



**महाराष्ट्र ग्रामीण बँक**

**MAHARASHTRA GRAMIN BANK**

शासकीय मालकीची शेड्युल्ड बँक Scheduled Bank Owned by Government

**MAHARASHTRA GRAMIN BANK  
HEAD OFFICE, CHHATRAPATI SAMBHAJINAGAR-431010**

**REQUEST FOR PROPOSAL**

**“Tender for the supply of Gold Loan Envelops/Bags with Bank’s Specification  
to Regional offices of Maharashtra Gramin Bank “**

**Tender No : MGB/HO/GAD/02/2025-26**

**Date of Issue : 13/11/2025**

**Last date of submission : 21/11/2025 till 11:00 AM**

**Last date & time for Submission of Pre Bid Queries: 15/11/2025 up to 05:00 PM**

**Date of Pre Bid Meeting : 17/11/2025, 11.00 AM**

**Date of Opening of Technical Bids: 21/11/2025, 2.30 PM**

**Date of opening of Financial Bid: Shall be communicated separately**

## INDEX

| Sr No                        | Description  | Page No |
|------------------------------|--|---------|
| <b>Technical Bid : Vol-I</b> |  |         |
| A                            | Notice Inviting Tender                                 | 3       |
| B                            | Tender Application Letter                              | 7       |
| C                            | Eligibility Criteria                                   | 9       |
| D                            | Appendix   | 15      |
| E                            | General terms & conditions                             | 16      |
| F                            | Contract Agreement                                     | 29      |
| G                            | Queries Related to RFP (Annexure-I)                    | 35      |
| H                            | Undertaking (Annexure-II)                              | 36      |
| I                            | Performance Bank Guarantee(Annexure-III)               | 37      |
| J                            | Bid Securing Declaration Form(Annexure-IV)             | 39      |
| K                            | Delivery Locations & CP (Regional Office) (Annexure-V) | 40      |
| L                            | Delivery Schedule (Regional Office Wise) (Annexure-VI) | 41      |
| <b>PRICE BID : Vol-II</b>    |  |         |
|                              | Price Bid  | 43      |

## TECHNICAL BID: VOL-I

Tender No. MGB/HO/GAD/02/2025-26

Dt.13/11/2025

### A. NOTICE INVITING TENDER (NIT)

#### **1. Invitation for Tender**

Maharashtra Gramin Bank invites applications for the “**Tender for the Supply of Gold Loan Envelops/Bags with Bank’s Specification**” for a period of **one (01) year**, which may be extended for another year at the discretion of the Bank. The scope includes **manufacturing, printing, and supplying LDPE Gold Loan Envelops/Pouches** as per the Bank’s specifications.

#### **2. Availability of Tender Document**

The tender document can be downloaded from the Bank’s official website:[www.mahagramin.in/tenders](http://www.mahagramin.in/tenders)

#### **3. Bid Calendar (Important Dates)**

| Sl. No. | Event Description  | Particulars   |
|---------|--|---|
| 1       | Category of Tender   | Open  |
| 2       | Mode of Submission   | Physical submission at Head Office  |
| 3       | Date of Publishing Tender Notice                                 | 13.11.2025  |
| 4       | Last Date for Receiving Queries                                  | 15.11.2025 up to 05:00 PM   |
| 5       | Pre-Bid Meeting (Online – Link to be provided on Bank’s website) | 17.11.2025 at 11:00 AM  |
| 6       | Last Date for Submission of Bid                                  | 21.11.2025 till 11:00 AM  |
| 7       | Opening of Technical Bids  | 21.11.2025 at 3:30 PM at Bank’s Head Office (subject to availability of Tender Committee members) |
| 8       | Financial Evaluation   | Financial bids of technically qualified bidders will be opened later, with prior intimation       |
| 9       | Performance Security Deposit                                     | 5% of total contract value in the form of a Performance Bank Guarantee                            |
| 10      | Contact Details  | 1.Darshan Agrawal – 9767672030<br>2.Vaibhav Kshatriya – 866582971                                 |
| 11      | RFP Related Communication (Email)                                | smgad@mahagramin.co.in  |

#### **4. General Instructions**

- No addition or alteration shall be made in the specifications, conditions, or tender documents by the bidder.
- Any such modifications will render the tender invalid. Conditional tenders will be summarily rejected.

#### **5. Last Date for Submission**

The last date for submission of the tender is **21.11.2025 (up to 11:00 AM)**.

## **6. Pre-Bid Meeting**

All queries related to product specifications, printing, manufacturing, and supply shall be addressed **only** during the pre-bid meeting.

No separate discussions will be entertained thereafter.

*The Bank reserves the right to accept or reject any or all tenders without assigning any reason.*

## **7. Performance Security Deposit**

The bidder shall submit a **Bid Securing Declaration Form** as per the tender requirements.

## **8. Declaration Form**

Bidders must submit the **Declaration Form** as per **Annexure-IV** of the tender document.

## **9. Rates**

All quoted rates shall be **inclusive of all taxes, duties, GST, transport, octroi, and delivery charges** to all regional offices of Maharashtra Gramin Bank across the state.

## **10. Acceptance of Tender**

The successful bidder shall, within **seven (07) days** of intimation, execute the agreement on required stamp paper and submit the **Performance Security Deposit**.

## **11. Tenure of Contract**

The rate contract shall remain valid for **one (01) year** from the date of issue of the Contract/Letter of Intent. Based on performance and Bank's requirement, it may be extended for another year under the same terms and conditions.

## **12. RTGS Details**

Bidders must attach a copy of the RTGS details of their firm/company.

## **13. Tender Document**

This tender notice (including **pages 1 to 43**) shall form part of the contract.

## **14. Tender Validity**

The tender shall remain valid for **120 days** from the date of opening.

## **15. Procedure for Submitting Tenders**

- i. The tender shall follow a **Two-Bid System** – *Technical and Commercial* (Physical submission only).
- ii. All tender papers must be signed by an authorized representative.
- iii. The tender documents, along with all annexures, undertakings, and signed copies, shall be addressed to:

**The Assistant General Manager,**  
General Administration Department,  
Maharashtra Gramin Bank,  
Head Office, Waluj Mahanagar-IV,  
Chh. Sambhajinagar – 431 010.

- iv. All tender-related publications (advertisements, corrigenda, clarifications) will be uploaded on the Bank's website only.
- v. During technical scrutiny, the Bank may seek clarifications or additional documents. The bidder must provide them within the stipulated time.
- vi. All tender documents must be **typed**; handwritten documents will not be accepted and such bids will be rejected.

## **16. Mode of Submission**

The tender must be submitted **offline only**, in a **sealed envelope** super scribed as:  
**“Tender for the Supply of Gold Loan Envelops/Bags with Bank's Specification.”**

## **17. Submission Format**

### **Cover 1 – Technical Bid (Envelope A)**

Must contain:

1. Duly filled and signed Tender Application Letter
2. Tender fee of ₹5,000/- (DD/Banker's Cheque)
3. Bid Securing Declaration Form
4. Signed copy of entire tender document as acceptance of terms
5. All documents required under Eligibility Criteria

### **Cover 2 – Commercial/Price Bid (Envelope B)**

Must contain:

1. Duly filled and signed Price Bid/Commercial Quote on company letterhead in prescribed format

## **18. Sealing of Envelopes**

Each envelope (A & B) should be sealed and labeled “Technical Bid” or “Price Bid”. Both should be placed inside one larger sealed envelope clearly marked with the tender reference number and firm name.

## **19. Address for Submission**

**The Assistant General Manager**  
General Administration Department  
Maharashtra Gramin Bank  
Head Office, Golwadi Village, Growth Centre,  
Waluj Mahanagar-IV,  
Chh. Sambhajinagar – 431 010

*Note:*

- The Financial Bid must not be included in the Technical Bid.
- Only technically qualified bidders' commercial bids will be opened.
- The Bank reserves the right to negotiate with the L1 bidder as per norms.
- Purchase preference will be given to **MSEs** and **Make in India** vendors as per prevailing guidelines.

## **20. Purpose and Scope**

This RFP and any related agreement are intended to meet the Bank's operational requirements for the **supply of Gold Loan Envelops/Bags** across all regional offices. The aim is to enhance **customer service, convenience, and operational efficiency** in handling and storing gold ornaments.

Bidders must fully understand and commit to fulfilling all responsibilities under this engagement.

### **21. Draft Documents**

The **draft Performance Bank Guarantee** and **Service Level Agreement (Contract)** provided in this RFP are indicative. The final drafts will be issued at the time of agreement execution with the selected vendor.

### **22. Eligibility**

Only **OEMs or OEM-authorized dealers** are eligible to participate. Authorized dealers must submit a valid **bid authorization letter** from the OEM referencing this tender/RFP number.

### **23. Tender Allotment**

The tender will be awarded to the **L1 bidder**.

If the L1 bidder fails to complete further procedures or execute the order, the Bank may, at its discretion, award the tender to the **L2 bidder**, provided they agree to match the L1 rates.

### **24. Approval of Sample**

After tender allotment, the vendor must submit **samples of all types of Gold Loan Envelops/Bags/Pouches** for approval.

If modifications are required, revised samples must be submitted promptly until approved.

Full-scale production shall begin **only after sample approval**.

The entire sample approval process must be completed **within one week** from the Work Order date.

### **25. Bank's Rights**

The Bank reserves the right to:

- Cancel the tender process at any stage,
- Modify the scope of work,
- Allot the work to one or more vendors, at its sole discretion.

