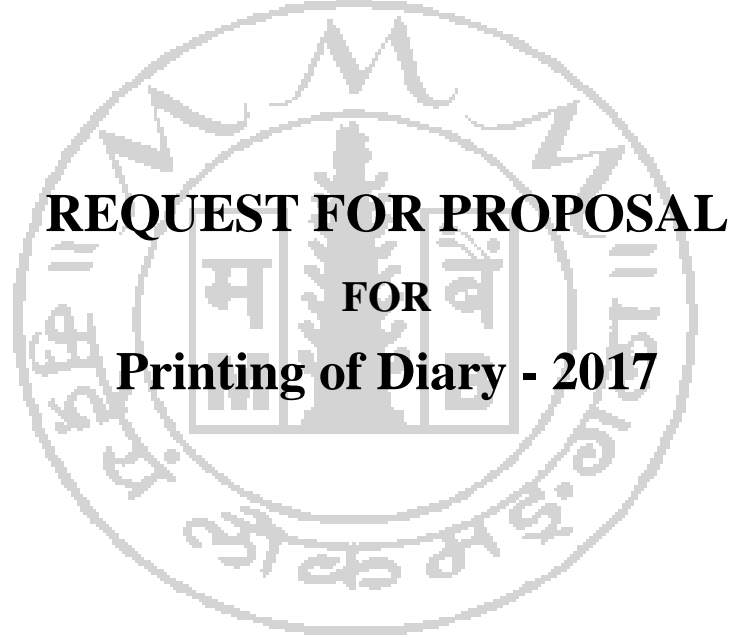




## Bank of Maharashtra



**PROPOSAL REFERENCE 02/2016**



बैंक ऑफ महाराष्ट्र  
Bank of Maharashtra

भारत सरकार का उद्यम

एक परिवार एक बैंक

Head Office, 'LOKMANGAL'  
1501, Shivaji Nagar, Pune – 411 005

Cost of Proposal Document: Rs.5,000/-

**Marketing & Publicity Department,**  
**Head Office, 'Lokmangal',**  
**1501, Shivajinagar,**  
**Pune 411 005**

**Request For Proposal (RFP) for printing of Diaries – 2017****Contents**

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**1. INVITATION FOR TENDER OFFERS**

Sealed tenders are invited from the interested reputed printers for the printing of Bank's Diary (three types) for the year 2017.

**Details of RFP in brief---****Job: Printing of Diaries 2016**

i) EXECUTIVE DIARY	-	ONE DAY A PAGE DIARY	-	Qty: 5,500
ii) OFFICER DIARY	-	TWO DAY A PAGE DIARY	-	Qty: 6,000
iii) CUSTOMER DIARY	-	WITHOUT DATE PAD	-	Qty: 45,000
iv) POCKET DIARY	-	WITHOUT DATE PAD	-	Qty: 1,00,000

Both, technical & commercial, bids must be submitted giving full particulars **in separate sealed envelopes** on or before the last date specified.

Last Date and Time for receipt of tender offers: **15.11.2016 up to 01.00 p.m.**

Time and Date of Opening of Technical Bids: **15.11.2016 at 3.00 p.m.**

Time and Date of Opening of Commercial Bids: **16.11.2016 at 3.00 p.m.**

**Address for communication, submission of Bid and place of opening tender offers:**

Bank of Maharashtra  
Marketing & Publicity Department,  
Head Office: 'Lokmangal', 1501, Shivajinagar, Pune – 411 005  
Telephone No: 020 - 25614282, 25614311, 25614324  
Fax No : 020 – 25520473  
Email: [agmmkt@mahabank.co.in](mailto:agmmkt@mahabank.co.in); [publicity@mahabank.co.in](mailto:publicity@mahabank.co.in)

**Application Fee (non refundable):** Rs.5000/- (Rs. Five thousand only) by DD/ Pay order payable at Pune

**Earnest Money Deposit:** Rs.2,00,000/- (Rs. Two lakh only) by Demand draft or Pay Order payable at Pune

## 2. Terms and Conditions

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) on the outcome of the tender process.

### A. Qualification Criteria for the Printer/Bidder

1. The Printer should have an annual turnover of Rs.1.00 crore and above during last 3 years, which is to be supported by Audited/Published Balance Sheets. This must be the individual Company's turnover relating to printing work and not that of any group of Companies.
2. The Printer Company should have made profits in the last 3 financial years.
3. The Printer should have own printing press/facilities/necessary set up in **ANY WHERE IN INDIA** and capable of Hindi, English and Marathi data feeding and printing minimum **50000 Diaries**, within a period of **20 days after approval of printing materials by the Bank**. Further, Printer should have adequate infrastructure facilities to handle the job independently (no subcontracting permitted) including a minimum of **2 Hi speed automatic section sewing machines and Automatic Case Machines**.
4. The Printer should have excellent track record/experience and should have printed Diaries of minimum the same quantity as specified in this RFP for some reputed companies/Banks/FIs in last 2 years.
5. The Printer should not have been blacklisted by any Government or Private Organization.
6. 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.
7. The necessary SSI benefits as per Govt. norms are applicable to eligible bidders subject to enclosure of necessary certificates issued from NSIC/Other Authorizes Agencies.

