

CLARIFICATION NO 1 TO PRE-BID QUERIES ON 8TH MAY, 2019 RELATING RFP DATED 26TH APRIL, 2019 FOR CENTRALISED CHEQUE PROJECT FOR PRINTING OF CHEQUE BOOKS, WELCOME KITS AND OTHER SECURITY & NON-SECURITY FORMS

Sl. No.	RFP Pg	RFP CL No.	Text of the existing Clause	Queries /Suggestions	Clarification
1	5	1	INVITATION TO BID The printers should be capable and willing to undertake the job of printing in Zones of the bank where their respective printing units are located, within the timelines given in this document.	Whether work to be carried out at respective Zones, where bidders unit is located or can be carried out at single location for all zones?	No changes in RFP terms and conditions. Printing has to be carried out by the Printers within the Zone allotted to them
2	11	6 SPECIFICATIONS Point no : 2 & 3	Printed on White Maplitho-80 GSM (size:- 8.5 x 3.66 inches) paper, with bicolour and background printing and four colour printing on front and backside respectively (as per Bank's approved design). (Paper to be supplied by the printer).	We recommend to use CTS paper for welcome page /requisition slips to strengthen the security aspect of the cheque book. This will also help to avoid forgery with related to cheque re-ordering.	No changes in RFP terms and conditions. Cheque requisition slip is required to be printed on Maplitho paper. Maplitho paper will be supplied by Printers.
3	11	6 SPECIFICATIONS Point no 1 - iv) T	Please note that rates as fixed now will remain the same in future after implementation of any changes in the security standard as suggested by NPCI /other controlling bodies / Bank in future, if there is no significant changes as compared to the security features already in existence now as per CTS-2010 standard.(MICR paper to be supplied by the Bank).	It is assumed that in case of major changes, rates will be arrived after mutual discussions.	No changes in RFP terms and conditions
4	12	B1	B1. SPECIAL CHEQUES IN CONTINUOUS STATIONERY (APPROVAL FROM NPCI IS REQUIRED FOR CHEQUE PORTION)	Our understanding is Part I paper (i.e. MICR paper) will be supplied by Bank	No changes in RFP terms and conditions. All MICR paper will be supplied by the Bank as mentioned in the RFP.
5	13-14	C1 Welcome Kit (Non Personalised) (***)	(***) :- Please do not include the cost of cheque book here, as that has to be given separately in Annexure-E1. During billing, the cost of cheque book can be added to arrive at the total cost.	Please suggest if only the cost of cheque book be excluded or the cost of envelope as well. Please provide suitable amendment in the mentioned clauses reflecting same in the quotation formats as well.	The cost of envelope and 5 leaf cheque book to be excluded while quoting for Non Personalized Welcome Kits.
6	15	C2	Welcome Letter (Forwarding letter) Size:-A/4, 4 colour printing, 90 GSM Maplitho As per specification already given under item 1 of Category A "CHEQUE BOOK PRINTING INCLUDING GOVERNMENT CHEQUES"	Kindly clarify whether it is 4+0 of 4+4	4 + 0

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7	15	C2	Z Fold Booklet Open size : 10.63 x 11.89 inch Closed Size :-3.54 x 3.96 inches 4 colour printing, folding For cover : 170 GSM Maplitho For Text : 58 GSM Maplitho	The fabrication details are not clear, how a Z fold booklet can have both cover and text. Please clarify. If possible, please provide sample in the pre-bid meeting.	Z fold revised specification - Open size:10.63 x 11.89 inch Closed size- (-) 4+4 colour printing, Z folding 90 GSM Art paper Glossy
8	15	C2	BCSBI (Code Conduct Booklet) 58 GSM Maplitho	Please provide closed size, open size, number of pages etc.,	BCSBI specification Paper : 58 GSM maplitho (36 pages with cover) closed size 9.4x19.6 cm, Open size 18.8x19.6 cm color : single, Finishing : central pinning Sample given during pre bid meet.
9	15	C3 Welcome Kit (Personalised), SME Customers	-	Please suggest if the cost of cheque book be excluded / not, also if the cost of envelope as well should be excluded / not, the envelope specs here are different from other 2 welcome kit types, response here would also depend on your response to the above query. Please provide suitable amendment in the mentioned clauses reflecting same in the quotation formats as well.	As advised in pre-bid, cost of envelope and cheque book to be excluded while quoting for SME Personalized Welcome kit also. This is because individual quotes for different types of cheques books with envelope are obtained from bidders in Annexure E1
10	15	C3	FOR for (SME customers) -	Please share the size for each of the Kit specification or size will remain same as regular Kit Item. Please confirm!	Size for SME Welcome Kit will not be changed and will be same as regular Welcome kit. Only specifications have been changed.
11	15	C2	Welcome Kit Cover Size:- 9.25 x 4.75 inches 4 colour printing, Window Envelope, Strip gumming 120 GSM, standard art paper, Matt finish	Our understanding is here Matt finish refers to Paper type & not a lamination on paper. Please confirm!	Correct.
12	15	WELCOME KIT (Personalized) Specifications	Any insertion provided by the Bank after printing, if required at any point of time, in Personalized or Non - Personalized Welcome Kit will have to be done without any extra insertion cost as per Specification used for Printing 4 Variants of CA Personalized Welcome kits.	Additional insertion charges to be mutually discussed and agreed upon.	No change in RFP terms and conditions.

