



A L L A H A B A D B A N K

**Stationery Department, Head Office,
1st Floor, 14, India Exchange Place,
Kolkata – 700 001
West Bengal**

RFP No: HO/STNY/2019-20/001

Dated: 01.04.2019

REQUEST FOR PROPOSAL (RFP)

FOR

**PRINTING OF BANK'S ANNUAL REPORT FOR THE
FINANCIAL YEAR 2018-19 &
NOTICE OF ANNUAL GENERAL MEETING (AGM)
TO THE SHAREHOLDERS OF BANK**

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NOTICE INVITING TENDER (NIT)

1. Allahabad Bank invites sealed bids from reputed & experienced printers from empanelled as well as prospective printers from the open market for printing and supply of Bank's Annual Report for the financial year 2018-19 & Notice of Annual General Meeting (AGM) to the shareholders of the Bank, strictly as per the specifications on total cost basis and to be supplied to Stationery Deptt at Head Office, Kolkata.

2. The Request for Proposal (RFP)/ Tender document can be obtained from the following address during office hours on all working days between 10.00 AM to 4.00 PM from Monday to Saturday (Except on 2nd and 4th Saturday, being holidays):

Allahabad Bank
Stationery Department, Head Office,
1st Floor, 14 India Exchange Place, Kolkata-700001.
Ph No: 033-22484082
E-mail id: ho.stationery@allahabadbank.in

3. The complete RFP has been placed at the bank's website www.allahabadbank.in and is also available at www.tenderwizard.com/abbank for downloading & application made on such form shall be considered valid for participating in the tender process.

The cost of Tender Document fee would be Rs.1,000 (Rs. One Thousand only), which would be non- refundable, and to be paid in the form of Demand Draft of any Scheduled Commercial Bank drawn in favour of Allahabad Bank and payable at Kolkata.

4. Bid Details

- 4.1 Bid reference: HO/ STNY/2019-20/001 dated 01.04.2019
4.2 Last date & time for request of Tender: 22.04.2019 till 12.00 Noon
4.3 Last date & time of submission of Technical Bid: 22.04.2019 till 12.00 Noon
4.4 Last date & time for submission of Commercial Bid online: 22.04.2019 till 01.00 P.M.
4.5 Date & time for opening of Technical Bid: 22.04.2019 at 03.00 P.M.
4.6 Place of opening of Bid: Allahabad Bank, Stationery Deptt,
Head Office, 1st Floor, 14, India Exchange Place, Kolkata-700001
4.7 Address for communication: Allahabad Bank, Stationery Deptt,
Head Office, 1st Floor, 14, India Exchange Place, Kolkata-700001
Ph No: - 033-22484082
e- mail id: ho.stationery@allahabadbank.in
4.8 Cost of Tender document: Rs.1,000
4.9 Earnest Money Deposit Rs.1,00,000

5. Bidders are required to submit the Technical Bid in physical form in the sealed envelope superscribing "Bid for Printing & Supply of Bank's Annual Report for the FY 2018-19 & Notice of Annual General Meeting (AGM)" within the stipulated time, whereas the Commercial Bid is required to be submitted /uploaded online through e-Tendering process only on or before the stipulated last date and time. The Bidders should use only the RFP formats as per notification for this purpose.

6. All bids must be accompanied with the cost of Tender Document fee of Rs.1,000 (Rs. One Thousand only), which would be non- refundable, and to be paid in the form of Demand Draft of any Scheduled Commercial Bank drawn in favor of Allahabad Bank and payable at Kolkata, to be submitted with technical bid.

7. All bids must be accompanied by Earnest Money Deposit (EMD) of Rs.1.00 lakh (Rs. One Lakh only) to be paid in the form of Demand Draft of any Scheduled Commercial Bank drawn in favour of Allahabad Bank and payable at Kolkata, to be submitted with technical bid.

8. Technical bids will be opened in the presence of the bidders representatives, who choose to attend on the specified date and time. Technically qualified bids will be taken up for further processing & opening of commercial bids in the presence of its representatives (who choose to attend) on a specified date and time, which will be notified separately.

9. No further discussion / interface will be granted to bidders whose bids have been disqualified on technical or any other ground declared / established as per terms / conditions of the RFP.

10. Non attendance of the representatives of Bidders at the bid opening date will not be a cause for disqualification of a bidder.

11. Allahabad Bank reserves the right to accept or reject, in part or full, any or all the offers without assigning any reasons whatsoever. The decision of the bank shall be final, conclusive and binding on all the parties.

Assistant General Manager
Stationery Department,
Head Office, Kolkata.

SPECIFICATIONS OF BANK'S ANNUAL REPORT FOR THE FY 2018-19

1	Item Name	Printing & Supply of Bank's Annual Report for the FY 2018-19
2	Size	202 mm x 267 mm (approx)
3	Paper	Cover Page : 90 GSM Glossy Art paper of JK Paper Mills or its Equivalent (Andhra Paper Mills/ Ballarpur Industries/ West Coast Paper Mills/ ITC). Inside Pages/ Text: 35 GSM paper, ITC Tribeni / Pudumjee White paper.
4	Printing	Cover Page: Multi colour printing in bilingual form Inside Pages/ Text: Single colour (black) back to back printing in bilingual form
5	Binding	Centre stitched (two number staples)
6	Design Layout	Printer to provide at least 5/6 design layouts for the cover, for approval of the Bank
7	Capacity	Cover Page: Multi colour printing Inside Pages/ Text: Approx 264 pages, single colour printing, including 8 pages multicolour printing
8	Quantity	1,06,500 (One Lakh Six Hundred Five Hundred only) (+/-10%)

In case of any increase/ decrease in the number of pages/copies, the cost would also vary accordingly, on pro- rata basis.

SPECIFICATIONS OF NOTICE OF ANNUAL GENERAL MEETING (AGM)

1	Item Name	Printing & Supply of Notice of Annual General Meeting (AGM)
2	Size	202 mm x 267 mm (approx)
3	Paper	70 GSM White Maplitho paper of Andhra Paper Mills/ JK Paper Mills/ Ballarpur Industries/ West Ccoast Paper Mills/ ITC
4	Printing	Single colour (black) back to back printing, in bilingual form
5	Binding	Centre stitched (two number staples) One number staple to close the booklet for posting
6	Capacity	Approx 24 pages
7	Quantity	1,06,500 (One Lakh Six Hundred Five Hundred only) (+/-10%)

In case of any increase/ decrease in the number of pages/copies, the cost would also vary accordingly, on pro- rata basis.