### B. Last date for submission, Application Fee, EMD, Security Deposit etc.

1. Last Date for submission of the Technical and Commercial Bids is **15<sup>th</sup> November, 2016 up to 01.00 p.m.**
2. Time and Date of Opening of tender offers:  
Technical Bids: **15.11.2016 at 3.00 p.m.**  
Commercial Bids: **16.11.2016 at 3.00 p.m.**
3. Place of opening tender offers:  
Bank of Maharashtra  
Marketing & Publicity Department,  
Head Office: 'Lokmangal',  
1501, Shivajinagar,  
Pune – 411 005
4. The Printer is required to pay a non-refundable Application Fee of Rs.5,000/- (Rupees One thousand only) by a Demand Draft or Pay Order of any Nationalised Bank favouring BANK OF MAHARASHTRA, payable at Pune.

The Application Fee DD/PO is to be submitted along with the Tender and to be placed in the Envelope -1 containing Technical Bid.

5. The Printer is required to make earnest money deposit (EMD) of Rs.2,00,000/- (Rupees Two lakh only) by a Demand Draft or Pay Order of any Nationalised Bank favouring BANK OF MAHARASHTRA payable at Pune, The EMD DD/PO is to be submitted along with the Tender and to be placed in the Envelope -1 containing Technical Bid. **Offers made without EMD will be rejected.** Bank will not pay any interest on the EMD.
6. The EMD will be refundable only on the non acceptance of the offer by the Bank or on the satisfactory completion of work, if the work is assigned to the Printer. The EMD will be forfeited for all other reasons including the non acceptance on the part of Printer to execute the job or non compliance of Terms and Conditions of the RFP.
7. If the contract is awarded, a refundable security deposit @ 10% of the total cost of contract is to be deposited **within 4 days** of awarding of contract, in the form of Demand Draft or Pay Order of any Nationalised Bank favouring BANK OF MAHARASHTRA, payable at Pune which will be retained by the Bank till the satisfactory completion of the work. No interest will be paid on this amount. The Security Deposit may be forfeited on account of unsatisfactory work done by the Printer.

### C. Description, Specifications and Scope of Work

As per Annexure – 1

1. The specifications mentioned are approximate and may vary at the time of placing the order.
2. Bank reserves the right to amend, modify, add or delete, accept or reject in part or full or any conditions or specifications or quantity or the offers without assigning any reason thereof. The decision of the Bank will be Final.

### D. Submission of Tenders

The printers shall submit their offer in two separate sealed envelopes duly super scribed as mentioned here under. **Conditional offer is liable to be rejected.**

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. Correct technical information of the product being offered must be filled in. Filling up of the information using terms such as "OK", "accepted", "noted", "as given in brochure/manual" is not acceptable. Bank may treat offers not adhering to these guidelines as unacceptable.

#### (i) ENVELOPE 1: TECHNICAL BID

- a) It is mandatory to provide the technical details in the exact format of specifications. *The offer may not be evaluated by Bank* in case of non-adherence to the format or non-submission / partial submission of technical details as per the format given in the tender. Bank will not allow/permit changes in the technical specifications once it is submitted. Failure to submit this information along with the offer could result in disqualification.
- b) The envelope should be superscribed as "TECHNICAL BID FOR PRINTING OF DIARIES 2017" and shall contain only the following:-
  - 1) Printer Information as per the format given in **Annexure – 2.**
  - 2) Summary details with the covering letter as per enclosed format (**Annexure – 3**)
  - 3) Audited Balance Sheet/CA certificate in support of Annual Turnover of the company for the last 3 years.

- 4) Assurance to complete the job (including delivery) **within the period of 20 days** after the final approval of proof from our side. Tentative Schedule to be enclosed from the date of Final Approval.
- 5) Total Capacity in terms of No. of Diaries (final product) produced per day.
- 6) Details of Machinery including Hi speed automatic section sewing machines and Automatic Case Machines.
- 7) Specimen of the Diaries printed in the past similar to our specifications.
- 8) Demand Draft or Pay order of Rs.5,000/- (Rupees Five Thousand only) of any Nationalised Bank favouring BANK OF MAHARASHTRA, payable at Pune towards the non refundable Application Fee.
- 9) Demand Draft or Pay order of Rs.2,00,000/- (Rupees Two lakh only) of any Nationalised Bank favouring BANK OF MAHARASHTRA, payable at Pune towards the Earnest Money Deposit (EMD).
- 10) Latest clearance certificate of Sales Tax, Income Tax and Work contract Tax, Excise etc. as applicable.
- 11) Certificate for the Printer not blacklisted by any Government or Private Organization.
- 12) 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) Article of Association (in case of Company)
  - iv) Certificate of Commencement of Business (In case of Company)

c) Technical Bid shall not mention about the rates/costs for the work.

## **(ii) ENVELOPE 2: COMMERCIAL BID**

1. To be superscribed as "COMMERCIAL BID FOR PRINTING OF DIARIES 2017" and shall contain only the following:-
  - i) Covering letter with complete quotation as per the format (**Annexure – 4**)
  - ii) Sample of the paper quality (specifically mentioning the gsm & manufacturer)
2. QUOTATION SHOULD BE DULY SIGNED BY AUTHORISED PERSONS WITH DATE AND SEAL OF THE PRINTER.
3. The Commercial bid must not contradict with the Technical bid in any way.
4. The offer must be made in Indian Rupees only, including all taxes/octroi, transportation charges etc. No price variation relating to increases in customs duty, excise tax, price variation etc. will be permitted.
5. The L1 bidder will be decided on the TCO (total cost of ownership)
6. The offer should hold good for a period of 60 days from the date of the opening of Commercial bid.

