



# TRIPURA GRAMIN BANK

(A Government Undertaking)

HEAD OFFICE: ABHOYNAGAR

AGARTALA, WEST TRIPURA- 799005

## Response of Pre-Bid Queries

Sr. No.	Page No.	Point No.	RFP Clause	Queries/Clarification required	Response
1	7	ix)	The successful bidder shall print the cheques as per requirement, according to CTS-2010 standards or as may be required by the Bank from time to time. In case of any change in the guidelines/ requirements by RBI/IBA/NPCI/Bank, the successful bidder shall be liable to carry out the necessary modification in printing of cheques etc. accordingly without asking for any additional charge.	In case the requirement leads to additional colours or major change in cost due to change in design will the same be considered.	No additional cost will be borne by the Bank
2	7	xii)	Cheque books are to be delivered to Indian postal dept. within 24 hours of providing the data file to the successful bidder, excluding approved holidays	We assume that BNPL account will be that of bank and MTL's responsibility will be only to hand over the consignments.	BNPL expenses will be borne by the Bank, the successful bidder has to take responsibility to handover the Article to the concerned Post Office, Govt. of India. Cost of Postal Charges shall be borne by the Successful Bidder which will be reimbursed by the Bank on getting the paid Bill from the Successful Bidder.
3	8	xiii)	The successful bidder will also arrange with the Indian Postal Department to deliver the cheque book to the customer's address on daily basis.	We understand that our scope will be to hand over the consignments to India Post and share the manifest file only.	BNPL expenses will be borne by the Bank, the successful bidder has to take responsibility to handover the Article to the concerned Post Office, Govt. of India. Cost of Postal Charges shall be borne by the Successful Bidder which will be reimbursed by the Bank on getting the paid Bill from the Successful Bidder. MIS of the same is to be given to the Bank
4	8	xv)	The successful bidder shall have to develop at their own cost the design/art work of cheque leaves, requisition slip, record slip, cheque book cover and envelope of personalized Cheque Book and get the same approved from the bank before starting the printing works. Bank can change the same from time to time as per its requirement or regulatory guidelines.	We assume that the changes mentioned will not have major impact on cost.	The successful bidder shall bear the cost whatever it might be
5	10	1	Rejections during printing or any shortage of MICR Paper. 110% of cost of MICR paper and no printing charges to be paid	This point implies that paper will be supplied by bank. Whereas in page 12 point 8. it is mentioned that rate should be quoted on printer paper.	The said provision as mentioned in the quotation is applicable. The assumption, made by the intending bidder is wrong.



6	11	xxvii)	In case of emergent need, the successful bidder shall also arrange itself for delivery of the cheque books at the booking Indian post office.	Will additional charges be paid for this.	No additional charges shall be given by the Bank.
7	11	xxxii)	The successful bidder shall bear all relative taxes etc. in respect of printing & delivery of personalized cheque.	We assume that all rates quoted will be inclusive of GST and any other taxes or charges.	Yes
8	11	xxxiii)	The successful bidder(s) shall keep the stock of paper/ printed material of the Bank in their premises fully insured at their end.	Please confirm whether it is bank supplied paper or we need to use our paper.	Successful bidder shall use their own paper as per provision laid down in guideline of the Regulatory Authority from time to time.
9	15	13.1.i).e	Cheque serial number shall be printed in body of the cheque also, in addition to in MICR band, vertically on extreme left hand side.	Need confirmation whether cheque number will be provided by bank in data or MTL needs to assign.	The Bank will inform in due course of time.
10	4	2b	Scope of work: Estimated to be average 6900 cheque leaves (approx) per working day which is likely to be increased or decreased as per requirement of the Bank	We Request bank to provide 20/50 lvs denomination wise quantity break up per day	As per Customer's requirement
11	7	5(xi)	The successful bidder shall have to arrange to dispatch the printed personalized cheque book(s) from his/their end in the name of the respective customer of the Bank in their postal address by way of speed post only through Indian Postal Department	As per our understanding cheque books are dispatched only to individual customers. Whether branchwise dispatch is required? If yes, kindly mention percentage quantity dispatch towards customer and branch wise dispatch.	Cheque books are requiring to be despatched in the name of customer's address & MIS of the same shall be delivered to the HOD(Development), TGB, HO.
12	8	5(xiv)	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	We request bank to provide envelope specification	Strong water proof envelope is required and the cost of the same to be borne by the Successful Bidder.
13	General Queries			As per our understanding RTO management will be managed by the bank	RTO (Road Transport Operator) management shall be borne by the Successful bidder for sending respective consignment to the respective Post Office.

**Note:-**

*Pre Bid queries in connection with vide Ref No:-TGB/HO/A&A/F-320/2020, dt:-13/02/2020 for printing of personalized cheque books. It is pertinent to mention here that the response of the instant query is the part and parcel of the tender notice no TGB/HO/A&A/F-320/2020, dt:-13/02/2020.*

Sd/-

Chairman

Date:-27-02-2020