## **B. TENDER APPLICATION LETTER**

**To**

The Assistant General Manager  
General Administration Department  
Head Office  
**Maharashtra Gramin Bank**  
Chh. Sambhajinagar

**Subject:** Request for Proposal (RFP) – *Tender for the Supply of Gold Loan Envelops/Bags with Bank's Specification*

**Dear Sir,**

With reference to the tender invited by **Maharashtra Gramin Bank** for the captioned work, I/We, the undersigned, hereby submit our application as follows:

1. **I/We** have carefully gone through the tender documents comprising the Tender Form, Notice Inviting Tender, Scope of Work, Specifications, Terms and Conditions, etc., and clearly understood the entire scope of work and all the terms and conditions specified therein.
2. **I/We** hereby offer to execute the works specified in the Memorandum within the prescribed time, at the rates mentioned in the Financial Bid, and in all respects in accordance with the tender conditions and specifications, using materials and processes as stipulated.
3. **I/We** confirm that we have examined the products and clearly understood the Bank's requirements for the **manufacturing, printing, and supply of Gold Loan Envelops/Bags**.
4. **I/We** hereby declare that this offer is accompanied by a duly signed **Bid Securing Declaration Form**.
5. **I/We** agree to commence the **printing and supply** of Gold Loan Envelops/Bags/Pouches as per the Bank's specifications **within seven (07) calendar days** from the date of issuance of the Work Order by the Bank's Head Office.
6. **I/We** further understand that the tender is for **manufacturing, printing, and supplying Gold Loan Envelops/Pouches** to be delivered to **Maharashtra Gramin Bank, Head Office, Chh. Sambhajinagar**, within **30 calendar days** from the date of receipt of the Work Order, and as per any delivery schedule communicated by the Bank thereafter.
7. **I/We** agree to pay all applicable **Government taxes, GST, and other levies** (including Works Contract Tax, Turnover Tax, etc.) as applicable from time to time. The rates quoted by us are **inclusive of all such taxes and duties**.
8. **I/We** agree that bills will be submitted **only after completion** of printing and supply of Gold Loan Envelops/Bags, along with delivery challans and proof of delivery (POD) from respective offices. We understand that the Bank will not accept any bills without delivery acknowledgement and that **no advance payment** will be made by the Bank for the execution of the order.
9. **I/We** undertake that, if awarded this work, we shall complete the **manufacturing, printing, and supply of Gold Loan Envelops/Bags** as per the Bank's specifications. We shall comply with all applicable labour laws, GST, and sales tax regulations, and **indemnify the Bank** against any breach thereof.
10. **I/We** understand that the **lowest or any tender is not necessarily bound to be accepted** by the Bank.
11. **I/We** acknowledge that the volume indicated in this RFP is **tentative and indicative only**. The final quantity shall depend upon the Bank's actual requirement and will be at the sole discretion of the Bank.
12. **I/We** understand that the Bank reserves the right to **cancel the tender procedure at any time**, alter the scope of work, modify specifications, or allocate the work volume at its discretion. The Bank's decision in this regard shall be **final and binding** on all participating bidders.
13. **I/We** confirm that we are participating in this RFP process as an **OEM / OEM-Authorized Dealer** (please select the appropriate option) and that we hold a valid **authorization letter** from the OEM specifying this tender/RFP number.

**Yours faithfully,**

**Signature and Seal of the Bidder**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact No.:** \_\_\_\_\_

**Email ID:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **C. ELIGIBILITY CRITERIA**

Bidders must comply with **all** eligibility criteria mentioned below. **Non-compliance** with any criterion will result in **rejection of the bid**, and the corresponding **price bid will not be opened** without any further scrutiny.

Bidders are required to **submit self-attested copies** of documents to substantiate their compliance with each eligibility condition.

### **1. Statutory Registration**

The bidder must have valid registrations for **PAN, GST**, and any other applicable licenses under relevant Government regulations.

There should be **no defaults** or pending dues with any tax or statutory authority.

### **2. Manufacturing License**

The bidder must possess a **valid license to manufacture LDPE products**, along with a **certificate from the Pollution Control Board**.

### **3. Experience in Printing & Supply**

The bidder must have been engaged in the **printing and supply of Gold Loan Envelops/Pouches or similar materials** during the **last three financial years**.

Proof such as work contracts, purchase orders, or certificates from respective clients/departments must be enclosed.

### **4. Relevant Experience with Banks**

The bidder must have **at least three years' experience** in the **manufacture, printing, and supply** of Gold Loan Envelops/Bags and must have supplied to **Scheduled Banks or Regional Rural Banks (RRBs)** during the last three years.

The bidder must **not be under debarment or blacklisting** by any institution. A **Letter of Undertaking** confirming non-blacklisting must be submitted on the bidder's letterhead (format provided in **Annexure-II**).

### **5. Completion Certificates**

The bidder must submit **Completion Certificates** from competent authorities of clients, clearly mentioning:

- Scope of work
- Final bill amount
- Year of execution
- Duration of work

### **6. Financial Standing**

The bidder should **not be classified as an NPA borrower** by any Bank or Financial Institution.

### **7. Supply Capacity**

To qualify, the bidder must have **printed and supplied at least 6 lakh (600,000)** Gold Loan Envelops/Pouches to **Scheduled Banks/RRBs** during any of the **last three financial years** ending on **31st March of 2023, 2024**,

or 2025.

Documentary proof must be enclosed.

### **8. Profitability**

The bidder must be a **profitable firm/company**, having reported profits in each of the **last three financial years** (FY 2022–23, 2023–24, and 2024–25).

A **valid CA-certified statement** confirming this must be enclosed.

### **9. Turnover and Work Experience**

The bidder must have an **average annual turnover of more than ₹50 lakh** during the last three financial years (FY 2022–23, 2023–24, and 2024–25).

A **CA certificate** confirming turnover must be enclosed.

In addition, the bidder should have successfully completed works as per **any one** of the following criteria:

(a) One similar completed work costing **more than ₹20.00 lakh** during the last three years;

**OR**

(b) Two similar completed works, each valued at **more than ₹20.00 lakh** during the last three years;

**OR**

(c) Three similar completed works, each costing **more than ₹15.00 lakh** during the last three years.

Proof of successful completion (work orders and completion certificates) must be attached.

### **10. Sample Submission Undertaking**

The bidder shall submit an undertaking stating the following:

“After the award/allotment of the tender, the vendor shall first provide samples of all types of Gold Loan Envelops/Pouches/Bags for approval to the concerned department. If any modification or alteration is required in the submitted samples, the same shall be incorporated immediately, and revised samples shall be submitted until full approval is obtained from the Bank.

The entire sample approval process shall be completed within **seven (07) days** from the date of issuance of the Work Order. Large-scale production and actual supply shall commence **only after** sample approval.”

### **11. OEM / Authorized Dealer Participation**

- If the **OEM** participates directly, all relevant OEM documents must be submitted.
- If an **authorized dealer** participates, they must submit a valid **Bid Participation Authorization Letter** issued by the OEM, specifically mentioning the **RFP/Tender Number**.
- The authorized dealer must also provide all relevant documents of both the **dealer and the OEM**.

#### **Note:**

- Supporting documents confirming compliance with each eligibility criterion **must be submitted without deviation**.
- Failure to submit any required document will result in **disqualification** from the tender process.
- All certificates must be issued **in the name of the bidder; third-party certificates will not be accepted**.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Signature & Seal of Bidder**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

**DETAILS OF THE BIDDER (Tender Application Form)**

| # | Particulars   | Office | Factory/ Printing Unit |
|---|---|--------|------------------------|
| 1 | Name of the Firm and complete postal address  |        |                        |
|   | Contact Numbers (Landline/Mobile), STD, FAX No & Name(s) of contact person(s).  |        |                        |
|   | E-mail id for communication   |        |                        |
| 2 | <b>Registration details (Enclose a self-attested photocopy of proof for the following, whichever is applicable, failing which Tender application is liable to be rejected.)</b> |        |                        |
|   | Permanent Account No. (PAN)   |        |                        |
|   | Tax Deduction Account No. (TAN)   |        |                        |
|   | VAT / CST / TIN/GST Number  |        |                        |
|   | Classification of firm(Micro/Small/Medium)  |        |                        |
|   | SSI/MSME Registration Certificate, if any.  |        |                        |
|   | Permission/license to carry on business   |        |                        |

| 3   | Nature of Business   | Date of establishment |   |   |   |   |   |   | Constitution of the Firm |
|-----|--|-----------------------|---|---|---|---|---|---|--------------------------|
|     |  | D                     | D | M | M | Y | Y | Y |                          |
| [a] | Mention the constitution such as Proprietorship/ Partnership/ Private Ltd Co./ Public Ltd. Co./ Trust.   |                       |   |   |   |   |   |   |                          |
| [b] | If the Constitution is "Partnership", certified copy of partnership deed, current address of the firm, full name and complete postal addresses of all partners of the firm including contact phone numbers (Land line/ Mobile) should be furnished in the application. |                       |   |   |   |   |   |   |                          |

[c] If the Constitution is Pvt Limited Company or Ltd Co., the application should be signed by the person authorized by the Board of Directors holding power of attorney. Copy of the relevant Board Resolution and a certified copy of the power of attorney should be enclosed to the application.

4. Name(s) of Proprietor/ Partners/ Directors, their personal addresses and contact phone numbers. (Use additional sheets wherever required)

| No. | Name   | Complete postal address | Phone Number(s) |
|-----|--|-------------------------|-----------------|
| 5   | Name & address of the Associate Firms, if any. |                         |                 |

**6.Details of Printing Unit – 1 with Address: -**

**Note: - To become eligible for Tender Participation, the Vendor should have printed & supplied at least 5 lakh number of Gold Loan Envelops / Pouches to Scheduled Banks during any of the last 3 financial years ended 31st March of 2023, 2024 and 2025 in a single Purchase Order**

**Necessary documentary proof such as copies of work orders, agreements, invoices, Certificate issued by PSBs duly indicating the number of Gold Loan Envelops supplied during each financial year should be enclosed to the technical bid. Application without containing said proof shall be rejected by the bank.**

