

THE MARASHTRA STATE CO-OPERATIVE BANK LTD.,MUMBAI
(Incorporating the Vidarbha Cooperative Bank Ltd.,)
Sir, Vithaldas Thackersey Memorial Bldg.,
9, Maharashtra Chamber of Commerce Lane,
Fort, Mumbai- 400 001.

REQUEST FOR PROPOSAL

Sealed proposals are invited from reputed printers, for the Printing of Annual Report of the year 2017-18 in Marathi & English Estimated quantities of the Annual Report are as below :-

Sr.No.	Particulars	Quantity
1	Marathi	2500
2	English	500
	Total-	3000

Samples, details of Annual Report and tender forms are available at the above address with the Joint Manager, General Administration Dept., Third floor, from 03.05.2018 to 23.05.2018 during banking hours i. e, 10.15 A.M. to 5.15 P. M. Except Holidays. Sealed proposals will be accepted on or before 24.05.2018 upto 5.00 P. M. Bank reserves the right to accept or reject any or all proposals without assigning any reason thereof. Applicants are requested to submit samples of paper to be used for Annual Report along with the tender.

Date: - 04.05.2018.

Mumbai:

R. L. Bayas
(I/C Managing Director)

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

Reference No. Date :

The Joint Manager

(General Administration)

The Maharashtra State Co-op. Bank Ltd., (3rd floor)

Sir, Vithaldas Thackersey Memorial Building,
9, Maharashtra Chamber of Commerce Lane,
Fort, Mumbai - 400 001.

Phone No.22800592/22800582.

Dear Sir,

Re:- proposal for Printing of Annual Report (with Art. work) and Balance Sheet for the year ending. on 31.3.2018. " Technical Bid "

We hereby submit the details of Technical Bid as per **Annexure B** for printing of "**Annual Report (with Art. work) and Balance Sheet**" for the year ending 31.3.2018.

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

No _____ Bank _____ Branch _____

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

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

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

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

Yours Faithfully,

Seal of the Firm / Company

Signature of the Authorized Person

Date :

Place :

(TO BE SUBMITTED ON PRINTER'S LETTERHEAD)

Details for the " **Technical Bid** " for printing of Annual Report
2017-18 in Marathi & English.

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

To,
The Joint Manager
(General Administration)
The Maharashtra State Co-op. Bank Ltd., (**3rd floor**)
Sir, Vithaldas Thackersey Memorial Building,
9, Maharashtra Chamber of Commerce Lane,
Fort, Mumbai- 400 001.

SR. No.	Particulars	Details		
(i)	Name of Printing Press / Company			
(ii)	Complete address of Administrative / Corporate office (including e-mail, telephone & fax numbers)			
(iii)	Address of Printing Press (Please specify the different locations of your Press with complete address if applicable)			
(iv)	The details of authorized Person to make commitments to the Bank	Name		
		Designation		
		e-mail ID		
		Tel No. & Mobile No.		
(v)	Type of organization : Public Limited / Private Limited / Partnership/ Proprietary firm			
(vi)	License to business			

(vii)	Financial details	2015-16	2016-17	2017-18
	Balance Sheet Copy with Income Tax Return			
(viii)	Sales tax (Registration) & Income Tax (PAN) No.			
(ix)	Credentials :-			
	a) Whether you have done any work for any office of MSC Bank in the past. If yes, give details.			
	b) Whether you are in the panel of any reputed institutional customers like RBI / SBI / IDBI / NABARD / Public Sector Banks / Multi National Companies. If yes, please attach copy of work orders.			
	c) List of Important clients you served during the last 2 years, supported by documentary proof (Work Order, Bills,).			
(x)	Whether you have been blacklisted by any Government or Private organization. Please give details.			
(xi)	Client list with Document evidence			

Seal of the Firm / Company

Signature of the Authorized Person

Date :

Place :

THE MAHARASHTRA STATE CO-OPERATIVE BANK LTD
(Incorporating the Vidarbha Co-op. Bank Ltd.)

TERMS AND CONDITONS :

Kindly note that following Terms and conditions while sending the quotation.