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13	16	C 3 Welcome Kit personalised SME Customers	Colour Specifications used for Printing 4 variants of CA Personalized Welcome Kits	We request bank to provide sample or provide detailed explanation for Point 4 to 7 (Logo 1, Logo 2, Matter and Matter with strip)	Explanation provided in pre-bid meeting and sample also shown.
14	19	7.2 (5)	Phase - II Methodology Zone wise ratio of allocation of Circles to L1 and L2 bidders will be targeted in the ratio of 60% and 40% and may extend upto the range of 70% and 30% depending on the requirement of Circles within the Zone.	Zone wise ratio of allocation of Circles be given to L1, L2 and L3 bidders in the ratio of 50%, 30% and 20% and to extend upto the range of 50%, 25% and 25% depending on the requirement of Circles within the Zone.	No change in RFP terms and conditions.
15	28	7.9 / 17	Post printing, 100% quality inspection and gathering to be done to guard against the following: -	We request t bank to modify this clause to have automated system for quality inspection and gathering to avoid mismatch and errors.	Manual Quality Checking is essential and necessary and cannot be done away with.
16	40	23.1	Note: If any taxes to be paid by the Bank, the same should be mentioned explicitly	Where we need to mention the GST % or rates in Commercial bid format?	Price to be quoted exclusive of GST.
17	43	24.4	The bank reserves the right to opt for manual negotiation or Reverse Auction.	Our understanding is L1 will be determined by way of Reverse auction only	Yes. Rates will be obtained by way of E-reverse auction and offline/manual intervention may be resorted to if E-procurement agency is unable to finalise L1 printer as per methodology given in RFP, OR ANY OTHER EMERGING SITUATION DEMANDING OFFLINE/MANUAL INTERVENTION
18	45	25.4	Selection of Bidders-Zonewise To ensure better customer service, Bank may select more than one vendor in a zone for the sake of reducing dependency on a single source of supply, as well as area wise allocation in order to reduce turnaround time and incidence of concentration risk. However, Circle allocation to the selected vendors will be zone-wise. Bank may select maximum 2 vendors and minimum 1 vendor per zone with printing units located within that Zone and catering to Circles within the Zone (printing and despatching).	To ensure better customer service, Bank can select more than two vendor in a zone for the sake of reducing dependency on a single source of supply, as well as area wise allocation in order to reduce turnaround time and incidence of concentration risk. However, Circle allocation to the selected vendors will be zone-wise. Bank may select maximum 3 vendors and minimum 2 vendors per zone with printing units located within that Zone and catering to Circles within the Zone (printing and despatching).	No change in RFP terms and conditions.

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19	65	Annexure E2	Printing Rate in Rs. Per square inch per 1000 forms	Whether we need to quote for 1000 forms or for per sq. inch rate here? If both is required, please share the example to fill the same	Rate to be quoted in per sq inch per 1000 forms
20	70	Annexure E5	Rate for Printing and compilation of the kit	For welcome letter/nomination letter/YONO combined letter, etc, whether we need to quote separate rate or single rate for all combination of letters in price bid?	Different rate of individual items to be quoted .
21	-	-	Quantities required for any item is not mentioned anywhere in the RFP.	Please provide quantity of each item for each Zone, as our rates will vary depending on the required volumes. As Utility Forms Pvt.Ltd., is not an existing vendor and the other two vendors are already existing suppliers of SBI, we will be at a disadvantage if the quantity required for each item in each Zone is not declared in the RFP by SBI.	Zone wise quantity of items for 12 months handed over to all Security Printers during pre-bid meeting on 08.05.2019
22	20	7.2 (7) under Methodology	A maximum variance of 10% between Zone wise L1 rates for Individual items will be permitted by the Bank while deciding on L1 rates for different zones.	Whether 10% variance means that rates of each item will be compared with each of the L1 Printers in all Zones .	Yes. 4 Zonewise L1 rate to be determined as per section 7.2.1 under methodology of RFP. After that the rates of individual items will be compared to ensure that maximum variance of 10% is not exceeded and rates adjusted accordingly.
23				Payment details may be incorporated in RFP itself.	Payment details will be covered in SLA
24	15	C3	For SME	Expected quantity of Personalised Welcome Kits from SME customers for the next one year	Expected Annual Quantity for SME Welcome Kits Is as follows : Regular -300000, Gold -45000, Diamond -16000 Platinum-10000 (20% growth over annualized new CA to be opened has been taken for FY 2019-20)