**7.Please furnish the details for compliance of the above requirement. (use additional sheet if necessary)**

| Financial Year | Name of Public sector Bank to whom Gold Loan Envelops supplied | No. of Gold Loan Envelops supplied (Bank wise) | Name of the clients other than Public Sector Banks to whom gold Loan Envelops Supplied | No. of Gold Loan Envelops supplied (Client wise) |
|----------------|--|--|--|--|
| 2022-23        |  |  |  |  |
| 2023-24        |  |  |  |  |
| 2024-25        |  |  |  |  |

|            |  |              |  |  |
|------------|--|--------------|--|--|
| <b>7.1</b> | Name and address of the banker, STD code, telephone, and FAX Numbers |              |  |  |
| <b>7.2</b> | Bank Account Number to which payments to be credited, if any.        | ACCOUNT TYPE |  |  |
|            |  | BANK NAME    |  |  |
|            |  | ACCOUNT      |  |  |

|  |             |  |  |
|--|-------------|--|--|
| (Enclose<br>a specimen of the<br>cancelled cheque) |             |  |  |
|  | IFS CODE    |  |  |
|  | BRANCH NAME |  |  |

| 7.3 | ST<br>Annual Turnover during the FY ENDED 31 March | (Amount Rs. in Lakh) |  |  |  |  |  |
|-----|--|----------------------|--|--|--|--|--|
|     | 31.03.2023   |                      |  |  |  |  |  |
|     | 31.03.2024   |                      |  |  |  |  |  |
|     | 31.03.2025   |                      |  |  |  |  |  |

**Important:** Wherever the firm's books of accounts are to be subjected to audit by Chartered Accountant as per Income tax/ other Acts, then such firms should submit the duly audited financial statements with their Tender application. All other firms which are not required to be audited by Chartered Accountant as per IT/Other Acts, they should submit their financial statements duly certified by a Chartered Accountant. Applications submitted without complying with this requirement will be rejected.

| 8   | OTHER INFORMATION  | Please tick                  |
|-----|--|------------------------------|
| 8.1 | Do you have separate covered godown for storing Bank's Gold Loan envelops? If so, is it covered by insurance against fire and other risks? What is the covered area of the go-down?  | Yes / No<br>Area:<br>Sq. ft. |
| 8.2 | Whether adequate Fire safety equipment's are installed and are functioning in the premises of Press & Go down as per requirement?  | Yes / No                     |
| 8.3 | Whether you are agreeable to dispatch stationery items/ printed materials to our Head office or to the destinations to be indicated by the bank from time to time?   | Yes / No                     |
| 8.4 | Do you have enough physical security in your premises to safeguard the printed stationery items of the Bank?   | Yes / No                     |
| 8.5 | You should keep total secrecy of the printed/ manuscript materials of the Bank. Do you agree for this condition?   | Yes / No                     |
| 8.6 | All our print supply orders shall be covered under contract act and other relevant acts. Are you willing to abide by these acts?   | Yes / No                     |
| 8.7 | If the bidder fails to effect supply within the scheduled time, the firm is likely to be penalized with a specified amount as fine except in case of "force majeure". Are you willing to abide by this condition?  | Yes / No                     |
| 8.8 | <b>We hereby confirm that:</b><br>a) Our firm is registered under CST/ SST /GST and is liable to pay all kind of taxes/ Octroi etc. All our quotations would be inclusive of these taxes and all other charges.<br>b) As per tax laws, we are liable to be subjected to TDS for the works related to print / supply. We are willing to abide by these requirements |                              |

|           |  |          |   |
|-----------|--|----------|---|
| 8.9       | Please provide Names and address of 3 public sector banks/ Scheduled banks where your firm is supplying the gold envelopes<br><br>Enclose a certified photocopy of the <b>major work orders executed during the last 3 financial years ended 31<sup>st</sup> March 2025.</b><br>(attach separate sheets if necessary). | 1.       |   |
|           |  | 2.       |   |
|           |  | 3.       |   |
| <b>9</b>  | <b>Copies of self-attested documents to be enclosed with the Tender application. Important: Documents described vide Sl. Nos. 10 [a], [b], [c] whichever applicable are compulsorily to be enclosed without which Tender application will not be considered by the bank.</b>   |          | <b>Whether complied with?</b>                     |
| a)        | 3 years' balance sheets, Profit and Loss Account statements. Wherever the firm's books of accounts are to be subjected to audit by Chartered Accountant as per Income tax/ other Acts, then such firms should submit the duly audited financial statements with their tender application.                              |          | Yes / No  |
| b)        | Permanent Account No. (PAN)/ General Index Register (GIR) Number Certificate – Self attested, Central Sales Tax (CST) / State Sales Tax (SST)/ Value Added Tax (VAT)/GST/ Tax Information Network (TIN) Certificate, Service Tax Certificate – Self attested.  |          | Yes / No  |
| c)        | Valid License for manufacturing LDPE products  | Yes / No | Approval from pollution control Board<br>Yes / No |
| d)        | Please furnish the details of activities outsourced by your firm:  |          |   |
| <b>10</b> | Any dispute arising in this regard shall be subject to jurisdiction of Courts in Chhatrapati Sambhajnagar only.  |          |   |

**Certificate:** We have carefully perused the aforesaid terms and conditions and agree to abide by the same in the event of our offer is accepted by Maharashtra Gramin Bank.

Note: Where copies are required to be furnished, these are to be self-attested / notarized copies. In case you intend to give further / more information, please attach separate sheet/s.

*(Use additional sheets wherever necessary to provide complete information)*

Signature and Seal of Applicant

#### D. Appendix

|    |   |   |
|----|---|---|
| 1. | Date of Completion of Printing & Dispatching & delivery as per work order | Within 30 Calendar day from the date of receipt of data issued by Head Office or as mentioned in the delivery schedule of the bank received thereafter.   |
| 2. | Liquidated Damages  | 0.5% of the ordered value of the work per week of delay on the part of the bidder subject to a maximum of 10% of the total ordered value of work  |
| 3. | Performance Security Deposit  | On Successful acceptance of Works Contract, Bidder has to submit Performance Security Deposit to the amount of <b>5% of entire contract value</b> in the form of either<br><br>-Performance Bank Guarantee from Scheduled Bank to the amount of 5% of entire contract value |
| 4. | Tender validity period  | 120 days  |
| 5. | Validity of Rates quoted  | 01 Years  |

**Date:**

**Signature of Bidder(s)**

## E. GENERAL TERMS AND CONDITIONS

1. Tenderers shall sign & stamp wherever provided of and all pages of the tender documents including attached documents. Tenders not duly signed and stamped shall be liable to rejection. The tenders should be addressed to “Assistant General Manager, Maharashtra Gramin Bank, Head Office, Plot no 42, Gut no 33, Waluj Mahangar IV in CIDCO, Chhatrapati Sambhajnagar 431010”. The tenders shall be submitted on or before **21/11/2025 by 11:00 AM**.
2. Tenders which do not contain the Bid securing declaration form or that do not fulfil any of the conditions mentioned herein shall be rejected at the discretion of the Bank.
3. **Definitions:**
  - i. **Bank** : Maharashtra Gramin Bank, a body corporate constituted under Regional Rural Bank Act of 1976 and as notified by Government of India on 07.04.2025, having its Head Office at Chhatrapati Sambhajnagar 431010 (hereinafter called “**Bank**” which expression shall unless it be repugnant to the subject, meaning or context thereof, be deemed to mean and include its successors and assigns).
  - ii. **Bidder**: who intends to manufacture, print & supply Gold Loan envelopes as per the terms and conditions of this tender document and participates in the tender hereinafter referred to as “Bidder”.
4. **Bidder** should undertake to print and supply various security items at standardized rates to the branches/ offices of the bank.
5. The Vendor should be in possession of [a] PAN, [b] VAT/ CST/ TIN/GST [c] Service Tax Registration Number and [d] permission/ license to carry on business at the address furnished in the application. Self-attested photocopy of all these certificates should be enclosed to the Tender application.
6. Execution of Job of – Manufacturing, Printing and Supply of Gold Loan Envelops to Scheduled Banks/RRB’s. Self- attested photocopy of major orders executed (containing the job specification details) during the last 3 financial years should be submitted along with the application. In case of need, bank may call for opinion letters from Vendor’s bankers/ clients/ others and consider only those applicants with satisfactory record for this RFP/Tender.
7. Documentary evidence to confirm all the above mentioned pre-qualification criteria should be enclosed to the Tender application.
8. Original documents should be produced to the bank, on request, in case it is needed for cross-verification of information by the Bank, failing which Tender application is liable to be rejected
9. **SUBMISSION OF BIDS [Technical & Financial bids] :**
  - i) The tender is conducted on two bid system Technical & Commercial though **Physical Submission**.
  - ii) All tender papers should be duly signed by authorized representative.
  - iii) The entire Tender document along with Tender Form, all the annexures, undertakings dully filled-in, signed and stamped should be addressed to “Assistant General Manager, Maharashtra Gramin Bank, Head Office, Chhatrapati SambhajiNagar 431010”.
  - iv) All the publications related to this RFP viz. Tender Advertisement, Tender Document, subsequent corrigendum, any clarification will be uploaded on Banks website only.

- v) Samples: The bidder needs to submit samples of various types in original to Maharashtra Gramin Bank at the aforesaid address, on or before the cutoff date. Bids from vendors, whose samples are not received by the Bank before the cutoff will be summarily rejected.
- vi) Technical Scrutiny: the bidders has to submit all the documents. During the Technical Evaluation, if Bank needs any clarification, additional documents from the participated bidders, the same will be requested and bidder has to provide the same. Bidder will be provided sufficient time for resolving their queries.
- vii) All the tender document, all declarations, undertaking and all other relevant documents should be in proper typed format, any handwritten document will not be accepted and such a tender containing any handwritten document will be rejected at Technical Evaluation.
- viii) The format of Financial Bid enclosed in Tender Document is for illustration purpose. The financial bid should not be submitted while uploading the signed & stamped tender document in technical bid. **If commercial bid is disclosed in technical bid, such tender is liable for rejection.**
- ix) Commercial Bid: commercial bid of only technically qualified bidders will be opened.
- x) During the commercial evaluation, bank at its discretion may negotiate with L1 bidder. The negotiation process will be carried as per Bank Policy.

