

REQUEST FOR PROPOSAL (RFP)

Selection of vendor for Supply, Installation, Commissioning and
Maintenance of Digital Judicial Security Paper

Tender No: BSCB/e-Stamp/11-2026/3005

Dated: 09.03.2026

The Bihar State Co-operative Bank Ltd, Patna

A. Introduction

1. The Bihar State Co-operative Bank Ltd. (“Bank”) invites bids from eligible bidders for supply of Judicial Security Paper for use by the Bank and District Central Co-operative Banks within Bihar. This RFP is issued in accordance with principles of transparency, fairness, and competitive procurement.

B. Earnest Money Deposit (EMD)

2. Bidders shall submit an Earnest Money Deposit of INR 6,00,000 (Rupees Six Lakh Only) in the form of Demand Draft or Banker’s Cheque payable at Patna. Bids without valid EMD shall be rejected. EMD forfeiture shall be subject to recording of reasons and applicable legal principles.
3. The bidders are expected to examine all instructions, forms, terms, Project requirements and other information in the RFP documents. Failure to furnish all information required as mentioned in the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

C. Schedule of Bid Process

SL	Information	Details
1.	RFP No. and Date of availability	BSCB/e-Stamp/11-2026/3005 Wef 09.03.2026 To be downloaded from https://biharscb.co.in/tender
2.	Last date for submission of written queries for clarifications	16.03.2026 Upto 05 PM Bank shall not accept any Prebid Query received after mentioned deadline time.
3.	Date of pre-bid conference	17.03.2026 At 03 PM HEAD OFFICE: The Bihar State Co-operative Bank Ltd. Ashok Rajpath, Patna - 800004, Bihar.
4.	Release of response to clarifications	20.03.2026
5.	Last date of submission of bid	23.03.2026
6.	Opening of Technical Bids	To be decided later, informed on bank’s website https://biharscb.co.in/tender

7	Opening of Financial Bids	To be communicated to technically qualified bidders
8.	Bank email id for RFP related communication	estamp-ecourt.cell@biharscb.co.in
9.	Communication Address	All communications Should be Addressed to: The Managing Director, The Bihar State Co-operative Bank Ltd. Ashok Rajpath, Patna - 800004,

D. Scope of work

4. The bidder shall supply, Judicial Security Paper to The Bihar State Co-operative banks & Dist. Central Co-operative Banks. The Quantity mentioned is only indicative and the actual requirements may increase or decrease during the issue of workorder to the selected vendor.
5. The Successful Bidder shall submit all or any other relevant documentation related to the supplied products to the Bank along with the supplied products/equipment.
6. The bidder should mention the make and model of the product and should attach the technical data sheet of the product.

E. Timelines:

7. The bidder shall supply as per the requirement of the Bank within 2 weeks from the issue of the work order.

F. Indemnification

8. The Bidder shall, at its own expense, defend and indemnify Bank against any third party claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its (Bidder's) employees or agents, or by any other third party resulting from or by any gross negligence and/or wilful default by or on behalf of the Bidder and against any and all claims by employees, workmen, contractors, sub- contractors, suppliers, agent(s), employed, engaged, or otherwise working for the Bidder, in respect of any and all claims under the Labour Laws including wages, salaries, remuneration, compensation or like.

9. The Bidder shall indemnify, protect and save Bank and hold 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 from
 - (i). a gross negligence and/or wilful default of the Bidder, its employees, its agents, or employees of the consortium in the performance of the services provided by this contract
 - (ii). breach of any of the terms of this tender document or breach of any representation or warranty by the Bidder
 - (iii). use of the deliverables and or services provided by the Bidder
 - (iv). Infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all components provided to fulfil the scope of this project.
10. The Bidder shall further indemnify Bank against any loss or damage to Bank's premises or property, etc., due to the gross negligence and/or wilful default of the Bidder's employees or representatives to the extent it can be clearly established that such employees or representatives acted under the express direction of the Bidder.
11. The Bidder shall further indemnify Bank against any loss or damage arising out of loss of data, claims of infringement of third-party copyright, patents, or other intellectual property, and third-party claims on Bank for malfunctioning of the equipment at all points of time.

