

UCO BANK  
PRINTING & STATIONERY DEPTT.  
HEAD OFFICE  
18, N.S. ROAD, 2<sup>ND</sup> FLOOR, KOLKATA – 700 001  
Tel No. 033-22319041/2230-6562/ Fax No. 033-2230029

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Ref : HO/Ptg.-Sty/11/2015-16

Date : 03.06.2015

**NOTICE INVITING APPLICATION FOR EXPANSION EMPANELMENT OF SECURITY PRINTERS.**

1. UCO Bank invites applications from well established resourceful and experienced security printers duly approved by IBA for Printing and supply of CTS-2010 cheque Books, Demand Drafts, Pay orders, Deposit receipts etc. to our various branches/offices all over India. The Printers, who meet the eligibility criteria and the Bank's evaluation, will be included in our existing panel. **The existing security Printers on our panel need not apply in response to this notice.** Bid will be as per pre-qualification documents containing Schedule (i) to (vii)
2. Eligibility Criteria :
  - 2.01 The Security Printers should be in the active panel of Indian Bank's Association. They should have made supplies to major public sector Banks individually to the tune of at least 1.0 Cr. leaves of Security forms during the financial year 2013-14 and 2014-15 and to submit documentary proof for the same. They should not have been delisted /blacklisted by any of the Banks.
  - 2.02 The Printers should be established in the line of security printing at least for a minimum period of 5 years. They should be in a position to print minimum 5 crore security instruments during a financial year. They should have the facility/capacity to print all types of security instruments of CTS-2010 standard like cheque Book, Demand Draft, Pay orders deposit receipts etc. in multi colour as per NPCI specifications. They should undertake to print all varieties of security instruments, the quantity required may vary from 20 leaves to any quantity, in book form as well as in continuous stationery.
  - 2.03 Security Printers must be able to print cheque forms in "CTS-2010 standard" please enclose a copy of certificate test report of CTS-2010 standard cheques of any bank issued by NPCI Mumbai.
  - 2.04 Average annual turnover of the unit should NOT be less than 3.00 Cr during last three years.
  - 2.05 The Security Printing unit should have stringent quality control measures for Printing, binding, packing etc. to ensure supply of high quality security items.
  - 2.06 Bank would be required to procure security items at short notice. Printers who are cable of meeting such stipulated schedule need only apply. Not adhering to supply schedule will attract penalty prescribed by the Bank.
  - 2.07 The security printers upon empanelment should be required to execute an Agreement in non judicial stamp paper of requisite value in the format of which will be prescribed by the bank.
3. **SYSTEM & PROCEDURES AND TERMS AND CONDITIONS**

CTS-2010 standard MICR paper will be purchased by the Bank directly from the IBA approved CTS-2010 MICR grade paper manufacturer. The paper is thereafter supplied to the Banks empanelled security printer for printing of requisite leaves of cheques, Drafts, pay orders , Deposit Receipts etc. in

Book/continuous forms. The paper supplied by the Bank is to be kept by the printer at their godown on behalf of the Bank. However, they are required to submit us details of consumptions in each bill submitted to us and also the balance of stock of Bank's paper with them, along with the respective bills, every month.

The printing work order is issued by the Circle Offices stationery Deptt. at different 10 centres spread over the country. The Security items after Printing is required to be supplied by the printers to our Branches through IBA approved first class transporter/courier/cargos/BNPL Account of Post Office, for which freight is paid by the Bank. The payment for printing is made to the printer only after delivery of material at our Branches.

The rates for Printing of different types of security forms / instruments will be approved by the Bank and will be reviewed from time to time.

The rate will be decided on L basis and Bank reserves the right to finalise a uniform structure of rates for Printing of security documents in consultation with empanelled Printer later.

The Bank expects delivery of requisite security items duly printed to branches within 10 days from the date of written order to the press or within 7 days in case of personalized cheque. In case of delay in delivery the Bank reserve the right to charge penalty @ 2% of the value of Printing order.

**The printer shall be required to deposit FDR for two lac in favour of the bank as security Deposit on empanelment.**

The panel approved by the Bank shall be valid for a period of three years.

The paper kept at the godown of the printer on behalf of the Bank shall be got insured for full value with comprehensive coverage of risks at the cost of the printer. The paper supplied by the Bank and kept at the godown of the printer shall be subjected to inspection and verification by the authorized Bank official from time to time.

