



**PROPOSAL REFERENCE NO. - M&P/Printing of Annual Report & Notices for AGM 2015-16**



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

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

Ref: AX1/M&P/Annual Report & Notices for AGM/2015-16

April 06, 2016

**Request For Proposal (RFP) for printing of Annual Report & Notices for AGM – 2015-16**

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**A. INVITATION FOR TENDER OFFERS**

Sealed tenders are invited from the interested printers for the printing of Bank's Annual Report (Ordinary and Deluxe types) & Notices for AGM for the year 2015-16.

**Details of RFP in brief:**

1. Job: Printing of Annual Report 2015-16  
Quantity: **120000** Ordinary copies (Approx) &  
**3000** Deluxe copies (Approx)
2. Job: Printing of Notices for AGM 2015-16  
Quantity: **120000** copies (Approx)

Language: Bilingual – Hindi & English

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: **27.04.2016 at 11:00 a.m.**

Time and Date of Opening of tender offers: **27.04.2016 at 03:00 p.m.**

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

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

Tender Fee (non refundable): Rs.5,000/- (Rs. Five Thousand) by DD/ Pay order payable at Pune

Earnest Money Deposit: Rs.5,00,000/- (Rupees Five Lakh only) by Demand draft or Pay Order payable at Pune

## **B. 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.

### **1 Qualification Criteria for the Printer**

- a) The Printer should have an Annual turnover of Rs.1 crore and above during last 3 years, which is to be supported by Audited / Provisional Balance Sheets / CA certificate. This must be the individual Company's turnover relating to printing work and not that of any group of Companies.
- b) The Printer should have made profits in the last 3 financial years,
- c) The Printer should have own printing press / facilities / web machines (minimum 2) in Mumbai / Pune and surrounding areas, having the capacity to complete the entire job **within 7 days**.
- d) The Printer should have printed Annual Reports of minimum the same Quantity as specified in this RFP for some reputed companies / Banks / FIs in last 2 years.
- e) The printer should have a setup to prepare the draft copy of the Annual Report in bilingual (Hindi & English) and sufficient manpower to ensure quick delivery.
- f) The Printer should not have been blacklisted by any Government or Private Organization.
- g) 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.
- h) The necessary SSI benefits as per Govt. norms are applicable to eligible bidders subject to enclosure of necessary certificates issued from NSIC/Other Authorities Agencies.

### **2. Last date for submission, Tender Fee, EMD, Security Deposit etc.**

- a. Last Date for submission of the Tender is **27.04.2016 at 11:00 a.m.**
- b. Time and Date of Opening of tender offers: **27.04.2016 at 03:00 p.m.**

c. Place of opening tender offers:

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

d. The Printer is required to pay a non-refundable Tender Fee of Rs.5,000/- (Rupees Five thousand only) by a Demand Draft or Pay Order of any Nationalised Bank favouring BANK OF MAHARASHTRA, payable at Pune.

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

e. The Printer is required to make earnest money deposit (EMD) of Rs.5,00,000/-(Rupees Five 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.

f. 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.

g. 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.

### 3 Description, Specifications and Scope of Work

As per Annexure – 1

- a. The specifications mentioned are approximate and may vary at the time of placing the order.
- b. 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.

### 4. Submission of Tenders

The printers shall submit their offer in two separate sealed envelopes duly superscribed 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.

**(A) 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 ANNUAL REPORT & Notices for AGM 2015-16**" 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 2 years.
  4. Assurance to complete the job within the period of **7 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 Annual Reports & Notices for AGM 2015-16 produced per day. [Final Finished Product, as specified in the Tender].
  6. Details of Machinery including Binding.
  7. Specimen of the Annual Reports & Notices for AGM 2015-16 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 Tender Fee.
  9. Demand Draft or Pay order of Rs.5,00,000/-(Rupees Five 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. Printer should comply 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) Commencement of Business Certificate (In case of Company)
    - v) Partnership Deed (In case of Firm)
- c) Technical Bid shall not mention about the rates/costs for the work.

**(B) ENVELOPE 2: COMMERCIAL BID FOR ANNUAL REPORT 2015-16**

1. To be superscribed as "COMMERCIAL BID FOR PRINTING OF **ANNUAL REPORT 2015-16**" 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. No price variation relating to increases in customs duty, excise tax, price variation etc. will be permitted.
5. The offer should hold good for a period of 60 to 90 days from the date of the opening of Commercial bid.

**(C) ENVELOPE 3: COMMERCIAL BID FOR Notices of AGM 2015-16**

1. To be superscribed as "COMMERCIAL BID FOR PRINTING OF **Notices of AGM 2015-16**" 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. No price variation relating to increases in customs duty, excise tax, price variation etc. will be permitted.
5. The offer should hold good for a period of 60 to 90 days from the date of the opening of Commercial bid.