- I. **Please Note:** In the technical bid, bidder should enclose all supportive documents/ papers as stipulated in this tender document. Since technical bid without any of the required information is liable for rejection, bidders are once again requested to ensure compliance of the above requirement without fail.
- II. Rates quoted in the financial bid are valid for 1 years and it can be further extended up to additional 1years.
- III. The bids are to be signed by the authorized signatory of the firm or organization only. Full name, designation, necessary resolution/ power of attorney/ letter of authority available should also be enclosed to the technical bid.
- IV. All the pages of the tender document should be stamped (by affixing the seal of the firm) and signed by the authorized signatory as token of having read the entire tender document and understood the instructions, terms and conditions etc. No changes whatsoever shall be permitted in the tender document and the bidder should submit the tender as per the Bank's prescribed format only.
- V. Any incomplete or ambiguous terms/ conditions/ quotes will disqualify the offer and the decision of the Bank in this regard will be final.
- VI. The Vendor applying for the Tender should bear all costs/ expenses associated with the preparation and submission of Tender application to the bank and the Bank in no case will be responsible or liable for these costs/ expenses incurred by Vendors regardless of the conduct or outcome of the Tender / RFP process. Vendors are requested to submit their applications duly complete in all respects and along with all supportive documents/ records etc... Incomplete/ illegible applications are liable to be rejected by the bank.
- VII. The Bank reserves the right to reject any or all the Tender applications at any stage during the Tender process without assigning any reason therefor. Canvassing in any form will disqualify the applicant.
- VIII. Bidders shall inform the Bank in case of transfer of ownership of their company.

10. **Pre-Bid Meeting:**

For the purpose of clarification of doubts related to this RFP of the bidders, Maharashtra Gramin Bank intends to hold a Pre-Bid Meeting on the date and time as indicated in the RFP. The queries shall be submitted in forms given under **Annexure -I**. Queries not received in the form and queries without the relevant details will not be taken up for response. It may be noted that no queries of any bidder shall be entertained received after the Pre-Bid Meeting. The clarifications and replies to the queries offered during the Pre-Bid Meeting Pre-bid queries to be sent by mail to the following mail ID:

[smgad@mahagramin.co.in](mailto:smgad@mahagramin.co.in)

Only the authorized representatives of the bidders (**Only 01 persons**) will be allowed to attend the Pre-Bid meeting along with authorization letter issued by respective company.

#### 11. **Requests for Information**

Bidders are required to direct all communications related to this RFP, including notification of RFP submission to: -

“The Assistant General Manager,  
General Administration Wing,  
Maharashtra Gramin Bank, Head Office,  
“Chhatrapati Sambhajinagar 431010.

All questions relating to the RFP, technical or otherwise, must be in writing only and email to [smgad@mahagramin.co.in](mailto:smgad@mahagramin.co.in)

Bidders should invariably provide details of their contact number/email address as responses to queries will only be provided to the bidder via email.

If Bank in its absolute discretion deems that the originator of the question will gain an advantage by a response to a question, then Bank reserves the right to communicate such response to all bidders.

#### 12. **Disqualification:**

Any form of canvassing / lobbying / influence / query regarding short listing, status, etc will be a disqualification

| <b>Sr. No.</b> | <b>Particular</b>     | <b>Description</b>  |
|----------------|-----------------------|---|
| 1              | Name of the product   | Gold Loan Pouch with Void tapes   |
| 2              | Material of the pouch | Virgin grade LDPE material (tamper proof quality plastic material required)               |
| 3              | Thickness of pouch    | 75 Micron   |
| 4              | No. of openings       | 4 (3 for audit purpose and 1 tape on top of cover) with 35mm void tape (level 3 security) |
| 5              | Dimensions            | 9” x 7” Outer size, 8” x 6.5” Inner size  |
| 6              | Serial number         | Serial number All covers should have serial number printed on the top side.               |

|    |                              |   |
|----|------------------------------|---|
| 7  | Required quantity            | 04 lakh   |
| 8  | Sealing tape/Sticky material | L3 type Tape with best quality Glue, with cutting edge & printed “void” / “tampered” & “Bank’s Name” in the tape & stretch marks on LDPE to be provided so that any tampering if attempted can be easily noticed. |
| 9  | Tear off slip                | 35 mm void tape closure at the top of the envelope & three extra closure of 35 mm red void tape at the back of the envelope for inspection/audit purpose.   |
| 10 | Barcode & Numbering          | Only identical sequence number to be provided on the pouch  |
| 11 | Printing                     | Three colour printing   |

14. **SCOPE OF THE WORK:** the scope of work of this RFP includes Manufacturing, printing & supply of Gold Loan Envelops / Pouches as below:

**I Description of Product:** - Manufacturing, Printing & Supply of Gold Loan Envelops Maharashtra Gramin Bank, Head Office, Chhatrapati Sambhajanagar.

**II Art Work:** - will be provided by Bank.

**III Quantity-** The estimated quantity of Gold Loan Envelop is 04 lakhs:

**The volume mentioned is indicative only, final volume depends upon actual requirement or consumption of the Bank and it is at Bank’s discretion.**

**iv. Placement of Order:** the order will be placed by Head Office mentioning delivery location, delivery schedule and quantity of each type of envelopes through Email.

**v. Delivery Schedule-** after receipt of delivery schedule by the manufacturer, the delivery should be completed within 30 days from the receipt of delivery details.

**VI Approval of Sample:** After awarding the contract or issuance of letter of Intent, the vendor should provide the samples of Gold Loan Envelops / Pouches for the approval purpose to concerned department. If any modification/ alteration is required in the sample provided, it should be incorporated immediately and revised sample to be submitted for approval. This exercise should be carried out till the complete satisfaction of Bank. The large scale production and actual supply of Gold Loan Envelops to Bank’s branches / Offices should be started only after sample approval

**VII Packing:** Each type of Envelops should be neatly bundled in multiple of 100. The sequence number of envelopes and tear off flaps should be packed in serial only and no random shuffling should be done. After receipt of order, Gold Loan Envelops should be segregated and packed in appropriate size corrugated, strong & sturdy boxes. Maximum 5000 envelopes should be packed in one box.

The checklist mentioning quantity, QC check, etc. should be packed in the box.

**VIII Courier Services:** - preferable through Speed Post or other reputed courier only.

**IX Testing of Products:** - After completing the dispatch, Bank will collect the samples on random basis & Bank at its discretion will test the samples of envelopes. Any discrepancy if found with the specification provided by the Bank in scope of work the entire lot will be

rejected by the Bank and the supply cost inclusive of packaging, transportation, etc. be borne by supplier.

#### **X Completeness of Work:**

‘The job of manufacturing, printing & supply will be deemed as incomplete if any requisition of the gold Loan envelopes is not delivered within time or is delivered within time but not acceptable to Maharashtra Gramin Bank after acceptance testing/ examination.

In case of any undelivered requisition/ order for a continuous period of 45 days bank has right to commission the re-procurement process for the said orders/requisitions and the vendor/ bidder shall be liable to indemnify the Bank for all costs including the re- procurement costs. ‘

After receipt of work order/ delivery schedule, the envelopes should be manufactured/ printed and supplied through speed post / reputed courier. The bill should be accompanied by the acknowledgement of receipt by the recipient i.e. POD which is signed and stamped by the Bank’s Officer.

#### **15. Confidentiality:**

- I. The BIDDER acknowledges and agrees that all tangible and intangible information obtained, developed or disclosed including all documents, data, papers, statements, any business/customer information, trade secrets and process of the Bank relating to its business practices in connection with the performance of said services under this Agreement or otherwise, is deemed by the Bank and shall be considered to be confidential and proprietary information (“Confidential Information)
- II. The BIDDER agrees and undertakes that the Confidential Information shall not use or permitted to be used in any manner except for the purpose of performance of this agreement and the BIDDER shall not disclose or part with the Confidential Information to unauthorized person/s. The BIDDER shall ensure that the Confidential Information is safeguarded and shall take all necessary action to protect it against misuse, loss, destruction, alterations or deletions thereof. The BIDDER shall ensure that its employees/agents/sub-contractors are bound by similar obligation to maintain secrecy in respect of Confidential Information.
- III. The BIDDER acknowledges that in the event of any breach or threatened breach of this clause by the BIDDER and/or its employees/agents/sub-contractors the BIDDER shall be liable to pay damages as may be quantified by the Bank.
- IV. The BIDDER acknowledges that in the event of any breach or threatened breach of this section by BIDDER/its employees/agents, monetary damages may not be an adequate remedy; therefore, the Bank shall be entitled to injunctive relief to restrain the BIDDER/its employees/agents from any such breach, threatened or actual. This provision shall survive expiry or termination of this agreement.
- V. *‘The successful bidder(s) should scrupulously follow, adhere to and comply with the present guidelines, regulations, rules, standards including, inter alia and any other future guidelines which may be imposed by Bank, RBI, IBA, NPCI or any other Regulatory, Statutory, Competent Authority any time during the term of this RFP & any subsequent contract in furtherance of this RFP in respect of the subject matter of this RFP. The non- compliance, if any, shall be viewed very seriously by the Bank. Further, the successful bidder(s) shall be liable for any penalties, sanctions or levies imposed on the Bank due to such non-compliance/ non-adherence.’*

