

**THE MAHARASHTRA STATE CO-OP. BANK LTD., MUMBAI**  
**(Incorporating the Vidarbha Co-op. Bank Ltd.)**  
**Scheduled Bank**

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

**Request For Proposal**

We invite sealed quotation in two bid system for Printing of Diary for the year 2021 of our Bank. Types of Diaries are as follows:

**Quantity**

- |                    |      |
|--------------------|------|
| 1) Executive Diary | 350  |
| 2) Table Diary     | 2100 |

For details please contact at following address before 12-11-2020 during office hours.

**Address:-**

**The Joint Manager,**  
**(General Administration), 3<sup>rd</sup> floor**  
The Maharashtra State Co-op Bank Ltd.  
Sir Vithaldas Thackersey Smruti Bhavan,  
9, Maharashtra Chamber of Commerce Lane,  
**Fort, Mumbai-400 001.**  
**Phone No.22800592 / 22800582**

## Designing, Printing and Supply of Diaries 2021

Sealed Bids are invited in two bid system from experienced and reputed printers having own printing facilities for printing of Bank's diaries for the year **2021** and capable of English & Marathi data feeding, **within a period of 15 days** after approval of printing material. Specification of MSC Bank Dairy 2021 is given in **Annexure – C**

**Regular Diaries** - may vary by + **10%**

Quote should be submitted in Sealed Covers to the address mentioned below on or before 12-11-2020 by 05.00 p.m.

**Address :-**

**The Joint Manager,**  
**(General Administration), 3<sup>rd</sup> floor,**  
The Maharashtra State Co-op. Bank Ltd.,  
Sir, Vithaldas Thackersey Smruti Bhavan,  
9, Maharashtra Chamber of Commerce Lane,  
Fort, Mumbai- 400 001.

Time and Date of opening of Technical Bid will be on 13-11-2020 at 11.00 a.m.

Time and Date of opening of Commercial Bid will be on 13-11-2020 at 2.00 p.m.

**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) after the outcome of the tender process:

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

1. The Printer Company should have made profits in the last three financial years.
2. The Printer should have excellent track record /experience of Diaries printing, preferably for MSC Bank which should be supported by documentary evidence like Purchase order, Invoice copy etc.
3. The Printer should have own printing facilities and other necessary set up having capacity to complete the entire job (including delivery) within stipulated period, after approval of printing material by the Bank. Further, Printer should have adequate infrastructure facilities to handle the job independently.
4. The Printers should not have been blacklisted by any Government or Private organization.
5. The Printers are required to tender Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand only) by a Demand Draft or Banker's Cheque of any Nationalized Bank favoring **The Maharashtra State Co-op. Bank Ltd., payable at MUMBAI alongwith technical bid.**

### **Other Terms & Conditions:-**

1. The EMD of all unsuccessful bidders would be released immediately upon issue of Letter of Intent /Purchase Order to the successful bidder.
2. The EMD of successful bidder will be refunded on the satisfactory completion of work, if the work is assigned to the Printer.
3. The EMD will be forfeited if:
  - (i) The bidder withdraws his tender before processing of the same.
  - (ii) The bidder withdraws his tender or shows inability to complete the work in what no manner after processing but before acceptance of “ Letter of appointment ” to be issued by the Bank.
  - (iii) The bidder violates any of the provisions of the terms and conditions of this TENDER specification.
4. EMD of successful bidder will be converted in to security deposit (SD) which shall be refundable after satisfactory performance of contract.
5. Bank will not pay any interest on EMD.
6. Language of Tender: The Tender prepared by the Bidder, as well as all correspondence and documents relating to the Tender exchanged by the Bidder and the Bank and supporting documents and printed literature shall be in English & Marathi language only.
7. Bank reserves the right to call for any document, if not submitted with Technical BID. The job will not be given to any printer for just being L-1. The capacity to complete the job within the given time frame and with desired quality will also be considered.
8. 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.
9. Printer should comply with K.Y.C Norms and should attach the copies of the following in support of the same :
  - i. **Proof of address**
  - ii. **Proof of Identity**
  - iii. **Memorandum of Association (in case of Company)**
  - iv. **Certificate of Commencement of Business (In case of Company)**
  - v. **Audited Copy of Balance sheet and Profit & Loss account for last 3 years.**
  - vi. **Copy of PAN Card**
10. Technical Bid shall not mention about the rates/costs for the work.
11. Financial Bid must be made in Indian Rupees only, including insurance, transportation charges etc. No price variation relating to increases in price will be permitted. and should be inclusive of all Taxes. i.e. G.S.T. Transportation freight, embossing, binding complete in all sense.