Disclaimer

The information contained in this Request for Proposal (“RFP”) document or information provided subsequently to the applicants whether verbally or in documentary form, by **ALLAHABAD BANK** is provided to the applicants on the terms and conditions set out in this RFP document and all other terms and conditions, subject to which such information is provided. This RFP document is neither an agreement nor an offer by **ALLAHABAD BANK**. This RFP is to invite proposals from applicants who are qualified to submit the tenders (“Tenders”). The purpose of this RFP is to provide the Tenderer(s) with information and to assist them in formulation of their proposals (“Tenders”). This RFP does not claim to contain all the information, which each Tenderer may require. Each Tenderer should, at its own costs without any right to claim reimbursement, conduct its own investigations, analysis and should check the accuracy, reliability and completeness of the information in this RFP and wherever felt necessary obtain independent advice. **ALLAHABAD BANK** makes no representation or warranty and shall incur no liability whatsoever under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. The information contained in this RFP document is selective and is subject to update, expansion, revision and amendment. **ALLAHABAD BANK** do not undertake to provide any Tenderer with access to any additional information or to update the information in this RFP document or to correct any inaccuracies if any therein, which may become apparent. **ALLAHABAD BANK** reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this RFP and/or the bidding process, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all Tenderers or can be accessed in website of **ALLAHABAD BANK**. Any information contained in this RFP document will be superseded by any later written information on the same subject made available/accessible to Tenderer(s) by **ALLAHABAD BANK**. All information about **ALLAHABAD BANK** and the proposed assignment furnished by the Tenderer to **ALLAHABAD BANK** in the context of the proposed assignment is referred to in this Tender document as “Confidential Information”. Information provided in this RFP is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Further, **ALLAHABAD BANK** also does not accept liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any tenderer upon the statements contained in this RFP. **ALLAHABAD BANK** reserves the right to reject any or all Tenders received in response to this RFP at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Tenderer might suffer due to such reason. The decision of **ALLAHABAD BANK** shall be final, conclusive and binding on all the Tenderers/parties directly or indirectly connected with the bidding process.

INSTRUCTION TO BIDDERS (ITB)

1.0 Allahabad Bank, a body corporate established under the Banking Companies (Acquisition and Transfer of Undertaking) Act, 1970 having its Head Office at 2, Netaji Subhas Road, Kolkata- 700001, hereinafter called “ the Purchaser “ which term or expression unless excluded by or repugnant to the context or the meaning thereof, shall be deemed to include its successors and permitted assigns, intends to issue this bid document, hereinafter called Request for Proposal (RFP) / Tender document to the vendors, to participate in the competitive bidding, towards printing & supply of Bank’s Annual Report for the financial year 2018-19 & Notice of Annual General Meeting (AGM) to the shareholders of the Bank, as per specifications and terms & conditions, as contained in the RFP/ Tender document.

1.1 Sealed bids are invited from reputed and eligible printers who satisfy certain Pre Qualification criteria as mentioned in the Bid document to participate in the competitive bidding towards printing & supply of Bank’s Annual Report for the financial year 2018-19 & Notice of Annual General Meeting (AGM) to the shareholders of the Bank, strictly as per the specifications on total cost basis and to be supplied to Stationery Deptt at Head Office, Kolkata (sample available with the Stationery Department and Shares & Bonds Deptt, Head Office) along with terms and condition as detailed in the Bid document.

1.2 This tender is meant for the exclusive purpose of bidding as per the terms & conditions and specifications indicated and shall not be transferred, reproduced or otherwise used for purpose other than for which it is specifically issued.

2. Cost of Tender Document: Tender documents may be obtained from Allahabad Bank, Stationery Department, Head Office, 14, India Exchange Place, Kolkata on payment of a non-refundable Tender Document fee of Rs.1,000/- (Rupees One Thousand only) in the form of DD favouring Allahabad Bank, payable at Kolkata. Tender document can also be downloaded from our website www.allahabadbank.in and is also available at www.tenderwizard.com/abbank, in which case, tender document fee in the form of Demand Draft drawn in favour of Allahabad Bank and payable at Kolkata, should be enclosed with the Technical Bid.

3. Earnest Money Deposit (EMD): The Bidders not empanelled with our Bank, should submit a refundable Earnest Money Deposit of Rs.1,00,000 (Rupees One lakh only) in the form of Demand Draft of any Scheduled Commercial Bank drawn in favour of Allahabad Bank payable at Kolkata.

On default to accept the work order on the rates quoted by the Bidder/ or for non performance, or if the Bidder submits any information which turns out to be false/incorrect at any time prior to/post of issue of work order or the Bidder fails to submit security deposit, the Earnest Money Deposit will be forfeited. An undertaking in this respect must be submitted alongwith the technical bid. The EMD shall be enclosed in the cover containing the Technical Bid.

EMD of unsuccessful vendors will be returned.

The EMD shall not earn any interest. Failure to supply wholly or partly as per terms of order/ non-performance/ non-supply in time/ supplying the materials which do not conform to the

specification / quality prescribed or found to be defective will entail enforcement of one or more of the followings:

- a) Cancellation of the order in part or full and/ or forfeiture of EMD.
- b) Recovery of extra cost if any incurred by the Bank in securing the materials from other sources due to defect / delay in execution over stipulated time or otherwise will be done by adjusting the EMD besides the Bank reserving the right to claim cost / damage.

Empanelled printers need not furnish any earnest money deposit.

