



बैंक ऑफ महाराष्ट्र
Bank of Maharashtra
भारत सरकार का उद्यम
एक परिवार एक बैंक

RFP for Printing of Financial Literacy Material in Marathi

Bank of Maharashtra

REQUEST FOR PROPOSAL
FOR
Printing and Delivery
of
Financial Literacy Material
In
Marathi

PROPOSAL REFERENCE 01/2013-2014



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. 2000/-

SLBC Cell Credit Priority Department,
Head Office, 'Lokmangal',
1501, Shivajinagar,
Pune 411 005

RFP for Printing of Financial Literacy Material in Marathi

Ref: AX1/Credit Priority/RFP/01/Financial Literacy Guide, Financial Diary & Financial Literacy Posters/2014
date: 08.02.2014

Request For Proposal (RFP) for printing of Financial Literacy Material in Marathi

Contents

1	RFP in brief
2	Terms and Conditions
	- Bidder Qualification Criteria
	- Last date for submission
	- Submission of Tenders (Technical and Commercial)
	- Execution of work order
	- Payment procedure
	- Others
3	Annexure – 1: Description, Scope and Specifications of Work
4	Annexure – 2: Printer Information
5	Annexure – 3: (A) Check List for Technical Bid
	Annexure – 3: (B) Covering Letter for Technical Bid
6	Annexure – 4: Commercial Bid (to be submitted in separate envelope)
	Annexure – 5: Proof of Delivery of Financial Literacy Material in Marathi
	Annexure – 6: List of LDM Offices & other offices where Financial Literacy Material is to be delivered.

1. INVITATION FOR TENDER OFFERS

Sealed tenders are invited from the interested reputed printers for the printing and delivery (of the same to LDM / Other offices in Maharashtra State) of RBI's Financial Literacy Material – Marathi version.

Details of RFP in brief---

Job: Printing and delivery of Financial Literacy Material in Marathi

- i) Financial Literacy Guide - Qty: 40000
- ii) Financial Diary - Qty: 230000
- iii) Financial Literacy Posters - Qty: 8000 sets of 16 posters each (128000)
- iv) Delivery of the same to all LDM / other offices in Maharashtra State.

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: **22.02.2014 up to 01.00 p.m.**

Time and Date of Opening of Technical Bids: **22.02.2014 at 3.00 p.m.**

Time and Date of Opening of Commercial Bids: **22.02.2014 at 4.00 p.m.**

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

Chief Manager

FI, RRB and SLBC

Bank of Maharashtra

SLBC Cell, Credit Priority Department

Head Office: 'Lokmangal', 1501, Shivajinagar, Pune – 411 005

Telephone No: 020 - 25513813, 25530266, 25538252, 25513121, 25614275

Fax No : 020 - 25536748

Email: bomfislbc@mahabank.co.in; bomfislbc@gmail.com; bharat.barve@mahabank.co.in

Application Fee (non refundable): Rs.2000/- (Rs. Two thousand only) by DD/ Pay order payable at Pune.

Earnest Money Deposit: Rs.100000/- (Rs. One 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 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 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 Mumbai/ Pune and or surrounding areas, capable of English and Marathi data feeding and printing minimum **50,000 books, 2-3 lakh Financial Literacy Guide, Financial Diary & 150000 Financial Literacy Posters**, within a period of **30 days** after approval of proof of printing materials by the Bank. Further, Printer should have adequate infrastructure facilities to handle the job independently (no subcontracting permitted).
4. The Printer should have excellent track record/experience and should have printed Marathi books / Marathi Financial Literacy Guide, Financial Diary & Financial Literacy Posters / Marathi Posters of minimum the same quantity as specified in this RFP for some reputed companies/Institutions/Government departments 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 Authorized Agencies.

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

1. Last Date for submission of the Technical and Commercial Bids is **22nd February, 2014 up to 01.00 p.m.**
2. Time and Date of Opening of tender offers:
Technical Bids: **22.02.2014 at 3.00 p.m.**
Commercial Bids: **22.02.2014 at 4.00 p.m.**
3. Place of opening tender offers:
Bank of Maharashtra
SLBC Cell, Credit Priority Department, 3rd floor
Head Office: 'Lokmangal',
1501, Shivajinagar,
Pune – 411 005

RFP for Printing of Financial Literacy Material in Marathi

4. The Printer is required to pay a non-refundable Application Fee of Rs.2,000/- (Rupees Two thousand only) by a Demand Draft or Pay Order of any Nationalized Bank favoring 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.100000/- (Rupees One lakh only) by a Demand Draft or Pay Order of any Nationalized Bank favoring 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 @ 5% 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 Nationalized Bank favoring 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.
8. Cheques will not be accepted in lieu of DD/PO, for any of the above payments to be made to Bank of Maharashtra.

