

**सिडबी वार्षिक रिपोर्ट 2015-16, सिडबी प्रोफाइल, लिफाफों, अभिनंदन कार्ड एवं सीडी के निर्माण की डिजाइन, मुद्रण एवं उसकी आपूर्ति**

**Designing, Printing and Supply of SIDBI Annual Report 2015-16, SIDBI Profile, Envelopes, Complimentary Cards & Preparation of CDs**

प्रतिष्ठित एवं अनुभवी मुद्रकों से जिनके पास अपनी मुद्रण सुविधा है, और जो मुद्रण सामग्री के अनुमोदन के उपरांत 15 दिन के भीतर हिन्दी और अंग्रेजी में डाटा फीडिंग कर सकने में समर्थ हों बैंक की वार्षिक रिपोर्ट 2015-16, सिडबी प्रोफाइल, लिफाफों, अभिनंदन कार्ड एवं सीडी के निर्माण की डिजाइन, मुद्रण एवं उसकी आपूर्ति के लिए सील बंद निविदाएँ आमंत्रित की जाती हैं. Sealed Bids are invited from experienced and reputed printers having own printing facilities for printing of Bank's Annual Report 2015-16, Profile, Envelopes, Complimentary Cards & preparation of CDs and capable of English & Hindi data feeding, within a period of 15 (fifteen) days after approval of printing material. Requirement is as under:

विवरण Particulars	वांछित मात्रा Quantity required
वार्षिक रिपोर्ट Annual Report (द्विभाषी Bilingual)	2000
लिफाफे Envelopes	300
अभिनन्दन कार्ड Complimentary Cards	300
सीडियां CDs	1000
प्रोफाइल (द्विभाषी Profile (Bilingual))	2000

कोटेशन सीलबंद लिफाफे में 01 जून 2016 को 3.00 बजे सायं तक या उससे पूर्व निम्नलिखित पते पर प्रस्तुत किये जाएँ. Quote should be submitted in Sealed Covers to the address mentioned below on or before June 01, 2016 by 3.00 p.m.

**मुख्य महाप्रबंधक The Chief General Manager,**

**ऋण परामर्श एवं ऋण समूहन वर्टिकल Credit Advisory & Loan Syndication Vertical**

**भारतीय लघु उद्योग विकास बैंक Small Industries Development Bank of India**

**4th तल एम् एस एम् ई डेवलपमेंट सेंटर<sup>2nd</sup> Floor, MSME Development Centre,**

**प्लॉट संख्या सी - 11 "जी" ब्लॉक Plot No. C-11, 'G' Block,**

**बांद्रा कुर्ला काम्प्लेक्स Bandra Kurla Complex,**

**बांद्रा (पूर्व) Bandra (East), मुंबई Mumbai - 400051**

तकनीकी बोली खोलने की तिथि एवं समय : 02 जून 2016, 3.30 बजे सायं  
Time and Date of opening of Technical Bid will be June 02, 2016 at 3.30 pm.

वित्तीय बोली खोलने की तिथि एवं समय: 03 जून 2016, 4.30 बजे सायं  
The date and time of opening of Financial Bid will be June 03, 2016 at 4.30 pm.

**शर्तें एवं निबंधन Terms and Conditions :**

निम्नलिखित शर्तें एवं निबंधन सभी वेंडरों पर लागू होंगे ये शर्तें एवं निबंधन, विक्रय आदेश का भाग है जो टेंडर प्रक्रिया के पूरा होने पर सफल वेंडरों को जारी किया जायेगा. The following terms and conditions will be binding on all the vendors. These terms and conditions will also form a part of the purchase order, to be issued to the successful bidder(s) after the outcome of the tender process:

**Qualification Criteria for the printer / Bidder :**

1. The Printers, who have not supplied the desired items, viz. Annual Reports, Profiles, Envelopes, Complimentary Cards and CDs as per the terms i.e. Bank's specifications and non-adherence to the time schedule of delivery etc in the past, will not be considered.
2. The Printer should have average annual turnover of Rs.25.00 lacs & above during the last 3 years, which is to be supported by Audited copy of Balance sheet / self certified copy, if under exempted category.
3. The Printer Company should have made profits in the last two financial years.
4. The Printer should have excellent track record /experience of printing of Annual Reports, which should be supported by documentary evidence like Purchase order, Invoice copy etc.
5. The Printer should have own 4 colour printing facilities and other necessary set up having capacity to complete the entire job (including delivery) within stipulated period, after approval of printing material by the Bank. Further, Printer should have adequate infrastructure facilities to handle the job independently.
6. Bank reserves the right to visit the press at mutually convenient date and time at Bank's Cost.
7. The Printers should not have been blacklisted by any Government or Private organization.

8. The Printers are required to tender Earnest Money Deposit (EMD) of **Rs.10,000/- (Rupees Ten Thousand only)** by a Demand Draft or Banker's Cheque of any Nationalized Bank favoring SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA payable at MUMBAI. Alternatively for EMDs, requisite guarantee of a scheduled commercial bank would also be accepted. The EMD by way of DD/Banker's cheque is to be submitted along with the Tender and to be placed in the Envelope-1. Offers made without EMD will not be considered. Bank will not pay any interest on the EMD.
9. The EMD of all unsuccessful bidders would be released immediately upon:
  - Issue of Letter of Intent /Purchase Order to the successful bidder. or
  - The end of the bid validity period, including extended period (if any), or
  - Receipt of the signed contract and performance security from the successful bidder,
  - If the successful bidder fails to accept the LOI / sign the contract or do not provide the required performance security or expresses inability to carry out the contract or fails to start the work within stipulated time, the Bank shall forfeit the bid security amount (EMD) of the bidder and ban the contractor from subsequent bidding for a period of 3 years.
10. The EMD of successful bidder will be refunded on the satisfactory completion of work, if the work is assigned to the Printer.
11. The EMD will be forfeited if:
  - (i) The bidder withdraws his tender before processing of the same.
  - (ii) The bidder withdraws his tender after processing but before acceptance of "Letter of appointment" to be issued by the Bank.
  - (iii) The bidder violates any of the provisions of the terms and conditions of this TENDER specification.
12. EMD of successful bidder will be converted in to security deposit (SD) which shall be refundable after satisfactory performance of contract.
13. Bank will not pay any interest on EMD.
14. Language of Tender: The Tender prepared by the Bidder, as well as all correspondence and documents relating to the Tender exchanged by the Bidder and the Bank and supporting documents and printed literature shall be in English language only.
15. Bank reserves the right to call for any document, if not submitted with Technical BID. The job will not be given to any printer for just being L -1. The capacity to complete the job within the given time frame and with desired quality will also be considered.

16. The offers containing erasures or alterations will not be considered. There should be no hand-written material corrections or alterations in the offer. Technical details must be completely filled up.
17. Copies of the latest clearance certificate of Sales Tax, Income Tax etc should be submitted.
18. Printer should comply with K.Y.C Norms and should attach the copies of the following in support of the same :
  - i. Proof of address
  - ii. Proof of Identity
  - iii. Memorandum of Association (in case of Company)
  - iv. Certificate of Commencement of Business (In case of Company)
  - v. Audited Copy of Balance sheet and Profit & Loss account for last 3 years.
  - vi. Copy of PAN Card
19. **Technical Bid shall not mention about the rates/costs for the work.**
20. **Financial Bid must be made in Indian Rupees only, including insurance, transportation charges etc. No price variation relating to increase in price etc. will be permitted. Taxes as applicable will be extra.**
21. The quotation should be accompanied by a sample of Annual Report of similar type / size, which will be kept on our records.
22. Sub tendering / contracting of the printing job or any part thereof will not be permitted.
23. Copy of all the printing materials should be presented **well in advance for approval** prior to final printing of Annual Reports, Profiles, Envelopes, Complimentary Cards and CDs.
24. **Liquidated Damages (LD)**  
If there is a delay in execution of the work in accordance with the terms of the contract, the Liquidated Damages shall be levied by the Bank.
25. If there is a variation from the specifications given, then Bank will have the right to make suitable deductions from the payable amount, including forfeiture of the EMD/SD **OR** Bank reserves the right to cancel the contract for any serious discrepancy in the Annual Reports, Profiles, Envelopes, Complimentary Cards and CDs printed. Bank's decision on seriousness of the discrepancies will be **FINAL**.
26. No advance payment will be made for executing the work order.