Allotment of printing job and fixation of printing rates purely at the discretion of the Bank. Shifting of CTS-2010 MICR paper to or from the godown of the printer shall be the sole right and discretion of the Bank and the printer shall have to abide by the decision of the Bank.

Bank reserve the right to accept or reject any application without assigning any reason whatsoever and the decision of the Bank shall be final in this regard.

4. **Interested parties can download the tender documents format from our website: [www.ucobank.com](http://www.ucobank.com). Pre-qualification document format can be collected from our office also. The prequalification documents completed in all respect has to be submitted on or before 4.00 pm. on 28.07.2015**
5. **Bid will be opened on 29.07.2015 at 4.00 pm as per address given here under .in point no. 5.4.**
6. Pre-qualification documents should contain the following schedules:
  - i) Application
  - ii) Details of Organisation
  - iii) Financial Statements
  - iv) Details of personnel
  - v) Plant & Equipment
  - vi) Particular of work executed
  - vii) Declaration

**5.1 Method of submission :**

The prequalification documents with schedules and relevant documents shall be sealed in an envelope and submitted to the address given in 5.4 below so as to reach on or before the date specified in 4 above . the envelope shall be subscribed as "Application for Expansion of Empanelment of security printers". And should show name and address of the Applicant.

- 5.2 Each page of Pre-qualification documents shall be duly signed by the applicant or his authorized representative.
- 5.3 Incomplete applications are liable to be rejected without assigning any reason.
- 5.4 **Please submit the application in sealed cover to  
The Deputy General Manager,  
UCO Bank,  
Printing & Stationery Department, Head Office  
18,N.S. Road , Kolkata – 700 071**
- 5.5 If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current address of all the partners of the firm shall also accompany the application.
- 5.6 If the application is made by a limited company, it shall be signed by a person duly authorized by the Board of directors of the company. A copy of the Board resolution complying with the above to be enclosed.
- 5.7 The information furnished must be sufficient to show that the applicant is capable in all respect to successfully complete the execution of the orders.

#### 6 . Evaluation of Application for Empanelment

- 6.1 The applications shall be examined so as to ascertain whether the applications
- i) meet the eligibility requirements
  - ii) have been properly prepared and signed
  - iii) contain all the copy details called for and are in proper format
  - iv) are accompanied by required authorization and
  - v) are otherwise generally in order.
- 6.2 All Applications which meet the above requirements will be considered for empanelment
- 6.3 The decision of the Bank to accept or reject any application will be final.
- 6.4 The Bank reserves the right to reject any or all application without assigning any reason and to cancel the empanelment process.
- 6.5 All the selected applicants will be intimated at the Bank's decision
- 6.6 The empanelment will be valid for a period of 3 years. Quotations will be called for from (among) the empanelled firm / agencies only. It's the discretion of the Bank to further shortlist the empanelled firms/agency for calling quotation/place orders. Empanelment by itself will not confer any right to receive orders, as placing of orders is subject to the requirement of the Bank and at the sole discretion of the Bank.
- 6.7 In case the applicant's close relatives are associated with Bank and particularly in the printing and stationery Deptt of the Bank, details like name, designation etc. shall be furnished and informed. Non disclosure of such critical information will lead to disqualification if it comes to light at a future date.
- 6.8 For any clarification kindly contact –  
The Chief Manager  
Printing & Stationery Deptt.  
Head Office, 18,N.S.Road, Kolkata – 700 001  
Tel. No. 033-22319041/22306562

Schedule 'i'

**PRE QUALIFICATION APPLICATION**

Description: Empanelment of Security Printers

To  
The Deputy Gen. Manager,  
UCO BANK,  
Printing & Stationery Deptt.  
18, N.S. Road ,  
Kolkata, 700 071

Dear Sir,

Having examined the Pre-qualification document, we hereby submit all the necessary information and relevant documents for getting empanelled as Security Printers.

It is certified that the information furnished in this document is authentic. We hereby authorize UCO Bank to make independent enquiries to verify the information furnished by us.

We understand the Bank reserves the right to reject any or all applications without assigning any reason thereof.

Date:	signature of applicant including title and capacity In which application is made with seal
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Enclo:

1. Schedules duly filled in the prescribed forms
2. Copy of Partnership Deed or Registration Certificate
3. Balance Sheet and Profit & Loss Accounts for last 3 years.
4. Commercial Tax Registration (VAT) Certificate.
5. Copy of empanelment notification from IBA.