4. Details of Bidder: As per Annexure

5. Pre-Qualification Criteria:

Invitation of Bid is open to all bidders who fulfil the following criteria and furnish the supporting documents, in lieu of the same:

- A. Printer's Profile- as per Annexure, Details of Bidders
- B. Copy of PAN Card
- C. Copy of GST Registration Certificate
- D. Copy of Annual Report /Audited Financial Statements, alongwith Annexures for the last 3 financial years, i.e. FY 2015-16, FY 2016-17 and FY 2017-18.
- E. Copy of IT Returns for the last 3 financial years, i.e. FY 2015-16, FY 2016-17 and FY 2017-18.
- F. The Bidder should have a minimum turnover of Rs.3 Crore during the immediately preceeding 2 financial years, i.e. FY 2016-17 & FY 2017-18, duly certified by a CA Certificate.
- G. The Bidder should be a profit making Company/ Firm, duly certified by a CA Certificate.
- H. The Bidder should have at least 3 years of experience in printing and supply of Annual Report of any reputed institution/ organization. The Bidder should have executed printing and supply of Annual Report of quantity minimum approx 1 lakh in single order/ tender.
Preference will be given to those bidders who have executed orders of similar quantity of any Public Sector Bank, during the last 3 financial years. Copy of Work Order, with value of contract and sample of work executed (if possible) be enclosed.
- I. Bidder should be empanelled with any Public Sector Bank/PSU/ Govt Organisation. Copy of empanelment letter to be attached.
- J. The Bidder should have the complete gamut of printing facilities, in-house, including web printing machine for executing the job of printing. The documents should be supported by proof and certified by Chartered Accountant firm.
- K. The Bidder should have its printing facility, including DTP & web printing, in or around Kolkata. In case of need, the bidder should be able to depute its qualified representative(s) at our Head Office for collection/exchange of print matter, submission of proofs, which may be repetitive and obtaining its approval during the process of printing, to facilitate amendment /modification/ correction of contents.
- L. Contact details of the representative.
- M. Paper samples as per specifications, in at least 29.70 cms x 21.00 cms size, with specifications like grammage and brand of paper clearly written over it.
- N. Earnest Money Deposit of Rs.1.00 lakh.
- O. Bidder should neither have been blacklisted by nor have defaulted in payment of its statutory dues, duly certified by a CA firm.
- P. Bidder should preferably have ISO certification

Documentary evidence to confirm all the pre qualification criteria should be enclosed. All the above documents should be duly authenticated by the authorised signatory and certified by the Chartered Accountant, wherever called for.

Original documents, if called for by the Bank, for cross verification, will have to be produced by the Bidders.

6. Representation in Kolkata: The bidder should have local representative(s) at Kolkata for collection of print matter, clarifications, submission of proofs and obtaining its approval during the process of printing. Address, name, contact number and e- mail id of local representative be provided.

7. Security Deposit/ Retention Money: The printer selected for printing will be required to deposit a refundable Bid security of Rs.2,00,000 (Rupees Two lakh only) in the form of Demand Draft in favour of Allahabad Bank payable at Kolkata. This money would be retained for a period of 3 months, after the execution of order. In case the Bidder fails to perform the contract or makes breach of any of the terms of the contract, the Bank shall invoke the Security Deposit to recover penalty/charges or any other amount due to the bank /recoverable by the Bank.

8. Procurement through Micro & Small Enterprises (MSEs):

Procurement through MSEs will be done as per the Policy guidelines issued by the Ministry of Micro, Small & Medium Enterprises from time to time.

Following are the conditions applicable as per the Government of India guidelines.

- The MSEs should have been registered with District Industries Centre/ Khadi Village Industries Commission/ Khadi & Village Industries Board/ Coir Board/ National Small Industries Corporation/ Directorate of Handicrafts & Handloom/ any other body specified by the Ministry of Micro, Small & Medium Enterprises.
- MSEs participating in tenders, quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 in a situation where L1 price is from someone other than MSE & such MSE shall be allowed to provide service upto 20% of total tendered value. In case of more than one such MSE, the services shall be shared proportionately according to the tendered quantity.
- MSEs are exempted from paying Application fee/ cost of Tender document and EMD.
- MSEs should submit the relevant documentary proof for claiming the exemptions.

9. Two Bid System Tender:

The Bank would adopt e-Tendering process for submission of Commercial Bid, whereas the Technical Bid has to be submitted in physical form.

Technical Bid in a sealed envelope/ cover superscribing "Bid for Printing & Supply of Bank's Annual Report for the FY 2018-19 & Notice of Annual General Meeting (AGM)" must be submitted within the stipulated date and time, as per bid details given in the RFP/ Tender document, within the stipulated time.

The tender not submitted in the prescribed format or incomplete is liable for rejection. Allahabad Bank is not responsible for non receipt of tender documents within the specified date and time due to any reason including postal delays or Holidays.

Technical bid should contain the followings:-

- Instructions to Bidders and General Terms & Conditions, stipulated in the Tender document duly signed on all pages.
- Cost of Tender Document fee of Rs.1,000 (non- refundable).
- Earnest Money Deposit of Rs.1 lakh
- Details of Bidders
- Pre Qualification criteria with supporting documents
- An undertaking to the effect that the Earnest Money Deposit will be forfeited on default to accept the work order on the rates quoted by the Bidder/ or for non performance.
- MSEs should submit the relevant documentary proof for claiming the exemptions.

The technical bid must not contain any price information. All the tender document should be duly signed by the bidder on each page.

Tenders containing anything overriding or deviating from our terms & conditions are not acceptable. Bids without EMD will be rejected.

Commercial Offer

- The bidder has to submit the commercial bid online within the stipulated time.
- The bidder shall indicate on the appropriate price schedule, specifying the unit price of the Bank's Annual Report & Notice of Annual General Meeting (AGM), proposed to be supplied and it should include all taxes/ GST and other charges as well.
- The bidders are advised in their own interest to quote the best possible offer for the referred items.

The technical bid & commercial bid should be prepared in organized neat manner.

In case of need, the bidder should be able to depute its qualified representative(s) at our Head Office for collection/exchange of print matter to facilitate printing. Name and contact details of the local representative required.

9. Erasures or Alterations:

The offers containing unauthenticated erasures or alterations will not be considered. Therefore, there should be no unauthenticated hand written material, corrections or alterations in the offer. If such erasures or alterations are present, these should be duly authenticated by the person or persons authorised for signing the bid. Any deviation may lead to the rejection of the bid.