## **5. Execution of work**

1. Completion of the entire job (including delivery) **within 20 days** after approval of printing material by the Bank.
2. Sub tendering/ contracting of the printing job or any part thereof will not be permissible.

3. Copy of all the printing material should be presented well in advance for approval prior to final printing of the Diaries.
4. The delivery will be made at the 36 locations as mentioned in **Annexure 5**. The number of Diaries to be delivered will be informed at the time of giving final approval for printing.
5. In the event of any delay in adhering to the time schedule for Printing & Delivery by the specific date/s, the printer shall be liable for a penalty of 1% of the Tender Cost per day for the delayed period (maximum 10%) as liquidated damages to the Bank as well as forfeiture of the EMD and/or Security Deposit.
6. If the work is not found to be of good quality and 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 and/or Security Deposit.

## 6. Payment procedure

1. No advance payment will be made for executing the work order.
2. Payment would be made after the delivery of the Diaries 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. Income Tax etc. will be deducted at source (TDS) from the bills as required under I.T. Act.
3. No interest charges or any other charges shall be payable except the rate quoted for the required number of copies.
4. No escalation in the rates will be accepted/ entertained.

## Other Terms & Conditions

7. Tender offers received within the prescribed closing date and time will be opened in the presence of vendors' authorized representatives on the specified date and time as mentioned in the tender document. The vendor's representatives shall be present and sign to record their attendance.
8. The Bidder/s will be called for the opening of Commercial Bid only when they qualify in the Technical Bid.
9. **Preliminary Scrutiny:** Bank will first scrutinize the technical bid to determine the technical eligibility of the bidder. Thereafter the Commercial bid will be opened of those bidders who are found technically eligible. In their presence, Bank will scrutinize whether they are complete, whether any errors have been made in the offer, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule etc.

To assist in the scrutiny, evaluation and comparison of offers, Bank may at its discretion, ask some or all vendors for clarification of their offer. The request for such clarifications and the response will necessarily be in writing and shall not amount to acceptance of the bid/tender.

10. Bank reserves the right, at its discretion, to waive any minor non-conformity or any minor irregularity in an offer. This shall be binding on all bidders.
11. **No Commitment to Accept Lowest or Any Tender:** Bank shall be under no obligation to accept the lowest or any of the offer received in response to this tender notice and shall be entitled to reject any or all offers including incomplete offers, without assigning any reason whatsoever. Bank reserves the right to make any changes in the terms and conditions of the tender. Bank will not be obliged to meet and have discussions with any Bidder, and or to consider any representations.
12. **Negotiation:** It is essential for the printers to quote the lowest price at the time of making the offer in their own interest. Bank will entertain any price negotiations, with the lowest quoting vendor, for further reduction.

**13. Right to alter quantities:** Bank reserves the right to alter/ modify the proposed job plan/ items specified in the tender. Bank also reserves the right to delete one or more items from the list of items specified in tender.

**14.** Bank reserves the right to place repeat order/s on the printer under the same terms and conditions within a period of three months from the date of acceptance of first order by the printer.

**15. Order Splitting:**

To reduce the risk of delay in the project, Bank may split the order approximately in the ratio of 50:30:20 among the printers offering the lowest total price (L1), the second lowest total price(L2) and the third lowest total price(L3) provided the difference in total price between L1 and L3 is less than or equal to 8%.

However, the work order for L2 and L3 will only be at the rate offered by L1. If L2 and L3 do not accept the work order in writing within 5 working days, then work order will stand automatically cancelled. If any one of the printers out of L2 or L3 accepts the work order in writing, within 5 working days, and the other refuses, the Bank may split the order in ratio of 60:40 between L1 and the printer who agrees (Out of L2 and L3).

If difference in total price between L1 and L3 exceeds 8%, but the difference between L1 and L2 is less or equal to 8%, then the Bank may split the order in the ratio of 60:40 between the printer offering the lowest total price and the printer offering the second lowest total price(L2).

However, the work order for L2 will be at the same rate as offered by L1. If L2 does not accept the work order in writing within 5 working days, then the same will stand automatically cancelled.

If the difference in the total price between L1 and L2 exceeds 8% Bank may place the entire order (or only 60% of it at its discretion) on L1 printer. L2 and L3 are required to match their prices with L1 on the overall price for Bank's Diaries printing plan outlay.

In case two or more printers quote the same price, Bank's decision to allot the work to any one will be final and binding on the remaining concerned bidders.

**16. Order Cancellation**

- a) Bank reserves its right to cancel the order or charge penalty @1% of the tender cost per day (maximum 10%) in the event of non-delivery of material (Diaries) within the specified time limit. Further, Bank shall not be liable to pay any amount and the supplier shall not be entitled to recover from the Bank any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time the Bank shall be entitled to recover the loss which the Bank may incur on account of non - delivery or late delivery or on account of placing orders with other suppliers and recover from the printer / supplier the difference between the price at which it has been agreed to supply and the price at which the Bank is forced to place fresh orders.
- b) The work order can be cancelled for any serious discrepancy in the Diaries printed. Bank's decision on seriousness of the discrepancy will be final

In addition to the cancellation of release order, Bank reserves the right to appropriate the damages from the earnest money deposit (EMD)/ Security Deposit given by the printer.