**5. Execution of work:-**

1. Sub tendering of the printing job or any part thereof will not be permissible.
2. Copy of the proof of all the printing material should be presented well in advance for approval prior to final printing of the annual reports.
3. The Printer is required to submit the soft copy of the Annual Report & Notices of AGM 2015-16 as per the specification of Bank at the time of delivery of Annual reports.
4. The mode of dispatch & Mailer/courier agency/ies will be finalized and approved by the Bank The delivery will be made to the Bank/ Post office/Mailers/ Courier agency/ies as appointed/approved/ finalized by the Bank unconditionally. Delivery may have to be made at more than one place or to more than one Post office /mailers/ Courier agency/ies as decided by Bank.

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5. In the event of any delay in adhering to the time schedule for Printing & Delivery by the specific date, the printer shall be liable for a **penalty of Rs.20,000/- per day** for the delayed period as liquidated damage to the Bank as well as forfeiture of the EMD and/or Security Deposit.
6. The day will be reckoned at the end of working hours including part thereof shall be a full day.
7. 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.
8. Delivery of the printed material has to be made to courier agency appointed by the Bank unconditionally.

**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 Annual Reports & Notices of AGM 2015-16 to the Bank/ Post office/mailler/ courier agency/ies, and on production of producing supporting evidence of delivery and on satisfactory completion of the work and on presentation and verification of the Bill.
3. The printer is required to submit the soft copy of the final Annual Report & Notices of AGM 2015-16 along with the Bill.
4. No interest charges or any other charges shall be payable except the rate quoted for the required number of copies.
5. No escalation in the rates will be accepted/ entertained .Any fluctuation in number of pages will be paid as per the contract value per page.
6. Any dispute arising will be subject to the Jurisdiction of the Courts at Pune.

**Other Terms & Conditions:**

- a. 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 present shall sign a register of attendance.
- b. The Bidder will be called for the opening of Commercial Bid only when they qualify in the Technical Bid.
- c. The Bank reserved the right to allot the job of printing of Annual Report 2015-16 and AGM Notice 2015-16 either to a single printer or to different printers, as it may deem fit. The Bank also reserve the right to accept or reject any or all bids, either in whole or in part, without assigning any reason.

**7. 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

### RFP for Printing of Annual Report & Notices for AGM 2015-16

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.

8. 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 printers.

#### 9. No Commitment to Accept Lowest or Any Tender:

Bank shall be under no obligation to accept the lowest or any of the offers 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 purchase. Bank will not be obliged to meet and have discussions with any Bidder, and or to consider any representations.

#### 10. 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.

#### 11. 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.

12. Bank reserves the right to place repeat order/s as per banks requirement 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.

#### 13. 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.



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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 Annual Report & AGM Notices 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.

### 14. Order Cancellation:

Bank reserves its right to cancel the order or charge **penalty @ Rs.20,000/- per day** in the event of one or more of the following situations:

- Non-delivery of material (Annual Report & Notices of AGM 2015-16) within the specified time limit.
- Serious discrepancy in the Annual Report & Notices of AGM 2015-16 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) given by the printer.

**15.** 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 RPF/Tender document with full understanding of its implications.

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

### 17. 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.

**18.** 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 / RPF without assigning any reason thereof. The decision of the bank will be final.

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Annexure – 1

**Description, Scope and Specifications of Work**

**General:**

1. Paper should be purchased by the printer.
2. Art work / lay out for cover and inside text pages and overall design and layout will have to be provided by the printer.
3. DTP and Processing: Designing, DTP and processing to be done by the printer. Data entry for the Text of Report and Statements of Balance Sheet with all schedules for Bank to be done by printer. **Responsibility of the accuracy will be that of printer only.**
4. Printer should have compatible English / Hindi Software (Akruti) which Bank has to have smooth and easy printing work. In the text, Hindi and English should appear side by side with alignment of paragraphs / tables properly. Printing should be done based on soft copy (MS Word, MS Excel) of the annual report provided by the Bank.
5. The job would cover everything including separation, printing, plate making and paper and all such other things in respect of single / two / four colour printing.
6. Printer should provide **50 macron smoke plastic envelop** in single colour (Mazenta Blue) on one side with bank's name, Logo and Book post etc. for the Annual Reports.
7. Printing Time: **Within 7 days** from the **text material provided** to the printer.
8. Photographs in the Report will be selected and soft / hard copy of the same will be provided by the Bank for printing in the Report. These photos should have UV coating.

**Job specifications:**

**1. For printing of Ordinary Annual Report:**

Sl. No	Particulars	For printing of Ordinary Annual Report
1	Language	Text, Statements, Tables, captions will be Bilingual in Hindi and English.
2	Number of Copies	120000 (This may vary (+/- 5%))
3	Size	8.25" x 11"
4	No. of Pages	150 pages (This may vary(+/- 20 pages) ( <b>plus 4 cover pages</b> ))
5	Print Area / Margins	Optimum margin on all the four sides of a page should be maintained to ensure proper look of the report maximizing the print area.
6	Specifications of Paper	For <b>main cover</b> (4 pages), 70 gsm Ballarpur Ind. Super deluxe & for <b>inside text</b> pages 41 gsm Superfine (ITC triveni)
7	Colour	(i) Cover with Photograph Pages: Four colour Printing (ii) Inside text pages in Two colour printing
8	Binding	Saddle stitched
9	Pages with photographs	4 cover pages
10	Language	Text will be bilingual in Hindi and English
11	Extra pages of the Report	Separate charges should be quoted for higher (+) / lower(-) pages for all the copies
12	Envelops (with gum)	50 macron smoke plastic envelop in single colour (Mazenta Blue) <b>Size: for carrying Ordinary Annual Report and AGM</b>