10. Clarification of RFP

A prospective bidder requiring any clarification of the RFP may notify the purchaser in writing or by Fax / e-mail at the fax no/ mailing address indicated in the RFP. The purchaser will respond in writing to any request, for clarification of the RFP.

The specifications of Bank's Annual Report & Notice of Annual General Meeting (AGM) are given in Tender document. Intending bidders may examine the sample of same or may seek clarification by visiting the office of the Stationery Deptt, Head Office at the above- mentioned address.

11. Language of Bid: The bid prepared by the bidder, all correspondence and documents relating to the bid exchanged by the Bidder & the Purchaser, shall be written in English. The Common Pass Book contains the matter in both Hindi & English versions. The printer shall have the required software to ensure its compatibility.

12. Defect Liability/ Liquidated Damages:

The successful bidder/ printer is liable to inherent or manufacturing defects in quality of paper, GSM, printing etc observed at a later date, though it might not be apparent or observed at the time of acceptance of stocks. In such an event, the supplier will have to replace the Bank's Annual Report & Notice of Annual General Meeting (AGM) in part or full/ or compensate for the loss or inconvenience that might have already caused or might cause to the Bank on account of such defects or deviation from the Bank's specifications.

However, Bank cannot accept/ permit any delay whatsoever in delivery of the items, as this being a statutory requirement.

In case of delay, Bank may debar / blacklist the concerned bidder alongwith recovery of all expenses incurred in holding the Annual General Meeting on a future date.

13. Submission of Bids:

The bidders are requested to go through the RFP/ Tender document carefully and submit the Technical Bid in physical form, whereas the Commercial Bid is required to be submitted online on or before the last date and time mentioned in RFP.

14. Submission of Online Commercial Bid (E-Tendering)

14.1 The Bank will adopt E-Tendering process for online submission of Commercial Bid. The service provider for e-Tendering process is M/s Antares Systems Limited and the portal address for the same is www.tenderwizard.com/abbank, wherein the necessary details for e-Tendering are available.

14.2 The prospective bidders are advised to submit only the commercial bids online. The following steps are to be taken for online submission of Commercial Bids:

- Registration with Service Provider Portal www.tenderwizard.com/abbank
- The bidder should possess Class III Digital Signature Certificate (Mandatory).
- Commercial Bids will not be recorded without Digital Signature Certificate.

14.3 In case of any clarification/ assistance, please contact M/s Antares Systems Ltd. before the schedule time of online Bid Submission.

Contact Persons:-

Mr. Kushal Bose : 07686913157

Mr. Tousik Ghosh : 09674758724

E-mail : kushal.b@antaresystems.com, tousik.g@antaresystems.com.

14.3 Bidders are required to do Tender Request latest by 12.00 Noon on 22.04.2019 at the portal www.tenderwizard.com/abbank. Without the tender request process within the said schedule, the bidder will not be able to submit the Commercial bid online.

14.4 The prospective bidders are advised to ensure on-line submission of Commercial Bid only in a single *pdf* file of with name "**ANNUALREPORT.pdf**" of size less than 5MB, duly signed and stamped by the authorized signatory latest by the last date and time of submission of Bids.

15. Deadline for submission of Bids:

15.1 Bidders must ensure that their Technical Bids are received by the Bank at Stationery Deptt, Head Office, 1st Floor, 14, India Exchange Place, Kolkata – 700001, not later than the

time and date specified in the RFP/ Tender document. Further they have to ensure that their Commercial Bid must be submitted online latest by the last date and time of submission of bids. In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the bids will be received up to the appointed time on the next working day.

15.2 The Purchaser may, at its discretion, extend the deadline for submission of Bids by amending the RFP, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

16. Late Bids:

Any bid (Technical or Online Commercial or both) submitted by the bidder after the deadline for submission of bids prescribed by the Purchaser, will be rejected.

17. Modification and withdrawal of Bids:

17.1 The Bidder may modify or withdraw its bid after submission of the bid, provided that written notice of the modification including substitution or withdrawal of the bids is received by the Purchaser prior to the deadline prescribed for submission of bids.

17.2 No bid may be modified subsequent to the deadline for submission of Bids.

18. BID OPENING:

18.1 As the Technical bids will be evaluated first for technical suitability, the Purchaser will open only the Technical Bids as per the schedule mentioned in RFP/ Tender document. The Commercial bids of only technically qualified bidders will be opened on a later date, subsequent to the technical evaluation. The Purchaser will notify the date and time of opening of the Commercial bids to the technically qualified bidders.

18.2 Attendance of all the authorized representatives of the bidders who are present at Bid Opening will be taken in a register against name, name of the company and with full signature.

The Technical Bids will be opened at 3.00 p.m. on 22.04.2019, at Stationery Deptt, Head Office, Kolkata in the presence of intending bidders or their representatives who may be deputed to remain present at the time of Tender opening. Only one Authorized Representative will be allowed to witness/ attend the tender opening upon submitting the authorization letter issued by the Bidder Company/ Firm.

18.3 Each Bid will be numbered serially, signed and dated by the three Officers of the purchaser, on the first page. Each page of the bid will also be initialled with date, by two Officers of the purchaser.

18.4 Alterations in the bids, if any, made by the bidder would be signed legibly to make it perfectly clear that such alterations were present on the bids at the time of opening. It would be ensured that alterations are signed by the bidder/company's executive who has signed the bid or by the bidder/ company's representative authorized by the executive who has signed the bid.

18.5 Wherever any erasing or cutting is observed, the substituted words would be encircled and initialled by the bank officer singly and the fact that such erasing / cutting of the original entry were present on the bid at the time of opening should be recorded.

18.6 Commercial bids of those bidders who have not been technically qualified will not be opened for further evaluation.

19. Preliminary Examination:

19.1 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.

19.2 Arithmetical errors will be rectified on the following basis -

- If there is discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the bidder does not accept the correction of errors, its bid will be rejected.
- If there is a discrepancy between words and figures, the amount in words will prevail.

19.3 The Purchaser, at its discretion, may waive any minor informality, nonconformity or irregularity in a Bid, which does not prejudice or affect the relative ranking of any Bidder. This shall be binding on all bidders and the Purchaser reserves the rights for such waivers.