**17.** Printers are advised to study the RFP /Tender carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP/Tender document with full understanding of its implications.

**18.** The clarifications / interpretations given by the Bank shall be final.

**19.** Any dispute arising will be subject to the Jurisdiction of the Courts at Pune.

**20. Resolution of Disputes:**

Bank and the printer shall make every effort to resolve, amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, Bank and the Printer are unable to resolve amicably, either party may require that the dispute be referred for resolution by formal arbitration.

All questions, disputes or differences arising under and out of, or in connection with the contract, shall be referred to two Arbitrators: one Arbitrator to be nominated by Bank and the other to be nominated by the printer. In the case of the said Arbitrators not agreeing, then the matter will be referred to an umpire to be appointed by the Arbitrators in writing before proceeding with the reference. The award of the Arbitrators, and in the event of their not agreeing, the award of the Umpire appointed by them shall be final and binding on the parties. The arbitration and conciliation act 1996 shall apply to the arbitration proceedings and the venue & jurisdiction of the arbitration shall be Pune.

**21.** The bank reserves the right to amend, modify, add or delete, accept or reject in part or full or any terms and conditions of tender / RFP without assigning any reason thereof. The decision of the bank will be final

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**Description, Scope and Specifications of Work****General:**

1. Paper should be procured by the printer.
2. Responsibility of the accuracy for printing the Diaries as per the design given by the Bank will be that of printer only.
3. The job would cover all the works relating to printing and delivery of Diaries.

**4. Job specifications:****1) EXECUTIVE DIARY:**

Specifications	
Size Page(inner) Cover(Outer)	24 cms X 17.0 cms 24.5 cms X 17.5 cms
Quantity	5,500
Format	<ol style="list-style-type: none"> <li>1. One page per day (Sat-Sun on one page)</li> <li>2. Time to be printed on left side of every date page</li> <li>3. Bank's logo/ dates of the month on top to be printed in lighter shade on every page</li> <li>4. Action plan printed at the beginning of every month</li> <li>5. 12 multi colour separator sheets (con glazed paper) containing write ups/ advertisements on Bank's products (back to back) to be inserted at the beginning and middle of every month</li> <li>6. End papers with multi colour designs (final format may be decided at Bank's discretion)</li> <li>7. Pages for notes at the end</li> <li>8. Logo embossing on the cover page on the diary</li> <li>9. Personalised embossing on the cover for minimum 500 diaries</li> </ol>
No of Pages	Approximately 390 (+/-8 pages) pages including personal / other useful information and information relating to Bank
Paper	<ol style="list-style-type: none"> <li>1. Leatherette cover with 1.8 mm Kappa Board, Golden gilding on paper</li> <li>2. 170 GSM Indian Art paper for end papers</li> <li>3. On cover and on round back binding, golden foiling and three side golden gilding.</li> <li>4. 90 GSM Indian Art paper for 12 separators</li> <li>5. 70 GSM natural shade paper for initial write up, action plan and date pages</li> </ol>

**2) CUSTOMER DIARY:**

Specifications	
Size Page Cover	24 cms X 17.0 cms 24.5 cms X 17.5 cms
Quantity	45,000
Format	<ol style="list-style-type: none"> <li>1. Bank's logo on top to be printed in lighter shade on every page</li> <li>2. A multi colour sheet containing advertisements on Bank's products (back to back ) to be inserted</li> <li>3. End papers with multi colour designs</li> <li>4. Pages for notes at the end</li> </ol>
No of Pages	Approximately 184 (+/-8 pages) pages including personal / other useful information and information relating to Bank
Paper	<ol style="list-style-type: none"> <li>1. 130 GSM Indian Art paper for cover with Matt lamination</li> <li>2. 170 GSM Indian Art paper for end papers</li> <li>3. 90 GSM Indian Art paper for 12 separators</li> <li>4. 70 GSM sunshine paper for initial write up and date pages</li> </ol>

**3) OFFICER DIARY:**

Specifications	
Size	24 cms X 17.0 cms
Page Cover	24.5 cms X 17.5 cms
Quantity	6,000
Format	<ol style="list-style-type: none"> <li>1. Layout of two dates per page (Monday to Thursday) and three dates per page (Friday to Sunday)</li> <li>2. Time to be printed on left side of every date page</li> <li>3. Bank's logo/ dates of the month on top to be printed in lighter shade on every page</li> <li>4. Action plan printed at the beginning of every month</li> <li>5. 12 multi colour separator sheets (con glazed paper) containing write ups/ advertisements on Bank's products (back to back) to be inserted at the beginning and middle of every month</li> <li>6. End papers with multi colour designs (final format may be decided at Bank's discretion)</li> <li>7. Pages for notes at the end</li> </ol>
No of Pages	Approximately 220 (+/-8 pages) pages including personal / other useful information and information relating to Bank
Paper	<ol style="list-style-type: none"> <li>1. 130 GSM Indian Art paper for cover with spot lamination</li> <li>2. 170 GSM Indian Art paper for end papers</li> <li>3. 90 GSM Indian Art paper for 12 separators</li> <li>4. 70 GSM sunshine paper for initial write up and date pages</li> </ol>