27. Payment would be made after the delivery of the Annual Reports, Profiles, Envelopes, Complimentary Cards and CDs at specified locations and on production of supporting evidence of delivery and on satisfactory completion of the work and on presentation and verification of the Bill, octroi receipts. Tax will be deducted at source (TDS) from the bills as required under I.T act at prevailing rates.
28. No interest charges or any other charges shall be payable except the rate quoted for the required number of Annual Reports, Profiles, Envelopes, Complimentary Cards and CDs.
29. Bank will first scrutinize the technical bid to determine the technical eligibility of the bidder. Thereafter the Financial bid will be opened for those bidders who are found technically eligible. The date of opening financial bid will be conveyed separately.
30. Bank reserves the right to alter / modify the proposed job plan / items specified in the tender.
31. The printer will pack and directly dispatch the printed material as per requirement of SIDBI. The cost of dispatch including courier charges etc. would be reimbursed on actual basis on production of documentary proof.
32. The bidder shall keep **confidential** all the information relating to Bank's business that comes into its possession as a result of or in connection with this work.
33. Each Recipient should notify the Bank of any error, fault, omission, or discrepancy found in this tender document but not later than five business days prior to the due date for lodgment of Response to tender.
34. **Late Bids :**  
(i) The bids or modifications to bids, which are received after the due time & date of receipt of bids are called "Late Bids". Such Late bids shall not be considered at all for competitive bidding.  
(ii) Late tenders shall be returned unopened to the bidders with a suitable advice.
35. **Authorized signatory:** The Bidder shall submit the authorized signatories who can discuss and correspond with the bank, with regard to the obligations under the contract.
36. **Transportation and Insurance:** All the quoted rates should include cost, insurance and freight (C.I.F). However, the Bidder has the option to use transportation and insurance cover from any eligible source. Insurance cover should be provided by the Bidder till the acceptance of the Annual Reports, Profiles, Envelopes, Complimentary Cards and CDs by Bank. The Bidders should also assure that the goods would be replaced with no cost to Bank in case insurance cover is not provided.
37. **Small Industries Development Bank of India reserves the right to:**
- Reject any or all responses received in response to the RFP
  - Waive or Change any formalities, irregularities, or inconsistencies in proposal
  - Extend the time for submission of the tender

- Select the most responsive Bidder (in case no Bidder satisfies the eligibility criteria in totality)
- Share the information/ clarifications provided in response to tender by any Bidder, with any other Bidder(s) /others, in any form.
- Cancel the tender at any stage, without assigning any reason whatsoever.

38. **Arbitration:** In the event of a dispute or difference of any nature whatsoever between Bank and the Bidder during the course of the assignment arising as a result of this proposal, the same will be settled through the process of arbitration conducted by a Board of Arbitration. This Board will be constituted prior to the commencement of the arbitration and will comprise of two arbitrators and an umpire. Bank and Bidder will each nominate an arbitrator to the Board and these arbitrators will appoint the umpire. Arbitration will be carried out at Bank's office that placed the order. The provisions of Indian Arbitration Act 1996 shall apply to the Arbitration proceeding.

39. **Applicable Law and Jurisdiction of Court:** The Contract with the selected bidder shall be governed in accordance with the Laws of India for the time being enforced and will be subject to the exclusive jurisdiction of Courts at Mumbai jurisdiction (with the exclusion of all other Courts).