#### **16. OTHER TERMS & CONDITIONS**

- I. The Bank will provide only specification of Gold Loan envelop but not the paper, plastic or any art work. The vendor should thoroughly understand Bank's requirement before proceed with printing;
- II. The rates are inclusive of all taxes, GST, Transport and all other taxes if any.
- III. Transportation & delivery of security items should be effected through Speed Post/reputed courier.
- IV. Maximum permissible delivery period from the date of order to date of dispatch should not exceed 30 days after receipt of work order.
- V. No extension of time from the due date stipulated in individual orders shall be granted. Non-adhering to the supply schedule will attract penalty at the rate of 10% per annum on the bill amount submitted by the Vendor for the delayed period will be charged by the Bank from time to time, at its discretion, apart from initiating necessary action that may be considered necessary by the bank. But in exceptional circumstances, the Bank may condone the delay at its sole discretion. No orders will be placed to a Vendor in case of continuous default in complying with these time norms.
- VI. In case of any complaint, adverse remark against any bidder/vendor/supplier, the Vendor/supplier shall be deleted from the Bank's vendor list apart from initiating suitable action that may be considered necessary by the bank.
- VII. Printed & supplied items which are not according to the bank's specifications in all respects shall be summarily rejected and this Tender would be cancelled.
- VIII. **Bills should be submitted within 90 days from the date of delivery of material at regional Office. The Bills received thereafter shall be treated as 'NO CLAIM'. Acknowledgement from the branch/ offices certifying that the supplied items have been received by them (in the form of stamped & signed courier POD copy), should be submitted along with the bill for the purpose of confirmation of receipt of material. Without such acknowledgement, payment of Bill will not be processed. Further Bank will randomly collect the samples from the material supplied to our branches / offices for testing purpose. The payment will be released after successful testing.**
- IX. The Bank reserves the right to modify/ alter/ cancel in full or in part the description/ quality & other terms & conditions of any order. The Bank reserves the right to inspect the manufacturing Unit/ Printing Press/ Godown of the security Vendor in case of need and verify the invoice, raw materials at the press premises without any prior notice to ensure that quality & micron of required LDPE used and to study the process flow.
- X. This rate contract will be valid for One year, which may be extended up to One year in case of need on the same terms & conditions at the discretion of the Bank.
- XI. Performance Security deposit: On Successful acceptance of Works Contract, Bidder has to submit Performance Security Deposit to the amount of **5% of entire contract value** in the form of either - Performance Bank Guarantee from Scheduled Bank to the amount of 5% of entire contract value **OR** -Fixed Deposit Maharashtra Gramin Bank to the amount of 5% of entire contract value. This performance security deposit will be kept as interest free security deposit for a period of 18 months and will be released thereafter **The performance security deposit is to be furnished within 7 days after acceptance of this Contract without which no orders will be placed to Vendors. The terms & conditions of this Rate Contract have to be accepted by the Vendor by affixing signature by the authorized signatory/s on all pages.**
- XII. The vendor should furnish name of their contact person with telephone/ cell phone Numbers to the bank to facilitate effective liaison & follow-up. They should also update the contact information whenever there is a change.

## 17. GENERAL TERMS & CONDITIONS RELATING TO RFP

Guidelines contained in this document are General Conditions to be complied with by the vendor.

- I. The RFP/Tender document is on Principal to Principal basis and does not create any employer – employee relationship. Nothing contained in this RFP or any subsequent agreement or otherwise shall be deemed to create any partnership, joint venture, employment or relationship of Principal and Agent or Master and Servant between the parties hereto or any of their respective employees, affiliates, subsidiaries, representatives, agents, contractors / subcontractors or to provide either party with any right, power of authority whether express or implied to create any duty or obligation on behalf of the other party.
- II. Failure to submit the said security deposit amount within the time frame will disqualify the vendor from participating in any of the tender process.

### III. Opening date of technical Bids

- A. Technical bids will be opened on **21/11/2025 at 3.30 PM** at head office. The Bank reserves the right to reject any or all the tenders without assigning any reason thereof. Canvassing in any form will disqualify the tenderer.
  - B. Financial bid will be opened only for technically qualified bidders.
18. **Resolution of Dispute:** *Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by Arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. In case of non- consensus between the parties on the name of the sole-arbitrator, each party will appoint one arbitrator and those two arbitrators shall mutually appoint the third arbitrator who will act as the Chairman of the Arbitral Panel. The place of arbitration shall be Chhatrapati Sambhajnagar, Maharashtra. Expenses of Arbitration shall be shared equally by both the parties and the arbitration proceedings shall take place in the English language.*

### 19. Continuous Services: -

- Notwithstanding the existence of a dispute, and/or the commencement of arbitration proceedings, the BIDDER should continue to provide services to the Bank as per the contract till alternate arrangements are made.
- Forbearance: The failure on the part of the Bank to insist upon the performance of any terms and conditions of this Agreement, to exercise any right or privilege conferred in this Agreement, or to demand any penalties resulting from any breach of any of the terms or conditions of this Agreement shall not to be construed as a waiver on the part of the Bank of any terms, conditions, rights or privileges, but the same shall continue and remain in full force and effect, nor will such waiver affect any subsequent breach or subsequent action in that behalf
- Proprietary rights: The BIDDER agrees that work product including but not limited to all information, reports, studies, software (including source codes, object codes and executables), flow charts, diagrams and other intangible and tangible material of any nature whatsoever produced by or as a result of any of the services rendered hereunder shall be the sole and exclusive property of the Bank. In furtherance thereof, hereby- irrevocable grants, assigns, transfers to the Bank all rights, title and interest of any kind, in and to any work product produced hereunder. **The BIDDER shall be entitled to make absolutely no use of any of the materials except as may be expressly permitted in writing by the Bank.**

## 20. DELIVERY SCHEDULE, LIQUIDATED DAMAGES

- The item for which work order is issued should be supplied as per the time schedule prescribed by the bank. No extension of time from the due date stipulated in individual orders shall be granted. Non-adhering to the supply schedule will attract penalty that may be charged by the Bank from time to time, at its discretion, apart from initiating necessary action that may be considered necessary by the bank.
- **In case Vendor fails to supply the items as per the specified delivery schedule/ Banks specification / any deviation found from the approved sample (even if defect is found in one of the specimens) the Bank shall be at liberty to reject the entire consignment/ cancel the un delivered order/ de-listing the Vendor from the Bank's Vendor list and also denying them participating from any future tender process of the Bank.**

- Liquidated Damage: -

At **0.5%** of the order value per week with an upper ceiling of **10%** for any delay in supply or supply of defective products.

The decision of the Bank in regard to cancellation of the print order, levy of liquidated damages and forfeiting the performance security deposit shall be final.

## 21. WARRANTY:

- I. The security stationery to be printed and supplied shall be under Vendor's comprehensive all-inclusive warranty for a period of one year from the date of satisfactory supply.
- II. During the warranty period the Vendor shall at his/her own cost replace any defective Gold Loan Envelops, free of cost to the Bank. Any defect including defective LDPE Plastic, side welding, perforation, gumming, taping, fading of printed matter, fading of colours/ art work, defective arrangement of perforations & tapes, non-adherence to specified war material, ink, lamination, size, opening & any other defects etc., should be replaced by the Vendor at his/her own cost.
- III. Any defect in quality or shortfall in the quantity of stationery supplied will be intimated to the Vendor by the Bank and the Vendor shall rectify the defect or make good the shortfall within 15 days of such reporting. If the defects could not be rectified within the said period of 15 days, the Vendor should replace the same free of cost. Transportation and other costs in this regard, if any, shall be borne by the Vendor.
- IV. Failure to attend to complaints within 15 days will attract penalty as per liquidated damages. The penalty shall be recovered from the Vendor's bills or from the performance security deposit.

## 22. Indemnity: -

Bidder shall indemnify, protect and hold the 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 or indirectly for

- i. an act or omission of Bidder, its employees, its agents, in the quality of the goods/ services provided under this contract;
- ii. breach of any of the terms of this agreement document or breach of any representation or warranty by Bidder;
- iii. Bidder shall further indemnify the Bank against any loss or damage arising out of loss during delivery of Speed Post/Express Parcel/Business Parcel consignment at all points of time;
- iv. Bidder shall indemnify and undertake to keep the Bank fully saved and indemnified against any loss, action or claim arising out of or in respect to error, misconduct, fraud,

misbehaviour or violations of any laws committed by Receiving party or its employees/ agents/ persons employed by third parties;

- v. This indemnification is only a remedy for the Bank. Bidder is not absolved from its responsibility of complying with the statutory obligations as specified above. Indemnity would cover damages, loss or liabilities suffered by the Bank arising out of claims made by its customers and/or regulatory authorities;”

**23. PAYMENT:-**

- I. The Bank will not pay any advance for supply of items required to be manufactured, printed and supplied to the bank. The bills and invoices shall be prepared by the Vendor and submitted to the Bank along with the acknowledgment issued by the branches/offices. On scrutiny of the bills and after receipt of the finished product from Vendor, payment will be effected for the supply made. Bills for the items supplied should be submitted within 90 days from the date of delivery at this office and Bills received thereafter shall be treated as 'NO CLAIM'.
- II. **Printed & supplied items which are not according to the Bank's specifications in all respects shall be summarily rejected and no payments shall be made by the Bank.**

**24. INSPECTION:-**

- a. The Bank reserves the right to modify/alter/cancel in full or in part the description/quality & other terms & conditions of any order. The Bank reserves the right to inspect the manufacturing unit/ Printing Press/ go-down of the Vendor in case of need and verify the invoice, raw materials at the press premises without any prior notice to ensure that quality paper used and to study the process flow.
- b. The Vendor agrees to permit the Bank officials or any other persons engaged for this purpose to have free access to their unit/ go-downs etc., for inspection/ visit etc., and the Vendor shall have no objection for the same and shall co-operate and provide necessary details/ information required by the Bank for such inspection.

**25. TERMINATION:-**

1. The Bank shall be entitled to terminate the RFP process or any subsequent agreement in furtherance of this RFP at any time by giving Thirty (30) days prior written notice to the bidder without assigning any reason.
2. The Bank shall be entitled to terminate the RFP process or any subsequent agreement in furtherance of this RFP at any time by giving notice if,
- a. The bidder breaches its obligations under the tender document or the subsequent agreement and if the breach is not cured within 15 days from the date of notice.
- b. The bidder
- (i) has a winding up order made against it; or
- (ii) has a receiver appointed over all or substantial assets; or
- (iii) is or becomes unable to pay its debts as they become due; or
- (iv) enters into any arrangement or composition with or for the benefit of its creditors; or
- (v) passes a resolution for its voluntary winding up or dissolution or if it is dissolved.
- In the event of such termination, EMD/ Performance Security Deposit of the bidder shall be forfeited and the bank shall have the right to blacklist the vendor/ deny future participation in tender process.
- In no case, any termination compensation will be payable by the bank whatsoever.**
3. The bidder shall have right to terminate only in the event of winding up of the Bank.

4. The Bank reserves the right for terminate the contract in case of serious discrepancies observed in the services as mentioned in the RFP.