**4) Pocket Diary**

Specifications	
Size	11 cms X 8.5 cms
Page Cover	11 cms X 8.5 cms
Quantity	1,00,000
Format	<ol style="list-style-type: none"> <li>1) Bank's logo on top to be printed in lighter shade on every page</li> <li>2) Cover Page and End papers with multi colour designs</li> <li>3) 70 GSM sunshine paper for inside pages</li> </ol>
No of Pages	Approximately 100 (+/-8 pages) pages
Paper	250 GSM Indian Art paper for cover with lamination
Binding	Spiral Binding from TOP

**Common specifications for Executive, Officer and Customer Diary**

Printing	<ol style="list-style-type: none"> <li>1. Multi colour printing on cover, endpapers and separators on Indian Art paper</li> <li>2. Single colour offset printing on date pages</li> </ol>
Binding	Automatic Machine Binding, Hard bound section sewn with 1.8 mm Kappa Board with head & tail band lined with crepe.
Design	Cover design and matter for partitions to be provided by successful bidder.
Others	Book mark – 3" X 5" with silk blue ribbon (300 gsm Art paper)
Packing	Individual shrink wrap & suitable quantity in 5 ply corrugated boxes strapped for roadworthy transport in bundles.
Delivery	<ol style="list-style-type: none"> <li>1. At various offices as per <b>Annexure 5</b></li> <li>2. To be completed within 20 days from the date of order confirmation</li> </ol>

**Printer Information**

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

S. No	Item	Details
1.	Name of the Company	
2.	Postal address	
3.	Office address	
4.	Telephone/Mobile and Fax numbers	
5.	Details of contact person: Name, designation, Email ID, Telephone Nos	
6.	Constitution Individual/Partnership/Company	
7.	Name and designation of the person authorized to make commitments to the Bank	
8.	Year of commencement of Business	
9.	Turn over of the company (Audited) (not of group)	
	F.Y. 2013-14	
	F.Y. 2014-15	
	F.Y. 2015-16	
10	Profit of the company (Audited) (not of group)	
	F.Y. 2013-14	
	F.Y. 2014-15	
	F.Y. 2015-16	
11.	Sales Tax Number	
12.	Income Tax Number (PAN)	
13.	Infrastructure: Description of machinery, facilities for production, inspection, testing and quality assurance (Details be enclosed) i) Qualified Personnel : ii) Other Staff : iii) Details of Machinery : a) Printing b) Binding c) 2 Hi Speed Automatic Sewing Machine: Available/ No d) Automatic Case making Machine: Available/ No	
14.	Names and addresses of the principal bankers with whom major credit facilities (fund / non-fund) are being enjoyed (Also mention names of the banks in consortium, names of the contact officials of the bank, phone & fax numbers etc.)	
15	Name of Companies /Banks for which similar job work has been done in previous year along with specimen copy of Diaries	

**Annexure - 3****(A) Check List for Technical Bid**

Enclosures	Remarks
Audited Balance Sheet/CA certificate in support of Annual Turnover of the company for the last 3 years.	
Certificate from the respective clients for the similar jobs executed in last two years with respective values of the contract and completion details,	
Assurance to complete the job within the period of 20 days	
Details of the Machinery	
Specimen copies of similar jobs (Diaries) done	
A/c Payee Demand Draft of Application Fee of Rs.5000/- (Rs. Five thousand only).	
Earnest Money Deposit (EMD) of Rs.2,00,000/- (Rs. Two lakh only)	
Latest clearance certificate of Sales Tax, Income Tax and Work contract Tax as applicable	
Copies of following documents for compliance of KYC Norms	
Proof of Address	
Proof of Identity	
Article of Association (in case of company)	
Certificate of Commencement of Business (In case of company).	

**(B) Covering Letter for Technical Bid (To be submitted on Printer's letter head)**

Ref: AX1/M&amp;P/RFP/02/Diaries/2016

date: 08.11.2016

Chief Manager,  
Marketing & Publicity,  
Bank of Maharashtra,  
Head Office: 'Lokmangal',  
1501, Shivajinagar,  
Pune – 411 005

Dear Sir,

Reg.: TENDER FOR PRINTING OF DIARIES 2017

We hereby submit the details as specified in the Ref: AX1/M&P/RFP/02/Diaries/2016 dated 08.11.2016. We unconditionally agree to abide by the Terms & Conditions specified therein.

**TECHNICAL BID FOR PRINTING OF DIARIES**

1. Annual Turnover of the company for the last 3 financial years.

Annual Turnover of the company for the Financial year 2013-14 (Audited)	Annual Turnover of the company for the Financial year 2014-15 (Audited)	Annual Turnover of the company for the Financial year 2015-16 (Audited)
Rs. in lakh	Rs. in lakh	Rs. in lakh

Audited/Provisional Balance Sheet/CA certificate in support of Annual Turnover is enclosed.

2. Similar jobs executed during the last two years with respective values of the contract and completion details,

Diaries printed in the year	Name of the Company	Description	Quantity
2014-15			
2015-16			

3. A certificate from the respective clients for the various jobs executed is enclosed.

4. Specimen copies of the similar jobs (Diaries) done are enclosed.

5. We hereby give our assurance to complete the job within the period of 20 days after the approval of proof from your side.

6. Details of the Machinery is annexed.

7. Details of the DD/POs enclosed:

for Rs 5000/- towards Application Fee: No \_\_\_\_\_ Bank \_\_\_\_\_ Branch \_\_\_\_\_

for Rs 200,000/- towards EMD: No \_\_\_\_\_ Bank \_\_\_\_\_ Branch \_\_\_\_\_

8. We have enclosed latest clearance certificate of Sales Tax, Income Tax and Work contract Tax. (whichever is applicable).