40. The bidders shall submit the proposals properly filed so that the papers are not loose. All the pages of the proposals including documentary proofs should be numbered as "Page \_\_\_\_ (current page) of \_\_\_\_ (Total pages)" and be signed by authorized signatory (except literatures, datasheets and brochures). The current page number should be a unique running serial number across the entire proposal.

41. **Canvassing** is prohibited and will lead to disqualifications.

42. **Purchase Preference as per Government Policy**

As per Govt. Policy of purchase preference to micro and small enterprises, where the quoted prices of these enterprises are within the specified percentage of the lowest price, other things being equal, purchase preference / concessions may be granted to Micro and Small Enterprises at the lowest valid price bid. Latest instructions of the office of DC-MSME dated March 23, 2012 in this regard will be followed.

42. **General terms :**

- a) The cover page design, the colour insertions and matter shall be provided by the Bank in English and Hindi. The typesetting / layout shall be the responsibility of the printer as per Bank's requirement.
- b) Responsibility of the accuracy for printing the Annual Reports, Profiles, Envelopes, Complimentary Cards and CDs as per the design given by the Bank will be with the printer only.

- c) Printer shall first make a sample of Annual Reports, Profiles, Envelopes, Complimentary Cards and CDs and get it approved by the bank before processing with the entire job.
- d) Description, specification & Scope of Work shall be as per **Annexure-C**.

**43. Important Instructions : Sealed envelopes to be submitted as under :**

**ENVELOPE - I-**

- EMD of Rs.10,000/- by way of DD or Banker's Cheque / Bank Guarantee favoring SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA, payable at MUMBAI.

**ENVELOPE II-**

- Superscribed : "Small Industries Development Bank of India – Annual Report, Profile, Envelopes, Complimentary Cards & Preparation of CDs for FY 2015-16 – Technical Bid"
  - ✓ Containing covering Letter as per Annexure A.
  - ✓ Technical Bid as per Annexure 'B'

**ENVELOPE III-**

- Superscribed: "Small Industries Development Bank of India – Annual Report, Profile, Envelopes, Complimentary Cards & Preparation of CDs for FY 2015-16 – Financial Bid"
  - ✓ Contents: Financial Bid as per Annexure D.

**CARE:** we repeat, three separate envelopes to be submitted as mentioned above.

**Address for Communication, Submission of Bid and Place of opening of Tender offers:**

**The Chief General Manager,**  
Credit Advisory & Loan Syndication Vertical  
Small Industries Development Bank of India  
2<sup>nd</sup> Floor, MSME Development Centre,  
Plot No. C-11, 'G' Block,  
Bandra Kurla Complex,  
Bandra (East), Mumbai - 400051

**COVERING LETTER FOR TECHNICAL BID  
(TO BE SUBMITTED ON PRINTER'S LETTERHEAD)**

Reference No :

Date :

**The Chief General Manager,**  
Credit Advisory & Loan Syndication Vertical  
Small Industries Development Bank of India  
2<sup>nd</sup> Floor, MSME Development Centre,  
Plot No. C-11, 'G' Block,  
Bandra Kurla Complex,  
Bandra (East), Mumbai - 400051

Dear Sir,

**Re: Tender for Printing of SIDBI's Annual Report, Profile, Envelopes, Complimentary Cards & Preparation of CDs for FY 2015-16 – Technical Bid**

We hereby submit the details of Technical Bid as per Annexure B for printing of SIDBI's Annual Report, Profile, Envelopes, Complimentary Cards & CDs for FY 2015-16.

Details of the DD / Banker's Cheque / BG/ Pay order enclosed for **Rs. 10,000/-** towards EMD as as under :

No\_\_\_\_\_Bank\_\_\_\_\_Branch\_\_\_\_\_

We declare that our firm / company have not been blacklisted by any government or Private organizations.