### **Effect of Termination**

1. The bidder agrees that after completion of the Term or upon earlier termination of the assignment, the bidder shall, if required by the Bank, continue to provide facility to the Bank at no less favourable terms than those contained in this tender document. Unless mutually agreed, the rates shall remain firm.
2. The Bank shall make such prorated payment for services rendered by the bidder and accepted by the Bank at the sole discretion of the Bank in the event of termination, provided that the bidder is in compliance with its obligations till such date. However, no payment for “costs incurred, or irrevocably committed to, up to the effective date of such termination” will be admissible. There shall be no termination compensation payable to the bidder.
3. Termination shall not absolve the liability of the Bank to make payments of undisputed amounts to the bidder for services rendered till the effective date of termination. Termination shall be without prejudice to any other rights or remedies a party may be entitled to hereunder or at law and shall not affect any accrued rights or liabilities of either party nor the coming into force or continuation in force of any provision hereof which is expressly intended to come into force or continue in force on or after such termination.
4. The bidder agrees that it shall not be relieved of its obligations under the reverse transition mechanism notwithstanding the termination of the assignment.
5. Same terms (including payment terms) which were applicable during the term of the contract should be applicable for reverse transition services

### **Governing Laws & Jurisdiction:**

“This RFP and any subsequent agreement in furtherance of this RFP will be governed by and construed in accordance with the laws of India and statutory modifications thereof from time to time. Any or all disputes arising out of this Agreement shall be subject to the exclusive jurisdiction of the courts of Chhatrapati Sambhajnagar in the state of Maharashtra.

26. **Force Majeure** “Neither Party will be liable for any delay or failure to perform its obligations, if the delay or failure has resulted from circumstances beyond its reasonable control, including but not limited to, fire, flood, epidemic, pandemic, acts of government, or any other occurrence of this kind listed above, which is not reasonably within the control of the affected party.

Each Party agrees to give to the other immediately a written notice as soon as reasonably possible (within 7 days) on becoming aware of an event of force majeure and such notice shall contain details of the circumstances giving rise to the event of force majeure.

If the event of force majeure continues for a period of more than 15 consecutive days, then Bank may have the option to terminate this RFP or any subsequent agreement in furtherance of this RFP upon written notice of such termination to the other party.”

27. Vendor shall comply with all the statutory obligations of the Government of India/ State Governments and local authorities applicable and the Bank shall not be liable for any action under the statutes applicable due to non-compliance of statutory obligations by the Vendor.

28. In case of any complaint, adverse remark against any the Vendor, the Vendor shall be deleted from the bank's vendor list apart from initiating necessary action that may be considered necessary by the bank.
29. In case Vendor's close relative(s) is/are associated with Bank and in particular the Stationary Department of the Bank, details such as name, designation etc., should be furnished and informed to the bank in Tender application. Non-disclosure of such information will lead to disqualification if it comes to the notice of the bank at a later date.
30. All updates/ modification/ addition/ deletion of tender's terms and other related information, if any, will be uploaded in the bank's website only from time to time for information/ guidance and compliance of bidders.

**31. BANK GUARANTEE FOR PERFORMANCE SECURITY DEPOSIT: -**

Successful bidder has to submit a Bank Guarantee amounting to 5% of total contract value as per format given in Annexure-Performa for the Bank Guarantee. The guarantee shall be for a period of 18 months from the date of signing the agreement by the bidder. In case, the contract is renewed by the Bank as per the terms and conditions specified in this RFP, the BIDDER will execute and submit fresh Performance Guarantee for applicable duration.

**32. Severability:**

- I. If any of the provisions of this RFP may be constructed in more than one way, one of which would render the provision illegal or otherwise voidable or enforceable, such provision shall have the meaning that renders it valid and enforceable.
- II. In the event any court or other government authority shall determine any provisions in this RFP is no amended so that it is enforceable to the fullest extent permissible under the laws and public policies of the jurisdiction in which enforcement is sought and affords the parties the same basic rights and obligations and has the same economic effect as prior to amendment.
- III. In the event that any of the provisions of this RFP shall be found to be void, but would be valid if some part thereof was deleted or the scope, period or area of application were reduced, then such provision shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make such provisions valid and effective, provided however, that on the revocation, removal or diminution of the law or provisions, as the case may be, by virtue of which such provisions contained in this RFP were limited as provided hereinabove, the original provisions would stand renewed and be effective to their original extent, as if they had not been limited by the law or provisions revoked. Notwithstanding the limitation of this provision by any law for the time being in force, the Parties undertake to, at all times observe and be bound by the spirit of this RFP.

**33. CONTINGENCY ARRANGEMENTS:**

The BIDDER should equip himself with necessary stand by facilities in case of any contingency to ensure continuous and uninterrupted service.

**34. Payment Terms: -**

Bank will verify the invoice raised by the supplier/vendor and release the payment. While making payment, the Bank will deduct TDS and other statutory dues as applicable to comply with the laws of the land. The amount will be credited to the account of the supplier through NEFT/RTGS.

### **35. Special Condition to the Bidder:**

- I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the competent Authority.
- II. “Bidder” (including the term ‘tenderer’, ‘consultant’ or ‘service provider’ in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- III. “Bidder from a country which shares a land border with India” for the purpose of this Order means: -
  - a. An entity incorporated, established or registered in such a country; or
  - b. A subsidiary of an entity incorporated, established or registered in such a country; or
  - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
  - d. An entity whose beneficial owner is situated in such a country; or
  - e. An Indian (or other) agent of such an entity; or
  - f. A natural person who is a citizen of such a country; or
  - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- IV. The beneficial owner for the purpose of (iii) above will be as under:
  1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who. Whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

#### Explanation-

- a. “Controlling ownership interest” means ownership of or entitlement to more than twenty-five percent of shares or capital or profits of the company;
  - b. “Control” shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholder’s agreements or voting agreements;
2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
  3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
  4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
  5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

- V. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

**36. Limitation of Liability** Bidder's aggregate liability in connection with obligations undertaken as a part of the RFP regardless of the form or nature of the action giving rise to such liability (whether in contract, tort or otherwise), shall be at actual and limited to the Total Order Value.

Bidder's liability in case of claims against the Bank resulting from Misconduct or Negligence of bidder, its employees and Subcontractors or from infringement of patents, trademarks, copyrights or such other Intellectual Property Rights or breach of confidentiality obligations shall be unlimited.

1. "Misconduct" means any act or omission of a party which is wilfully intended to harm the interests of the other party, provided however, that wilful misconduct does not include ordinary negligence, an error of judgement or mistake of a person.

2. "Negligence" means an indifference to, and a blatant violation of a legal duty with respect to the rights of the others, being a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both. Gross negligence involves conduct that is extreme, when compared with ordinary negligence. A mere failure to exercise reasonable care shall not be a Gross negligence.

Bank shall not be held liable for and is absolved of any responsibility or claim / litigation arising out of the use of any third party software or modules supplied by bidder as part of procurement under the RFP.

Under no circumstances Bank shall be liable to the selected bidder for direct, indirect, incidental, consequential, special or exemplary damages arising from termination of this Agreement, even if Bank has been advised of the possibility of such damages, such as, but not limited to, loss of revenue or anticipated profits or lost business.

It is expressly agreed between the Parties that for any event giving rise to a claim, Bank shall have the right to make a claim (including claims for indemnification under the procurement in this RFP) against bidder.

**I / We agree to the above terms and conditions governing the Tender and/or awarding of work contract under this Tender for One years. I/We undertake to comply with the additional terms and conditions that may be stipulated by the bank in the individual work orders to be executed by us from time to time.**

Note: All pages of this document should be signed by the authorized signatory of the bidder and the seal of the firm should be affixed on each page

**37. The draft of Service Level Agreement & performance Bank Guarantee are indicative purpose only. Final draft will be provided at the time of execution of agreement.**

**Date:**

**Signature of Tenderer**

## F. CONTRACT AGREEMENT

This Agreement is entered into on this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between:

**Maharashtra Gramin Bank**, a body corporate constituted under the *Regional Rural Bank Act, 1976* and notified by the Government of India on 08.07.2013, having its Head Office at *Plot No. 42, Gut No. 33, Golwadi Growth Centre, Waluj Mahanagar-IV, Chhatrapati Sambhajanagar – 431010* (hereinafter referred to as the “**Bank**”, which expression shall, unless repugnant to the context or meaning thereof, include its successors, assigns, and representatives) of the **First Part**;

**AND**

**M/s. [Vendor Name]**, a company/firm registered under the *Companies Act / Partnership Act / Proprietorship*, having its registered office at *[Address]* and printing presses located at *[Address]* (hereinafter referred to as the “**Vendor**”, which expression shall, unless repugnant to the context or meaning thereof, include its successors, legal heirs, assigns, and representatives) of the **Second Part**.

### **WHEREAS:**

1. The Bank has invited tenders for the **manufacture, printing, and supply of LDPE Gold Loan Envelops/Pouches** as per its specifications for official use.
2. The Vendor, having represented to the Bank that it possesses the requisite **infrastructure, expertise, technical capability, and licenses** to perform the said work, has been selected as the successful bidder.
3. The Bank has agreed to award, and the Vendor has agreed to execute, the said work on the terms and conditions contained herein.

### **NOW, THEREFORE, THIS AGREEMENT WITNESSETH AS FOLLOWS:**

#### **1. Scope and Work Orders**

The Bank shall issue specific **Work Orders** to the Vendor from time to time for the manufacture, printing, and supply of Gold Loan Envelops/Pouches as per approved specifications and quantities.

#### **2. Safe Custody**

The Vendor shall ensure **secure storage and handling** of all stock related to the Bank’s orders and maintain proper documentation of all consignments.

#### **3. Record Maintenance**

The Vendor shall maintain accurate records of all consignments supplied to each regional office, ensuring **unique serial numbering** without duplication.