20. Evaluation of Technical Bids:

The Technical Bids will be evaluated by the Purchaser on the basis of following criteria:

- Completeness of the Technical bid in all respects and availability of all Information/details.
- The interpretation and decision of Bank for the purpose of evaluation of Technicals would be final.

The grading of Technical Evaluation is as under:

S No	Technical Parameters	Marks		
		Level-1	Level-2	Level-3
1	Copy of Annual Report /Audited Financial Statements, alongwith Annexures (for last 3 financial years, i.e. FY 2015-16, FY 2016-17 and FY 2017-18).	5	5	5
2	Copy of IT Returns for last 3 financial years, i.e. FY 2015-16, FY 2016-17 and FY 2017-18).	5	5	5
3	The Bidder should have a minimum turnover of Rs.3 Crore during the immediately preceding 2 financial years, i.e. FY 2016-17 & FY 2017-18. Turnover between Rs.3 Crore to Rs.5 Crore-10 Turnover between Rs.5 Crore to Rs.10 Crore-15 Turnover more than Rs.10 Crore-20	10	15	20
4	The Bidder should be a profit making company/ firm	5	5	5
5	The Bidder should have at least 3 years of experience in printing and supply of Annual Report of any reputed institution/ organization. The Bidder should have executed	10	15	20

	printing and supply of Annual Report of quantity minimum approx 1 lakh in single order/ tender. If order executed for similar quantity-10 If order executed for more than double the quantity-15 If order executed for more than treble the quantity-20 Preference will be given to those bidders who have executed orders of similar quantity of any Public Sector Bank, during the last 3 financial years. Copy of Work Order, with value of contract and sample of work executed (if possible) be enclosed.			
6	Paper samples as per specifications, in at least 29.70 cms x 21.00 cms, with specifications clearly written over it.	5	5	5
7	The Bidder should have the complete gamut of printing facilities, in-house, including web printing machine.	10	10	10
8	Bidder should be empanelled on the panel of any Public Sector Bank/PSU/Govt Organisation. If empanelled on the panel of 1 PSB/PSU/Govt Orgn-10 If empanelled on the panel of 2 to 4 PSB/PSU/Govt Orgns-15 If empanelled on the panel of more than 4 PSB/PSU/Govt Orgns-20	10	15	20
9	Past experience of the Printer with the Bank Not Satisfactory- 0 No past experience- 5 Satisfactory experience-10	0	5	10
	TOTAL	60	80	100

Minimum Marks required for Technical qualification: 70.

However, bidders who score more marks on technical evaluation would be preferred by the Bank. Decision of the Bank in this regard would be final.

21. Evaluation of Commercial Bids:

The Bids technically qualified, will be financially evaluated by the Bank.

Financial evaluation will be arrived after totalling the aggregate cost of Annual Report and AGM Notice. The total amount so arrived, will form the basis for financial evaluation. The bidder who has quoted the lowest rate, L-1 rate, in price bid will be awarded the contract.

The successful bidder who receives the Work Order will have to submit a DD of Rs.2.00 lakhs favouring Allahabad Bank drawn on any Bank payable at Kolkata which will be retained for a period of 3 months, after the execution of order.

The bidder who has quoted the lowest rate (L-1) in price bid will be awarded the contract. If for any reason, L-1 bidder backs out to execute the order, the order may be offered to L-2 bidder, subject to its acceptance to execute the work at L-1 rate. In case, the L-2 bidder also backs out, the order may be offered to L-3 bidder, subject to its acceptance to execute the work at L-1 rate.

The printing and supply of Bank's Annual Report & Notice of Annual General Meeting (AGM) will be subject to the terms and conditions laid down by the Bank.

The successful bidder will have to do the entire composing work alongwith artwork and submit proofs to the Bank for its approval.

22. Purchasers right to accept or reject any Bids/ all Bids:

The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser's action.

23. Supply Schedule & Destination:

- The successful bidder has to submit the proof of Annual Report and Notice of AGM at a very short notice, from the date of receipt of Work Order.
- Delivery of Bank's Annual Report & Notice of Annual General Meeting (AGM) will have to be made at Stationery Deptt, Head Office, Kolkata or as advised by the Bank.
- Delivery of entire quantity is to be made within 7 days from the date of approval of proof by our Accounts Deptt, Shares & Bonds Deptt, IRM Deptt, Planning & Development Deptt, PSC Deptt, SME & Retail Deptt, Rajbhasha Deptt, etc.
- However, if it is found that the Bank's Annual Report & Notice of Annual General Meeting (AGM) are not delivered within the stipulated time, then penalty/ liquidated damages would be levied as mentioned in the RFP/ Tender document.

24. Other conditions:

- a) Bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- b) Bids with any conditions overriding our Terms & Conditions are liable for rejection.
- c) The Technical bids will be opened as detailed in RFP/ Tender document at the address mentioned therein.
- d) Commercial bids of those suppliers who qualify technical evaluation and conform to our terms and conditions only will be opened. The date and time of opening commercial bid shall be informed to technically qualifying bidders.
- e) The bidders or their authorized representatives (only 1 per bidder), with requisite authorisation letter from the bidder may attend/ be present at the time of opening of the bids.
- f) Bank reserves the right to open the bids at the stipulated/notified time & date, even if vendor/s express their inability to attend the opening of bids.