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.

RFP for Printing of Financial Literacy Material in Marathi

b) The envelope should be super scribed as "TECHNICAL BID FOR PRINTING OF FINANCIAL LITERACY MATERIAL IN MARATHI" 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 30 days after the final approval of proof from our side. Proof to be submitted within a period of 10 days from the date of allotment of work order. Tentative Schedule to be enclosed from the date of Final Approval.
- 5) Total Capacity in terms of No. of Financial Literacy Guide, Financial Diary & Financial Literacy Posters (final product) produced per day.
- 6) Details of Machinery including machinery available for stitching.
- 7) Specimen of the Financial Literacy Guide, Financial Diary & Financial Literacy Posters printed in the past similar to our specifications / similar work.
- 8) Demand Draft or Pay order of Rs.2,000/- (Rupees Two Thousand only) of any Nationalized Bank favouring BANK OF MAHARASHTRA, payable at Pune towards the non refundable Application Fee.
- 9) Demand Draft or Pay order of Rs.1,00,000/- (Rupees One lakh only) of any Nationalized 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) 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 should not mention about the rates/costs for the work.

(ii) ENVELOPE 2: COMMERCIAL BID

1. To be super scribed as "COMMERCIAL BID FOR PRINTING OF FINANCIAL LITERACY MATERIAL IN MARATHI" 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.

RFP for Printing of Financial Literacy Material in Marathi

4. The offer must be made in Indian Rupees only, including all taxes / octroi, transportation/delivery charges etc. No price variation relating to increase 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 opening of the Commercial bid.

5. Execution of work

1. Completion of the entire job (including delivery) **within 30 days** after approval of proof 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 Financial Literacy Guide, Financial Diary & Financial Literacy Posters.
4. The delivery will be made at the 36 locations as mentioned in **Annexure 5**. The number of Financial Literacy Guide, Financial Diary & Financial Literacy Posters 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 Financial Literacy Guide, Financial Diary & Financial Literacy Posters at specified locations and on production of supporting evidence of delivery (Proof of Delivery in prescribed format from LDM's and other Offices) 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.

RFP for Printing of Financial Literacy Material in Marathi

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 decide upon splitting of the order if required. The required splitting of 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%. Bank's decision on splitting the order will be final.

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 will split the order in the 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 will 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 will 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 Financial Literacy Guide, Financial Diary & Financial Literacy Posters 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 (Financial Literacy Guide, Financial Diary & Financial Literacy Posters) 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 Financial Literacy Guide, Financial Diary & Financial Literacy Posters 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/Mumbai.

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.

/***/

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

1. Paper should be procured by the printer.
2. Responsibility of the accuracy for printing the Financial Literacy Guide, Financial Diary & Financial Literacy Posters 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 Financial Literacy Guide, Financial Diary & Financial Literacy Posters. Including any art work if warranted.

4. Job specifications:**1) FINANCIAL LITERACY GUIDE:**

Specifications	
Size Page(inner) Cover(Outer)	8.25" X 11.75"
Quantity	40000
Printing & Binding type	Both side, four colour. Centre stitching
No of Pages	36 (Both side, 4 colour printing, including cover)
Paper quality	Cover page – 300 GSM Art Card with 4 colours with lamination. Inside page – 170 GSM Art Paper with 4 colour

2) FINANCIAL DIARY:

Specifications	
Size Page Cover	5.5" X 8.5"
Quantity	230000
Printing & Binding type	Both side, four colour. Centre stitching
No of Pages	36(Both side, 4 colour printing, including cover)
Paper	Cover page – 170 GSM Art Paper with 4 colours with lamination. Inside page – 60 GSM Map litho Paper with 4 colour

3) FINANCIAL LITERACY POSTERS:

Specifications	
Size Page Cover	15" x 20"
Quantity	16 Types of posters, 8000 each (128000)
Printing	One side four colour
No of Pages	One page per poster
Paper	130 GSM Art paper

Annexure 2

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. 2010-11	
	F.Y. 2011-12	
	F.Y. 2012-13	
10	Profit of the company (Audited) (not of group)	
	F.Y. 2010-11	
	F.Y. 2011-12	
	F.Y. 2012-13	
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 / Stitching	
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 / Institutions / Government department / Banks for which similar job work has been done in previous year along with specimen copy.	