#### **4. Scope of Work**

The detailed scope of work shall include:

| <b>Sr. No.</b> | <b>Particular</b>     | <b>Description</b>  |
|----------------|-----------------------|---|
| 1              | Name of the product   | Gold Loan Pouch with Void tapes   |
| 2              | Material of the pouch | Virgin grade LDPE material (tamper proof quality plastic material required) |

|    |                              |   |
|----|------------------------------|---|
| 3  | Thickness of pouch           | 75 Micron   |
| 4  | No. of openings              | 4 (3 for audit purpose and 1 tape on top of cover) with 35mm void tape (level 3 security)   |
| 5  | Dimensions                   | 9" x 7" Outer size, 8" x 6.5" Inner size  |
| 6  | Serial number                | Serial number All covers should have serial number printed on the top side.   |
| 7  | Required quantity            | 04 lakh   |
| 8  | Sealing tape/Sticky material | L3 type Tape with best quality Glue, with cutting edge & printed "void" / "tampered" & "Bank's Name" in the tape & stretch marks on LDPE to be provided so that any tampering if attempted can be easily noticed. |
| 9  | Tear off slip                | 35 mm void tape closure at the top of the envelope & three extra closure of 35 mm red void tape at the back of the envelope for inspection/audit purpose.   |
| 10 | Barcode & Numbering          | Only identical sequence number to be provided on the pouch  |
| 11 | Printing                     | Three colour printing   |

Additional conditions:

- Artwork shall be provided by the Bank.
- Delivery must be completed within **30 days** from receipt of the purchase order.
- Envelopes to be packed in bundles of 100 and boxes of max 5000, serially arranged.
- Courier preferably through **Speed Post** or reputed courier.
- Samples must be **approved by the Bank** before mass production.
- The Bank reserves the right to require **lab testing** of materials from a government-approved laboratory at Vendor's cost.

### **5. Quality and Inspection**

The Vendor shall ensure that products strictly conform to Bank specifications. Any discrepancies, errors, or defects shall be corrected at the Vendor's cost.

The Bank reserves the right to **inspect or depute officials** to the manufacturing unit at any time. Inspection costs shall be borne by the Vendor.

### **6. Performance Security**

The Vendor shall furnish a **Performance Security Deposit / Bank Guarantee** equal to **5% of the total contract value**, valid for 18 months from the date of the final supply.

No interest shall be payable. The Bank may forfeit this deposit in case of non-compliance.

### **7. Loss, Shortage, or Pilferage**

Any shortage or loss reported during transit shall be the Vendor's responsibility. The Vendor shall lodge FIRs and bear all associated losses or replacement costs.

## **8. Delivery Schedule and Penalty**

The Vendor shall complete deliveries within stipulated timelines.

For any delay or defective supply, a **penalty of 0.5% of the order value per week**, subject to a maximum of **10%**, shall be levied.

Repeated delay may lead to cancellation of orders and forfeiture of the security deposit.

## **9. Confidentiality**

The Vendor shall maintain **strict confidentiality** regarding all designs, specifications, and Bank information. Unauthorized disclosure shall make the Vendor liable for indemnification of all losses to the Bank.

## **10. Billing and Payment**

Bills shall be submitted to the **General Administration Department, Head Office**, along with proof of delivery (POD/courier receipt).

No advance payment shall be made. Payments will be released post-verification of delivery and quality.

## **11. Indemnity**

The Vendor agrees to **indemnify and hold harmless** the Bank against all losses, damages, costs, or expenses arising from:

- Loss or pilferage of goods during transit.
- Errors or defects in printing, numbering, or material quality.
- Breach of contract terms or statutory violations.
- Any misuse or negligence by Vendor's employees or agents.

## **12. Destruction of Waste**

All rejected or waste materials must be **destroyed by shredding** under supervision and certification.

## **13. Security and Supervision**

The Bank may nominate officials to be present during production. The Vendor shall comply with all **security guidelines** issued by the Bank/RBI/IBA.

## **14. Termination**

The Bank may terminate this Agreement with **30 days' written notice** in case of:

- Breach of any contractual term;
- Unreasonable delay in performance; or
- Vendor's failure to meet Bank's security or quality requirements.

Upon termination, all unsupplied stock and Bank materials must be returned immediately.

## **15. Dispute Resolution**

Any disputes shall be resolved as follows:

1. Parties shall first attempt **amicable settlement** within 30 days.
2. Failing which, disputes shall be referred to **sole arbitration** under the *Arbitration and Conciliation Act, 1996*.
3. The **sole arbitrator** shall be appointed by the Bank.
4. Arbitration proceedings shall be held at the Bank's Head Office, **Chhatrapati Sambhajnagar**, in English.

5. Costs of arbitration shall be borne equally by both parties.
6. The Vendor shall continue to perform its obligations during arbitration.

### **16. Tenure**

This Agreement shall remain valid for **one (1) year**, extendable for an additional one year on mutual consent.

### **17. Notices**

All notices under this Agreement shall be in writing and sent by registered post, courier, or email to the following addresses:

#### **For the Bank:**

Assistant General Manager  
Maharashtra Gramin Bank  
General Administration Department  
Plot No. 42, Gut No. 33, Golwadi Growth Centre,  
Waluj Mahanagar-IV, Chhatrapati Sambhajinagar – 431010  
Email: smgad@mahagramin.co.in

#### **For the Vendor:**

[Vendor Name]  
[Registered Address]  
Email: [Vendor Email ID]

### **18. Governing Law and Jurisdiction**

This Agreement shall be governed by and construed in accordance with the **laws of India**, and the **courts at Chhatrapati Sambhajinagar (Aurangabad), Maharashtra** shall have exclusive jurisdiction.

### **19. Severability**

If any clause of this Agreement is found invalid or unenforceable, the remaining provisions shall continue in full force and effect.

### **IN WITNESS WHEREOF**

The parties hereto have executed this Agreement on the date first mentioned above.

#### **For Maharashtra Gramin Bank**

(Signature) \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: Authorized Signatory  
Date: \_\_\_\_\_

#### **Witnesses:**

1. \_\_\_\_\_
2. \_\_\_\_\_

#### **For the Vendor**

(Signature) \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: Authorized Signatory  
Date: \_\_\_\_\_

**Witnesses:**

1. \_\_\_\_\_  
2. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

**Date:**

## Annexure – Specific Service Schedule

(To be attached to and form part of the Contract Agreement)

### Specific Service

**Manufacture, Printing, and Supply of Gold Loan Envelops / Pouches** to various branches/offices of **Maharashtra Gramin Bank**, based on work orders issued by the Bank from time to time.

#### 1. Scope of Work

The Vendor shall, upon written or e-mail request from the Bank, undertake the **manufacture, printing, and supply** of Gold Loan Envelops / Pouches strictly in accordance with the specifications, quantity, and delivery details communicated by the Bank in each order.

#### 2. Delivery Timeline

The entire process of manufacture, printing, and supply shall be completed **within 30 (thirty) days** from the date of request/indent issued by the Bank.

Under exceptional circumstances, the Bank may specify a **revised delivery schedule (up to 45 days)** or issue zone-wise / type-wise delivery instructions as required.

#### 3. Time Schedule

The detailed activity-wise schedule is as follows:

| Sr. No. | Activity  | Timeline    |
|---------|---|-------------|
| 1       | Dispatch of order/data by the Bank  | T           |
| 2       | Receipt and acknowledgment of order/data by Vendor  | T           |
| 3       | Completion of manufacture, printing, and supply of Gold Loan Envelops / Pouches and handover to Speed Post / Courier Agency | T + 20 days |
| 4       | Completion of delivery to designated branches/offices as per work order   | T + 30 days |

*Note:* “T” denotes the date on which the Bank sends the official data file or work order to the Vendor.

#### 4. Penalty for Delay

In the event of failure by the Vendor to complete the work within the stipulated time, the **penalty** as mentioned under **Clause No. 8** (Delay and Penalty) of the Agreement shall be applicable. The Bank reserves the right to deduct such penalty amounts from the Vendor’s bills or from the Performance Security Deposit.

#### **For Maharashtra Gramin Bank**

(Signature) \_\_\_\_\_

Name: \_\_\_\_\_

Designation: Authorized Signatory

Date: \_\_\_\_\_

#### **For the Vendor**

(Signature) \_\_\_\_\_

Name: \_\_\_\_\_

Designation: Authorized Signatory

Date: \_\_\_\_\_

**Annexure-I**

**QUERIES RELATED TO RFP**

|                      |               | <b>Request for proposal for “Tender for the supply of Gold Loan Envelops with Bank’s Specification to Maharashtra Gramin Bank, Head Office, Chhatrapati Sambhajnagar”</b> |                          |   |                              |
|----------------------|---------------|---|--------------------------|---|------------------------------|
| <b>VENDOR’S NAME</b> |               |   |                          |   |                              |
| <b>Sr No</b>         | <b>Page #</b> | <b>Point / Section #</b>  | <b>Main Section name</b> | <b>Clarification point as stated in tender document</b> | <b>Comment / Suggestions</b> |
|                      |               |   |                          |   |                              |
|                      |               |   |                          |   |                              |
|                      |               |   |                          |   |                              |

(The above queries can be submitted by email prior to Pre-bid meeting date)

**Only one Authorized representatives of the bidder will be allowed to attend the Pre-Bid meeting and during the tender opening process.**

Annexure -II

**FORMAT OF UNDERTAKING, TO BE FURNISHED IN COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/NON-DEBARMENT, BY ORGANIZATION**

UNDERTAKING REGARDING BLACKLISTING/ NON-DEBRMENT

To,  
Assistant General Manager,  
General Administration Department,  
Maharashtra Gramin Bank,  
Head Office, Chhatrapati Sambhajnagar 431010

We here by confirm and declare that we, M/s ----- is not blacklisted/De-registered/debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have executed/undertaken the works/services during the last three years.

For -----

Authorized Signatory Date:

### Annexure-III

#### **Bank Guarantee – Payment of Performance Security Deposit**

*(To be submitted on Non-Judicial Stamp Paper of appropriate value purchased in the name of the issuing Bank)*

#### **WHEREAS,**

M/s [Name & Address of the Contractor] (hereinafter referred to as “the CONTRACTOR”) has undertaken to supply, transport, provide transit insurance, deliver locally, and provide warranty and documentation related to the **Supply of Gold Loan Envelops / Pouches** as per their bid dated [Insert Date] (hereinafter referred to as “the BID”).

**AND WHEREAS,** in terms of the conditions stipulated in the BID, the CONTRACTOR is required to furnish a **Performance Guarantee** by way of **Bank Guarantee**, issued by a Scheduled Bank in India, in favor of **Maharashtra Gramin Bank**, with respect to **Tender Document GEM/2025/B/6557791 dated 11.08.2025**, to secure due and satisfactory compliance of the obligations by the CONTRACTOR.

