Request for Proposal

National Bank for Agriculture and Rural Development (NABARD) invites sealed quotations from eligible, reputed printers for printing, packing and supply of the Bank’s Annual Report 2020-21. The agencies intending to bid for the aforementioned job may submit sealed quotations as per the details specified in this invitation document.

The quotations must be delivered duly completed, in a written form, at the following address:

The Chief General Manager,
Department of Economic Analysis and Research (DEAR),
NABARD Head Office, 4th Floor ‘C’ Wing,
Plot No. C-24, ‘G’ Block,
Bandra-Kurla Complex, Bandra (East)
Mumbai – 400 051.
E-mail: dear@nabard.org

Last Date and Time for Submission of Bids: **1700 hours on 26 March 2021.**

Methodology and Process of selection:

2. The tender methodology and process of selection proposed to be adopted by NABARD is as under:

   a) Two-stage bidding process will be followed for the purpose of selection of the vendor/bidder. The response is to be submitted in two parts, i.e. the Technical Bid and the Financial Bid. These are two distinct and separate parts of the proposal.

      ➢ Quotation Part I – Technical Bid as indicated in **Proforma ‘A’**, shall be enclosed in a separate sealed envelope duly superscribed ‘**Quotation for Printing NABARD Annual Report 2020-21 – Technical Bid**’ and shall be submitted with a set of samples of A4 size of (i) 300 gsm Yugo Foreign Art Card paper for cover page, and (ii) 100 gsm Finland Lumi Matte Art Paper for inner pages, with perfect binding of the Report. **The agency should also submit any 3 sample reports (hardcopies) printed by them in last 3 years.**

      ➢ Quotation Part II – Financial Bid as indicated in **Proforma ‘B’**, shall be enclosed in a separate sealed envelope duly superscribed ‘**Quotation for Printing NABARD Annual Report 2020-21 – Financial Bid**’.

   b) Demand Draft/ Bank Guarantee for the amount specified in ELIGIBILITY/ PRE-QUALIFICATION CRITERIA and an advance receipt duly stamped for the amount of the demand draft for enabling the Bank to return the Earnest Money Deposit (EMD) to the unsuccessful bidders, all enclosed in a separate sealed envelope and superscribed ‘**Quotation for Printing NABARD Annual Report 2020-21 – Earnest Money Deposit**’ (EMD).

   c) A copy of the Quotation Document with a certificate issued by the Printer accepting all terms and conditions contained in the Quotation Document.

   d) The three sealed envelopes referred above containing (a) Technical Bid (b) Financial Bid and (c) Demand Draft/ Bank Guarantee, Certificate of Acceptance of terms and conditions and the advance receipt should be enclosed together in another sealed envelope superscripted ‘**Quotation for Printing NABARD Annual Report 2020-21**’. 
e) Bids received will be evaluated on Quality and Cost Based Selection (QCBS) Method, the stages of which are shown below:

Stage 1: Technical Bids Evaluation: Marks are to be given out of 100.
Stage 2: Conversion of Technical Marks to Technical Score: (Highest score/ Actual score) x 80
Stage 3: Financial Bid Evaluation: The actual amount to be considered.
Stage 4: Conversion of Financial Bid amount to Score: (Lowest quote / Actual quote) x 100
Stage 5: Consolidated Technical and Final Score with weightage 80:20 (Stage 2 + Stage 4 x 20)

f) The bidders are advised to refer to the checklist (Annexure II) and confirm that the Quotation submitted strictly complies with all the above instructions. **Quotations, which are not in conformity with the instructions, are summarily liable for rejection.**

g) Quotations submitted through Fax/E-mail or in any other manner, other than the above specified, will not be considered and no correspondence will be entertained in that regard. The Technical Bid of only those Printers, whose EMD is found to be in order will be opened. On the basis of the given technical parameters and inspection of printing facilities, if considered necessary, the valid Technical Bids will be evaluated and short-listed. The Financial Bid of only those Printers who have been short-listed as above will be opened. Financial Bids, which are not as per Proforma B or incomplete in any respect, shall be rejected summarily.

h) The technical quotations and financial quotations will be opened at **11.00 a.m. on 31 March 2021**. The printers who have qualified in the Technical Bid and Financial Bid will be informed over telephone/email. In case any clarification is required for filling up tender documents, the bidders may contact Dr. Alaka Padhi, Deputy General Manager, DEAR on #022-26539517 or Ms. Swati Ranade, Manager on 022-26539187.