- g) The Bank's decision regarding the acceptance / rejection will be final and no dispute or negotiation will be entertained in this regard.
- h) In matters regarding the quality of materials, interpretation of specifications etc, the decision of the bank shall be final, conclusive and binding on the bidder.
- i) Once the quotation is submitted, no bidder will be allowed to withdraw the quotation on any grounds. In case of unilateral withdrawal, the EMD of the bidder will be forfeited. In that case, in addition to forfeiture of EMD, Bank may also decide to debar the concerned bidder and the decision of the Bank will be final and binding on all concerned.
- j) Earnest Money Deposit (EMD) will be forfeited in case the bidder refuses to execute the order at the quoted rates, if placed after qualifying in the bid. In that event, Bank may decide to debar / blacklist the concerned Bidder and the decision will be final and binding on all concerned.
- k) In case of bidder backing out after placing the order and submission of Bid Security, the Bank reserves the right to forfeit the EMD/ Bid Security.
- l) If the bidder considers that any decision of the bank is unacceptable and issue cannot be resolved mutually, the bidder may request for arbitration in writing within 15 days of such happening. The Bank shall give its written instructions or decision within a period of 30 days from the receipt of the vendor's letter. All disputes or differences as above shall be referred for arbitration by a Sole Arbitrator in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996.
- m) The seat of arbitration will be at Kolkata or any legal disputes will be under the jurisdiction of the courts at Kolkata.
- n) The tenders received within the due date and time only will be considered for evaluation.
- o) The Technical bids shall be opened and the qualifications of the bidders will be evaluated to ensure that it conforms to the minimum pre qualification criteria.
- p) All the pages of tender document shall be sealed (stamped) and signed by Authorized Signatory as token of having read the entire tender document and understood the instructions, terms & conditions etc. No changes whatsoever would be permitted in the tender document and the tender submitted by the bidder shall be strictly as per Bank's format.
- q) Bank reserves the right to cancel this invitation to offer in part or full and also the entire procurement process at any stage without assigning any reason.

Accepted the Terms & Conditions

SIGNATURE OF THE AUTHORISED OFFICIAL WITH SEAL

GENERAL TERMS & CONDITIONS

1. **SCOPE OF WORK:** The work is for printing & supply of Bank's Annual Report for the financial year 2018-19 & Notice of Annual General Meeting (AGM) to be supplied at Stationery Deptt, Head Office, Kolkata or as advised by the Bank.
2. **EARNEST MONEY DEPOSIT:** The tenderer will have to deposit earnest money to the extent and in the form detailed in the RFP/ Tender document and Instructions to Bidders. The earnest money will not bear any interest. In the case of the successful tenderer to whom the contract is awarded, the EMD will be adjusted against security deposit till the contract is performed satisfactorily in all respects.
3. The Bidder should have printing/ other facilities necessary to complete the job within the time prescribed as per the terms and conditions of the tender.
4. Bidder is required to submit the final proof of Bank's Annual Report for the financial year 2018-19 & Notice of Annual General Meeting (AGM) for approval.
5. **PRICE:** The total price for printing & supply of Bank's Annual Report for the financial year 2018-19 & Notice of Annual General Meeting (AGM) shall be in Indian Rupees only and the prices shall be inclusive of all taxes/ Levy, etc. The price shall be firm and binding without any escalation whatsoever.

The prices quoted shall be deemed to include cost of paper, cost of printing, and all taxes / duties/ local levies if any upto door delivery, including loading and unloading charges. If the Tenderer fails to include such taxes and duties in the tender, no claim thereof will be entertained by the Bank afterwards.

- i) Price is not subject to fluctuation of the rupee against foreign currencies or for any other reason(s). The price shall remain firm throughout the period of this contract.
- ii) In case there is a change in the Government norms, taxes etc before supply or presentation of invoices on the Bank, whichever is later, the same shall be borne by the printer.
- iii) Price quoted shall remain firm.

6. DELIVERY, LIQUIDATED DAMAGES:

- After the issuance of Work Order, if the printer fails to supply the Bank's Annual Report & Notice of Annual General Meeting (AGM) within the specified delivery period/ if the quality of the Bank's Annual Report & Notice of Annual General Meeting (AGM) /paper used /design/ specification is not as per the tender terms / as per the specimen given for test check, the Bank shall be at liberty to cancel the entire order for the undelivered number of Bank's Annual Report & Notice of Annual General Meeting (AGM) if any, besides de-listing the printer from the empanelled list and also denying any future empanelment in the Bank.
- If the printer fails to deliver the Bank's Annual Report & Notice of Annual General Meeting (AGM) as above and in the event of such cancellation, the Security Deposit of the printer shall stand forfeited and the printer shall not be entitled to any compensation but the printer shall continue to carry out all his obligations under this contract, including warranty in respect of the Bank's Annual Report & Notice of

Annual General Meeting (AGM) that may have already been supplied before cancellation.

- The decision of the bank in regard to cancellation of the Work Order, levy of liquidated damages and forfeiting the Security Deposit shall be final.
- If, at a later date or subsequently it is revealed/discovered that the paper supplies/used or printed is not in accordance to Bank's specification/ quality stipulated, such supply / lot will be rejected by the Bank at the printer's cost.

However, Bank cannot accept/ permit any delay whatsoever in delivery of the items, as this being a regulatory requirement.

In case of delay, Bank may debar / blacklist the concerned bidder alongwith recovery of all expenses incurred in holding the Annual General Meeting on a future date.

7. In case of supply of Bank's Annual Report & Notice of Annual General Meeting (AGM) where Road Permit is required for transportation of goods, it is the responsibility of bidder to procure the same by making all arrangements required well in advance. However, Bank will provide requisite letter, if required by the bidders for getting the permits. The Bank shall not be responsible for any delay on this account. However, the Bank may consider, in exceptional circumstances and purely at its sole discretion, granting additional time for completion of supply, if it is satisfied that the delay was on account of delay in issuing road permits by the concerned authorities and not on account of any lapse on the part of the supplier.

8. PAYMENT

The Bank will not pay any advance for supply of the Bank's Annual Report & Notice of Annual General Meeting (AGM). The bills and invoices shall be prepared by the printer and submit to Head Office of the bank. The Invoice amount will be paid by the bank, subject to compliance of the following:

- Satisfactory quality & supply of the Bank's Annual Report & Notice of Annual General Meeting (AGM) as per the parameters mentioned in the Technical Bid, general terms and conditions of the tender.
- Produce relevant documents pertaining to the delivery of Bank's Annual Report & Notice of Annual General Meeting (AGM) in original.
- The successful bidder shall submit the soft copy of the printed material.
- Satisfactory quality & supply of the print matter as per the specifications mentioned in the Technical Bid, general terms and conditions of the tender.
- Should provide deliverables strictly as per specifications for which original paper purchase Invoice and/ or paper Lab Report be produced at the time of submission of Bill.
- Various parameters set out by the Bank and duly committed by the printer, while participating in the tender process, must be complied with. If the Bank's Annual Report & Notice of Annual General Meeting (AGM) do not conform to the specifications as per technical bids, the order stands automatically cancelled and the printer shall not be entitled for any payment and the Bank's Annual Report & Notice of Annual General Meeting (AGM) shall be taken back at the cost, risk etc. of the printer. Further in such an event the EMD furnished by the printer while participating in the tender process shall be forfeited.