**AND WHEREAS,** the CONTRACTOR has approached us, [Name of Issuing Bank], for providing the PERFORMANCE GUARANTEE.

**AND WHEREAS,** in consideration of the fact that the CONTRACTOR is our valued constituent, and they are willing to enter into the CONTRACT with the Bank, we, [Name of Issuing Bank], having our Registered Office at [Address] and local office at [Address], have agreed to issue this PERFORMANCE GUARANTEE.

#### **2. Guarantee Obligation**

We, [Name of Issuing Bank], through our local office at [Address], hereby furnish this **PERFORMANCE GUARANTEE** and undertake to indemnify and keep indemnified **Maharashtra Gramin Bank** to the extent of **Rs. [Amount] (Rupees [Amount in Words] only)**, equivalent to **5% of the Contract Price**, against any loss or damage caused to or suffered by the Bank due to breach of the terms of the CONTRACT by the CONTRACTOR.

We agree that, in the event of default by the CONTRACTOR in performing their obligations under the BID/CONTRACT, we shall **forthwith pay the sum claimed by the Bank**, up to the maximum guaranteed amount, on demand without protest or demur.

#### **3. Binding Nature of Bank Guarantee**

1. The Bank acknowledges that the Bank’s decision as to whether the CONTRACTOR has defaulted and the amount payable is **binding on us**.
2. This Guarantee shall remain in force **until released by the Bank**, upon application by the CONTRACTOR, after the expiry of the guarantee period, discharge of all obligations under the Contract, and submission of a **No Demand Certificate**.
3. The Guarantee shall **not exceed Rs. [Amount]** and shall remain valid until **[Date]**, unless extended in writing by us at the Bank’s request.

#### **4. Extension, Modification, and Enforcement**

1. We undertake to extend the Performance Guarantee as required by the Bank.
2. Any variation, indulgence, or extension of time by the Bank to the CONTRACTOR **shall not release us from liability** under this Guarantee.
3. This Guarantee shall **not be affected** by any change in the constitution of the CONTRACTOR, the Bank, or us, nor by insolvency, death, or dissolution of the CONTRACTOR.
4. The Bank shall have the right to act as if we were principal debtors in respect of all claims against the CONTRACTOR covered under this Guarantee.

## **5. Notices and Claims**

Any demand under this Guarantee may be sent by **special courier, telex, fax, or registered post** to our local office, and if sent by post, it shall be deemed given on the date of posting.

## **6. Liability Limit and Validity**

1. Our liability under this Guarantee shall **not exceed Rs. [Amount] (Rupees [Amount in Words] only)**.
2. This Guarantee shall be valid up to **[Date]**, and claims must be submitted **within three months from the expiry date**.

## **7. Execution**

We have the power to issue this Performance Guarantee and the undersigned has full authority to execute it under the Power of Attorney given to them by the Bank.

Dated this **[Date]** day of **[Month] 2025**.

**For and on behalf of [Issuing Bank]**

**Signature   Name & Designation   Seal & Address**  
Branch Manager

## ANNEXURE-IV

### Bid Securing Declaration Form

**Bid No.:**

**Dated: 13/11/2025**

**To,**

Assistant General Manager

General Administration Department

Maharashtra Gramin Bank

Head Office, Chhatrapati Sambhajinagar – 431010

#### **Declaration**

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a **Bid Securing Declaration**.
2. I/We accept that I/We may be **disqualified from bidding** for any contract with Maharashtra Gramin Bank for a period of **one year** from the date of notification if I/We are in **breach of any obligation under the bid conditions**, in case I/We:
  - a) Have **withdrawn, modified, or amended** my/our Bid during the period of bid validity specified in the Bid; or
  - b) Having been notified of the **acceptance of our Bid by the purchaser** during the period of bid validity:
    - o (i) **Fail or refuse to execute the contract**, if required, or
    - o (ii) **Fail or refuse to furnish the Performance Security**, in accordance with the instructions to Bidders.
3. I/We understand that this **Bid Securing Declaration shall cease to be valid** if I/We are not the successful Bidder, upon the earlier of:
  - o (i) The receipt of your notification of the name of the successful Bidder; or
  - o (ii) **Thirty (30) days after the expiration of the validity of my/our Bid**.

#### **Signatory Details**

Signed: \_\_\_\_\_

*(Insert signature of person whose name and capacity are shown in the Declaration)*

Name: \_\_\_\_\_

*(Insert complete name of person signing the Bid Securing Declaration)*

Capacity: \_\_\_\_\_

*(Insert legal capacity of person signing the Bid Securing Declaration)*

Duly authorized to sign the bid for and on behalf of:

**[Insert complete name of Bidder]**

Date: \_\_\_ day of \_\_\_\_\_ 2025

**Corporate Seal** *(where appropriate)*

**Note:** In case of a Joint Venture, the Bid Securing Declaration **must be in the name of all partners** to the Joint Venture that submits the bid

**ANNEXURE-V****DELIVERY LOCATIONS & CP**

| <b>Sr No</b> | <b>Delivery Locations/RO</b>  | <b>Address</b>  | <b>Contact Person</b> | <b>Contact Number</b> |
|--------------|-------------------------------|---|-----------------------|-----------------------|
| 1            | Chh. Sambhajinagar/HO Reserve | Maharashtra Gramin Bank, Rashminagar, Harsool, Near Harsool T Point, Chh. Sambhajinagar, 431008 Ph- (0240) 2320951/52                                 | Nikhil Bauskar        | 9096891536            |
| 2            | Beed                          | Maharashtra Gramin Bank, 2 <sup>nd</sup> Floor, Nilai Complex, Opp. of Kaku Nana Hospital, Jalna Road, Anandwadi, Beed – 431 122. Ph – (02442) 228938 | Shailesh Shinde       | 8975366225            |
| 3            | Latur                         | Maharashtra Gramin Bank, Near Kia Motors, Opposite to R K Motowheels, Latur-Barshi Road, Latur 413531. Tel: 02382-221708, 02382-222708                | Manohar kulkarni      | 98213742280           |
| 4            | Nanded                        | Maharashtra Gramin Bank, Dr. Kesrale Niwas, Yashwant nagar, Nanded – 431 602. Ph – (02462) 250695   | Rajveer               | 8005729696            |
| 5            | Parbhani                      | Maharashtra Gramin Bank, Shivaji Nagar, Basmat Road, Parbhani – 431 401. Ph – (02452) 232042/44   | Siddhivinayak Thosare | 8668546583            |
| 6            | Nashik                        | Maharashtra Gramin Bank, Gaikwad Corner, First Floor, Suchita Nagar, Near Indira Nagar Jogging Track, Mumbai-Agra Highway, Nashik-422009.             | Gayatri Joshi         | 8805616047            |
| 7            | Pune                          | Maharashtra Gramin Bank, Krish Edge one, opp. HPCL Petrol Pump, Kharadi By-pass, Near Bank of Baroda, Kharadi, Pune -411014                           | Mayur Lendhe          | 8668276557            |
| 8            | Akola                         | Maharashtra Gramin Bank, C/o Shri Dilip Madhukar Udgirkar, Madhumalti Building, Gupte Marg, JatharPeth, Akola, Tq. Dist. Akola. Pin - 444005          | Prashant Joshi        | 7774033787            |
| 9            | Solapur                       | Maharashtra Gramin Bank Gurukrupa Sankul Plot No.23 Surve No.137-141 Neharu Nagar, Vijapur Road, Solapur 413004                                       | Aviansh Patil         | 8329438303            |
| 10           | Ratnagiri                     | Maharashtra Gramin Bank 792-p., bhairavnath kripa, opposite apradh hospital, maruti mandir, majgaon road, ratnagiri – 415612                          | Seema Mithari         | 9860691844            |
| 11           | Yavatmal                      | Maharashtra Gramin Bank Opposite DHO Office, Near Bhawe Mangal Karyalaya, Civil Line, Yavatmal - 445 001  | Swapnil Waghmare      | 8888369818            |
| 12           | Chandrapur                    | Maharashtra Gramin Bank, 2 <sup>nd</sup> Floor, Swayambhu Business Park, Above Haldiram'S, Bapat Nagar, Nagpur Road, Chandrapur-442401                | Rahul Dhurve          | 9421610672            |
| 13           | Bhandara                      | Maharashtra Gramin Bank, Shyam Bhavan, Radhakrishna Ward, Main Road, Bhandara-441904  | Rahul Dhargave        | 7798526448            |

**ANNEXURE-VI**  
**Delivery Schedule (Regional Office Wise)**

| <b>Sr No</b> | <b>Regional Office</b>                | <b>Quantity to be supplied</b> |
|--------------|---------------------------------------|--------------------------------|
| 1            | Chhatrapati Sambhajanagar(HO Reserve) | 100000                         |
| 2            | Chhatrapati Sambhajanagar             | 40000                          |
| 3            | Beed                                  | 30000                          |
| 4            | Nashik                                | 50000                          |
| 5            | Latur                                 | 30000                          |
| 6            | Nanded                                | 20000                          |
| 7            | Parbhani                              | 20000                          |
| 8            | Pune                                  | 40000                          |
| 9            | Akola                                 | 10000                          |
| 10           | Chandrapur                            | 10000                          |
| 11           | Bhandara                              | 10000                          |
| 12           | Yavatmal                              | 10000                          |
| 13           | Solapur                               | 20000                          |
| 14           | Ratnagiri                             | 10000                          |
|              | <b>Total</b>                          | <b>400000</b>                  |

# **PRICE BID VOL-II**

**PRICE BID**

**Bid No.MGB/HO/GAD/02/2025-26**

**Date:**

- ✦ **Price Bid should be submitted physically.**
- ✦ **The price should not be disclosed in Technical Bid, otherwise the bid will be rejected.**

| <b>Sr. No.</b> | <b>Type of Envelop</b> | <b>Quantity</b>   | <b>Unit Rate (Rs)</b> | <b>Amount (Rs)</b> | <b>GST @ (Rs) %</b> | <b>Total Amount (Rs)</b> |
|----------------|------------------------|-------------------|-----------------------|--------------------|---------------------|--------------------------|
| <b>1</b>       | Type A                 | 04.00 Lakh        |                       |                    |                     |                          |
| <b>TOTAL</b>   |                        | <b>04.00 Lakh</b> |                       |                    |                     |                          |