i) **Instructions for filling up Proforma A and B:** The Quotation should be submitted strictly as per **Proforma A and B**. Proforma should be either typed or written legibly in English. Alterations, if any, in the Quotation should be attested properly by the person signing the same. Quotations with alterations, which are not authenticated as above, will result in rejection of the quotation. **Over-writing** in the Quotation may render it invalid.

j) Final selection will involve weightage of 80:20 for technical and financial bids. Technical bid will be evaluated by an internal committee based on the quality of previous work and other criteria they may decide.

**ELIGIBILITY/PRE-QUALIFICATION CRITERIA**

3. **Earnest Money Deposit:** Each quotation must be accompanied with a bank Demand Draft for **₹10,000 (Rupees Ten Thousand only) towards EMD** drawn in favour of the National Bank for Agriculture and Rural Development and payable at Mumbai. Alternatively, the bidder can also produce bank guarantee for an equivalent amount towards EMD in the specified Proforma for a minimum period of six months. Further,

a. The EMD of Printers, who have not been finally selected for the printing work, will be returned **without any interest within 30 days** from the date of opening of the Financial Bids.

b. In the case of the successful bidder, the EMD will be treated as **Security Deposit** and will be retained for a period of six months or until satisfactory completion of the work order, whichever is later and thereafter payment will be made to the party. **No interest shall be payable for EMD/**
Security Deposit. In case of Bank Guarantee, it will be revoked after the completion of the work order in all aspects and at the time of final settlement of the bill.

c. Forfeiture of Security Deposit: In case the selected printer is not able to execute the assigned job of printing and distribution of the publications of the desired quality and within the specified period, the Security Deposit will be forfeited in full. Such vendors are liable to be disqualified from participation in future quotations.

4. The bidder should ensure that they meet all the eligibility/pre-qualification criteria given below before submitting the quotations. The selection of the Printer will strictly be on the basis of infrastructure, competence available with the Printer and the previous experience in executing similar kind of printing work of prescribed volume.

Eligibility Conditions:

a. The Printer should be a reputed and registered firm/concern or a company registered under the Companies Act, 1956. The firm/company must be registered for GST. Attested copies of the certificates should be furnished with the Technical Bid.

b. The Printer should have a valid Factory License. Attested copies of the certificate should be furnished with the Technical Bid.

c. Quotation from firm(s) in which an employee of NABARD or any of his/her family members holds interest is not acceptable and will be rejected summarily.

d. The annual turnover of the printer should be at least ₹1 crore during each of the preceding three financial years. The printer should have executed, in the last 12 months, at least two quotations of similar nature with each of them amounting to ₹5 lakh or above. The printer should have an experience of at least 5 years in the work of printing Annual Reports containing text write-up, pocket charts of high quality, photographs and statistical tables, etc., similar to Annual Report (2019-20) of NABARD. The printer should have full in-house Desk Top Publishing (DTP) set-up. The printer should have latest version of Computers and licensed software along with laser-jet colour printers and complete in-house printing facilities, besides high-speed Internet Connectivity. The printer should have facilities/arrangements for delivering copies of the publications in any part of the country, if needed.

5. The other specifications regarding the printing of the Annual Report 2020-21 are as detailed below:

i. Annual Report 2020-21 will be brought out in three versions – Bilingual, English and Hindi.

ii. The quality of paper and printing should be as specified in Annexure-I.

iii. The matter for printing will be provided by e-mail in ready-to-print PDF format.

iv. The first print proof shall have to be made available to the bank within 2-3 days from the date the material is given to the printer on a medium.

v. The corrected print proof shall have to be made available to the Bank for approval within 2 days from the corrections in the proof given to the printer. Laser print out should be given for all progressive corrections till they are finally approved. Such repeat proofs may go up to 5 to 6 for some chapters. No separate charges shall be payable for the submission of colour proofs. All the original artwork/matter supplied by the Bank should be returned to the Bank after printing of the publication.
vi. At least 145 duly bound final printed copies (100 English and 45 Hindi) have to be delivered at our H.O., Mumbai within 5 days from the date of handing over the final corrected proof with layout, duly approved.