We hereby declare that the statements made in this Bid are true, complete and correct to the best of my / our knowledge and belief. I / We understand that in the event of any information being false or incorrect and not satisfying the eligibility criteria according to the requirements of the Bank, our bid is liable to be rejected at any stage.



We agree that the Earnest Money Deposit (EMD) will be retained by the bank till the satisfactory completion of the Job and the final settlement of the Bills and no interest will be paid on it. We also agree that the bank reserves the right to forfeit the Earnest Money Deposit (EMD) if we fail to fulfill the terms and conditions. This will be in addition to any other penalty imposed by the Bank.

We unconditionally agree to abide by the Terms and Conditions as specified by the Bank.

Yours Faithfully,

**Seal of the Firm / Company**

**Signature of the Authorized Person**

**Date :**

**Place :**

**(TO BE SUBMITTED ON PRINTER'S LETTERHEAD)**

Details for the **Technical Bid** for printing of **SIDBI's Annual Report, Profile, Envelopes, Complimentary Cards & Preparation of CDs for FY 2015-16**

**(Details filled in this form must be accompanied by sufficient documentary evidence)**

To,

**The Chief General Manager,**

Credit Advisory & Loan Syndication Vertical  
Small Industries Development Bank of India  
2<sup>nd</sup> Floor, MSME Development Centre,  
Plot No. C-11, 'G' Block,  
Bandra Kurla Complex,  
Bandra (East), Mumbai - 400051

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>		<b>Page No.</b>
(i)	Name of Printing Press/Company			
(ii)	Complete address of Administrative / Corporate office (including e-mail, telephone & fax numbers)			
(iii)	Address of Printing Press (Please specify the different locations of your Press with complete address if applicable)			
(iv)	The details of authorized Person to make commitments to the Bank	Name		
		Designation		
		e-mail ID		
		Tel No. & Mobile		

		No.		
(v)	Type of organization : Public Limited/Private Limited / Partnership / Proprietary firm			
(vi)	Date of commencement of Printing Business			
(vii)	Financial details	2013-14	2014-15	2015-16
a)	Turnover			
b)	Profit			
c)	Sales tax (Registration) & Income Tax (PAN) No.			
(viii)	Name and designation of the contact person, telephone number and mobile number			
(ix)	Credentials :			
	a) Whether you have done any work for any office of SIDBI in the past. If yes, give details.			
	b) Whether you are in the panel of any reputed institutional customers like RBI / SBI / IDBI / NABARD / Public Sector Banks / Multi National Companies. <b>If yes, please attach copy of work orders.</b>			
	c) List of Important clients you served during the last -3- years, supported by <b>documentary proof</b> (Work Order, bills,).			
(x)	Whether you have been blacklisted			

	by any Government or Private organization. Please give details.		
(xi)	<b>Other relevant information :</b>		
	a) Are you related in any way with any staff member / Directors of Small Industries Development Bank of India (SIDBI)		

**Seal of the Firm / Company  
Person**

**Signature of the Authorized**

**Date :**

**Place :**

**Specifications of SIDBI's Annual Report, Profile, Envelopes, Complimentary Cards & Preparation of CDs for FY 2015-16**

- THE QUOTATION TO INCLUDE THE COST, TYPE AND MAKE OF PAPER, TYPE OF COVER, THE DELIVERY PERIOD [i.e. NO. OF DAYS REQUIRED FOR DELIVERY FROM THE DATE OF ORDER ACCEPTANCE].
- THE QUOTATION SHOULD BE ACCOMPANIED BY A SAMPLE OF ANNUAL REPORTS, PROFILES, ENVELOPES, COMPLIMENTARY CARDS and CDs OF SIMILAR TYPE / SIZE.