12. The quotation should be accompanied by a sample of diary of similar type / size, which will be kept on our records.
13. Sub tendering / contracting of the printing job or any part thereof will not be permitted.
14. Copy of all the printing materials should be presented **well in advance for approval** prior to final printing of the Diaries.
15. **Liquidated Damages (LD)**

If there is a delay in execution of the work in accordance with the terms of the contract, the Liquidated Damages shall be levied by the Bank.
16. If there is a variation from the specifications given, then Bank will have the right to make suitable deductions from the payable amount, including forfeiture of the EMD/SD **OR** Bank reserves the right to cancel the contract for any serious discrepancy in the Diaries printed. Bank's decision on seriousness of the discrepancies will be **FINAL**.
  - 1) Tender Fee – Rs.500+ 18% G.S.T. i.e. Rs.590/-
  - 2) Security Deposit 10% of total value of contract
  - 3) **Penalty i)** Rs.1,000/- Per day penalty for delay in delivery. Delivery should be made within 15 days from the date of approval final proof. **ii)** Omission discrepancy of printing mistakes will be penalised as decided by bank.
17. No advance payment will be made for executing the work order.
18. Payment would be made after the delivery of the Diaries at **specified locations** and on production of supporting evidence of delivery and on satisfactory completion of the work and on presentation and verification of the Bill, with G.S.T. Tax will be deducted at source (TDS) from the bills as required under I.T act at prevailing rates.
19. No interest charges or any other charges shall be payable except the rate quoted for the required number of copies.
20. Bank will first scrutinize the technical bid to determine the technical eligibility of the bidder. Thereafter the Financial bid will be opened for those bidders who are found technically eligible. The date of opening financial bid will be conveyed separately.
21. Bank reserves the right to alter / modify the proposed job plan / items specified in the tender.
22. Every diary should be covered in plastic paper and packed separately with carton except Booklet. Booklet should have proper plastic cover. The printer will pack and directly dispatch the packed diaries without damage as per requirement / Instruction of **The Maharashtra State Co-op. Bank Ltd.,**
23. The bidder shall keep **confidential** all the information relating to Bank's business that comes into its possession as a result of or in connection with this work.

