



RFQ No.: PDCC/IT-RFQ/22-23/03 Date: 06.08.2022

**THE PUNE DISTRICT CENTRAL CO-OPERATIVE
BANK LTD.**



**INFORMATION TECHNOLOGY
DEPARTMENT**

**HEAD OFFICE: Pune District Central Co-op. Bank Ltd.,
4 B , B. J. Road, Pune.
Pin – 411001**

REQUEST FOR QUOTATION (RFQ)

FOR

**Supply, Printing, Personalization, Fulfillment & Dispatch of RuPay EMV CHIP
Based Card (Contact & Contactless Card (DI Card))**

RFQ No.: PDCC/IT-RFQ/22-23/03
RELEASE DATE: 06/08/2022



Disclaimer

The information contained in this RFQ document or any information provided subsequently to bidder(s) whether verbally or in documentary form by or on behalf of the Bank is provided to the bidder(s) on the terms and conditions set out in this RFQ document and all other terms and conditions subject to which such information is provided. This RFQ is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of corresponding bids. The purpose of this RFQ is to provide the bidder(s) with information to assist the formulation of their quotes propositions. While effort has been made to include all information and requirements of the Bank with respect to the solution requested, this RFQ does not claim to include all the information each bidder may require. Each bidder should conduct its own investigation and analysis and should check the accuracy, reliability and completeness of the information in this RFQ and wherever necessary obtain independent advice. The Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFQ. The Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFQ.

Data Sheet

The following is an indicative timeframe for the overall process. PDCC Bank reserves the right to vary this timeframe at its absolute and sole discretion and without providing any notice/intimation or reasons thereof. Changes to the timeframe will be communicated to the affected **Respondents during this RFQ process.**

Particulars	Details
RFQ Title	Supply, Printing, Personalization, Fulfillment & Dispatch of RuPay EMV CHIP Based Card (Contact & Contactless Card (DI Card))
RFQ submission last date and time	22/08/2022 16:00 HOURS
Submission of RFQ at	Mr. Vijay Pawar (DGM IT Department) Pune District Central Co-Operative Bank Ltd. Head Office: 4 B, B. J. Road, Pune 411 001
Contact Persons for any clarifications/ Submission Of RFQ	Mr. Ganesh Mangade PDCC IT Department Mob.- 9766329773
Bank email id for RFQ related communication	cbs.rfp@pdccbank.com

The bidder shall submit his response/Quotes with all necessary details such as Technical and commercials information in separate sealed envelope at above mentioned address of the Bank.

The Bank reserves the right to accept or not to accept any bid or to reject a particular bid at its sole discretion without assigning any reason whatsoever.



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1 Introduction

Pune District Central Co-operative Bank (PDCC Bank), Pune (hereafter referred as “the Bank”) and Rupay EMV Chip Based Contact Card AND/OR Contactless Card (DI Card) hereafter referred as “Rupay Card”. PDCC Bank currently has 300 branches and 114 onsite ATMs along with various channels of services across Pune District. All branches are covered in CBS and centrally connected to the DC located at Head office Pune, Bank also has collocated DR. Bank has total quantum of 3 - 4 lack of Rupay Card holders base across the Pune district.



2 Scope of Work

The purpose of this RFQ is to invite quotations from experienced and eligible potential bidders in order to handle end-to-end activities such as procuring, processing, personalization (embossing / indenting) of Rupay Cards, stuffing collaterals and dispatch thereof as per the scope with 'Welcome Kits'.

The Rupay Card should be procured, printed and personalized conforming to latest specifications of NPCI and as per design approved by PDCC Bank. Regarding The "Welcome Kit" should confirm to specifications mentioned in Annexure (C) and as per design approved by Bank.

Two to Three yrs of Projection pipeline about these requirements for RuPay Kisan Credit cards and RuPay Debit Cards are:

Sr. No.	Particulars	Qty.
1.	RuPay EMV Kisan Credit Cards	2.00 Lac
2.	RuPay EMV Debit Cards (Classic & Platinum)	4.00 Lac
	Total	6.00 Lac

Technical Specification about the RuPay Cards briefly specified in Annexure (A & B) herewith attached the RFQ.

The Welcome Kit should confirm to the specifications briefly specified in Annexure (C) herewith attached the RFQ.



3 Eligibility Criteria

Below mentioned eligibility criteria should be strictly followed by the interested bidders and necessary relevant documents to justify these criteria should be produced by the bidders based on Banks demand. Any violation and non fulfillment of these criteria will be considered the disqualification of the Bidder without any further information to the Bidders. PDCC Bank reserve the rights for the same.

- ❖ The bidder must be a Government Organization / PSU / PSE or a Public / Private Limited Company or a partnership firm incorporated in India and operating in India for at least 5 years as on date of the RFQ.
- ❖ The Bidder should be NPCI authorized Card manufacturer and supplier for necessary services.
- ❖ The Bidder should have NPCI Certification about EMV manufacturing / personalization and should submit its claim by attaching relevant documents.
- ❖ The Bidder should be PCI DSS compliant and should have necessary card upload interface.
- ❖ The Bidder should be have processed and supplied more than 10 Lac RuPay Cards for Banks in India in last 3 financial years. Necessary specific documentary evidence should be provided.
- ❖ The Bidder should have at least 3 years of experience of undertaking RuPay Card Personalization including all the activities as per the scope of the work given above. And have supplied more than 10 Lac cards to Banks within India. The Bidder should supplement its claim by attaching relevant documents.
- ❖ The Bidder should have positive net worth during last two financial years and have a turnover of more than five Corers in any of the two last financial years in RuPay Card business. Certified copies of audited balance sheet for last 3 years i.e. 2019-20, 2020-21 & 2021-22 must be submitted with the offer.
- ❖ The Bidder must have the required infrastructure for Debit Card Personalization in India, which conforms to all the Information Security / Data Security guidelines by NPCI, RBI for Card Production & Personalization from time to time.
- ❖ The card personalization data should be generated through HSM.