9. We declare that our firm/Company has 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 to deposit 10% of the contract value as Security Deposit if any work is awarded to us. We also agree that the Security deposit amount along with 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. We also agree that the Bank reserves the right to forfeit the Security deposit amount and the Earnest Money Deposit (EMD) if we fail to fulfill the terms of contract. This will be in addition to any other penalty imposed by the Bank.

Yours faithfully,

[Signature of the Authorized person]  
Full name of the Proprietor/Partner/Director  
Seal of the firm & date

**Annexure – 4****Commercial Bid (To be submitted on Printer's letter head)**

Ref: AX1/M&amp;P/RFP/02/Diaries/2016

date: 08.11.2016

Chief Manager,  
Marketing & Publicity Department,  
Bank of Maharashtra,  
Head Office, "Lokmangal",  
1501, Shivajinagar,  
Pune – 411 005

Dear Sir,

Reg: TENDER FOR PRINTING OF DIARIES 2017

We hereby offer to execute the subject work as specified in the Ref: AX1/M&P/RFP/02/Diaries/2016 dated 08.11.2016, and agree to abide by the Terms & Conditions specified therein. We undertake the subject work at the Rates Quoted below by us and to commence / complete the said work within the prescribed time schedule.

**(iv) EXECUTIVE DIARY:**

<b>Specifications</b>	
Size Page(inner) Cover(Outer)	24 cms X 17.0 cms 24.5 cms X 17.5 cms
Quantity	5,500
Format	<ol style="list-style-type: none"> <li>1. One page per day (Sat-Sun on one page)</li> <li>2. Time to be printed on left side of every date page</li> <li>3. Bank's logo/ dates of the month on top to be printed in lighter shade on every page</li> <li>4. Action plan printed at the beginning of every month</li> <li>5. 12 multi colour separator sheets (con glazed paper) containing write ups/ advertisements on Bank's products (back to back) to be inserted at the beginning and middle of every month</li> <li>6. End papers with multi colour designs (final format may be decided at Bank's discretion)</li> <li>7. Pages for notes at the end</li> <li>8. Logo embossing on the cover page on the diary</li> <li>9. Personalised embossing on the cover for minimum 500 diaries</li> </ol>
No of Pages	Approximately 390 (+/-8 pages) pages including personal / other useful information and information relating to Bank
Paper	<ol style="list-style-type: none"> <li>1. Leatherette cover with 1.8 mm Kappa Board, Golden gilding on paper</li> <li>2. 170 GSM Indian Art paper for end papers</li> <li>3. On cover and on round back binding, golden foiling and three side golden gilding.</li> <li>4. 90 GSM Indian Art paper for 12 separators</li> <li>5. 70 GSM natural shade paper for initial write up, action plan and date pages</li> </ol>
Rate per diary (all inclusive)	Rs
Total Amount	Rs

**2. CUSTOMER DIARY:**

<b>Specifications</b>	
Size Page	24 cms X 17.0 cms

Cover	24.5 cms X 17.5 cms
Quantity	45,000
Format	1. Bank's logo on top to be printed in lighter shade on every page 2. A multi colour sheet containing advertisements on Bank's products (back to back ) to be inserted 3. End papers with multi colour designs 4. Pages for notes at the end
No of Pages	Approximately 184 (+/-8 pages) pages including personal / other useful information and information relating to Bank
Paper	1. 130 GSM Indian Art paper for cover with Matt lamination 2. 170 GSM Indian Art paper for end papers 3. 90 GSM Indian Art paper for 12 separators 4. 70 GSM sunshine paper for initial write up and date pages
Rate per diary (all inclusive)	Rs
Total Amount	Rs

**3. OFFICER DIARY:**

Specifications	
Size	Page Cover
	24 cms X 17.0 cms 24.5 cms X 17.5 cms
Quantity	6,000
Format	8. Layout of two dates per page (Monday to Thursday) and three dates per page (Friday to Sunday) 9. Time to be printed on left side of every date page 10. Bank's logo/ dates of the month on top to be printed in lighter shade on every page 11. Action plan printed at the beginning of every month 12. 12 multi colour separator sheets containing write ups/ advertisements on Bank's products (back to back ) to be inserted at the beginning and middle of every month 13. End papers with multi colour designs 14. (final format may be decided at Bank's discretion) 15. Pages for notes at the end
No of Pages	Approximately 220 (+/-8 pages) pages including personal/ other useful information and information relating to Bank
Paper	1. 130 GSM Indian Art paper for cover with spot lamination 2. 170 GSM Indian Art paper for end papers 3. 90 GSM Indian Art paper for 12 separators 4. 70 GSM sunshine paper for initial write up and date pages
Rate per diary (all inclusive)	Rs
Total Amount	Rs

**4) Pocket Diary:**

Specifications	
Size	Page Cover
	11 cms X 8.5 cms 11 cms X 8.5 cms
Quantity	1,00,000
Format	5) Bank's logo on top to be printed in lighter shade on every page 6) Cover Page and End papers with multi colour designs 7) 70 GSM sunshine paper for inside pages
No of Pages	Approximately 100 (+/-8 pages) pages
Paper	250 GSM Indian Art paper for cover with lamination
Binding	Spiral Binding from TOP