vii. At least 110 final printed copies of Annual Report 2020-21 (55 English and 55 Hindi) to be delivered to NABARD, New Delhi Regional Office on an urgent basis within 5 days from the date of handing over the final corrected proof with layout, duly approved.

viii. The copies to be delivered to outside destinations would be packed by the printer based on the list of addresses indicating number of copies provided by NABARD. The packing of the copies to be delivered to outside stations would be done by the printer. The packing charges would be quoted per box for wooden/corrugated separately. NABARD’s official courier agency will pick up the packages from the printer’s place for dispatching them to outside destinations. If NABARD’s courier agency fails to pick up the packages from the printer’s place, the printer is required to dispatch the copies to outside destinations and may get the charges reimbursed from NABARD accordingly. The printer will deliver the remaining copies to the Bank’s Head Office at Mumbai for which no charges will be paid. **If delivery of copies to outstation places is done by the printer, actual charges would be reimbursed separately.**

ix. The printer’s bill would be settled only after confirmation of receipt of AR copies from ROs/TEs of NABARD. **The printer’s claim would be settled based on number of copies actually received in good condition without any defects by ROs/TEs/HO of NABARD.**

x. In case of failure to adhere to the time schedule indicated, the Bank will have the option to impose **penalty at the rate of 2.5 per cent for each week’s delay** or part thereof, subject to a **maximum of 10 per cent of the total bill.** The amount of penalty so imposed will be deducted from the bill for printing the Annual Report. This however, will be without prejudice to NABARD’s right to recover the same through the other mode of legal recovery as deemed fit. Such delays shall also result in disqualification of the printer.

xi. Notwithstanding the provision in Clause x above, in case the printer fails to adhere to the stipulated time schedule, then NABARD reserves the right to get executed the urgent amount of work through other sources under intimation to the printer and recover/deduct the charges thereof from the amount payable to the printer at the time of settlement of bill. This however, will be without prejudice to NABARD’s right to recover the same through the other mode of legal recovery as deemed fit.

xii. NABARD shall have access for examining the final layout with appropriate colour combination on the computer before final print order.

xiii. Copies that do not conform to the approved proof/layout even on a single page shall be rejected.

xiv. The printing work is expected to commence by the first week of July 2021.

xv. The rates quoted by the printer will be valid for a period of 180 days from the day of acceptance of the job contract by the printer or final settlement of the bill, whichever is later.

6. NABARD attaches considerable importance to the quality and timeframe for completion of the job. **NABARD reserves the right to reject any or all the quotations without assigning any reason thereof.**
7. The Printer should specifically mention that all the terms and conditions described above are unconditionally acceptable.

8. Tenders that do not contain all the information called for are liable to be rejected. All the prices quoted by the bidder shall be in INR (₹) and shall be final and binding on them and not subject to any price escalation. All trade or cash discounts offered by the Printer should be clearly indicated in the tender offer itself. Such discounts offered at a later date after submitting the bids, shall not be considered for evaluation of tender.

9. NABARD reserves the right to terminate the contract, split orders, accept or reject any quotation, alter any or all of the terms and conditions any time if the execution of work is unsatisfactory or the time schedule is not strictly adhered to. The decision of the Bank in respect of evaluation of bids and/or award of contract shall be final.

10. Any attempt to negotiate directly or indirectly on the part of the bidder with any official of the Bank to influence the acceptance of quotations by any means shall render his/her quotation liable for exclusion from consideration and may lead to blacklisting of the firm by the Bank.
ANNEXURE – I

NABARD ANNUAL REPORT 2020-21:

Paper Quality and Printing Specifications

Quantity: Total 1,300 copies (Bilingual- 100, Hindi- 100, and English- 1,100)


Design: The Annual Report would be printed as per the design prepared and supplied by NABARD.

Size:

- The size of the Annual Report will be approximately the same as that of the previous year (2019-20) i.e., 11" x 8½".
- The number of pages will be around 500 i.e., 125 formae of 4 pages each for bilingual copies and 250 pages (approx 62 formae of 4 pages) each for Hindi and English copies.
- The numbers of pages given are approximation only and may undergo increase or decrease.

Contents:

A. Running matter in Hindi would be printed first followed by English in the case of bilingual copies
B. Ready-to-print material in PDF format will be provided by NABARD.

