books only.
- 17 The MICR cheque books, and Demand drafts (IOI) must have 170 GSM Art paper as cover page with multi color printing on cover and single color printing on back side. The record slip must be 70 GSM maplitho Paper.
- 18 The Personalized Cheque Book shall be delivered at the address specified by the Bank from time to time and undelivered cheque books will be returned to concern home Bank branch.
- 19 In Term Deposit Advice paper to be used 105 GSM, white parchment of JK/West Coast/Century, one side printing in multi color, advice must have micro lettering, fluorescent ink logo, UV logo with four color, numbering of advice will be on back side. Size of advice 8.5" X 6" (Printable advice size 7.75" X 5.25").
- 20 The term deposit advice must be packed in bunch of 100 advice tightly wrapped with good quality material.
- 21 The Binding of cheque books should be of good quality with good quality multi colour printed art covers. Books must invariably be tightly packed in good quality polythene. Stock of cheque books, demand drafts (IOI) and fixed deposit advice should be packed in Cartons and slip showing the contents be pasted outside the cartoons enabling us to verify the contents without opening the packets.

- 22 The rough proofs are required to be sent to us within 15 days for approval of the Bank and subsequent approvals from the date of our order and the supply is to be made within given time from the date of approval of proofs.
- 23 **Specification of Envelope for packing of Personalized Cheque Book:** Laminated and tear proof colour window envelope of bio degradable plastic with minimum 120 micron.
- 24 Please note that all the mandatory features as per RBI guidelines are to be strictly complied with, besides size of the paper and printing of each item on the cheque must be taken care of and adhered to and acceptable to IBA and NPCI. Design, color of the cheque books will be decided at the time of order.
- 25 All the security features required as per CTS-2010 standard for MICR cheque must be as per the requirement issued by IBA and NPCI.
- 26 Designing of the cheque books, drafts, and Term deposit advice as per the choice of the Bank will be done by the Bidder.
- 27 Bank may be required to deliver certain message/ information/ publicity material to its customers, along with the printed personalized cheque books, which shall be inserted in the envelopes by the successful bidder along with cheque book and dispatched the same free of cost.
- 28 **If the Rates quoted by you are found competitive, order will be placed with you for the supply as and when required. The supply shall be required to be made strictly within stipulated time from the date of approval of proofs. The order can however be placed in parts/suitable lots spread over the years. In case of delay (for any reason) the penalty shall be imposed as below which shall not be disputed.**
For delay upto 7 days = 1% of concern order value, minimum Rs. 500/-
For delay upto 15 days = 3% of concern order value, minimum Rs. 1500/-
- 29 In case the supply is not found according to R.B.I. specifications as per CTS-2010 standard and as per proof approved by us/RBI/IBA or if the supply is not received by us in time the deposited security deposit will be forfeited besides delisting of your firm's name out of our list will also be done.
- 30 Bank reserves its rights to reject / cancel tender without assigning any reason at any stage.
- 31 We further advice you that the acceptance of the tender shall be sole discretion of the Bank.
- 32 All disputes are subject to Jaipur/Jodhpur Jurisdiction only.
- 33 The Rates quoted by vendors should be valid upto three year (At the end of three years of period, the bank may extend the period for one and more years with mutual consent of bank and Bidder on same terms & conditions. If Bidder is not willing to extend the tenure, he must inform the bank atleast three months before the expiry of contract period.); orders can be placed in parts or one time. Quantity may be increased/decreased according to the bank's requirements.
- 34 Personalized Cheque Books are valuable documents and higher standards of workmanship, safety & security which shall have to be ensured by the successful bidder.