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 30 days	
Details of the Machinery	
Specimen copies of similar jobs done	
A/c Payee Demand Draft of Application Fee of Rs.2,000/- (Rs. Two thousand only).	
Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rs. One 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)

Reference No: AX1/Credit Priority/RFP/01/Financial Literacy Guide, Financial Diary & Financial Literacy Posters / 2014
date: 08.02.2014

Chief Manager,
FI, RRB & SLBC,
Bank of Maharashtra,
Head Office: 'Lokmangal',
1501, Shivajinagar,
Pune – 411 005

Dear Sir,

Reg.: TENDER FOR PRINTING OF FINANCIAL LITERACY MATERIAL IN MARATHI.

We hereby submit the details as specified in the RFP No. AX1/Credit Priority/RFP/01/Financial Literacy Guide, Financial Diary & Financial Literacy Posters / 2014 dated: 08.02.2014.

We unconditionally agree to abide by the Terms & Conditions specified therein.

TECHNICAL BID FOR PRINTING OF FINANCIAL LITERACY GUIDE, FINANCIAL DIARY & FINANCIAL LITERACY POSTERS

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

Annual Turnover of the company for the Financial year 2010-11 (Audited)	Annual Turnover of the company for the Financial year 2011-12 (Audited)	Annual Turnover of the company for the Financial year 2012-13 (Audited)
₹. in lakhs	₹. in lakhs	₹. in lakhs

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,

Year	Name of the Company	Description	Quantity
2011-12			
2012-13			

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

4. Specimen copies of similar jobs done are enclosed.

5. We hereby give our assurance to submit the proof of printing material within 10 days of receipt of printing order and complete the job within the period of 30 days after the approval of proof from your side.

6. Details of the Machinery is annexed.

7. Details of the DD/POs enclosed:

RFP for Printing of Financial Literacy Material in Marathi

for Rs.2000/- towards Application Fee: No _____ Bank _____ Branch _____

for Rs.100000/- 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 @ 5% 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 / Company & date

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

Reference No: AX1/Credit Priority/RFP/01/Financial Literacy Guide, Financial Diary & Financial Literacy Posters / 2014
date: 08.02.2014

Chief Manager,
SLBC Cell, Credit Priority Department
Bank of Maharashtra,
Head Office, "Lokmangal",
1501, Shivajinagar,
Pune – 411 005

Dear Sir,

Reg: TENDER FOR PRINTING OF FINANCIAL LITERACY MATERIAL IN MARATHI.

We hereby offer to execute the subject work as specified in the RFP No. AX1/Credit Priority/RFP/01/Financial Literacy Guide, Financial Diary & Financial Literacy Posters / 2014 date: 08.02.2014, 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.

1. FINANCIAL LITERACY GUIDE:

Specifications	
Size Page(inner) Cover(Outer)	Size Page(inner) Cover(Outer)
Quantity	Quantity : 40000
Printing & Binding type	Printing & Binding type
No of Pages	No of Pages
Paper quality	Paper quality
Rate per diary (all inclusive)	Rs
Total Amount	Rs

2 FINANCIAL DIARY:

Specifications	
Size Page Cover	Size Page Cover
Quantity	Quantity 230000
Printing & Binding type	Printing & Binding type
No of Pages	No of Pages
Paper	Paper
Rate per diary (all inclusive)	Rs
Total Amount	Rs

3 FINANCIAL LITERACY POSTERS:

Specifications	
Size	Page Cover
Quantity	Quantity 8000 sets of 16 posters each (128000)
Printing	Printing
No of Pages	No of Pages
Paper	Paper
Rate per diary (all inclusive)	Rs
Total Amount	Rs

Total Cost of Ownership

	Financial Literacy Guide	Financial Diary	Financial Literacy Posters
	1	2	3
Rate per diary (all inclusive) Rs.			
Total Cost Rs			
Grand Total (A+B+C) (TCO) Rs			

The printing rates quoted are inclusive of art work, binding, packing, all taxes, levies, VAT, Excise, Sales tax, Octroi, transportation & delivery charges to LDM's / other offices etc. The specimen of proposed Financial Literacy Guide, Financial Diary & Financial Literacy Posters shall be provided by us on confirming the assignment. Bank shall have sole right 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 30 days from the date of approval of proof 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]

RFP for Printing of Financial Literacy Material in Marathi

Full name of the Proprietor/Partner/Director
Seal of the firm / Company & date

Annexure – 5

Chief Manager,
SLBC Cell, Credit Priority Department
Bank of Maharashtra,
Head Office, "Lokmangal",
1501, Shivajinagar,
Pune – 411 005.

