

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

REQUEST FOR PROPOSAL

Sealed Proposals are invited from reputed printers, for the Printing of Bank's Annual Report of the year 2021-22. Estimated quantities of the Annual Report are as below :-

Sr.No.	Language	Quantity
1	Marathi & English	2500
	Total-	2500

Sealed proposals will be accepted on or before 18-05-2022 up to 5:00 pm. The Bank reserves the right to accept or reject any or all proposals without assigning any reason thereof.

Date: - 09-05-2022

Mumbai:

(Dr. Ajit Deshmukh)
Managing Director

**COVERING LETTER FOR " TECHNICAL BID"
(TO BE SUBMITTED ON FIRM / COMPANY LETTERHEAD)**

Reference No. Date :

The 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.022-69801162

Dear Sir,

**Re:- Technical Bid proposal for Printing of Annual Report (with Art. work)
and Balance Sheet for the year ending. on 31.3.2022.**

We hereby submit the details of Technical Bid as per Annexure B for printing of "Annual Report (with Art work) for the year ending 31-03-2022.

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 hereby enclosed Demand Draft of Rs.10,000/- in favour of The Maharashtra State Coop. Bank Ltd., towards Earnest Money of work.

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 :

ANNEXURE - B**(TO BE SUBMITTED ON FIRM / COMPANY LETTERHEAD)**

Details for the " **Technical Bid** " for printing of Annual Report 2021-2022
**(Details filled in this form must be accompanied by
sufficient documentary evidence)**

To,
The 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	2018-2019	2019-2020	2020-2021
	Balance Sheet Copy with Income Tax Return			
(viii)	PAN No. GST No. Bank Details			
(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 on the panel done work of any reputed institutions like RBI / SBI / IDBI / NABARD / Public Sector Banks etc. 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,).			
(x)	Whether you have been blacklisted by any Government or Private organization. give details.			

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. Technical Bid & Commercial Bid of said work may be submitted by hand delivery by Post or by Courier at Estate & Maintenance Deptt., 3rd floor, Head Office, Mumbai.
2. 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, Mumbai.
3. The delivery of copies of the report should be given to our CPID Department as per instructions from CPID.
4. 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.
5. The Payment will be made only on satisfactory execution of the order.
6. No enhancement of rate will be permissible for any reason.
7. Rates should be inclusive of all types of taxes, Freight, transportation & charges levied, if any.
8. All the Bidders must submit Demand Draft of Rs.10,000/- towards Earnest Money along with the Technical Bid. Technical bid without EMD will be rejected. Earnest Money will not carry any interest. Same shall be refunded after completion of satisfactory work.
9. 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.
10. 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.
11. 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.

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12. Delivery of the copies of Annual Report shall have to be made within 5 days on finalization of proof. Time is the **ESSENCE** of the Contract.
13. No advance will be made under any circumstances.
14. Penalty Rs.1,000/- per day will be imposed for any delay in delivery. Also for the corrections in the final print.
15. Tender Opening will be at Bank level on 19-05-2022

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

FINANCIAL BID
(TO BE SUBMITTED ON FIRM / COMPANY LETTER HEAD)
“ Quotation Format ”

Quotation for Printing of our Bank's Annual Report (with Art work) 2021-22 as per specifications given below.

FORMAT FOR QUOTATION

1	Size	8 ¼ " x 11"	
	Quantity	2500 Copies: Marathi & English combined	
	Printing	Charges for type setting Including processing plate making, printing with paper. Inside 130 pages (+ / - 10) – Two colour printing inside 4 pages (Graphs) – four colour printing Cover 4 pages – four colour printing	
	Inside Pages	100 G.S.M. Super White Sunshine (JK, Ballarpur, Seshasayee Built or equivalent with 85% to 90% brightness) (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	Inside Graphs	Processing, plate making , printing with paper as per approval of sample paper. 100 G.S.M. Super white sunshine (JK, Ballarpur, Seshasayee Bilt or equivalent with 85% to 90% brightness) rate for four colour printing 4 pages.	
3	Cover Pages	Processing, printing with paper 240 G.S.M. sinar art super white card. (Subject to approval of sample paper) rate for four colour printing 4 pages.	
4	Folding, Stitching, Binding, Delivery 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 and Printing Schedule will be provided by the Bank		
8	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.18-05-2022

Date :

Place :