- 35 The successful bidder 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 successful bidder at no extra cost.
- 36 **Digital Personal Data Protection Act, 2023**: -The bidder shall comply with the DPDP Act 2023. Customer personal data shall be processed only on behalf of the Bank, solely for the intended purpose, with adequate security safeguards, confidentiality, and timely deletion of data after completion of work.
- 37 **Limitation of Liability**: - The bidder's liability shall be limited to the contract value, except in cases of data breach, confidentiality breach, DPDP Act violation, fraud, gross negligence, or regulatory penalties, for which liability shall be unlimited.
- 38 Successful Bidder shall also submit an undertaking not to part with or in any way divulge the information/data provided to the successful bidder or any other person related thereto for processing and printing, to any unauthorized person and shall keep/preserve the record/data as per Bank's requirement and/or as per laws. Bank may also stipulate changed requirement in this regard from time to time.
- 39 The successful bidder 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.
- 40 Considering the prestigious and sensitive nature of the work, the successful bidder shall ensure error-free, timely printing and dispatch of personalized cheque books. This shall form one of the key criteria for evaluation of the bidder's performance. Any rejection, incorrect printing, or delay in delivery of cheque books shall attract penalties. The cost of replacement of the rejected cheque book/IOI shall be recovered at actuals and shall be treated as a delay until the delivery of the correct cheque book/IOI. In addition, delay penalties shall be recovered as per Clause No. 28.
- 41 If, during the contract period, five incidents occur involving rejection, incorrect printing, or delay in delivery of cheque books, the Bank shall seek a written justification from the bidder. In the event that the explanation furnished by the bidder is found unsatisfactory, the Bank reserve its right to terminate the contract forthwith and forfeit the Performance Bank Guarantee, without prejudice to any other rights available to the Bank under the contract.
- 42 **Audit & Inspection**: - The successful bidder shall permit inspection and audit of its premises, works and records related to the contract by officials of the Bank and/or its authorised representatives, including RBI, NABARD, auditors and any other authority authorised by the Bank, at any time during the currency of the contract or thereafter as required. The bidder shall provide unhindered access to relevant documents and extend full cooperation during such visits. Any deficiencies observed shall be rectified within the time specified by the Bank. Refusal or failure to comply shall be treated as a material breach of contract, liable for appropriate action as per Bank's policies.
- 43 The successful bidder will maintain CCTV surveillance coverage for all the operations including checking & packing of factory/ godown/ related security aspects, with preservation of recording for 3 months.

- 44 **Only demand drafts (IOI) will be delivered at LCPC, Rajasthan Gramin Bank, Guru Jambeshwar Marg, Vaishali Nagar, Jaipur and Non-personalized cheque book and Term Deposit Advice will be delivered at 27 Regional offices.**
- 45 At present, RBOs are established at 27 locations in the state of Rajasthan. Looking to the need Bank may, in future, establish more RBOs or reduce number of RBOs by merging them.
- 46 Bidder must agree to print personalized cheque book at Bank's own premises if Bank ask him to do so. (By installing bidder printer and manpower).
- 47 **BUSINESS CONTINUITY PLAN OF THE BIDDER:** - The Bidder shall at their own expenses develop and establish a robust framework for documenting, maintaining and testing business continuity and recovery procedures. The Bidder shall periodically test such business continuity plan and recovery procedures at their premises. The Bank shall be entitled to conduct joint testing and recovery exercise with the Bidder. The Bank shall be entitled to appoint another printer to provide the services in the event of the performance of the services by the Bidder being interrupted for any reasons whatsoever. The Bidder shall adhere to fair practice in performance of the Services.
- 48 **SUBCONTRACTING WORK :-**The Bidder shall not sub-contract any of its responsibilities contained in this agreement in normal course to any sub-agent or sub-contractor without prior written permission of the Bank, which the Bank may deny in its absolute discretion and if the Bank gives such prior written permission (which permission may be of a general or specific nature) , it shall not be construed as waiver of any accrued rights and / or liabilities and the security printer shall be responsible for all acts and omission of its sub-contractors or sub-agents. In no case, sub-contracting is allowed outside the Security Printers premises, even after Bank's permission.
- 49 **SECURITY DEPOSIT & EMD**
- 49.1 **EARNEST MONEY DEPOSIT [EMD]**
- I. Earnest Money Deposit. -The Bidders will have to submit Demand Draft for Rs. 5,00,000/- drawn in favour of Rajasthan Gramin Bank, Jodhpur as EMD. (After the process of fixation of L1 Bidder is over, the same will be returned back to the unsuccessful Bidders and the selected L1 bidder(s) will have to submit security deposit by way of Bank guarantee for the amount of Rs 10.00 lacs for 3 years along with additional 1 Year as claim period. During the process of fixation of rates if some participating Bidder backs out or performs any act which may cause, the EMD may be forfeited by the Bank.
 - II. If the contract is awarded, then the EMD of Rs. 5,00,000/- will be returned by the Bank after receiving security deposit by way of Bank guarantee from Bidder which will enforce till the satisfactory completion of the entire project. The Bank has the right to forfeit the security deposit amount in case service provider fails to perform the contract.
 - III. In case Bidder fails to perform the contract, Bank shall invoke the Bank Guarantee and forfeit the same to recover penalties/damages or any other amount due to the Bank or amount recoverable by the Banker for any non-compliance of the terms & conditions in terms of this RFP.
 - IV. Bidder will be required to submit the EMD of Rs. 5,00,000/- as Bid Security in the form of a Demand Draft in favour of Rajasthan Gramin Bank, payable at Jodhpur. EMD may be forfeited in the event of withdrawal of bid during the period of bid validity or if successful bidder fails to sign the contract in accordance with the terms & conditions and other requirements specified in RFP or any act of bidder not in line with contract obligations.