Rate per diary (all inclusive)	Rs
Total Amount	Rs

### Common specifications for Executive, Officer and Customer Diary

Printing	1. Multi colour printing on cover, endpapers and separators on Indian Art paper 2. Single colour offset printing on date pages
Binding	Automatic Machine Binding, Hard bound section sewn with 1.8 mm Kappa Board with head & tail band lined with crepe.
Design	Cover design and matter for partitions to be provided by successful bidder.
Others	Book mark – 3" X 5" with silk blue ribbon
Packing	Individual shrink wrap & suitable quantity in 5 ply corrugated boxes strapped for roadworthy transport in bundles.
Delivery	1. At various offices as per <b>Annexure 5</b> 2. To be completed <b>within 20 days</b> from the date of order confirmation

### Total Cost of Ownership

	Executive Diary	Customer Diary	Officer Diary	Pocket Diary
	A	B	C	D
Rate per diary (all inclusive) Rs.				
Total Cost Rs				
Grand Total (A+B+C) (TCO) Rs				

The rates quoted are inclusive of all taxes, levies, VAT, Excise, Sales tax, Octroi etc. The specimen / design / artwork of proposed Diaries shall be provided by us on confirming the assignment. Bank shall have sole rights to accept or suggest changes or reject the artwork.

We understand that the Bank reserves the right to reject any or all the quotations received without assigning any reasons.

We further undertake/ declare as follows:

- 1) We agree and accept to abide by this tender offer till 60 days from the date of opening of the commercial bid and our offer shall remain binding upon us and may be accepted by the Bank any time before the expiration of that period.
- 2) Until a formal contract is prepared and executed, this tender offer, together with the Bank's written acceptance thereof and the Bank's notification of award, shall constitute a binding contract between us.
- 3) We understand that the Bank is not bound to accept the lowest or any of the offers the Bank may receive.
- 4) We assure /undertake to complete the job within the period of 20 days from the date of approval of printing material.
- 5) We hereby declare that that the documents, statements and declarations made herein are true, complete and correct to the best of our knowledge and belief. 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.
- 6) We are agreeable to the Payment schedule given in the tender terms.

Yours faithfully,

[Signature of the Authorized person]  
Full name of the Proprietor/Partner/Director  
Seal of the firm & date

## Annexure 5

## LIST OF LOCATIONS (OFFICES) FOR DELIVERY OF DIARY

Deputy General Manager BANK OF MAHARASHTRA <b>Ahmedabad Zone,</b> Mavlankar Haveli, Vasant Chowk, Bhadra, Ahmedabad 380 001. Ph No : (079)25507901/25506903	Assistant General Manager BANK OF MAHARASHTRA <b>Ahmednagar Zone,</b> Gurukul, 2nd Floor, Lal Taki Road, Ahmednagar 414 001. Ph No : (0241)2430659/2430578
Assistant General Manager BANK OF MAHARASHTRA <b>Akola Zone,</b> "Arth Mangal", Oak Marg, Satav Chowk, Jatharpeth, Akola 444 005. Ph No : (0724)2490842/2490843	Assistant General Manager BANK OF MAHARASHTRA <b>Amravati Zone,</b> Opp. Atul Mangal Karyalay, Lahanuji Nagar, Amravati 444 001 Ph No : (0721)2678206/2671452
Assistant General Manager BANK OF MAHARASHTRA <b>Aurangabad Zone,</b> Mahabank Bhavan C-3, N-1 Town Centre, CIDCO, Aurangabad 431 003. Ph No : (0240)2481232/2483206	Deputy General Manager, BANK OF MAHARASHTRA <b>Bengaluru Zone,</b> 15, Police Station Road, Basawangudi Bengaluru 560 064 Ph No : (080)26526237/26620236
Assistant General Manager BANK OF MAHARASHTRA <b>Bhopal Zone,</b> 1/14 Prashasanik Zone, Arera Hill, Jail Road, Bhopal 462 011. Ph No : (0755)2551003/2550808	Deputy General Manager BANK OF MAHARASHTRA <b>Kolkata Zone,</b> McLeod House, 1st Floor, 3, N.S. Road, Kolkata 700 001. Ph No : (033)22430286/22483687
Assistant General Manager BANK OF MAHARASHTRA <b>Chandrapur Zone,</b> Ghanashyam Bhavan, opposite Police H.O. Mul Road, Chandrapur-442401 Ph No : (07172)254518/255318	Assistant General Manager BANK OF MAHARASHTRA <b>Chennai Zonal Office,</b> 04, Sivangananan Road, T. Nagar <b>Chennai - 600 017</b> Ph No : (044)24364410/24327650
Deputy General Manager BANK OF MAHARASHTRA <b>Chandigarh Zone,</b> SCO 88-89, Sector - 17 C, Chandigarh 160 017. Ph No : (0172)2713010/2720076	Deputy General Manager BANK OF MAHARASHTRA <b>Delhi Zone,</b> 15, NBCC Tower, 3 <sup>rd</sup> floor, Bhikaji Kama Place, New Delhi 110 066. Ph No : (011)26172824/26172853
Assistant General Manager BANK OF MAHARASHTRA <b>Goa Zone,</b> Dattaprasad Building, 1st Floor, M.G. Raod, Panaji, Goa 403001. Ph No : (0832)2223136/2231074	Deputy General Manager BANK OF MAHARASHTRA <b>Hyderabad Zone,</b> 4-03-379, 2nd Floor, Bank Street, Sultan Bazar, Hyderabad 500 001. Ph No : (040)24757005/24755080