Dear Sir,

Reg: Proof of Delivery of Financial Literacy Material in Marathi.

Following boxes / packets containing printed material of Financial Literacy Material are supplied to
The offices of -

- 1) XXXXXXXXXXXXXXXXXXXX / Coordinator
LDM XXXXXX. RDC Pune.

Sr. No.	Description	No of boxes /packets	Contents per box/ packing	Total quantity
1	Financial literacy guide-in Marathi			
2	Financial Literacy Diary-in Marathi			
3	Financial Literacy Posters- in Marathi			
	Total			

(Authorized signatory of
Printer)

We have received following boxes / packets said to be containing copies of Financial Literacy material in Marathi.

Sr. No.	Description	No of boxes /packets	Contents per box/ packing	Total quantity
1	Financial literacy guide-in Marathi			
2	Financial Literacy Diary-in Marathi			
3	Financial Literacy Posters- in Marathi			
	Total			

Yours faithfully,

LDM / Coordinator
Dist : XX. RDC Pune.

List of LDM Offices & other offices where Financial Literacy Material is to be delivered

S.N	District & Lead Bank	Lead Bank	Name of LDM	LDM Office Address	LDMs Office Phone	LDMs Email Id	LDMs Mobile Number	Requirement of Marathi version per District		
								F L Guide	FLDiary	FL Posters (set of 16 posters)
1	AHMENAGAR - CBI	CBI	Shri V.R.Sontakke	Above Central Bank Branch, Mahajan Galli, Laxmi Karanja, Ahmednagar 414001.	0241-2471296	ldmahme@centralbank.co.in	8390901551	1400	8050	260
2	AKOLA - CBI	CBI	Shri Y.K. Mishra	Central Bank of India, Regional Office Akola, Mangesh Mangal Karyalaya, Adarsh Colony, P.B. No. 20 Akola – 444 004	0724 - 2458874	ldmakol@centralbank.co.in; rmakolro@centralbank.co.in	7507716000	1120	6450	220
3	AMRAVATI - CBI	CBI	Shri Rajendra Mishra	Lead Bank Office, Central Bank of India, Kakani Oil Mill Compound, Dharmadaya Cotton Fund Road, Amravati 444 601	0721 - 2660652	ldmamra@centralbank.co.in	9923844044	1160	6650	230
4	AURANGABAD - BOM	BOM	Shri Anant Rukmajirao Ghate	Bank of Maharashtra, Regional Office, C-3,N-1, Town Center, CIDCO, Aurangabad – 431 003	0240-6645605	mrcp_aur@mahabank.co.in	9730000588	1480	8500	270
5	BEED - SBI	SBI	Shri Gangadhar Bokade	State Bank of India, Lead Bank Office, Heena Towers, 2nd Floor, Above SBI Nagar Road Branch, Old Nagar Naka, Beed – 431 122	02442-222509	ldm.beed@sbi.co.in; bokadegangadhar@gmail.com	9763535326	800	4600	180
6	BHANDARA - BOI	BOI	Shri Sube Singh	C/O Lead District Office, "MITAI" Rajeev Gandhi Chowk, Jail Road, Bhandara 441904.	07184-252584	ldo.bhandara@bankofindia.co.in	9673790244	960	5500	200
7	BULDHANA - CBI	CBI	Shri M.N. Patake	Central Bank of India, Lead Bank Office, Buldana, Shreyas Building, Jaistambha Chowk, Buldana 443 001.	07262-242673	ldmbuld@centralbank.co.in	7507766004	920	5300	200