- V. EMD (Demand Draft) should be kept in the Envelope A containing documents. Any application not accompanied with the requisite EMD shall be treated as nonresponsive and is liable to be rejected.
- VI. The EMD of the unsuccessful Bidders will be returned as early as possible. Successful Bidder's EMD will be returned upon the Bidder signing the contract and submitting the required security deposit by way of Bank Guarantee.
- VII. If EMD is forfeited for any reason, the concerned Bidder will be debarred from further participation in future RFPs floated by the Bank as per sole discretion of the Bank.
- 49.2 **SECURITY DEPOSIT** The successful bidder would be required to submit a security deposit by way of Bank Guarantee to the Bank for an amount equivalent to Rs.10.00 lac within 30 days of issue of intimation letter by Bank to the successful Security Printer(s). The bank guarantee shall remain in force upto 36 months from date of execution of the Bank Guarantee with another 12 months as claim period. Bank will retain the EMD till submission of the security deposit. The bank guarantee should be issued by any scheduled commercial bank.
- 50 Prices quoted by the Bidder (L1 through process) shall be fixed during the Bidder's performance of the Contract and shall not be subject to variation on any account, including exchange rate fluctuations, changes in taxes, duties, levies, charges etc. A Bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
- 51 Period of Validity of RFP Bids: - Bid shall be open to accept for the period of 90 days from the date of opening of financial bid.
- 52 Non-Disclosure Agreement (NDA) and Service Level Agreement (SLA) will be executed separately at the time of award of work or intimation letter.
- 53 **Payment term & Conditions:** - The payment will be made only after the confirmation of delivery of cheque books, Demand Draft (IOI) and Term deposit Advise at the designated place mentioned in the work order. Payments shall be released **through NEFT / RTGS** to the bidder's designated bank account on monthly basis.
- 54 **Clarification / Amendment of Bidding Document**
- Bidder requiring any clarification of the Bidding Document may notify the Bank by e-mail indicated in Schedule of events on or before 20-04-2026 at 5.00 PM indicated therein in the following format-

SN	Page No. and Clause No. of RFP	Query
1	<<Page No.--- / Clause --- >> as per RFP	XXXXX <<Bidder Query>>

- On the basis of responses received from different proposed Bidders, The Bank post corrigendum on Bank's website and e-Procurement website i.e. www.rgb.bank.in and www.eprocure.gov.in respectively, if required. No individual clarification will be sent to the Bidders. It is the responsibility of the Bidder to check the website before final submission of bids.
- Relaxation in any of the terms contained in the Bid, in general, will not be permitted, but if granted, the same will be put up on Bank's Website and e-Procurement website i.e. www.rgb.bank.in and www.eprocure.gov.in.
- All Bidders must ensure that such clarifications / amendments have been considered by them before submitting the bid. Bank will not take responsibility for

any omissions by bidder.