<b>I. Annual Report (Bilingual)</b>		
1	Quantity	2000 copies
2	Number of inside pages	Up to 200 pages of running text with tables, boxes, graphs and photographs. Out of 200 pages, the last 100 pages will be for annual accounts section in two colours and balance pages in four colours.
3	Cover page	Four pages.
4	Size	27.5 cms X 21.5 cms (open size 43 cms X 27.5 cms)
5	Colours - Cover page - Inside pages - Accounts pages	5 X 4 colours 100 pages in 4 colour consisting of photographs, tables and graphs. 100 pages in 2 colours.
6	Quality of paper - Cover page - Inside pages - Accounts pages	4 pages on 300 GSM Emperor Matt Paper. 45 pages on 100 GSM Emperor Matt Paper/recycle paper, 100 pages on 100 GSM Super Printing Paper/recycle paper.
7	Composing	Running text (English and Hindi), text layout, letter size, font etc., to be done by printer as per the approved designs supplied by our office.  Four proofs of running text and tables to be submitted for approval. Every successive proof to incorporate corrections/ improvements indicated in the earlier proof.
8	Printing process	Offset printing with preference to CTP technology
9	Binding	Section sewing with cover drawn and outer cover to be matt laminated
10	Proofing	Proof of cover and inside pages along with photographs, tables and graphs to be submitted for our approval before printing.
11	Delivery	15 advance copies to be submitted to our office within one week of approval of final manuscript by SIDBI.  On the approval of advance copies, bulk copies to be submitted within one week.  The total time period for delivery of bulk copies to various destinations as may be decided by SIDBI should not exceed three weeks from the date of handing over of the first manuscript.
12	UV cost	UV cost per page per copy may be quoted, if required by the Bank. It is expected that, at least 4 pages of the report would have UV coating.

13	Photographs scanning	The Annual Report consists of photographs in Chapter separators (big) and in the chapters (2 small pictures per chapter) apart from photographs of directors. So approximately there would be 30 in number. Cost of additional/ less photographs scanning to be quoted separately.
<b>III. Profile (Bilingual)</b>		
1	Quantity	2000 copies
2	Number of inside pages	Up to 16 pages of running text with tables, graphs, boxes and photographs etc.
3	Cover page	Four pages replicating Annual Report cover page design in all respect.
4	Size	8.5" X 5.5" (open 8.5" X 11")
5	Quality of paper - Cover page - Inside pages	250 GSM Emperor Matt Paper 100 GSM Emperor Matt Paper
6	Colours - Cover page - Inside pages	5 X 4 colours 4 colours
7	Composing	Running text in English. Text layout, letter size, font etc., to be done by printer as per the approved designs supplied by our office.  Four proofs of running text and tables to be submitted for approval. Every successive proof to incorporate corrections/ improvements indicated in the earlier proof.
8	Printing process	Offset printing with preference to CTP technology
9	Binding	Saddle stitched with outer cover matt laminated
10	Proofing	Proof of cover and inside pages along with photographs, tables and graphs to be submitted for our approval before printing.
11	Delivery	To be provided along with Annual Report.
<b>IV. Envelopes</b>		
1	Quantity	300, PVC laminated from inside
2	Paper	Superior quality Parchment paper (120 GSM)
3	Size	24 cms X 29.5 cms
4	Printing	2 colour, same as cover page of Annual Report.
5	Delivery	Along with copies of Annual report. Copies of Annual report to be duly inserted in the envelopes by printer.
<b>V. Complimentary Card</b>		
1	Quantity	300 cards
2	Size	As per specimen
3	Quality of paper	Same as cover page of Annual Report
4	Colour	2 colour, same as cover page of Annual report
5	Composing	Running text in English
6	Printing process	Offset process
<b>VII. Compact Discs (CDs)</b>		
1	Quantity	1000 nos.
2	Specification	To accommodate entire printed contents of the Annual Report, vendors may advise the specifications
3	Packing	In proper boxes to ensure safe delivery to various destinations.

<b>VIII. General</b>	
1	Photographs, Manuscripts, data for graphs and tables along with design for cover and inside pages shall be provided by SIDBI.
2	The printer may be requested to quote the cost of printing of Annual Report, CDs along with box and dispatch of these items to various destinations within the country by courier.