G. Confidentiality:

12. The Bidder shall keep confidential any information related to this tender with the same degree of care as it would treat its own confidential information. The Bidders shall note that the confidential information will be used only for the purposes of this tender and shall not be disclosed to any third party for any reason whatsoever.
13. The bidder shall keep confidential any information with respect to this tender. Confidential information means Any written information, including without intimation, information created by or for the other party, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures of either party or any of its affiliates, or any client of either party, except such information which is in the public domain at the time of its disclosure or thereafter enters the public domain other than as a result of a breach of duty on the part of the party receiving such information. The Bidders shall note that the confidential information will be

used only for the purposes of this tender and shall not be disclosed to any third party for any reason whatsoever.

H. Termination and Blacklisting:

14. The Bank may terminate this Agreement and Blacklist and also Debar the vendor, in case of occurrence of any of the events specified below. In the event of such an occurrence, the First Party may give show cause notice to Second Party on following grounds: -

- a) The acts or omissions of the Vendor compromise or are likely to compromise the security, authenticity, traceability, or integrity of Judicial Security Paper or related materials.
- b) That if Agreement if any direction, advisory, audit objection, or instruction is issued by RBI, NABARD, State Government, statutory authority, or any competent regulatory body affecting continuation of the contract.
- c) If continuation of the Vendor is likely to adversely affect the reputation, credibility, or public confidence in the Bank, the Bank may terminate the Agreement after recording reasons in writing.
- d) If the vendor is in material breach of contract and not performed its obligations pursuant to this Agreement and has not remedied/resolved the issue within 30 days of the breach.
- e) If the financial position of the Vendor deteriorates, including adverse audit qualification, credit downgrade, attachment proceedings, or inability to maintain operational capacity, the Bank may terminate the Agreement.
- f) If the vendor becomes insolvent or goes into liquidation.
- g) Repeated minor breaches which cumulatively affect performance, even if individually not material, shall constitute material breach.
- h) If the vendor, in the judgement of Bank, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- i) If the vendor submits to Bank a false statement which has material effect on the rights, obligations, or interests of the Bank.
- j) If the vendor places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the Bank.
- k) If the vendor fails to provide Quality services as envisaged under this Agreement.
- l) Serious discrepancy and delay in delivery of services or the performance levels agreed upon, which might have an impact on the functioning of the Call Centre.

- m) Failure of the vendor mobilize manpower, follow local laws, clumsy execution of work, and total disregard to public safety and its own employees.
- n) Failure to abide by any lawful directions of the Bank.
- o) Any change in ownership, management control, or shareholding exceeding 26% without prior written approval of the Bank shall entitle the Bank to terminate the Agreement.

Note: - Increase in cost, labour shortage, supply delays, or commercial hardship shall not constitute Force Majeure.

Note: -Blacklisting/Debarment of the vendor shall be natural consequence of the termination. The Blacklisting/Debarment shall be for such a period as may be specified by the Bank provided that before placing the vendor in the blacklist, with or without the termination of the contract, the Bank shall issue a notice given 15 days of time to the vendor.

15. Penalties: -

- a) The Bank may impose a suitable penalty of the vendor of the failure of such activities as mentioned above. Such penalties shall be deducted from the pending bills/bank guarantee of the vendor. However, the Bank shall issue a notice to the vendor before imposing such penalty.
- b) That first Party upon termination of the contract, Bank may encash and appropriate the performance security/bank guarantee etc. The Bank may clear outstanding dues of the sub-vendors of the second party out of such encashment and/or from the pending bills of the second party.

I. Blacklisting and debarment without termination:

- 16. The Bank may blacklist and debar the vendor without terminating the contract for any of the failures or acts of commissions or omissions under this Agreement or the acts mentioned in the Clause 14 of this contract.

J. Foreclosure with Mutual consent: -

- 17. Without prejudices to any provisions of this agreement any of the party may foreclose the present contract by mutual consent in circumstances which does not constitute either party's default without any liability or consequential future liability for either party in following terms
 - a) Should a Party intend to foreclose this Agreement by mutual consent, the intending Party shall issue a notice to the other Party and upon issuance of such notice, the other Party may within 15 days from receipt of such notice

either agree to such foreclosure or raise objection(s) to the same by intimating either of the two possible positions to the intending Party in writing.