RFP for Printing of Annual Report & Notices for AGM 2015-16

		<b>Notices together</b>
13	Delivery	As per <b>ANNEXURE-5</b>

**For printing of Deluxe Annual Report:**

Sl. No	Particulars	For printing of Deluxe Annual Report
1	Language	Text, Statements, Tables, captions will be Bilingual in Hindi and English.
2	Number of Copies	3000 (This may vary (+/- 5%))
3	Size	8.25" x 11"
4	No. of Pages	150 pages (This may vary (+/- 20 pages) (excluding 4 cover pages)
5	Print Area / Margins	Optimum margin on all the four sides of a page should be maintained to ensure proper look of the report maximizing the print area.
6	Specifications of Paper	For <b>main cover</b> (4 pages), 250 gsm Sinnar or equivalent, Matt Art Paper and for <b>inside text pages</b> 130 gsm Sinnar or equivalent Matt Art Paper
7	Mini CD	<b>A CD of 3.18 inch diameter having the contents of Annual Report 2015-16 also will be covered printed on CD and packed in a hard paper cover to be affixed on back inside cover page.</b>
8	Colour	(i) Cover : Four colour Printing (ii) Inside text pages in Two / four colour printing)
9	Binding	Perfect binding
10	Pages with photographs	4 cover pages + 4 inside text pages – UV Coated
11	Language	Text will be bilingual in Hindi and English
12	Extra pages of the Report	Separate charges should be quoted for higher / lower pages for all the 3000 copies
13	Lamination	The cover and back side cover page to be laminated from both sides
14	Delivery	As per <b>ANNEXURE-5</b>

**2. Printing of Notice for Annual General Meeting-2015-16:**

Sl. No.	Name of the Job	Printing of Notice for Annual General Meeting-2015-16
1	Number of Copies	120000 (This may vary (+/- 5%))
2	Size	21 cms X 27.5 cms (close)
3	Paper	54/58 gsm white cream wove paper. Paper should be purchased by the bidder/ printer.
4	Margin	Minimum margin from all the four sides
5	Pages	30 pages inclusive of cover (This may vary (+/- 12))
6	Binding	Centre pinning
7	Printing Colour	Single colour printing

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8	Art Work and DTP and Processing.	The Bank will provide the artwork and Bank shall have sole rights of artwork Designing, DTP and processing to be done by the bidder/printer. Data entry for the Text of <b>Notice for Annual General Meeting-2015-16</b> will be done by bidder/printer. <b>Responsibility of the accuracy will be that of bidder/printer only.</b>
9	Language	Text will be bilingual in Hindi and English
10	Extra forms	Charges for form of 4 pages of inside text on 54/58 gsm white cream wove paper
11	Time	<b>Within 7 days</b> from date of text material provided to the bidder / printer.
12	Fine	Rs.20,000/- every day for delay in completion of job including dispatch
13	Delivery	As per <b>ANNEXURE-5</b>
14	Software	Bidder/Printer should also have all commensurate software, to enable the Bank to get very smooth and easy printing work without technical hurdles. In the text, Hindi should appear in the beginning and English should appear later.

**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	
2.	Postal address	
3.	Office address	
4.	Telephone/Mobile and Fax numbers	
5.	Email Address	
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 (Provisional)	
10	Profit of the company (Audited) (not of group)	
	F.Y. 2013-14	
	F.Y. 2014-15	
	F.Y. 2015-16 (Provisional)	
11.	Sales Tax Number	
12.	Income Tax Number (PAN)	
13.	Brief Description of machinery, facilities for production, inspection, testing and quality assurance	
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 annual reports	

Annexure - 3

**(A) Summary Statement for Technical Bid**

Enclosures	Remarks
Audited Balance Sheet/CA certificate in support of Annual Turnover of the company for the last 2 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 7 days.	
Details of the Machinery.	
Specimen copies of the similar jobs (Annual Report) done in the last 2 years.	
A/c Payee Demand Draft of Tender Fee of Rs.5,000/- (Rupees Five thousand only).	
Earnest Money Deposit (EMD) of Rs.5,00,000/- (Rupees Five Lakh only).	
Latest clearance certificate of Sales Tax, Income Tax and Work contract Tax as applicable	
Copies of following document for compliance of KYC Norms	
Proof of Address,	
Proof of Identity,	
Article of Association (in case of Company)	
Commencement of Business Certificate (In case of company).	
Partnership Deed (In case of Firm)	

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

Reference No. - AX1/M&P/ Annual Report & AGM/2015-16

Date:

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

Dear Sir,

**Reg.: TENDER FOR PRINTING OF ANNUAL REPORT & Notices for AGM 2015-16**

We hereby submit the details as specified in the RFP No. AX1/M&P/Annual Report & AGM/2015-16 dated 06.04.2016, we unconditionally agree to abide by the Terms & Conditions specified therein.