Paper Quality:

Cover Page: Best quality Yugo Foreign Art Card of 300 gsm on which four colour printing will be incorporated and laminated/matte finished.

Inner Pages: Best quality 100 gsm Finland Lumi Matte Art Paper.

The Annual Report will contain approximately 75 photographs and 75 graphs (approx.).

Printing:

A. Process – Offset Printing
B. Colour – Four colours of approximately 500 pages for bilingual copy and 250 pages each for English and Hindi copies.

Quotation not furnished with the paper samples and sample copies of similar documents printed by the printer would be rejected.
Certificate of Acceptance (enclose with cover letter)

Certified that we have read and understood all the terms and conditions in the Request for Proposal (RFP) Document and that our company/firm, namely, ....................................... do hereby unconditionally accept all the Terms and Conditions set out in paragraphs 1 to 10 of the Quotation Document including the penalty clauses therein and submit the proposal. We submit the following enclosures. (Checklist for submission of quotation)

Date:

Place:

Signature of Authorised Signatory

(Name of Company/Firm)

Seal of Company/Firm
Proforma of Bank Guarantee

Place: 
Date:

The Chief General Manager
NABARD
Department of Economic Analysis and Research
Bandra-Kurla Complex,
Bandra (East), Mumbai 400 051

Dear Sir,

Printing, Supply and Packing of NABARD Annual Report 2020-21

WHEREAS

1. The NABARD, Head Office at Bandra-Kurla Complex, Bandra (East) Mumbai (hereinafter called the ‘the Bank’) has invited quotations for the work “Printing, Supply and Packing of NABARD Annual Report 2020-21 (hereinafter referred to as ‘the printing’) on the terms and conditions mentioned in the tender documents.

2. It is one of the terms of invitation of tenders that the tenderer shall furnish a Bank Guarantee for a sum of ₹10,000/- (Rupees Ten Thousand only) as Earnest Money Deposit in lieu of a Demand Draft for an equivalent amount.

3. M/s._________________________ (hereinafter called as Tenderer), who are our constituents intend to submit their tender for the said printing and have requested us to furnish guarantee to the bank in respect of the said sum of ₹10,000/- (Rupees Ten Thousand only).

NOW THIS GUARANTEE WITNESSETH

1. We _______________ (Bank) do hereby agree with and undertake to NABARD, their Successors, Assigns that in the event of the NABARD coming to the conclusion that the Tenderer have not performed their obligations under the said conditions of the tender or have committed a breach thereof, which conclusion shall be binding on us as well as the said Tenderer, we shall on demand by NABARD, pay without demur to NABARD, a sum of ₹10,000/- (Rupees Ten Thousand only), or any lower amount that may be demanded by NABARD. Our guarantee shall be treated as equivalent to the Earnest Money Deposit for the due performance of the obligations of the Tenderer under the said Conditions, provided, however, that our liability against such sum shall not exceed the sum of ₹10,000/- (Rupees Ten Thousand only).

2. We also agree to undertake to and confirm that the sum not exceeding ₹10,000/- (Rupees Ten Thousand only), as aforesaid shall be paid by us without any demur or protest, merely on demand from NABARD on receipt of a notice in writing stating the amount is due to them and we shall not ask any further proof or evidence and the notice from NABARD shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by NABARD within a period of one week from the date of receipt of the notice as aforesaid.
3. We confirm that our obligation to NABARD under this guarantee shall be independent of the agreement or agreements or other understandings between NABARD and the Tenderer.

This guarantee shall not be revoked by us without prior consent in writing of NABARD. We hereby further agree that –

a) Any forbearance or commission on the part of NABARD in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said tender and/or hereunder or granting of any time or showing of any indulgence by NABARD to the Tenderer or any other matters in connection therewith shall not discharge us in any way our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Tenderers of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding ₹10,000/- (Rupees Ten Thousand only).

b) Our liability under these presents shall not exceed the sum of ₹10,000/- (Rupees Ten Thousand only).

c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents in tendering for the said printing or their obligations thereunder or by dissolution or change in the constitution of our said constituents.

d) This guarantee shall remain in force upto __________ provided that if so desired by NABARD, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

e) Our liability under this presents will terminate unless these presents are renewed as provided hereinabove on the __________ or on the day when our said constituents comply with their obligations, as to which a certificate in writing by NABARD alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within three months from that date or any extended period, all the rights of NABARD against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

Yours faithfully

For and on behalf of

____________________________ Bank

Authorized official.