- The Security Deposit of Rs.2.00 lakh would be retained for a period of 3 months, after the execution of order.
- In the event of any breach of terms and conditions and/ or failure to supply the Bank's Annual Report & Notice of Annual General Meeting (AGM) by the printer as per the terms and conditions Bank shall have the right to invoke the Security Deposit.

9. DEDUCTION FROM PURCHASE PRICE

The Printer shall reimburse the Bank all costs, charges, damages or expenses which the Bank may have paid or suffered and to the extent to which the Printer is obliged and responsible under this Contract to do so, within 30 days upon written request of the Bank failing which such costs, charges, damages or expenses including statutory payments, if any, shall be deducted by the Bank from any money due or becoming due to the Printer under this contract or any other Contract or may be adjusted from Security Deposit or by arbitration/ action of law or otherwise from the Printer.

10. ENFORCEABILITY:

The decision of the Bank in arriving at the conclusion of breach of conditions and/ or default of printer will be accepted by the printer without any demur and the Bank will be at liberty to enforce these conditions/rights.

11. TERMINATION:

Considering the statutory requirement of sending Annual Report and AGM Notice to the shareholders of the Bank within the prescribed timeline, the Bank at its option without prejudice to its rights under the Contract, is entitled to terminate the Contract at any time by giving written notice to the Printer in the following circumstance:

- a. in case the Bidder does not comply with any of his obligations/ undertakings under this Contract;
- b. if the design, specifications of Bank's Annual Report & Notice of Annual General Meeting (AGM) supplied by the Bidder do not conform to the approved technical specifications and other requirements specified in this contract or agreed to by the bidder;
- c. if the Bidder refrains from implementing any of the instructions received from the Bank within the stipulation of this Contract;
- d. in case of any breach of the terms and conditions of this contract by the printer.
- e. If the Printer becomes bankrupt or insolvent or causes or suffers, any receiver to be appointed for its business or any assets thereof, compounded with its Creditors, or being a corporation, commence to be wound up for the purpose of amalgamation or reconstruction, or carry on its business under a Receiver for the benefit of its Creditors, the Bank shall be at liberty to terminate the contract forthwith upon coming to know of the happening of any such event as aforesaid by notice in writing to the Printer or to the Receiver or Liquidator or to any person in whom the Contract may become vested or give such Receiver, Liquidator or other person the option of carrying out the Contract subject to his providing guarantee for amount to be specified by the Bank.

In the event of such termination, the Security Deposit of the printer shall stand forfeited and the Bank shall have the right to terminate/ depanel/ blacklist the printer and deny any

future orders, alongwith recovery of all expenses incurred in holding the Annual General Meeting on a future date, if any.

12. ASSIGNMENT

The whole of the works included in the contract shall be executed by the tenderer and shall not directly or indirectly transfer, assign or sublet the contract or any part, share or interest therein without written consent of the Bank.

13. INDEMNITY:

The printer indemnifies to protect and save the Bank, its employees, personnel, officers, directors and representatives against all claims, losses, costs, damages, expenses, action suits and other proceeding resulting from infringement of any patent, trademarks, copyrights etc, or such other statutory infringements in respect of Bank's Annual Report & Notice of Annual General Meeting (AGM) supplied to the Bank.

14. FORCE MAJEURE

The Bidder shall not be liable for forfeiture of its Security Deposit, liquidated damages or termination for default, if and to the extent that it's delay in performance or other failure to perform its obligations under the contract as the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, and acts of the Bank either in fires, floods, strikes, lock-outs and freight embargoes.

If a Force Majeure situation arises, the Bidder shall promptly notify the Bank in writing of such conditions and the cause thereof immediately. Unless otherwise directed by the Bank in writing, the Bidder shall continue to perform it's obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, the Bank and the Bidder shall hold consultations with each other in an endeavor to find a solution to the problem.

Notwithstanding the above, the decision of the Bank shall be final and binding on the Bidder.

15. INSPECTION:

Bank shall be free to carry out pre- delivery inspection. The Bidder shall make all necessary arrangement for this purpose. The Bank also reserves the right to get the printing press inspected by its own technical personnel and/ or by any other organization/ persons engaged for the purpose and the printer shall have no objection and shall cooperate and provide necessary details/ information required for such inspection.

16. SETTLEMENT OF DISPUTES:

- a. Should any dispute or difference of any kind whatsoever arise between the purchaser and the printer in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such disputes or difference by mutual consultation.

- b. If after 30 days, the parties fail to resolve their disputes or difference by such mutual consultation, then either the purchaser or the printer may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute. No arbitration in respect of this matter may be commenced unless such notice is given.
- c. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this clause shall be settled through arbitration. The arbitration shall be done by the sole arbitrator who shall be appointed by the Purchaser. The decision of the arbitrator shall be final and binding on the parties. The arbitration shall be done in accordance with the Arbitration and Conciliation Act, 1996, as amended from time to time.
- d. Arbitration proceedings shall be held at Kolkata and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

17. STATUTORY AND OTHER REGULATIONS:

The Printer shall comply with all the statutory obligations of the Government of India / State Governments and local authorities applicable and the Bank shall not be liable for any action under the statutes applicable due to non-compliance of statutory obligations by the Printer.

18. APPLICABLE LAW:

The Contract shall be interpreted in accordance with the laws of India. Any dispute arising out of this contract will be under the jurisdiction of Courts of Law in Kolkata.

The Bank reserves the right to cancel the Bid without assigning any reasons.