**TECHNICAL BID FOR PRINTING OF ANNUAL REPORT & Notices for AGM 2015-16**

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 (Provisional)
Rs.	Rs.	Rs.

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,

Annual Reports & AGM printed in the year	Name of the Company	Description	Quantity
2013-14			
2014-15			

A certificate from the respective clients for the various jobs executed is enclosed.  
Specimen copies of the similar jobs (Annual Report) done in the last 2 years are enclosed.

3. We hereby give our assurance to complete the job within the period of 7 days after the approval of proof from your side.

4. Details of the Machinery are annexed.



**RFP for Printing of Annual Report & Notices for AGM 2015-16**

We have enclosed Demand Draft/ Pay order No.\_\_\_\_\_ Bank & Branch \_\_\_\_\_ Dated\_\_\_\_\_ of Rs 5,000/- (Rupees Five thousand only) favouring BANK OF MAHARASHTRA, payable at Pune towards the non refundable Tender Fee.

We have enclosed Demand Draft/ Pay order No.\_\_\_\_\_ Bank & Branch \_\_\_\_\_ Dated\_\_\_\_\_ of Rs.5,00,000/- (Rupees Five Lakh only) favouring BANK OF MAHARASHTRA, payable at Pune towards the Earnest Money Deposit (EMD).

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

We declare that our firm 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/Authorized person

Seal of the firm & date



Annexure – 4

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

Reference No. - AX1/M&P/ Annual Report & AGM/2015-16

Date:

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

Dear Sir,

**Reg: TENDER FOR PRINTING OF ANNUAL REPORT 2015-16**

We hereby offer to execute the subject work as specified as specified in the RFP No. AX1/M&P/ Annual Report & AGM/2015-16 dated 06.04.2016, 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 schedule time.

**1. For printing of Ordinary Annual Report:**

Sl. No	Particulars	For printing of Ordinary Annual Report
1	Language	Text, Statements, Tables, captions will be Bilingual in Hindi and English.
2	Number of Copies	120000 (This may vary (+/- 5%))
3	Size	8.25" x 11"
4	No. of Pages	150 pages (This may vary(+/- 20 pages) <b>(plus 4 cover pages)</b> )
5	Print Area / Margins	Optimum margin on all the four sides of a page should be maintained to ensure proper look of the report maximizing the print area.
6	Specifications of Paper	For <b>main cover</b> (4 pages), 70 gsm Ballarpur Ind. Super deluxe & for <b>inside text</b> pages 41 gsm Superfine (ITC triveni)
7	Colour	(i) Cover with Photograph Pages: Four colour Printing (ii) Inside text pages in Two colour printing
8	Binding	Saddle stitched
9	Pages with photographs	4 cover pages
10	Language	Text will be bilingual in Hindi and English
11	Extra pages of the Report	Separate charges should be quoted for higher (+) / lower(-) pages for all the copies
12	Envelops (with gum)	50 macron smoke plastic envelop in single colour (Mazenta Blue) <b>Size: for carrying Ordinary Annual Report and AGM Notice</b>

**RFP for Printing of Annual Report & Notices for AGM 2015-16**

		<b>together</b>
13	Delivery	To be delivered to the Bank's Registrar and Transfer Agent (RTA) /Mailer situated at Masjid, Mumbai.

**For printing of Deluxe Annual Report:**

Sl. No	Particulars	For printing of Deluxe Annual Report
1	Language	Text, Statements, Tables, captions will be Bilingual in Hindi and English.
2	Number of Copies	3000 (This may vary (+/- 5%))
3	Size	8.25" x 11"
4	No. of Pages	150 pages (This may vary (+/- 20 pages) (excluding 4 cover pages)
5	Print Area / Margins	Optimum margin on all the four sides of a page should be maintained to ensure proper look of the report maximizing the print area.
6	Specifications of Paper	For <b>main cover</b> (4 pages), 250 gsm Sinnar or equivalent, Matt Art Paper and for <b>inside text pages</b> 130 gsm Sinnar or equivalent Matt Art Paper
7	Mini CD	<b>A CD of 3.18 inch diameter having the contents of Annual Report 2015-16 also will be covered printed on CD and packed in a hard paper cover to be affixed on back inside cover page.</b>
8	Colour	(i) Cover : Four colour Printing (ii) Inside text pages in Two / four colour printing)
9	Binding	Perfect binding
10	Pages with photographs	4 cover pages + 4 inside text pages – UV Coated
11	Language	Text will be bilingual in Hindi and English
12	Extra pages of the Report	Separate charges should be quoted for higher / lower pages for all the 3000 copies
13	Lamination	The cover and back side cover page to be laminated from both sides
14	Delivery	To be delivered to the Bank's Head office/ Zonal offices.