- b) In either case of the other Party agreeing to the proposed foreclosure or otherwise, the Parties may negotiate the proposed foreclosure and sign a Supplementary Agreement for foreclosure to the main Contract Agreement within 30 (thirty) days of the date agreeing by both Parties. Foreclosure shall not come into effect unless and otherwise Supplementary Agreement is signed.
- c) Any attempt or endeavour for foreclosure by mutual agreement shall be without prejudice to the rights and obligations of the Parties herein and the factum of such an attempt or exercise shall not stop either of the Parties from discharging their contractual obligations under this Agreement.
- d) For the avoidance of doubt, it is clarified that such foreclosure will be without prejudice to the Vendor and shall not affect the Vendor in any way if it wishes to bid in future projects of the Bank.

K. Fraudulent, Corrupt and Prohibited Practices

18. Standard of Integrity

The Bidders shall observe and maintain the highest standards of integrity, transparency, and ethical conduct during the bidding process, execution of the Letter of Award (LOA), and throughout the subsistence of the Agreement.

19. Right of the Bank to Act Against Prohibited Practices

- a) Notwithstanding anything contained elsewhere in this RFP, the LOA, or the Agreement, the Bihar State Co-operative Bank Ltd. (“the Bank”) shall have the absolute right, at any stage of the bidding process or during execution of the contract, to reject any Bid, cancel or withdraw the LOA, terminate the Agreement, and/or debar or blacklist the Bidder for such period as the Bank may deem appropriate, if the Bank determines, upon reasonable assessment, that the Bidder has directly or indirectly, or through any agent, representative, intermediary, consortium member, or affiliate, engaged in any Prohibited Practice.
- b) The exercise of such right shall not render the Bank liable for any compensation, damages, loss of profit, or claims whatsoever by the Bidder.

20. Forfeiture and Recovery

- a) Upon occurrence of any Prohibited Practice, the Bank shall, without prejudice to any other rights or remedies available under law or contract, be entitled to: forfeit and appropriate the Bid Security, Earnest Money Deposit, or Performance Security; recover any loss, damage, or additional expenditure incurred by the Bank; initiate appropriate civil, criminal, or regulatory proceedings against the Bidder.
- b) The forfeiture of securities shall be treated as genuine pre-estimated damages, representing administrative cost, time, evaluation effort, reputational risk, and consequential losses suffered by the Bank.
- c) For the purposes of this Section, the following terms shall have the meaning here in after respectively assigned to them:
 - i. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of tendering and execution of the project;
 - ii. “Fraudulent practice” means aim is representation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
 - iii. “Coercive practice” means impairing or harming or threatening to impairer harm, directly or indirectly, any persons or property to influence any person participation or action in the Selection Process;
 - iv. “Undesirable practice” means establishing contact with any person connected with or employed or engaged by Bihar State Co-operative Bank with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or having a Conflict of Interest; and
 - v. “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

L. Dispute Resolution

21. This Agreement and all disputes arising out of or in connection with this RFP, the bidding process, Letter of Award, or Contract Agreement shall be governed by and construed in accordance with the laws of India.

22. Amicable Resolution

- a) The Parties shall endeavour to resolve amicably, through mutual discussions, any dispute, controversy, claim or difference arising out of or relating to this Agreement, including its interpretation, performance, breach, termination or validity (“Dispute”).
- b) Either Party may issue a written notice describing the Dispute, upon which senior authorised representatives of both Parties shall meet and attempt resolution within thirty (30) days.
- c) Failure to resolve within the said period shall entitle the Bank to proceed in accordance with Clause 23.

23. Institutional Conciliation (Pre-Arbitration Step)

Prior to invocation of arbitration, the Dispute shall be referred to conciliation.

- a) Conciliation proceedings shall be conducted at Patna in accordance with Part III of the Arbitration and Conciliation Act, 1996.
- b) The conciliator shall be nominated by the Bank from a panel of independent professionals.
- c) The conciliation process shall conclude within thirty (30) days, unless extended mutually.

24. Arbitration

If the Dispute remains unresolved, the same shall be finally settled by arbitration under the Arbitration and Conciliation Act, 1996 (as amended).

a) Constitution of Tribunal

The arbitration shall be conducted by a sole arbitrator appointed by the Bank from its approved panel of arbitrators, which it's agreed shall not constitute unilateral bias.

b) Seat and Venue

The seat and legal place of arbitration shall be Patna, Bihar.