- At any time prior to the deadline for submission of Bids, the Bank, for any reason, whether, at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding Document, by amendment.
- The Bank will be at liberty to modify or alter the RFP Document at any time before the last date and time of submission of bids. Any clarification issued by RGB will be in the form of an addendum/ corrigendum and will be uploaded on Bank's website and e-Procurement website i.e. www.rgb.bank.in and www.eprocure.gov.in respectively and no separate newspaper advertisement will be released. The amendment will be binding on all Bidders. The Bidders are also advised to visit the aforementioned website on regular basis for checking necessary updates / amendments.
- In order to enable Bidders reasonable time in which to take amendments into account in preparing the bids, the Bank, at its discretion, may extend the deadline for submission of bids.
- It will be the sole discretion of the Bank to accept/reject any/all suggestion put forward by the vendors.

55 **TERMINATION FOR DEFAULT(S):** -

The Bank reserves its right to cancel the work order/ terminate Selection by giving a prior written notice of one month to the selected Printer in the event of, but not limited to, one or more of the following situations:

- Unnecessary or unwarranted delay in execution of the work allotted.
- Breach of trust is noticed during any stage of the assignment.
- The selected bidder commits a breach of any of the terms and conditions of the bid.
- The selected bidder goes in to liquidation voluntarily or otherwise.
- If it is found at any stage that the bidder has concealed any important information or has submitted any false information or declaration particularly regarding any pending legal action or blacklisting status.
- The Bank reserves the right to recover any dues payable by the selected bidder from any amount outstanding to the pending bills and security deposit, if any, under this contract or any other contract/order.
- If there is any conflict of interest.
- In addition to the cancellation of work order/ termination of Selection, The Bank reserves the right to appropriate the damages from the earnest money deposit (if any) (EMD) provided by the selected bidder and/or forfeit the Bank guarantee/ Security deposit furnished by the Bidder. In such event the order shall be, if the Bank so desires, passed to L-2 bidders to match the price quoted by the L-1 and in case, L2 refuse to accept the said offer, offer will be made to L-3 and so on any other bidder at the match prices and other terms & conditions of the Bank.
- In the event that the L1 bidder, after award of contract or at any time during the contract period, refuses, fails, or expresses unwillingness to execute the assigned work or any part thereof at the approved rates, terms, and conditions, the Bank shall have the right to discontinue the work from the L1 bidder, forfeit the Performance Bank Guarantee, and offer the same to the next eligible lowest bidder (L2).
- The L2 bidder shall be required to match the L1 rates, terms, and conditions for undertaking the work for the remaining period of the contract. In case the L2 bidder declines to match the L1 rates or fails to convey acceptance within the stipulated time, the Bank may, at its sole discretion, extend the offer to L3, L4, and so on, in the order of ranking, on matching L1 rates, terms, and conditions, for the balance contract period.

- Such refusal by the L1 bidder shall be treated as a breach of contract, and the Bank shall be entitled to take appropriate action as per the tender conditions, including forfeiture of EMD / Performance Bank Guarantee, without prejudice to any other rights or remedies available to the Bank. The decision of the Bank in this regard shall be final and binding on all bidders.
- 56 The Bank will not be bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever and the decision of the Bank will be final. Bank may allot the work to more than one bidder on L-1/ negotiated rates and in such case the total quantum of work shall be divided amongst the printers as per requirement of the Bank. **Bank at its sole discretion may split the work between L1 & L2 in the ratio of 60:40 in case of L2 matching the rate of L1.**
- 57 Tender Envelope should be marked as under:

Envelope-A: RFP FOR PRINTING OF MICR CHEQUE BOOKS, DEMAND DRAFT (IOI) AND TERM DEPOSIT ADVICE.

Envelope-B: TECHNICAL BID FOR PRINTING OF MICR CHEQUE BOOKS, DEMAND DRAFT (IOI) AND TERM DEPOSIT ADVICE.

Envelope-C: COMMERCIAL BID FOR PRINTING OF MICR CHEQUE BOOKS, DEMAND DRAFT (IOI) AND TERM DEPOSIT ADVICE.