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

Reference No. - AX1/M&P/ Annual Report & AGM/2015-16

Date:

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

Dear Sir,

**Reg: TENDER FOR PRINTING OF Notices for AGM 2015-16**

We hereby offer to execute the subject work as specified as specified in the RFP No. AX1/M&P/ Annual Report & AGM/2015-16 dated 06.04.2016, 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 schedule time.

**1. Printing of Notice for Annual General Meeting-2015-16:**

Sl. No.	Name of the Job	Printing of Notice for Annual General Meeting-2015-16
1	Number of Copies	120000 (This may vary (+/- 5%))
2	Size	21 cms X 27.5 cms (close)
3	Paper	54/58 gsm white cream wove paper. Paper should be purchased by the bidder/ printer.
4	Margin	Minimum margin from all the four sides
5	Pages	30 pages inclusive of cover (This may vary (+/- 12))
6	Binding	Centre pinning
7	Printing Colour	Single colour printing
8	Art Work and DTP and Processing.	The Bank will provide the artwork and Bank shall have sole rights of artwork Designing, DTP and processing to be done by the bidder/printer. Data entry for the Text of <b>Notice for Annual General Meeting-2015-16</b> will be done by bidder/printer. <b>Responsibility of the accuracy will be that of bidder/printer only.</b>
9	Language	Text will be bilingual in Hindi and English
10	Extra forms	Charges for form of 4 pages of inside text on 54/58 gsm white cream wove paper
11	Time	<b>Within 7 days</b> from date of text material provided to the bidder / printer.
12	Fine	Rs.20000/- every day for delay in completion of job including dispatch
13	Delivery	To be delivered to the Bank's Registrar and Transfer Agent (RTA) /Mailer situated at Masjid, Mumbai.

**RFP for Printing of Annual Report & Notices for AGM 2015-16**

14	Software	Bidder/Printer should also have all commensurate software, to enable the Bank to get very smooth and easy printing work without technical hurdles. In the text, Hindi should appear in the beginning and English should appear later.
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**SUMMARY**

Particulars	Quantity (No.)	Rate per copy (Rs.)	Total Amount (incl. of all taxes, duties, delivery chgs etc. (Rs.))
(1) Deluxe Annual Report (A)			
(2) Ordinary Annual Report (B)			
<b>Total Cost (A+B)</b>			
(3) Notices for AGM (C)			
<b>Total Cost (A+B+C)</b>			

The Bank reserved the right to allot the job of printing of Annual Report 2015-16 and Notice for AGM 2015-16 either to a single printer or to different printers, as it may deem fit. The Bank also reserve the right to accept or reject any or all bids, either in whole or in part, without assigning any reason.

Quotation should be submitted inclusive of all taxes / octroi, duties, designing of the inside pages, photo scanning, image enhancement and making CD of the Annual Report contents and delivery / courier charges to the specified places of Bank's Offices as per annexed list excluding the mailing cost to Shareholders as per the list provided by the Bank.

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

We agree to deposit 10% of the contract value as Security by way of PO/DD or by way of Bank Guarantee favouring Bank of Maharashtra payable at Pune, if any work is awarded to us within 4 days of awarding of contract. 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 settlements 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.

Further we agree that any delay **beyond one week** in adhering to the prescribed delivery schedule or failure to supply annual reports of agreed quality and specifications would entitle the Bank to cancel the order. In such an event, the Bank shall not be liable to pay any amount and we 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 printers and recover from us 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.

As per the terms of the contract we have enclosed an Account Payee Demand Draft / Pay order of Rs.5,00,000/- (Rupees Five Lac Only) towards Earnest Money Deposit (EMD) in favour of Bank of Maharashtra payable at Pune in Envelope A.

We further undertake / declare as follows:

- 1) We agree and accept to abide by this tender offer till 180 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 7 days from the text material provided to us.
- 5) We hereby declare that that the documents, statements and declarations made herein are true, complete and correct to 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

**PRINTING AND SUPPLY OF BANK'S ANNUAL REPORT & NOTICES FOR ANNUAL GENERAL MEETING FOR THE FINANCIAL YEAR 2015-16**

<b>Bank of Maharashtra Marketing &amp; Publicity Department, H.O., Pune</b>				
<b>S. No</b>	<b>NAME OF THE ZONE</b>	<b>DELUXE COPY</b>	<b>ORDINARY COPY</b>	<b>NOTICES FOR ANNUAL GENERAL MEETING</b>
1	Ahmadabad	70	Nil	Nil
2	Ahmednagar	50	Nil	Nil
3	Akola	50	Nil	Nil
4	Amravati	50	Nil	Nil
5	Aurangabad	80	Nil	Nil
6	Bangalore	90	Nil	Nil
7	Bhopal	50	Nil	Nil
8	Chandigarh	70	Nil	Nil
9	Chandrapur	70	Nil	Nil
10	Chennai	70	Nil	Nil
11	Delhi	150	Nil	Nil
12	Goa	40	Nil	Nil
13	Hyderabad	75	Nil	Nil
14	Indore	50	Nil	Nil
15	Jabalpur	50	Nil	Nil
16	Jaipur	50	Nil	Nil
17	Jalgaon	50	Nil	Nil
18	Kolhapur	80	Nil	Nil
19	Kolkata	100	Nil	Nil
20	Latur	60	Nil	Nil
21	Lucknow	80	Nil	Nil
22	Mumbai City	125	Nil	Nil
23	Mumbai Suburb	100	Nil	Nil
24	Nagpur	90	Nil	Nil
25	Nasik	110	Nil	Nil
26	Pune City	120	Nil	Nil
27	Pune East	70	Nil	Nil
28	Pune West	70	Nil	Nil
29	Raigad	50	Nil	Nil
30	Raipur	50	Nil	Nil
31	Ratnagiri	40	Nil	Nil
32	Satara	60	Nil	Nil
33	Solapur	60	Nil	Nil