All arbitration proceedings shall be deemed to take place at Patna irrespective of virtual hearings.

c) Language

The arbitration proceedings shall be conducted in English.

Note:-Work under the contract shall be continued by the vendor during the arbitration proceedings unless otherwise directed in writing by Bank unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained. Save as those which are otherwise explicitly provided in the contract, no payment due, or payable by Banks, to the vendor shall be withheld on account of the ongoing

arbitration proceedings, if any, unless it is the subject matter, or one of the subject matters thereof.

M. Payment Terms:

The payment shall be released to the selected vendor after satisfactory supply of Judicial Security paper in the as mentioned in the Section D: Scope of work.

Penalty:

S. No.	Description	Penalty
1.	Delay in supply of Judicial Security Paper	In case of delay in supply of Judicial Security Paper within the stipulated time period, penalty shall be levied @, 0.01% per day to a maximum limit of 5% of the contract value in the form of Liquidated damages. Frequent/ continuous delay may leads to Termination and Blacklisting

N. Instructions to the Bidders

25. General

- a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the Bank on the basis of this RFP.
- b) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Bank. Any notification of preferred bidder status by the Bank shall not give rise to any enforceable rights by the Bidder. The Bank may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the Bank.
- c) This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

26. Compliant Proposals / Completeness of Response

- a) Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b) Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected.
- c) Bidders must:
 - i. Include all documentation specified in this RFP;
 - ii. Follow the format of this RFP and respond to each element in the order as set out in this RFP
 - iii. Comply with all requirements as set out within this RFP.

O. Key Requirements of the Bid

27. Right to Terminate the Process

- a) The Bank may terminate the RFP process at any time and without assigning any reason. The Bank makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This RFP does not constitute an offer by the Bank. The bidder's participation in this process may result the Bank selecting the bidder to engage towards execution of the contract.

28. Earnest Money Deposit (EMD)

- a) Bidders shall submit, along with their Bids, EMD of INR **SIX LAKH ONLY** only in the form of DD/ Banker's Cheque in favour of THE BIHAR STATE CO-OPERATIVE BANK LTD. , payable at Patna, Bihar.
- b) The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- c) The EMD may be forfeited:
 - i. If a bidder withdraws its bid during the period of bid validity.
 - ii. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.

29. Submission of Proposals

- a) The bidders should submit their responses as per the format given in this RFP in the following manner:
 - i. Technical Proposal and
 - ii. Financial Proposal
- b) Please Note that prices should not be indicated in the Technical Proposal but should only be indicated in the Financial Proposal.

- c) All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- d) The bids shall be uploaded through _____ as per the instructions available on the website.

P. Preparation and Submission of Proposal

30. Proposal Preparation Costs

- a) The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by the Bank to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.
- b) The Bank will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

31. Language

The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

32. Tender Opening

- a) The Proposals submitted up to due date and time will be opened at a date to be notified by a committee authorized by the Bank, in the presence of such of those Bidders or their representatives who may be present at the time of opening.
- b) The representatives of the bidders should be advised to carry the identity card or a letter of authority from the tendering firms to identify their Bonafide for attending the opening of the proposal.

33. Tender Validity

The offer submitted by the Bidders should be valid minimum period of 180 days from the date of submission of Tender.

34. Tender Evaluation for responsiveness

- a) Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive, if Proposals:
 - i. Are not submitted in as specified in the RFP document
 - ii. Are found with suppression of details

- iii. With incomplete information, subjective, conditional offers and partial offers submitted
 - iv. Submitted without the documents requested in the checklist
 - v. Have non-compliance of any of the clauses stipulated in the RFP
 - vi. With lesser validity period
- b) All responsive Bids will be considered for further processing. The Bank will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a committee according to the Evaluation process define in this RFP document. The decision of the Committee will be final in this regard.

14 Proposal Evaluation Criteria

Sr. No	Qualification Criteria	Documents/Information to be provided in the submitted proposal
1.	Legal Entity <input type="checkbox"/> Company should be sole proprietor, partnership, company registered under CompaniesAct,1956/2013. <input type="checkbox"/> Registered with the GST Authorities	Relevant Certificate of Incorporation GST Registration Certificate
2	The bidder shall be an OEM or authorized partner of OEM and the copy of the authorization letter should be attached.	
3	The bidder must have achieved average financial turnover of INR 1 crore for the last three years ending on 31 March 2025.	Audited Financial Statements
4	The bidder or OEM should have experience in providing similar services to any State Government/Central Government/Public Sector Undertakings during last 5 years prior to the month of publication of this tender.	Work Order or Completion Certificate
5	The bidder must have valid ISO Certification.	Certificate of copy to be attached.