(Note: - Envelope B & C will be kept inside Envelope A)

58 METHOD ARRIVING L-1 RATE: -

For arriving at L-1 rate, the following weightage formula will be applied for all items (as mentioned in Annexure-IV). It is compulsory to quote rates for all items.

Sr. No.	Name of Security Forms	Allotted Weightage (In points/percentage)
1	SB Cheque Book - per leaf rate	60
2	Current/Cash-Credit Cheque Book- per Leaf rate	30
3	Demand Draft Book - per Leaf rate	05
4	Term Deposit Advice pad – per advice rate	05

For example:

S. No. (A)	Name of Security Forms (B)	Quoted Rate* (In Rs. Per Leaf) (C)	Allotted Weightage (In points) (D)	Eligible Rate (E= C*D)
1	SB Cheque Book - Per leaf Rate	0.35	60	21.00
2	Current/Cash-Credit Cheque Book- Per Leaf Rate	0.35	30	10.50
3	Demand Draft Book - Per Leaf Rate	0.35	05	1.75
4	Term Deposit Advice pad – Per Advice Rate	0.40	05	2.00
		Total		35.25

*The Rate should be exclusive of GST as applicable.

The lowest sum of total for Sr. no. 1 to 4 (E1 to E4) will be declared as L-1.

Important Notes:

1. After concluding as per the above formula on the basis of quoted rates as per Annexure-IV, Bank will declare L-1 bidder.
2. It is compulsory to quote rates for all items (item No. 1 to 4) as mentioned above in Annexure-IV.
3. Bank at its sole discretion may split the work between L1 & L2 in the ratio of 60:40 in case of L2 matching the rate of L1.

General Manager

FORMAT-IV

RATES: -

A. CHEQUE BOOKS WITH BRANCH'S NAME AND ADDRESS WITH MICR CODE

S. No.	Name of Item	Rate per leaf (Including all charges, levies, taxes etc.) excluding GST. (The freight charges will be paid by the bank For Personalized Cheque Book only). (In Rupees) Provided all Personalized cheque books will be delivered by India Post (Registered /Speed Post). (95 GSM & Size 8" X 3.67")
1	Savings Bank A/c Cheque Books containing 10 leaves, 25 Leaves and 50 leaves (70 : 20 : 10 respectively for Saving Bank Account Cheque Books) (Tentative qty per year : 50,00,000 cheque books)	Rs. _____ per leaf (In words Rs. _____)
2	Current deposit A/c & CC/OD A/C Cheque books containing 10 Leave, 25 leaves and 50 Leaves (25 : 60 : 15 respectively for Current deposit Account and CC/OD A/c Cheque Books) (Tentative qty per year : 15,00,000 cheque books)	Rs. _____ per leaf (In words Rs. _____)

B. DEMAND DRAFT (IOI) BOOKS

S. No.	Name of item	Rate per leaf (including all charges, levies, taxes etc.) including Transportation cost at Jodhpur only (excluding GST) (In Rupees) (95 GSM & Size 8" X 3.67")
1	Demand Draft containing 25 leaves; (Tentative qty Per Year:2000 Books.)	Rs. _____ per leaf (In words Rs. _____)

C. TERM DEPOSIT ADVICE

S. No.	Name of the item	Rate per Packet (including all charges, levies, taxes and transportation charges etc.) excluding GST (In Rupees)
1	TDRs pads Term Deposit Advice in continuous stationery form, in packet of 100 advices, paper to be used 105 GSM white parchment of JK/West Coast/Century, one side printing in Multi color, advice must have micro lettering, fluorescent ink Logo, UV logo with four colour, numbering of advice will be on back side. Size of advice 8.5"X6" (Printable advice size 7.75"X5.25") 100 advice must be packed in good quality hard board tightly wrapped Tentative Quantities Per Year: 400000/- advice	Rs. _____ per leaf (In words Rs. _____)

- The above rates in Table (A) shall include Requisition slip, record slip, cover page with cloth strip, printing, binding, all taxes (excl. GST), packing, and forwarding.