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- ❖ The bidder shall strictly comply with NPCI guidelines with respect to supply of certified plastic cards and carrying out Card Personalization, Card Management, Stock / Inventory Management etc. as per the prescribed standard guidelines and mandate issued by NPCI. Bidder must submit an undertaking about this claim to Bank.
- ❖ The Bidder should have prior experience and capability for issuing at least 10,000 Credit / Debit / Prepaid Cards per day. Necessary documentary evidence should be provided.
- ❖ The Bidder should have End to End complete own arrangement for Card Management setup and process. Also should not be keeping Third party vendor or Subcontractor for the critical dependency related Task.
- ❖ The Bidder should have competent DC & DR setup with Business Continuity Plan functional in all respect capable to execute activities to avoid any kind of Business loss during critical scenarios.
- ❖ **The Bidder should not have been black listed by any Bank during last 3 years. Satisfactory performance certificates should be submitted.**
- ❖ **All supporting Documents justifying about The Bidders Eligibility Criteria should be submitted by the Bidder.**



4 Annexure

Annexure (A) : Technical Specifications of Rupay Contact Card

The Card should be procured, printed and personalized conforming to latest specifications of NPCI and as per design (s) approved by Bank.

Kindly shared Technical Specifications of Contact Card with your proposal as following....

Sr No.	DESCRIPTION
1.	Thickness
2.	General Compliance
3.	Physical Card Specifications
4.	Chip Specification
5.	Magnetic Strip
6.	Algorithms Compliance
7.	Card Printing
8.	Card Personalization

Authorized Signatory :

Name :

Designation :

Date :

Seal of the Bidder :



Annexure(B) : Technical Specifications of Contactless Card

The Card should be procured, printed and personalized conforming to latest specifications of NPCI and as per design (s) approved by Bank.

Kindly shared Technical Specifications of Contactless Card with your proposal as following....

Sr No.	DESCRIPTION
1.	Thickness
2.	General Compliance
3.	Physical Card Specifications
4.	Chip Specification
5.	Magnetic Strip
6.	Algorithms Compliance
7.	Card Printing
8.	Card Personalization

Authorized Signatory :

Name :

Designation :

Date :

Seal of the Bidder :

**Annexure (C) : Technical Specifications of Welcome Kit**

The Welcome Kit should confirm to the below mentioned specifications and as per design (s) approved by Bank.

Sr. No.	Collateral	Description
1.	Welcome letter	Back to Back in English and Marathi Size : 8.25" x 11.75" Paper : 100 GSM Map litho Pages : 2 pages Printing : 4 colors
2.	Window Envelope	Size : 9.5" x 4.5", Window Size : 4.25" x 2" Paper : 130 GSM Art Paper Pages : 1 page Printing : 4 colors Finishing: Die cutting, Matt Lamination, Gumming Strip with release paper.
3.	Card Pouch	Size : 2" x 3" Paper : 158 GSM Art paper Printing : 4 colors Finishing : Lamination one side and Die punching and pouch making
4.	User Guide	Back to Back in English and Marathi Size : 10" x 15" (open size) Paper : 90 GSM Art Paper Printing : 4 colors Finishing : Folding (5 fold)
5.	Terms and Conditions Booklet	Size : 4" x 8" (close) Pages : 4 (cover) + 20 (Inside pages) Paper : i. Cover : 130 Gsm Art Paper ii. Inside pages : 60 GSM Maplitho Printing : i. Cover : Four color one side ii. Inside Pages : One color both side Finishing : Folding and centre pinning

Authorized Signatory :

Name :

Designation :

Date :

Seal of the Bidder :

**Annexure (D) : Price Schedule****(Please Provide on Company Letterhead)**

Sr. No.	PARAMETER / ITEM	PRICE IN RS. (INR) / Per kit
1.	Supply of Blank EMV Smart Cards (Chip + Megstripe) & Welcome Kit as per specifications given in Annexure (C)	
2.	Printing on Plastic Card as per specifications in Annexure (C)	
3.	Smart Card Personalization as per NPCI (RUPAY) specifications (including encoding, Embossing, indenting, printing of CVV2 value, storing of chip data / application as per data supplied by Bank)	
4.	All other services like : Receiving /transmitting of data, MIS data and queries, Welcome Letter Customization, Fixation of card on Welcome Letter, Storage and Stuffing of collaterals into Window Envelope and Sealing, Packing and Dispatch arrangement of cards as per Bank's instructions.	
5.	Total Cost of one finished welcome kit	
6.	Dispatch to Bank's Head Office	

Authorized Signatory :

Name :

Designation :

Date :

Seal of the Bidder :