24. Each Recipient should notify the Bank of any error, fault, omission, or discrepancy found in this tender document but not later than five business days prior to the due date for lodgment of response to tender.
25. **Dispatch & Delivery:-** Dispatch & delivery as per work order should be made before 25<sup>th</sup> December, 2020 in any circumstances.
26. **Delivery Locations:-** Mumbai, Nasik, Kolhapur, Pune, Nanded, Aurangabad, Nagpur, Amravati, Dhule, Solapur, Beed, Jalgaon, Buldhana, Parabhani, Wardha, Yavatmal, Jalna, Osmanabad.
27. Approval of Design and artwork should be taken before submitting dummy diary of every type of diary for approval.
28. **Late Bids :-**
- (i) The bids or modifications to bids, which are received after the due time & date of receipt of bids are called "Late Bids". Such Late bids shall not be considered at all for competitive bidding.
- (ii) Late tenders shall be returned unopened to the bidders with a suitable advice.
29. **Authorized signatory:** The Bidder shall submit the authorized signatories who can discuss and correspond with the bank, with regard to the obligations under the contract.
30. **The Maharashtra State Co-op. Bank Ltd., reserves the right to:-**
- Waive or Change any formalities, irregularities, or inconsistencies in proposal format delivery.
  - Extend the time for submission of the tender.
  - Select the most responsive Bidder (in case no Bidder satisfies the eligibility criteria in totality).
  - Share the information/ clarifications provided in response to tender by any Bidder, with any other Bidder(s) / others, in any form.
  - Cancel the tender at any stage, without assigning any reason whatsoever.
31. **Arbitration:** In the event of a dispute or difference of any nature whatsoever between Bank and the Bidder during the course of the assignment arising as a result of this proposal, the same will be settled through the process of arbitration conducted by **The Maharashtra State Co-op. Bank Ltd., Mumbai.**
32. **Applicable Law and Jurisdiction of Court:-** The Contract with the selected bidder shall be governed in accordance with the Laws of India for the time being enforced and will be subject to the exclusive jurisdiction of Courts at Mumbai jurisdiction (with the exclusion of all other Courts).
33. **Canvassing** in any form is prohibited and will lead to disqualifications.

34. **General terms :-**

- a) The cover page design, the colour insertions and matter shall be provided by the Bank in English and Marathi. The typesetting / layout shall be the responsibility of the printer as per Bank's requirement.
- b) Responsibility of the accuracy for printing the Diaries as per the design given by the Bank will be with the printer only.
- c) Printer shall first make a sample of diary and get it approved by the bank before processing with the entire job.
- d) Description, specification & Scope of Work shall be as per **Annexure-C**.

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

**ENVELOPE- I .**

- a) Superscribed : **“The Maharashtra State Coop Bank Ltd., - Diaries 2021 – Technical Bid”**
- b) EMD of Rs.10,000/- by way of DD or Banker's Cheque / BG favoring The Maharashtra State Co-op. Bank Ltd., payable at MUMBAI.
- c) Containing covering Letter as per **Annexure- A**.
- d) Technical Bid as per **Annexure - B**

**ENVELOPE II- The Maharashtra State Co-op. Bank Ltd.,**

- a) Superscribed: **“ The Maharashtra State Coop Bank Ltd.,- Diaries 2021 – Financial Bid ”**
- b) Contents: Financial Bid as per **Annexure- C**.

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

**The Joint Manager,  
(General Administration), 3<sup>rd</sup> floor,  
The Maharashtra State Co-op. Bank Ltd.,  
Sir, Vithaldas Thackersey Smruti Bhavan,  
9, Maharashtra Chamber of Commerce Lane,  
Fort, Mumbai - 400 001.**

37. Contact person:- for more details, Contact to **Joint Manager, Phone No. 22800592 / 22800582**

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

**Reference No. Date :**

**The Joint Manager,  
(General Administration), 3<sup>rd</sup> floor,  
The Maharashtra State Co-op. Bank Ltd.,  
Sir, Vithaldas Thackersey Smruti Bhavan,  
9, Maharashtra Chamber of Commerce Lane,  
Fort, Mumbai- 400 001.**

Dear Sir,

**Re:- Tender for Printing of diaries – Technical Bid**

We hereby submit the details of Technical Bid as per Annexure B for printing of diaries for the year 2020.

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

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

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

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

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

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

Yours Faithfully,

**Seal of the Firm / Company**

**Signature of the Authorized Person**

**Date :**

**Place :**

**(TO BE SUBMITTED ON PRINTER'S LETTERHEAD)**  
**Details for the Technical Bid for printing of MSC Bank Diaries 2021**  
**( Details filled in this form must be accompanied by**  
**sufficient documentary evidence )**