- Printing of all above security instruments should be as per CTS 2010 standard specifications issued by NPCI and RBI.
- In personalized cheque books, the freight charges will be borne by the bank as per actual.
- Only Demand Drafts (IOI) are to be delivered at LCPC, Jaipur.
- The rates of Term deposit **advice and Non-Personalized Cheque Book** are **F.O.R. at Regional Business Offices of Rajasthan Gramin Bank.**
- The above rates are valid at least till 31.05.2029.

DECLARATION:

- I/We hereby declare that I am authorized to submit the tender to Rajasthan Gramin Bank, Camp Office, Jodhpur. The details given in this form are correct to the best of my knowledge and belief.
- I accept that under no circumstances freight charges will be paid extra in case of Demand draft (IOI) and Term deposit advice.
- I bear full responsibility in case of delay is on the part of courier/ transporter during the delivery of the demand draft (IOI) and Term deposit advice, the printer shall be liable to be penalized.
- In case of difference in rates mentioned in word and figure than rate mentioned in words will be considered as final.

Signature

Date:

Name:

Designation:

Seal of Firm:

FORMAT-V

**DECLARATION CUM UNDERTAKING
(Declaration to be given on Letter Head)**

**The General Manager
Rajasthan Gramin Bank
Camp Office,
9th B Road, Sardarpura
Jodhpur – 342003**

Dear Sir,

1. I / We hereby submit the quotation in your prescribed proforma and understand that if any information is found to be incorrect/contradictory at a later date, contract made between ourselves and Rajasthan Gramin Bank, will be treated as invalid.
2. I/ We hereby undertake not to part with or in any way divulge the information/data provided to us or any other person related thereto for processing and printing, to any unauthorized person and shall keep/preserve the record/data as per Bank's requirement and/or as per laws. Bank may also stipulate changed requirement in this regard from time to time.
3. I / We agree that the decision of Rajasthan Gramin Bank in selection of tenders will be final and binding on me / us.
4. All the information furnished in the attached forms are correct to the best of my / our knowledge.
5. Bank shall have the authority to verify all the information provided by us.
6. All supporting documents shall be provided by us in authenticity of the information furnished.

Signature:

Name & Designation:

Organization:

Place:

Date:

Format VI

PRE CONTRACT INTEGRITY PACT

(TO BE STAMPED AS AN AGREEMENT on the Non judicial stamp paper of Rs.500/-)

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on _____ day of _____ month, 2026.

Between RAJASTHAN GRAMIN BANK, established under the RRB Act of 1976, having its Camp Office Tulsi Tower, 9th B Road, Sardarpura, Jodhpur -342003 (hereinafter referred to as "RGB"; which expression shall, unless it be repugnant to the meaning or context thereof, be deemed to mean and include its successors and assigns);

Andhereinafter referred to as "The Bidder".

Preamble

Rajasthan Gramin Bank (RGB) stands as one of the distinguished Regional Rural Banks, established under the RRB Act of 1976. With ownership vested in the Government of India, Government of Rajasthan, and State Bank of India, RGB operates an extensive network in all districts of Rajasthan.

RGB is committed to fair and transparent procedure in Rate Contract of MICR Cheque, Demand Draft (IOI) and Term Deposit Advice.

The RGB intends to appoint/ select, under laid down organizational procedures, Rate contract/ s for..... The RGB values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder(s).

In order to achieve these goals, the RGB has appointed Independent External Monitor (IEM) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 - Commitments of RGB

1) The RGB commits itself to take all measures necessary to prevent corruption and to observe the following principles: -

a. No employee of the RGB, personally or through family members, will in connection with the tender for, or the execution of a contract, demand; take a promise for or accept, for self or third person, any monetary or non-monetary benefit which the person is not legally entitled to.

b. The RGB will, during the tender process treat all Bidder(s) with equity and reason. The RGB will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

c. The RGB will make endeavor to exclude from the selection process all known prejudiced persons.