**RFP for Printing of Annual Report & Notices for AGM 2015-16**

<b>34</b>	Thane	<b>100</b>	<b>Nil</b>	<b>Nil</b>
<b>35</b>	TIBD	<b>20</b>	<b>Nil</b>	<b>Nil</b>
<b>36</b>	Head Office	<b>500</b>	<b>500</b>	<b>500</b>
<b>37</b>	To be delivered to the Bank's Registrar and Transfer Agent (RTA) /Mailer/Post Office situated at <b>Fort, Mumbai.</b>	<b>Nil</b>	<b>119500</b>	<b>119500</b>
<b>Total</b>		<b>3000</b>	<b>120000</b>	<b>120000</b>

- ❖ No. of copies allotted against each destination inter-alia may vary within the overall quantity mentioned against each type of booklet.

**LIST OF LOCATIONS (OFFICES) FOR DELIVERY OF ANNUAL REPORTS AND NOTICES FOR ANNUAL GENERAL MEETING 2015-16:**

<p>Bank of Maharashtra <b>Ahmedabad Zone,</b> Mavlankar Haveli, Vasant Chowk, Bhadra, Lal Darwaja Ahmedabad - 380 001 Ph. No.-079- 25505157, 25507901, E-mail <a href="mailto:ID-zmahmedabad@mahabank.co.in">ID-zmahmedabad@mahabank.co.in</a></p>	<p>Bank of Maharashtra <b>Kolhapur Zone,</b> Mahabank Building 517/A/1, Kawala Naka, Kolhapur - 416 012 Ph. No.- 0231-2533412/20/25/38 E-mail <a href="mailto:ID-zmkolhapur@mahabank.co.in">ID-zmkolhapur@mahabank.co.in</a></p>
<p>Bank of Maharashtra <b>Ahmednagar Zone,</b> Gurukul, 2nd Floor, Lal Taki Road, Ahmednagar - 414 001 Ph. No.- 0241 / 2430574, 2430428, E-mail ID- <a href="mailto:zmahmednagar@mahabank.co.in">zmahmednagar@mahabank.co.in</a></p>	<p>Bank of Maharashtra <b>Kolkata Zone,</b> 3, N.S. Road, McLeod House, Kolkata - 700 001 Ph. No.-033- <b>22625566, 22430286, 22430287, 22310392</b> E-mail <a href="mailto:ID-zmkolkata@mahabank.co.in">ID-zmkolkata@mahabank.co.in</a></p>
<p>Bank of Maharashtra <b>Akola Zone,</b> Aarth Mangal, Oak Marg, Satav Chowk, Jatharpeth, Akola - 444 005 Ph. No.- 0724-2490353, 2490842/3/5, 2491844 E-mail <a href="mailto:ID-zmakola@mahabank.co.in">ID-zmakola@mahabank.co.in</a></p>	<p>Bank of Maharashtra <b>Latur Zone,</b> Pushpak Plaza, Ganesh Nagar, AUSA Road, Latur - 413 512 Ph. No.-02382-248390, 240158/9 E-mail <a href="mailto:ID-zmlatur@mahabank.co.in">ID-zmlatur@mahabank.co.in</a></p>
<p>Bank of Maharashtra <b>Amravati Zone,</b> Siddhivinayak Building, Opp. Atul Mangal Karyalay, Lahanuji Nagar, Amravati - 444 606 Ph. No.-0721-2570313, 2678206, 2671452, 2670901, 2571380 E-mail <a href="mailto:ID-zmamaravati@mahabank.co.in">ID-zmamaravati@mahabank.co.in</a></p>	<p>Bank of Maharashtra <b>Lucknow Zone,</b> Plot No 12, Mahanagar North Hsg Co-op Society, Sector - 9, Vikas Nagar, Lucknow (U P) - 226 022 Ph. No.- 0522-2739635, 2739259/60 E-mail <a href="mailto:ID-zmlucknow@mahabank.co.in">ID-zmlucknow@mahabank.co.in</a></p>
<p>Bank of Maharashtra <b>Aurangabad Zone,</b> Mahabank Bhavan, C-3, N-1 Town Centre, CIDCO, Aurangabad - 431 003 Ph. No.- 0240-6645602, 6645610/16/20 E-mail <a href="mailto:ID-zmaurangabad@mahabank.co.in">ID-zmaurangabad@mahabank.co.in</a></p>	<p>Bank of Maharashtra <b>Mumbai City Zone,</b> Janamangal, 2<sup>nd</sup> Floor, 45/47 Mumbai Samachar Marg, Fort, Mumbai - 400 023 Ph. No.-022-22614945, 22663144, 22675899, 22661167, 22662670, 22662407 E-mail <a href="mailto:ID-zmmcz@mahabank.co.in">ID-zmmcz@mahabank.co.in</a></p>
<p>Bank of Maharashtra <b>Bengaluru Zone,</b> 15, Police Station Road, Basawangudi, Bengaluru - 560 004 Ph. No.-080-26670052, 26608723, 26620236, 26626237, 26620885 E-mail <a href="mailto:ID-zmbengaluru@mahabank.co.in">ID-zmbengaluru@mahabank.co.in</a></p>	<p>Bank of Maharashtra <b>Mumbai Suburb Zone,</b> Plot No 632, Yashomangal, Gandhinagar, Bandra East Mumbai - 400 051 Ph. No.-022-22446069, 26444447/8/9 E-mail <a href="mailto:ID-zmmsz@mahabank.co.in">ID-zmmsz@mahabank.co.in</a></p>