19. OTHER TERMS:

- The Bank need not necessarily accept the lowest bid and the decision of the Bank in this regard will be final.
- It may be noted that once the work order is accepted, successful bidder will be bound to execute the same within the period specified and no request for increase in rate subsequently nor any excuse, reason for not executing the order on account of non-availability of paper will be entertained.
- The individual rates should be quoted for Bank's Annual Report & Notice of Annual General Meeting (AGM). The total amount so arrived, will form the basis for financial evaluation.
- The rates should be inclusive of all costs, including paper, design, layout, printing, GST, packaging, loading & unloading charges and delivery at Stationery Deptt, Head Office, Kolkata or as advised by the Bank.
- High quality of work and uniform printing of text will be required.
- Final printing will be undertaken only after the final proof is approved which may involve repeated submission of proofs. The Bank will approve the layout and design before final printing. For this, if required, it is expected that the Printer should man/depute its qualified staff at its own cost at the Bank's premises for capture and proof reading in order to facilitate timely and smooth completion of the printing.
- The entire Work Order is to be executed and delivered within a period of 7 days from the date of approval of proof by our Accounts Deptt, Shares & Bonds Deptt, IRM Deptt, Planning & Development Deptt, PSC Deptt, SME & Retail Deptt, Rajbhasha Deptt, etc.
- The Printers who can abide by this time schedule should only participate in the Tender process.

- After scrutiny of the Technical Bids, if required/ deemed fit by the Bank, inspection of the Printers would be conducted by the Bank, before opening of Commercial Bids.
- The selected printer will have to deposit Bid security of Rs.2.00 lakh with the Bank, which would be retained for a period of 3 months, after the execution of order. In case of any default or loss caused to the Bank due to delay in printing & delivery within the stipulated period such loss or damage may be recovered from the bid security.
- Timely printing and dispatch of Bank's Annual Report & Notice of Annual General Meeting (AGM), strict adherence to the prescribed time schedule is of paramount importance and hence cannot be compromised, which may please be noted for strict compliance.
- The selected printer will have to ensure completion of the job within the time as per direction of the Bank after the approval of final proof.

DETAILS OF THE BIDDER

1. Name of the Firm/Unit/Company
2. Address (with Phone No, Mobile No & e- mail id)
 - a) Head Office:
 - b) Branch Office:
 - c) Printing Press/ Unit:
3. Year of Establishment/ Incorporation
4. Constitution: (Proprietorship /Partnership/ Pvt. Ltd/Public Ltd/LLP)
5. Name & Address of Proprietor/ Partners/ Directors:
6. Local address of the firm/ company with name of local representative with contact number
7. Whether ISO Certified :

If yes Standard of ISO Certification:

Other certifications, if any

8. PAN No and GSTN Registration No. (Enclose copies)

9. Annual Turnover

(Amount Rs in Lac)

	FY 2015-16	FY 2016-17	FY 2017-18
Annual Sales			
Revenue from Printing			

Net Profit			
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10. Name & Address of Bankers/ Financial Institutions, alongwith status of credit facilities enjoyed, if any, with status of account:

- i) Banks
- ii) Financial Institution

11. Whether specialized in any field of printing
If so, furnish details

12. Details of Infrastructures available with the Printer
(If required a separate annexure be used)

I. Printing Section

Type of Printing Machine	Make:	Size:	Year of Mfg	Capacity per Day
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Sheet Offset Machine

Web Offset Machine

Others, if any

II. Composing Section

Type of Machine	Make:	Size:	Year of Mfg	Capacity per Day
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III. Other requisite facilities: (If required separate annexure be used)

Type of Machine	Make:	Size:	Year of Mfg	Capacity per Day
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- a) Binding
- b) Cutting (programmable)
- c) Plate Making
- d) Lamination machine
- e) Stitching Machine
- f) Gumming Machine

g) Four colour sheet set machine or web offset machine

h) Others, if any

IV. Pre Press facilities

V. Work Force

a) Skilled

Permanent:

Temporary:

- i) Printers
- ii) Binders & others
- iii) Packers & Loaders

b) Semi / Unskilled

VI. Unit/ Printing Press

- i) Whether own or rented
- ii) Total Land Area (in sq. ft.)
- iii) Constructed Area (in sq. ft.)
- iv) Godown (in sq. ft.)

VII. Power supply

- a) Sanctioned Load (in KVA)
- b) Connected Load (in KVA)
- c) Availability of Generator (in KVA)

14. Details of Available Transportation Facility: Road Railway

15. Storage Facility:

16. Quality Control Practices:

(Signature with Seal)

UNDERTAKING

I/We confirm that the information provided above is correct, to the best of my/ our knowledge and I/we understand that any concealment of facts will lead to my/our disqualification at any stage by the Bank.

I/We further undertake that

- The firm/ unit/ printing press is having all the regulatory/ statutory approvals from the government/ regulatory authorities.
- The firm/ unit/ printing press has never been involved in any illegal activity/ financial frauds and has not been blacklisted by any organisation for printing and supply of stationery items.

Date:

Place:

SIGNATURE OF BIDDER

Signature of the Bidder/ Tenderer (With Seal)

Authorized Signatory

(All details are mandatory. Wherever the space is insufficient, separate sheet may be used to furnish the details)

Enclosed:

1. Copy of PAN Card
2. Copy of GSTN Registration Certificate
3. Copy of Annual Report /Audited Financial Statements, alongwith Annexures (for last 3 Years)
4. Others, if any.

FORMAT OF COMMERCIAL BID

To,

The Asstt. General Manager,
Allahabad Bank,
Stationery Department, Head Office,
1st Floor, 14, India Exchange Place,
Kolkata – 700 001.

Dear Sir,

Printing & Supply of Annual Report & Notice of AGM for the FY 2018-19

Your Quotation No. HO/STNY/2019-20/001 dated 01.04.2019

In response to your above Quotation, we hereby submit our Bids as under for printing and supply of Annual Report & Notice of AGM for the FY 2018-19 as per specifications:

Item to be printed	Rate per item (INR)	Quantity	Total Amount (INR)
Annual Report		106,500 (+/-10%)	
Notice of AGM		106,500 (+/-10%)	

In case of any increase/ decrease in the number of pages/copies, the cost would also vary accordingly, on pro- rata basis.

The rates quoted should be inclusive of all costs/ charges, GST, including packaging, loading and unloading charges, transportation cost, etc.

Signature :

**Name & Designation :
Firm/Company with address
and official seal :**

Place:

Date :