2) If the RGB obtains information on the conduct of any of its employees which is a criminal offence under the Bharatiya Nyaya Sanhita/ PC Act, or if there be a substantive suspicion in this regard, the RGB will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 - Commitments of the Bidder(s)

1) The Bidder(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution: -

a. The Bidder(s) will not, directly or through any other person or firm, offer, promise or give to any of the RGB's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/ she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

b. The Bidder(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

c. The Bidder(s) will not commit any offence under the relevant Bharatiya Nyaya Sanhita/ PC Act; further the Bidder(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the RGB as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

e. Bidder(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to Independent External Monitor and shall wait for their decision in the matter.

2) The Bidder(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 - Disqualification from tender process and exclusion from future contracts

If the Bidder(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the RGB is entitled to disqualify the Bidder(s) from the tender process or take action as per law in force.

Section 4 - Compensation for Damages

1) If the RGB has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the RGB is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.

2) If the RGB has terminated the contract according to Section 3, or if the RGB is entitled to terminate the contract according to Section 3, the RGB shall be entitled to demand and recover from the Bidder liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 - Previous transgression

1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.

2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per Rule 151 of General Financial Rules 2017 issued by Ministry of Expenditure, Government of India.

Section 6 - Equal treatment of all Bidders

- 1) The RGB will enter into agreements with identical conditions as this one with all Bidders.
- 2) The RGB will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 - Criminal charges against violating Bidder(s)

If the RGB obtains knowledge of conduct of a Bidder or of an employee or a representative or an associate of a Bidder which constitutes corruption, or if the RGB has substantive suspicion in this regard, the RGB will inform the same to the Chief Vigilance Officer.

Section 8 - Independent External Monitor

1) The RGB has appointed competent and credible Independent External Monitors (hereinafter referred to as monitors) for this Pact in consultation with the Central Vigilance Commission. Name: Sh. Rajit. R. Okhandiar IFS (Retd) (email id: rajit123@gmail.com) the task of the Independent External Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

2) The Independent External Monitor is not subject to instructions by the representatives of the parties and performs his/ her functions neutrally and independently. The Independent External Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders as confidential.

3) The Bidder(s) accepts that the Independent External Monitor has the right to access without restriction to all tender related documentation of the RGB including that provided by the Bidder. The Bidder will also grant the Independent External Monitor, upon his/ her request and demonstration of a valid interest, unrestricted and unconditional access to their tender related documentation.

4) The Independent External Monitor is under contractual obligation to treat the information and documents of the Bidder(s) with confidentiality. The Independent External Monitor has also signed 'Non-Disclosure of Confidential Information'. In case of any conflict of interest arising during the selection period or at a later date, the IEM shall inform RGB and recuse himself / herself from that case.

5) The RGB will provide to the Monitor sufficient information about all meetings among the parties related to the Tender provided such meetings could have an impact on the contractual relations between the RGB and the Bidder. The parties offer to the Monitor the option to participate in such meetings.

6) As soon as the Independent External Monitor notices, or believes to notice, a violation of this agreement, he/ she will so inform the Management of the RGB and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Independent External Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

7) The Independent External Monitor will submit a written report to the RGB officials within 15 days from the date of reference or intimation to him by the RGB and, should the occasion arise, submit proposals for correcting problematic situations.

8) If the Independent External Monitor has reported to the RGB, a substantiated suspicion of an offence under relevant Bharatiya Nyaya Sanhita/ PC Act, and the RGB has not, within the reasonable

time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Independent External Monitor may also transmit this information directly to the Central Vigilance Commissioner.

9) The word 'Monitor' would include both singular and plural.

Section 9 Facilitation of Investigation

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

Section 10 - Pact Duration

This Pact begins when both parties have legally signed it. It expires for the selected Bidder till the contract period, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by RGB.

Section 11 - Other provisions

1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the Camp Office of the RGB, i.e. Jodhpur.

2) Changes and supplements as well as termination notices need to be made in writing.

3) If the Bidder is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

5) Issues like scope of work, Warranty / Guarantee etc. shall be outside the purview of IEM

6) In the event of any contradiction between the Integrity Pact and RFP/ tender documents and its Annexures, the Clause in the Integrity Pact will prevail.

(For & On behalf of the RGB)
(Office Seal)

(For & On behalf of Bidder)
(Office Seal)

Place-----

Date-----

Witness1:
(Name & Address)

Witness2:
(Name & Address)