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

<b>SR. No.</b>	<b>Particulars</b>	<b>Details</b>			<b>Page No.</b>
(i)	Name of Printing Press/Company				
(ii)	Complete address of Administrative / Corporate office (including e-mail, telephone & fax numbers)				
(iii)	Address of Printing Press (Please specify the different locations of your Press with complete address if applicable)				
(iv)	The details of authorized Person to make commitments to the Bank	Name			
		Designation			
		e-mail ID			
		Tel No. & Mobile No.			
(v)	Type of organization: Public Limited / Private Limited / Partnership/ Proprietary firm				
(vi)	License to business				
(vii)	Financial details	2017-18	2018-19	2019-20	
(viii)	G.S.T. No. PAN No.				
ix)	Company Registration (Copy of Registration) accompanied with Gumasta License.				



x)	<b><u>Credentials :-</u></b>		
	<b>a)</b> Whether you have done any work for any office of MSC Bank in the past. If yes, give details.		
	<b>b)</b> Whether you are in the panel of any reputed institutional customers like RBI / SBI / IDBI / NABARD / Public Sector Banks / Multi National Companies. <b>If yes, please attach copy of work orders.</b>		
	<b>c)</b> List of Important clients you served during the last 2 years, supported by <b>documentary proof</b> (Work Order, Bills,).		
(xii)	Whether you have been blacklisted by any Government or Private organization. Please give details.		

**Seal of the Firm / Company**

**Signature of the Authorized Person**

**Date :**

**Place :**

**( TO BE SUBMITTED ON PRINTER'S LETTERHEAD )**  
Details for the **FINANCIAL BID** for printing of **MSCB Diaries 2021**

Reference No.

Dated :-

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

Dear Sir,

**Reg. :- FINANCIAL BID FOR PRINTING OF MSC BANK DIARIES 2021**

<b>Sr. No</b>	<b>PARTICULARS</b>	<b>Rate per pc</b>	<b>Multi colour page charges per page</b>
1	<b><u>EXECUTIVE DIARY:</u> 350 Nos.</b>		
	The Sample of the diary will be shown at the time of providing tender forms. Rixin cover with locking system.		
	<b><u>Information/Pages</u> : 48 to 50 pages (approx.)</b>		
	<b><u>Printing</u> : Current year planner covering first two and last two pages and calender of current and next year (i.e.2021-2022) &amp; logo on each page.</b>		
*	<b><u>Paper:</u> 78 gsm.Standard Natural Shade Paper (Sample should be attached with Tender form.)</b>		
	<b><u>Packing:</u> A Separate Carton for each diary.</b>		
	<b><u>Book-Mark:</u> Strengthened Lace sufficiently long.</b>		
	Embossing of name of executives on the Rixin cover of diary with approved colour, design and letter as per requirement of Bank.		

Sr. No	PARTICULARS	Rate per pc	Multi colour page charges per page
2	<b><u>TABLE DIARY :</u></b> 2100 Nos.		
	<b><u>Size :</u></b> 8½ " x 6"		
	The Sample of the diary will be shown at the time of providing tender forms.		
	Information :- 48 to 50 pages (approx) printed & 50 blank pages.		
	<b><u>Printing:</u></b> Current year planner covering first two and last two pages and calender of current and next year ( i.e. <b>2021-2022</b> ) & logo on each page		
	<b><u>Book Mark</u></b> : Strengthened lace, sufficiently long.		
	<b><u>Paper:</u></b> 78 gsm. Standard Natural Shade Paper (Sample should be attached with Tender form.)		
	<b><u>Packing :</u></b> Separate Carton for each diary.		

The rates quoted are inclusive of all taxes, G.S.T. and packaging / transportation etc.

We further undertake / declare as follows:

1. Financial Bid and our offer shall remain binding upon us and may be accepted by the Bank.
2. If our bid is accepted, we undertake to deliver the diaries within the schedule time frame.
3. We are agreeable to receive the payment after completion of the job as per the Bank's satisfaction.
4. We have not been barred / black-listed by any regulatory / statutory authority.

**Seal of the Firm / Company**

**Signature of the Authorized Person**

**Date :-**

**Place :-**