**III. Structure and Organisation**

1. The applicant is a Limited Company/Corporation/Partnership/Proprietorship.
2. Number of years of experience in similar work
3. Whether you ever required to suspend the activity for a period of more than six months continuously? If so give details.

4. Have you ever left any orders placed with you incomplete? (If so, give details and reasons for not executing the orders)
5. Give detail of your experience in supply to Institutional customers.
6. Describe the proposed quality control procedures during Processing and supply.
7. Have your firm been ever debarred or Black listed for tendering in any organization? If so, give details.
8. Are you entrusting any portion of the works undertaken to any others and if so, give details.
9. Have you got separate godown/space for storing paper? If so, is it covered by Insurance? Please furnish details.

Schedule 'ii'  
DETAILS OF ORGANISATION

1.General Information:

1. Name and address of the Firm	
2. Contact Person:	
3. (a) Telephone no.	(b) Mobile no.
(c) Fax no.	(d) E-mail:
4. Place of incorporation/registration	
5. Year of incorporation/registration	
6. Main lines of business	

2. Name and address of Owners/Partners/Directors:

Name	Address
1.	
2.	
3.	
4.	

Schedule 'iii'  
FINANCIAL STATEMENT

Name of Applicant:

1. General

Banker	Name of Banker		
	Address of Banker		
	Telephone no.	Contact person and Title	
Financial information	Previous three financial yrs. (in lac)		
	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>
1. Total Assets			
2. Current Assets			
3. Total Liabilities			
4. Current Liabilities			
5. Profit before Taxes			
6. Profit after Taxes			
7 Net Worth			
8. Working Capital			

Note:

1. Applicant should provide financial information to demonstrate that they access to adequate financial resources to meet the cash flow requirements of the proposed works and other existing commitments. Each applicant must fill in the form. If necessary, use separate sheets to provide complete information.
2. Copies of the audited balance sheets with profit and loss accounts for the last 3 years to be attached.

2. Turn Over

ANNUAL RETURN OVER DATA FOR LAST THREE YEARS	
Year	TURN OVER IN Rs LAC
<b>2012-13</b>	
<b>2013-14</b>	
<b>2014-15</b>	
AVERAGE ANNUAL TURNOVER	

Note:

1. All individual firms must complete the information in this form. The information supplied should be the annual supply turnover in terms of the amount billed to clients for each year for works executed during each of the last three years.

**3. Source of Financing:**

Source of Financing	Amount
1.	
2.	
3.	
4.	

Schedule 'iv'  
KEY PERSONNEL OF THE ORGANISATION

Name of Applicant:

Sl no.	Name	Designation	Qualification	Professional Experience*

\* Add separate sheet, if required

## Schedule 'V'

**PLANT AND EQUIPMENT OWNED BY THE ORGANISATION AND AVAILABLE FOR THIS WORK**

Name of the Applicant:				
Sl. No.	Equipment	Year of Make	Capacity	Number/Quantity

Note:1. Give details of all the key equipments that the company possesses for printing and related activities.

## Schedule 'Vi'

**EXPERIENCE RECORD**

Name of Applicant
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## 1. Details of printing job handled by the firm for the last 3 years

Particulars of instrument	2010-11 No. of Leaves	2011-12 No. of Leaves	2012-13 No. of Leaves
Cheques			
Demand Draft			
Pay Order (Banker's Cheque)			
Continuous deposit receipts			
Others			

## 2. Details of MICR grade paper held by you on behalf of Banks.

Year	Opening Stock	Consumption	Closing Stock
2010-11			
2011-12			
2012-13			

3. Details of job done for Banks/PSU during last year

Sl. No.	Name and Address	Nature of jobs handled	Amount
1.			
2.			
3.			
4.			
5.			

Note: Provide copies of work orders and proof of supply or certificates from the respective banks for having executed the orders satisfactorily

Schedule 'Vii'

**DECLARATION**

i/We, the undersigned, do hereby declare that the statements made in the pre-qualification questionnaire forms and in the required attachments are true and correct.

The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the bank to verify this statement or regarding my (our) competence and general reputation.

The undersigned understands agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Bank.

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(Signature by an Authorised Officer of the  
Company)

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(Title of the Officer)

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(Name of the Firm)

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(Date)