- ✓ Lay out of the items to be printed, viz. Annual Reports, Profiles, Envelopes, Complimentary Cards and CDs / Envelope and Ink colour etc. to be finalised in consultation with the Bank.

**(TO BE SUBMITTED ON PRINTER'S LETTERHEAD)**

Details for the **FINANCIAL BID** for printing of SIDBI's Annual Report, Profile, Envelopes, Complimentary Cards & preparation of CDs for FY 2015-16

Reference No.

Dated :

To,

**The Chief General Manager,**  
Credit Advisory & Loan Syndication Vertical  
Small Industries Development Bank of India  
2<sup>nd</sup> Floor, MSME Development Centre,  
Plot No. C-11, 'G' Block,  
Bandra Kurla Complex,  
Bandra (East), Mumbai - 400051

Dear Sir,

**Reg. : Financial Bid For Printing of the Annual Report – 2015-16, Profiles, Envelopes, Complimentary Cards and preparation of CDs of Annual Report**

Sr No.	Items :	Quantity (Nos.)	Rate per copy (Rs.)	Total Amt. (Rs.)
<b>Designing, Printing and Supply of :</b>				
1	Annual Report (Bilingual in diglot form) in Emperor Matt Paper	2,000		
2	Envelopes for Annual Report	300		
3	Complimentary Cards	300		
4	Preparation of CDs	1000		
5	SIDBI Profile (Bilingual in diglot form) in Emperor Matt Paper	2000		
	<b>Total</b>			
<b>Rates for the non-quantifiable items as of now:</b>				
1	Scanning of additional Photographs :			
a)	Upto 50 sq. inch			
b)	Above 50 sq. inch			
2	Cost of +/- 4 pages :			
Cost of +/- 4 pages for Annual Report , Profile would be proportionate basis in terms of rate quoted for per copy basis for the page Nos. given in Annexure I.				
3	UV Coating		per page	



4	Packing in corrugated boxes (per copy basis)		per copy	
5	Dispatch Charges (per kg. basis by courier)		per kg.	

The rates quoted are inclusive of all taxes, levies, VAT, excise, sales tax, octroi and packaging /transportation etc.

We further undertake / declare as follows:

1. Financial Bid and our offer shall remain binding upon us and may be accepted by the Bank.
2. If our bid is accepted, we undertake to deliver the Annual Reports, Profiles, Envelopes, Complimentary Cards and CDs within the schedule time frame.
3. We assure and undertake to complete the job within the period of 15 days from the date of approval of printing material as per the specifications mentioned in Annexure-C and subsequent changes made, if any.
4. We are agreeable to receive the payment after completion of the job as per the Bank's satisfaction.
5. We have not been barred / black-listed by any regulatory/ statutory authority.

**Seal of the Firm / Company**

**Signature of the Authorized Person**

**Date :**

**Place :**

**Pre-qualification criteria for printers**

SI.No.		Particulars of pre-qualification	Weightage	Self-rating
1	A	Minimum three years experience of printing Annual Reports during last seven years. Certificate/ Work orders in this regard from the companies shall be submitted.	15	
	B	Printers having average turnover for the last 3 years	15	
	C	Should have registration with Income Tax/ Sales Tax/ VAT/ Service Tax.	10	
2	A	Minimum one four Colour Sheet fed Offset printing machines (CPC), Scanner. Processing Unit, Photocomposing, Plate making and Binding unit. Apart from above, printer should have web printing with paper folding facility. (Enclose list of all machines & equipments).	15	
	B	Essential Machinery:- Three Web Offset Machines with 4 colours units & one 2 colours unit.	15	
4		Is Typesetting facility available in-house		
	A	If yes, number of Computers	10	
	B	Screen Printing Facility in-house	10	
	C	Binding Facility:	5	
		a) Perfect Binding Facility		
		b) Wiro Machine		
5		Despatch facility Upcountry / Foreign	5	
6		Having CTP unit is an added advantage	-	
<b>Total</b>			100	

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