RFP for Printing of Financial Literacy Material in Marathi

S.N	District & Lead Bank	Lead Bank	Name of LDM	LDM Office Address	LDMs Office Phone	LDMs Email Id	LDMs Mobile Number	Requirement of Marathi version per District		
								F L Guide	F L Guide	F L Guide
8	CHANDRAPUR - BOI	BOI	Shri Anandkumar Charandas Wasnik	Lead District Manager's Office, Bank of India, Ramteke Building, Tadoba Road, Tukum, Chandrapur- 442 401	07262-242684	LDO.Chandrapur@bankofindia.co.in	9423176638	1040	6000	210
9	DHULE	CBI	Shri Subhash S. Gangurde	Central Bank of India, Badgujar Shopping Complex, Badgujar Plots, Parola Road, Dhule - 424 003.	07172-253206	ldmdhul@centralbank.co.in	9422767002	880	5050	190
10	GADCHIROLI	BOI	Shri D.K. Silare	Bank of India, Lead District Office, Mul Road, Joge Complex, Gadchiroli - 442 605.	02562-234437	LDO.Gadchiroli@bankofindia.co.in	7709891405	480	2800	140
11	GONDIA	BOI	Shri V.S. Lakhote	Lead Bank Office, Bank of India, Kausalya Niketan, Rail Toli, Gondia - 441 614.	07132-233455	LDO.Gondia@bankofindia.co.in	9922774269	880	5050	190
12	HINGOLI	SBI	Shri Yuvraj Shahare	Lead Bank Office, State Bank of India, ADB Hingoli (Parbhani), Hingoli 431 513	07182-252642	Ldm.hingoli@sbi.co.in	9764767714	680	4000	170
13	JALGAON	CBI	Shri Avinash Athaley	Central Bank of India, Regional Office, Kala Bhawan, Vidyut Colony, Dhule Road, NH6, Jalgaon	02456-224153	ldmjalg@centralbank.co.in	7507766002	1240	7100	240
14	JALNA	BOM	Shri K.R. Tupsaundar	Bank of Maharashtra, Jalna Main Branch, Sadar Bazar, Jalna - 431 203.	0257-2283217	ldmjalna@gmail.com; bom33@mahabank.co.in	9764400401	1080	6200	220
15	KOLHAPUR	BOI	Shri M.G. Kulkarni	Bank of India, Lead District Office, Vinayak Apartment, 2728, A Ward, Mahadwar Road, Kolhapur.- 416 002.	02482-231784	kolhapur.leadbank@bankofindia.co.in	9552586294	1440	8300	270
16	LATUR	SBI	Shri Chinayya Patwekar	State Bank of India, Lead Bank Office, Latur	0231-2621450 / 262166	ldm.latur@sbi.co.in; Chinayya.patwekar@sbi.co.in;	9923601652	1000	5750	210

RFP for Printing of Financial Literacy Material in Marathi

					8	leadbanklatur@yahoo.in				
17	MUMBAI CITY	BOI	Shri Nihar Rajan Satpathy	BOI Bldg, 70-80, M G Road, post box 238, Fort, City- Mumbai, State - Maharashtra, PIN 400001	022 - 2267 0114	Nihar.Satapathy@bankofindia.co.in		1440	8300	270
18	MUMBAI SUBURB	BOI	Shri Anil Sawant	Chief Manager, 2 nd floor Malad, (west) Branch, Opp. Natraj Market, S V Road, Malad (West) Mumbai City, Maharashtra State, Pin 400064	022-2881 7323	Anil.Sawant@bankofindia.co.in		1440	8300	270
19	NAGPUR	BOI	Shri S.K. Basa	Lead District Manger's Office, Bank of India, 4th Floor, Bank of India Bldg., S.V. Patel Marg, Post Box No. 4, Nagpur- 440 001.	02382-225007	LDM.Nagpur1@bankofindia.co.in	8806609821	880	5050	190
20	NANDED	SBI	Shri V.R. Turke	Lead Bank Office, State Bank of India, Regional Office, New Mondha, APMC Area, Nanded – 431 602	0712 - 253462 4	ldm.nanded@sbi.co.in	9923601651	1240	7100	240
21	NANDURBAR	SBI	Shri Laxmichand Khedekar	Lead District Office, State Bank of India, Ramchandra Smruti, Dhule Road, Nandurbar – 425 412.	02462-285173	ldm.nandurbar@sbi.co.in	9923601656	680	3900	170
22	NASIK	BOM	Shri A.D. Chavan	Bank of Maharashtra, Regional Office Nasik, Grih Nirman Bhavan, Old Agra Road, Nasik – 422 002.	02564-225214	leadbank_nas@mahabank.co.in	9422284764	1440	8300	270
23	OSMANABAD	SBI	Shri B.R. Dupargude	State Bank of India, Lead Dist Office, Osmanabad 413 501	02472-223415	ldm.osmanabad@sbi.co.in	9764457712	680	3900	170
24	PARBHANI	SBI	Shri P.G. Jaronde	Lead Bank Office, State Bank of India, 1066/1, Sanskruti Bldg. 1st Floor, Ganapati Chowk, Jintur Road, Parbhani- 431 401.	02452-241181	lboparbhani@rediffmail.com	9823330651	1000	5750	210
25	PUNE	BOM	Shri H.A. Mazire	Bank of Maharashtra, Pune East Region, Kesari Wada, 568 Narayan Peth, Pune – 411 030.	020-244564 67	leadbank_per@mahabank.co.in	9552519184	1440	8300	270
26	RAIGAD	BOI	Shri Madhusudana T	Bank of India, Lead District Office, Hotel Meera Madhav Building, Opp S.T. Stand, Alibag, Dist. Raigad 402 201	02141-222344	Raigad.Leadbank@bankofindia.co.in; boildmo@rediffm	9167424882	1160	6700	230