Assistant General Manager BANK OF MAHARASHTRA <b>Indore Zone,</b> Maharashtra Sahitya Sabha Bhavan, 688, M.G.Road, Indore 452 007. Ph No (0731)2435924/2531805	Assistant General Manager BANK OF MAHARASHTRA <b>Jabalpur Zone,</b> Muthye Building Opp. Telephone Exchange 1st Floor, Wright Town Jabalpur 480 002. Ph No : (0761)2610573/2400287
Assistant General Manager BANK OF MAHARASHTRA <b>Jalgaon Zone,</b> Khandesh Mill Shopping Complex, Building No.7, 1st Floor, P.Box.no.88, Nehru Chowk, Jalgaon 425 001. Ph No : (0257)2225030/2236005	Assistant General Manager BANK OF MAHARASHTRA <b>Jaipur Zone</b> F-104, Riddhi Siddhi Apt., Subhash Marg, Jaipur- 302 001 Ph No : (0141)2379903/04/05
Deputy General Manager BANK OF MAHARASHTRA <b>Kolhapur Zone,</b> Rukmini, Plot No. 7 Surve Colony, New Shahapuri, P.Box No. 250, Kolhapur 416 001. Ph No : (0231)2533414/2533438	Assistant General Manager BANK OF MAHARASHTRA <b>Latur Zone,</b> 28/77, Kirti Mansion, Kamdar Road, Adat Bazar Hanuman Chowk, Latur 413 512. Ph No : (02382)248717/246108
Assistant General Manager BANK OF MAHARASHTRA <b>Lucknow Zone,</b> Plot No 12, Mahanagar North Hsg Co-op Society, Sector - 9, Vikas Nagar, Lucknow. U P. Ph No : (0522)2739259/2739260	Deputy General Manager BANK OF MAHARASHTRA <b>Mumbai City Zone,</b> Janamangal, 2nd Floor, 45/47 Mumbai Samachar Marg Fort, Mumbai 400 023. Ph No : (022)25812621/25823706
Deputy General Manager BANK OF MAHARASHTRA <b>Mumbai Suburb Zone,</b> Plot No 632, Yashomangal, Gandhinagar, Bandra East Mumbai 400 051. Ph No : (022)26400864	Deputy General Manager BANK OF MAHARASHTRA <b>Nagpur Zone,</b> Mahabank Building, Abhyankar Road, Sitaburdi, Nagpur 440 012. Ph No : (0712)2545020/2545021
Deputy General Manager BANK OF MAHARASHTRA <b>Nasik Zone,</b> Griha Nirman Bhavan Old Agra Road, Post Box No.140 Nasik 422 002. Ph No : (0253)2580748/2577479	Deputy General Manager BANK OF MAHARASHTRA <b>Pune City Zone,</b> 'Yashomangal', F.C.Road, Shivajinagar, Pune-411005 Ph No : (020)25537919/25530864
Deputy General Manager BANK OF MAHARASHTRA <b>Pune West Zone,</b> 'Yashomangal', F.C.Road, Shivajinagar, Pune-411005 Ph No : (020)25530861/2/3/4/5	Deputy General Manager BANK OF MAHARASHTRA <b>Pune East Zone,</b> <b>2<sup>nd</sup> Floor, Kesari Maratha Trust Complex,</b> N.C. Kelkar Rd. 568, Narayan Peth, Pune 411 030. Ph No : (020)24459184/24456467

Assistant General Manager BANK OF MAHARASHTRA <b>Raigad Zone,</b> E-7, 2/3, Sector I CIDCO Old Admn Bldg, Vashi, New Mumbai- 4000 703 Dist.Thane, Maharashtra Ph No (022)27820013,14,16,21,24	Assistant General Manager BANK OF MAHARASHTRA <b>Raipur Zone,</b> Chawla Complex, Sai Nagar, Raipur 491 001. Ph No : (0771)2882716/2551316
Assistant General Manager BANK OF MAHARASHTRA <b>Satara Zone,</b> Jeevan Tara, L.I.C. Regional Office Building, Opp. Collector Office, Koregaon Rd, Satara 415 001 Ph No : (02162)232906/227510	Assistant General Manager BANK OF MAHARASHTRA <b>Solapur Zone,</b> Plot No. 94, Gaikwad Bldg. Morarji Peth, Solapur Pune Road Solapur 413 002 Ph No : (0217)2733870/2733871
Deputy General Manager BANK OF MAHARASHTRA <b>Thane Zone,</b> Mahabank Bhavan B-37, Wagle Ind. Estate, Thane 400604 Ph No : (022)25822462/25829436	Deputy General Manager <b>Integrated Treasury &amp; International  Banking</b> BANK OF MAHARASHTRA Apeejay House, 1 <sup>st</sup> Floor 130, Dr.V.B.Gandhi Marg Fort, Mumbai-400 023 Ph No : (022)22810399/22873880
Chief Manager <b>Marketing &amp; Publicity Department,</b> BANK OF MAHARASHTRA HO 'Lokmangal' 1501, Shivajinagar, Pune 411 005 Ph No : (020)25536955/25536682	

- Charges for unloading to be bear by Vendor only.
- Diary should reach to our offices within 20 days.