1. The Printing of the report should be strictly in accordance with the given specification. The specimen of the report will be made available by our CPID Department Vashi Office, Navi Mumbai.
2. The delivery of copies of the report should be given to the Vashi Office as per instructions from CPID.
3. If your quotation is approved and order placed with you, you will have to accept the order in writing. The Order once placed , will be cancelled in case you fail to comply with the order. You will be liable for damages or losses if any , sustained by the Bank as a result of your failure to comply with the order and your earnest money/ security deposit shall stand forfeited.
4. The Payment will be made only on satisfactory execution of the order.
5. No enhancement of rate will be permissible for any reason.
6. Rates should be inclusive of all types of taxes, Freight, transportation & levys if any.
7. All the tenders must be accompanied by an earnest money of Rs.10,000/- in the form of Demand Draft on any Scheduled Bank in Mumbai. Favoring The Maharashtra State Co-op. Bank Ltd. Payable at Mumbai, Demand Draft of EMD should be enclosed with the Technical Bid. Technical bid not supported by EMD will be liable to be rejected. Earnest Money will not carry any interest. Same shall be refunded after completion of satisfactory work.
8. **Envelop 1 (Technical Bid) :-** Earnest Money Deposit (EMD) of 10,000/- (Rupees Ten thousand only) in the D.D. Favoring of The Maharashtra State Co-op. Bank Ltd. Payable at Mumbai.
9. **Envelop 2 (Financial Bid) :-** The amount shall be quoted for items separately as per proforma given in the financial bid. The proforma should be duly signed & Sealed by the Bidder.

Each Bidder will be issued with one copy Technical Bid & Financial Bid, which will contain General Terms & Conditions. The financial bid of a Bidder who will satisfy all the Eligibility Criteria & other terms & conditions of Technical Bid, will only be open or otherwise he will be disqualified / rejected as a participant for the said Bid.

10. Bank reserves the absolute right to accept, reject and split any tender as deemed fit and proper without assigning any reason whatsoever for rejection or splitting of the tender.
11. Delivery of the copies of report shall have to be made within the stipulated time mentioned in the work order and time is the **ESSENCE** of the Contract.
12. No advance will be made under any circumstances.
13. Penalty will be imposed for any delay in delivery. Also for the corrections in the final print.

I/We have read above terms and conditions in this regard and I/We accept the same.

**(Signature of the Tenderer)
with Rubber Stamp**

FINANCIAL BID

(TO BE SUBMITTED ON PRINTERS LETTER HEAD)

“ Quotation Format ”

Quotation for Printing of our Bank's Annual Report (with Art work) and Balance Sheet for the year ending 31.03.2018 as per specifications given below.

FORMAT FOR QUOTATION

1	Size	8 1/2" X 11" - A/4 Size- pages printing Matter 80 + 08 Cover & Graphs	Marathi Rs.	English Rs.
	Quantity	3000 Copies: 2500 Marathi & 500 English		
	Printing	Charges for type setting Including processing plate making, printing with paper. Inside 80 pages – Two colour printing inside 4 pages (Graphs) – four colour printing Cover 4 pages – four colour printing		
	Paper	100 G.S.M. Super White Sunshine (Subject to approval of Sample paper) a) Rate per page for running matter. b) Rate per page for tabular matter. c) Rate per blank page.		
2	Graphs	Processing, plate making , printing with paper as per approval of sample paper. 100 G.S.M. Super white sunshine rate for four colour printing 4 pages.		
3	Cover	Processing, printing with paper 240 G.S.M. sinar art super white card. (Subject to approval of sample paper) i) One colour printing per page charges ii) Two colour printing per page charges iii) Three colour printing per page charges iv) Four colour printing per page charges		
4		Folding, Stitching, Binding, Filling packets and packing forwarding charges if any.		
5	Lamination	Cover No. 1 & 4 , for lot		
6	Delivery	Delivery should be given as per schedule to be decided by Bank.		
7		The Printing Matter, Design Art work and Printing Schedule, the instructions will be provided by the Bank		
8		Please quote proof reading charge, if any		
9		Per Book Rate (Including All Taxes)		

Please note that your quotation should be in the above format and should reach us on or before Dt.24.05.2018.

Date :

Place :

TENDER FOR PRINTING OF ANNUAL REPORT
ENDING 31st MARCH, 2018

1	Date , time and place of :: receipt of tender form	The Maharashtra State Co-op. Bank Ltd. H.O. at Office hours Sir Vithaldas Thackersey Memorial Bldg., 9, Maharashtra Chamber of Commerce Lane, Fort,MUMBAI- 400 001
2	Last Date & Timing of Submission of Tender	24.05.2018 at 5.00 p.m.
3	Earnest Money Deposit ::	Rs.10,000/-
4	D U R A T I O N ::	Annual Report Copies to be supplied before 25.06.2018

(to be filled by the Tenderer)

Name of Tenderer in Full ::

Address in full & Phone No.

Earnest Money paid in by D.D. No.on -----

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The tenderers are required to produce documents regarding the experience of carrying out similar job alongwith the Technical Bid.