6	The responding firm shall not be under a declaration of ineligibility for corrupt or fraudulent practices.	A self-certified letter by the designated official of the responding firm
7	The bidder must have offices and work premises in Bihar or should have established team in Bihar	Bihar Shop and Establishment License

Q. Financial Bid Evaluation

- a) The Financial Bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives.
- b) Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- c) The bid price will include all taxes and levies and shall be in Indian Rupees and mentioned separately.
- d) Any conditional bid would be rejected.
- e) Errors & Rectification: Arithmetical errors will be rectified on the following basis: “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. If there is a discrepancy between words and figures, the amount in words will prevail”.
- f) If there is no price quoted for certain material or service, the bid shall be declared as disqualified.
- g) The total Bid Price, as computed by the Purchaser shall be used for the purpose of financial evaluation of bids.

R. Award Criteria

Bank will award the Contract to the successful bidder whose financial proposal is the lowest and would consider it as substantially responsive as per the process outlined above.

S. Right to Accept Any Proposal and to Reject Any or All Proposal(s)

The Bank reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Bank action.

T. Contract Finalization and Award

- a) The Bank shall reserve the right to negotiate with the bidder(s) whose proposal has been most responsive. On this basis the draft contract agreement would be finalized for award & signing.
- b) The Bank may also like to reduce or increase the quantity of any item in the Scope of Work defined in the RFP. Accordingly, total contract value may change on the basis of the rates defined in the financial proposal.

U. Signing of Contract

After the Bank notifies the successful bidder that its proposal has been accepted, the Bank shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between the Bank and the successful bidder. The Draft Legal Agreement is provided as a separate document as a template.

V. Annexure

Annexure I: TECHNICAL BID TEMPLATES

The bidders are expected to respond to the RFP using the forms given in this section and all documents supporting Technical Evaluation Criteria.

Forms to be used in Technical Proposal:

Form 1: Letter of Proposal

Form 2: Details of the Bidder

Form 3: Bank Guarantee for Earnest Money Deposit

Form 4: Affidavit

Form 5: Deployment of resources

Annexure II: SYSTEM SPECIFICATIONS

Annexure III: FINANCIAL PROPOSAL TEMPLATE

Forms to be used in Financial Proposal:

Form 1: Covering Letter

Form 2: Financial Proposal

Form 3: Performance Bank Guarantee

Form 1: Letter of Proposal

No.

Date:

To
Bihar State Co-operative Bank Ltd,
Bihar, Patna

Subject: Submission of the Technical bid for <Name of the assignment>

Dear Madam/Sir,

We, the undersigned, offer to provide Judicial Security Paper to the Bank on <Name of the Systems Implementation engagement> with your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Technical bid and the Financial Bid sealed in a separate envelope.

We hereby declare that all the information and statements made in this Technical bid are true and Accept that any misinterpretation contained in it may lead to our disqualification. We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in Fact Sheet.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 180 days as stipulated in the RFP document.

We hereby declare that we are not insolvent, in receivership, bankrupt or being wound up, our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended and we are not the subject of legal proceedings for any of the foregoing.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]: Name and Title of Signatory:

Name of the Firm:

Location:

Form 2: Particulars of the Bidder

Details of the Bidder (Company)		
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Status of the Company (Proprietorship/Partnership/Public	
4.	Details of Incorporation of the	
5.	Valid GST no.	
6.	Permanent Account Number (PAN)	
7.	Name & Designation of the contact person to whom all references shall	
8.	Telephone No. (with STD Code)	
9.	E-Mail of the contact person:	
10.	Fax no (with STD code)	

Form 3: Bank Guarantee for Earnest Money Deposit

RFP Ref. No.: XXXXXX

Date: _____

To,

Designation(XXXXXX)

The Bihar State Co-operative Bank Ltd.