<p>Bank of Maharashtra <b>Bhopal Zone,</b> 1/14 Prashasanik Zone, Arera Hill, Jail Road, Bhopal - 462 011 Ph. No.- 0755-2573623, 2762838, 2555991 E-mail <a href="mailto:ID-zmbhopal@mahabank.co.in">ID-zmbhopal@mahabank.co.in</a></p>	<p>Bank of Maharashtra <b>Nagpur Zone,</b> Mahabank Building, Abhyankar Road, Sitaburdi, Nagpur - 440 012 Ph. No.- 0712-2543516, 2545020/1/8/9 E-mail <a href="mailto:ID-zmnagpur@mahabank.co.in">ID-zmnagpur@mahabank.co.in</a></p>
<p>Bank of Maharashtra <b>Chandigarh Zone,</b> SCO 88-89, Sector - 17 C, Chandigarh - 160 017 Ph. No.- 0172-2716140 Fax No.- 0172-2704416 E-mail <a href="mailto:ID-zmchandigarh@mahabank.co.in">ID-zmchandigarh@mahabank.co.in</a></p>	<p>Bank of Maharashtra <b>Nasik Zone,</b> Griha Nirman Bhavan, Gadkari Chowk Old Agra Road, Nasik - 422 002 Ph. No.- 0253-2570827/7479 E-mail <a href="mailto:ID-zmnasik@mahabank.co.in">ID-zmnasik@mahabank.co.in</a></p>
<p>Bank of Maharashtra <b>Chandrapur Zone,</b> Ghanashyam Bhavan, Mul Road, Opp. Police H.O., Chandrapur - 442 401 Ph. No.- 07172-272218, 254518, 271812, 271830, E-mail <a href="mailto:ID-zmchandrapur@mahabank.co.in">ID-zmchandrapur@mahabank.co.in</a></p>	<p>Bank of Maharashtra <b>Pune City Zone,</b> 'Yashomangal', 1138/A, F.C.Road, Shivajinagar, Pune - 411 005 Ph. No.-020-25521008, 25530860/1/2/3/4/5 E-mail <a href="mailto:ID-zmpcz@mahabank.co.in">ID-zmpcz@mahabank.co.in</a></p>
<p>Bank of Maharashtra <b>Chennai Zone</b> 04, Sivangananan Road, T. Nagar, Chennai - 600 017 Ph. No.-044-24356036, 24352850, 24355434, 24327650 E-mail <a href="mailto:ID-zmchennai@mahabank.co.in">ID-zmchennai@mahabank.co.in</a></p>	<p>Bank of Maharashtra <b>Pune East Zone,</b> Kesariwada, 2<sup>nd</sup> Floor, 568, Narayan Peth, Pune - 411 030 Ph. No.- 020-24514055/44 E-mail <a href="mailto:ID-zmpez@mahabank.co.in">ID-zmpez@mahabank.co.in</a></p>
<p>Bank of Maharashtra <b>Delhi Zone,</b> 15, NBCC Tower, 3<sup>rd</sup> floor, Bhikaji Kama Place, New Delhi - 110 066 Ph. No.- 011-26100401, 26164817, 26197769, 26172823 E-mail <a href="mailto:ID-zmdelhi@mahabank.co.in">ID-zmdelhi@mahabank.co.in</a></p>	<p>Bank of Maharashtra <b>Pune West Zone,</b> 1138/A, 'Yashomangal', F.C.Road, Shivajinagar, Pune - 411005 Ph. No.- 020-25520072, 25530861/2/3/4/5 E-mail <a href="mailto:ID-zmpwz@mahabank.co.in">ID-zmpwz@mahabank.co.in</a></p>
<p>Bank of Maharashtra <b>Goa Zone,</b> Dattaprasad Building, M.G. Raod, Panaji, Goa - 403 001 Ph. No.- 0832-2223144, 2223136/85/86, 2235955 E-mail <a href="mailto:ID-zmgoa@mahabank.co.in">ID-zmgoa@mahabank.co.in</a></p>	<p>Bank of Maharashtra <b>Raigad Zone,</b> CIDCO Old Admn Bldg, P-17, Sector-I, Vashi, New Mumbai (Dist.Thane) - 400 703 Ph. No.-022- 27820013/43 E-mail <a href="mailto:ID-zmraigad@mahabank.co.in">ID-zmraigad@mahabank.co.in</a></p>
<p>Bank of Maharashtra <b>Hyderabad Zone,</b> 4-03-379, 2<sup>nd</sup> Floor, Bank Street, Koti, Hyderabad - 500 001 Ph. No.- 040-24757004/5, 24755080 E-mail <a href="mailto:ID-zmhyderabad@mahabank.co.in">ID-zmhyderabad@mahabank.co.in</a></p>	<p>Bank of Maharashtra <b>Raipur Zone,</b> Chawla Complex, 1st Floor, Sai Nagar, Devendra Nagar, Raipur - 492 001 Ph. No.- 0771- 4265602, 4265603/04,05/06/07/08/09/</p>