RFP for Printing of Financial Literacy Material in Marathi

						ail.com				
27	RATNAGIRI	BOI	Shri S.S. Bandivadekar	C/O Bank Of India ,Zonal Office,Shivaji Nagar Ratnagiri.	02352-222970	Ratnagiri.Leadbank@bankofindia.co.in	9423297640	1120	6450	220
28	SANGLI	BOI	Shri M.D. Kulkarni	Bank of India, CS No. 300/2 Udyog Bhavan, Vishrambaug, P.B. No. 132, Sangli – 416 415.	0233-2672174	LeadDistrictManagerSangli.Kolhapur@bankofindia.co.in	8805252800	1320	7600	250
29	SATARA	BOM	ShriSanjay S. Wagh	Bank of Maharashtra, Zonal Office, Satara, “Jeevan Tara”, LIC Building, Koregaon Road, Opp Collector’s Office, Satara- 415 001.	02162-227510	satara123bom@gmail.com; creagr_sat@mahabank.co.in	9421527146/9404963046	1240	7150	240
30	SINDHUDURG	BOI	Shri Kishor Jadhav	Bank of India, Lead District Office, Mehneel Plaza, Ganesh Nagar, Kudal – 416 520.	02362-222413	Ratnagiri.LDMOSindhudurg@bankofindia.co.in	9423051764	720	4150	170
31	SOLAPUR	BOI	Shri Madhav Gopalrao Korwar	Bank of India, Lead Bank Cell, Ganesh Bhuvan, City Survey No.8391/14 A, MH No.162/11, Opp. Dandawate Maharaj Mutt, Railway Lines, Solapur – 413001	0217-2310529	Solapur.Leadbank@bankofindia.co.in	9890521221	1400	8050	260
32	THANE	BOM	Shri Vijay N. Dongre	Bank of Maharashtra, Thane Regional Office, B-37, Wagle Industrial Estate, Thane (W) – 400 604.	022 - 25834596	leadbank_tha@mahabank.co.in	9960158997	1360	7800	260
33	WARDHA	BOI	Shri Mohan B Mashankar	Lead District Office, Bank of India, Jaiswal Bhavan, Nagpur Road, Wardha- 442 001	07152-243873	WardhaLDO.Nagpur1@bankofindia.co.in	9665517391	1080	6200	220
34	WASHIM	SBI	Shri Pradip D. Patil	Lead Bank, State Bank of India Collector Office Compound, Washim, Dist. – Washim- 444 505.	07252-2346252	ldmwashim@gmail.com	8600104921	720	4100	170
35	YAVATMAL	CBI	Shri Govind G. Pimple	Central Bank of India, Dahiwalkar Layout, Date College Chowk, Yavatmal. 445 001	07232-244497	ldmyava@centralbank.co.in	7507766003	640	3600	160

RFP for Printing of Financial Literacy Material in Marathi

36	For balance	BOM	Coordinator RDC	RDC II Floor, "Janmangal" building, Above BOM H IE Br S No 7A/2, Industrial Estate Hadapsat, Pune-411013.	020-26870815	rdchadapsar@gmail.com		2440	14000	360
	TOTAL							40000	230000	8000