Ashok Rajpath, Patna – 800004, Bihar

Subject: Earnest Money Deposit

We, _____ having our registered office at _____ (hereinafter referred to as “the Bidder”) have submitted its proposal and response dated __ (hereinafter referred to as “Bid”) for the supply of all the requirements described in the Request for Proposal along with its amendments/annexures and other ancillary documents (hereinafter referred to as “RFP”) as issued by The Bihar State Co-operative Bank Ltd.

1. That the BIDDER is hereby submitting the security deposit of Rs. XXXXX/- (XXXXXX) vide [NEFT/Online Transfer issued by a scheduled/Commercial bank] bearing No. _____ dated ____ [drawn on/ issued by] __

(Hereinafter referred to as “Earnest Money Deposit”) favouring ‘**The Bihar State Co-operative Bank Ltd, Patna-Bihar.**’ for consideration of the Bid of the above-mentioned Bidder.

2. The Bidder hereby specifically acknowledges and agrees that the Bidder has furnished his Bid on the understanding and condition that, if the Bidder:
 - a) Withdraws its Bid prior to the validity period of the Bid for any reason whatsoever or
 - b) Fails or refuses to participate in the subsequent Tender process after having been short listed.
 - c) Fails to accept and sign the contract as specified in this document for any reason whatsoever; or
 - d) Fails to provide the performance guarantee within **15** days from the date of placing the order by The Bihar State Co-operative Bank Ltd. or signing of the contract, whichever is earlier, for any reason whatsoever.

The Bihar State Co-operative Bank Ltd. has the right to forfeit the entire Earnest Money Deposit amount merely on the occurrence of one or more of the foregoing events without demur or a written demand or notice to the Bidder.

3. The Bidder understands, agrees and acknowledges that the Earnest Money Deposit will be refunded to the unsuccessful bidders only after acceptance of the “Letter of Intent” by the successful bidder. The bidder also agrees and acknowledges that the Earnest Money Deposit shall be returned to the successful Bidder upon furnishing of Performance Bank Guarantee.
4. The Bidder undertakes that it will not cancel the Earnest Money Deposit referred to above till the Bidder is returned the Earnest Money Deposit from Bihar State Co-operative Bank in accordance with the foregoing conditions.
5. The Bidder represents and warrants that the Bidder has obtained all necessary approvals, permissions and consents and has full power and authority to issue this Earnest Money Deposit and perform its obligations hereunder, and the Bidder has taken all corporate, legal and other actions necessary or advisable to authorize the execution, delivery and performance of this Earnest Money Deposit. The absence or deficiency of authority or power on the part of the Bidder to issue this Earnest Money Deposit or any irregularity in exercise of such powers shall not affect the liability of the Bidder under this Earnest Money Deposit.

Yours faithfully,

Signature

Name:

Designation:

Date:

Form 4: Self-Declaration : Non-Blacklisting

Affidavit

- 1) I, the undersigned, do hereby certify that all the statements made in the required attachment are true and correct and if found fake/forged, the undersigned will be liable for infliction upon the FIR and lawful punishment as well as blacklisting and debarment.
- 2) The undersigned also hereby certifies that neither our firm M/s.....has been blacklisted nor has abandoned any work in government Banks in Indian or any contract awarded to us for such works have been rescinded, during last five years prior to the date of this bid.
- 3) The undersigned here by authorizes and request(s) the 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.
- 4) The undersigned understand and agrees to furnish any further re qualifying information on request of the Bank.

(Signed by an Authorized Signatory of the Firm)

Title of Officer

Name of Firm

Date:

Form 5: Manufacturer's Authorization Form

To,
The Bihar State Co-operative Bank
Bihar

Dear Sir,

Ref.: Your Tender No., dated

We, having its registered office atare reputable manufacturers of Judicial Security Paper having its production facility, do hereby authorize M/s.....having its place of business at(herein after the Bidder), to submit the bid for Supply of Judicial Security Paper for the mentioned Tender No: Dated _____ and subsequently sign the contract for the Judicial Security Paper with the Customer solely on its own behalf.

We hereby authorized the Bidder to submit the bid against the Tender No: Dated _____ of the Bihar State Co-operative bank. We shall sell original Goods to the Bidder for subsequent sale and supply to Customer. Bidder shall be solely liable towards adherence of all the terms, conditions, obligations, guarantee, warranty, covenants etc. of the said Tender No and for any other commitments made to the Customer. Further Bidder shall be solely/fully liable for any claim, penalty, guarantee, warranty, indemnity obligations, loss or damages etc. invoked in terms of the said Tender/Ref due to any reason whatsoever.