**RFP for Printing of Annual Report & Notices for AGM 2015-16**

	4265610/12/13/14/15/33/34 E-mail <a href="mailto:ID-zmraipur@mahabank.co.in">ID-zmraipur@mahabank.co.in</a>
Bank of Maharashtra <b>Indore Zone,</b> Maharashtra Sahitya Sabha Bhavan, 688, M.G.Road, Indore - 452 007 Ph. No.- 0731-2531805/6, 2435924 E-mail <a href="mailto:ID-zmindore@mahabank.co.in">ID-zmindore@mahabank.co.in</a>	Bank of Maharashtra <b>Ratnagiri (DZM office)</b> Saraswati Gajanan Smriti, Subhash Road, Ratnagiri - 415 612 Ph. No.-02352-221591, 223981 Fax No.-02352-225930 E-mail <a href="mailto:ID-zmratnagiri@mahabank.co.in">ID-zmratnagiri@mahabank.co.in</a>
Bank of Maharashtra <b>Jabalpur Zone,</b> Muthye Building Opp. Telephone Exchange, 1st Floor, Wright Town Jabalpur - 480 002 Ph. No.- 0761-2480065/68 E-mail <a href="mailto:ID-zmjabalpur@mahabank.co.in">ID-zmjabalpur@mahabank.co.in</a>	Bank of Maharashtra <b>Satara Zone,</b> Jeevan Tara, L.I.C. Building, Koregaon Road, Satara- 415 001 Ph. No.- 02162-237460, 232766, 233130, 230104, 232906, 233170 E-mail ID- <a href="mailto:zmsatara@mahabank.co.in">zmsatara@mahabank.co.in</a>
Bank of Maharashtra <b>Jaipur Zone</b> 104, Riddhi Siddhi Apartment, Ahinsa Circle, C- Scheme, Jaipur - 302 001 Ph. No.- 0141- 2369971, 2379903, ,2379905 E-mail <a href="mailto:ID-zmjairpur@mahabank.co.in">ID-zmjairpur@mahabank.co.in</a>	Bank of Maharashtra <b>Solapur Zone,</b> Plot No. 94, Gaikwad Bldg., Morarji Peth, Solapur Pune Road, Solapur - 413 002 Ph. No.- 0217-2733895/70/71 E-mail <a href="mailto:ID-zmsolapur@mahabank.co.in">ID-zmsolapur@mahabank.co.in</a>
Bank of Maharashtra <b>Jalgaon Zone,</b> Khandesh Mill Shopping Complex, Nehru Chowk, Jalgaon - 425 001 Ph. No.-0257-2233140, 2225030, 2236005 E-mail <a href="mailto:ID-zmjgalgaon@mahabank.co.in">ID-zmjgalgaon@mahabank.co.in</a>	Bank of Maharashtra <b>Thane Zone,</b> Mahabank Bhavan, B-37, Wagle Ind. Estate, Thane - 400 604 Ph. No.- 022- 25824808, 25822723, 25823877, 25834596 E-mail <a href="mailto:ID-zmthane@mahabank.co.in">ID-zmthane@mahabank.co.in</a>
Bank of Maharashtra <b>Integrated Treasury &amp; International Banking</b> Apejay House, 1 <sup>st</sup> Floor, 130 Dr. V.B.Gandhi Marg Fort, MUMBAI – 400 023 Ph.No.(DGM):022-22780301 Ph. No.-022-22780304/3/5/9 Fax No.-022-22780329 E-mail <a href="mailto:ID-dgmtibd@mahabank.co.in">ID-dgmtibd@mahabank.co.in</a>	Bank of Maharashtra <b>Marketing &amp; Publicity</b> Head Office: 'Lokmangal', 1501, Shivaji Nagar, Pune – 05 Ph. No.-020-25536682 / 955 Fax No.-020-25520473 E-mail ID: agmmkt@mahabank.co.in