We also hereby extend our full G/W, as applicable as per the Tender Document for the Judicial Security Paper offered for supply by the above firm against this tender.

Yours faithfully,

[signature with date, name and designation]

Note : This letter of authorisation should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.

Yours faithfully,

.....
.....
.....
.....

[signature with date, name and designation]

Note : This letter of authorisation should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to bind the manufacturer.

ANNEXURE II: SYSTEM SPECIFICATIONS:

SI No Specifications of Judicial Security Paper

1	<ul style="list-style-type: none"> • Form of supply 	A4 Sheet Type (21Stamp in one sheet)
	<ul style="list-style-type: none"> • Size of each label/stamp 	38.1 mm x 63.5 mm(approx)
	<ul style="list-style-type: none"> • Size of holographic strip 	210 cm x 0.8 cm(approx)
	<ul style="list-style-type: none"> • No. of supply feature 	Golden Holographic strip
	<ul style="list-style-type: none"> • No. of colors in Printing 	2(Black & Red)
	<ul style="list-style-type: none"> • Paper should be so that stamp remains self-adhesive in nature 	

2 Paper should be specific color and having self adhesive nature

3 Paper should be dotted to make adjacent stamp separation easy

4 Paper should be supplied to DCCB directly
In case of SCB Branches stamp paper should be supplied directly to branches and receiving & bill to be submitted to HO for payment

5 Stamp paper should be supplied on demand, preferably Monthly basis as per requirement and one month stock always maintained.

6 Payment to supplied will be made after sales/consumption of paper.

7 Supplier must be manufacture or their authorized partners

ANNEXURE III:

Form 1: Covering Letter

No.

Date:

To,

Bihar State Co-operative Bank Ltd, Patna

Bihar

Subject: Submission of the Financial bid for <Selection of vendor for Supply,
Supply of Judicial Security Paper>

Dear Madam/Sir,

We, the undersigned, offer to provide Judicial Security Paper in accordance with your Request for Proposal dated <Date>and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of <Amount in words and figures>. This amount is inclusive of the local taxes.

1. PRICE AND VALIDITY

- All the prices mentioned in our Tender are in accordance with the terms as specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period of <days> calendar days from the date of opening of the Bid.
- We hereby confirm that our prices include all taxes. However, all the taxes are quoted separately under relevant sections.
- We understand that the actual payment would be made as per the existing indirect tax rates during the time of payment.

2. UNIT RATES

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

3. DEVIATIONS

We declare that all the services shall be performed strictly in accordance with the Tender documents except for the variations and deviations, all of which have been detailed out exhaustively in the following statement, irrespective of whatever has been stated to the contrary anywhere else in our bid.

Further we agree that additional conditions, if any, found in the Tender documents, other than those stated in deviation schedule, shall not be given effect to.

4. TENDER PRICING

We further confirm that the prices stated in our bid are in accordance with your Instruction to Bidders included in Tender documents.

5. QUALIFYING DATA

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before evaluation of our Tender, we agree to furnish the same in time to your satisfaction.

6. BID PRICE

We declare that our Bid Price is for the entire scope of the work as specified in the <Refer Section No.>. These prices are indicated Financial Bid attached with our Tender as part of the Tender.

We hereby declare that our tender is made in good faith, without collusion or fraud and the information contained in the tender is true and correct to the best of our knowledge and belief.

We understand that our tender is binding on us and that you are not bound a tender you receive.

Thanking you,

Sincerely,

Form 2: Financial Proposal

The bidders who will qualify the Technical Bid criteria will be eligible for Financial Bid opening. Financial bid will be submitted by the bidder in prescribed format as mentioned below:

S.No	Item	Estimated Quantity	Unit Rate (INR)	Tax (INR)	Total Cost
1	Judicial security Paper as per the specifications mentioned in the RFP.	60000 per Quarter			

Note:-

1. The financial quote of the participating bidder whose total quote is lowest will be declared as L1 bidder.
2. The quantities mentioned above are indicative only. Bank reserves the right to change the quantities and the configuration of items mentioned above without assigning any reason thereof.