(NB: This guarantee will require stamp duty as applicable in the state, where it is executed and shall be signed by the official whose signature and authority shall be verified).
### Proforma ‘A’

**Quotation Part 1: Technical Bid**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong></td>
<td><strong>Company/Firm Name:</strong></td>
</tr>
<tr>
<td><strong>2.</strong></td>
<td><strong>Registration Number and Date of Registration:</strong></td>
</tr>
<tr>
<td><strong>3.</strong></td>
<td><strong>GST Number</strong></td>
</tr>
<tr>
<td><strong>4.</strong></td>
<td><strong>Current Sales Tax/VAT Number (Enclose copy of Certificate):</strong></td>
</tr>
<tr>
<td><strong>5.</strong></td>
<td><strong>Factory License Number (Enclose copy of Certificate):</strong></td>
</tr>
<tr>
<td><strong>6.</strong></td>
<td><strong>Address for Communication (with Fax and e-mail):</strong></td>
</tr>
<tr>
<td><strong>7.</strong></td>
<td><strong>Import License Number, if any</strong></td>
</tr>
<tr>
<td><strong>8.</strong></td>
<td><strong>Annual Turnover as per the Income Tax returns of last three years (₹ in lakh):</strong> 2017-18 2018-19 2019-20</td>
</tr>
<tr>
<td><strong>9.</strong></td>
<td><strong>Profits after Tax in last three years (₹ in lakh):</strong> 2017-18 2018-19 2019-20</td>
</tr>
<tr>
<td><strong>10.</strong></td>
<td><strong>Contract amount of at least two previous work orders:</strong> 1. 2.</td>
</tr>
<tr>
<td><strong>11.</strong></td>
<td><strong>List of major clients during the last five years</strong></td>
</tr>
<tr>
<td><strong>12.</strong></td>
<td><strong>Number of operators for composing and editing</strong>  a) English:  b) Hindi:  c) Bilingual:</td>
</tr>
<tr>
<td><strong>Computer Facilities</strong></td>
<td>Number  Type/Model</td>
</tr>
<tr>
<td>a)</td>
<td><strong>Number of Server Computers:</strong></td>
</tr>
<tr>
<td>b)</td>
<td><strong>Number of Desk Top Systems:</strong></td>
</tr>
<tr>
<td>c)</td>
<td><strong>Number of Laser Jet/other advanced Printers:</strong>  of which colour printers</td>
</tr>
<tr>
<td>d)</td>
<td><strong>Internet Connectivity (Specify Details):</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Available / Not Available</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>13.</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Image Settlers</td>
</tr>
<tr>
<td>15.</td>
<td>Image Processors</td>
</tr>
<tr>
<td>16.</td>
<td>Plate Processors</td>
</tr>
<tr>
<td>17.</td>
<td>Colour Management Software</td>
</tr>
<tr>
<td>18.</td>
<td>Colour Proofer</td>
</tr>
<tr>
<td>19.</td>
<td>Radius Monitor</td>
</tr>
<tr>
<td>20.</td>
<td>Scanners</td>
</tr>
<tr>
<td>21.</td>
<td>Automatic 4 colour Printing Machine</td>
</tr>
<tr>
<td>22.</td>
<td>Automatic Folding Machine</td>
</tr>
<tr>
<td>23.</td>
<td>Binding machine (Perfect Binding)</td>
</tr>
<tr>
<td>24.</td>
<td>Lamination Machine</td>
</tr>
<tr>
<td>25.</td>
<td>Samples of similar (Annual Report) work executed over the last two years.</td>
</tr>
<tr>
<td>26.</td>
<td>Earnest Money Deposit (₹10,000/-)</td>
</tr>
<tr>
<td>27.</td>
<td>Bank Guarantee</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>28.</td>
<td>Name and Addresses of the bidder's banks:</td>
</tr>
<tr>
<td>29.</td>
<td><strong>Any other special feature that the printer would like to mention:</strong></td>
</tr>
</tbody>
</table>

@: Minimum Turnover needs to be **at least ₹1 crore**. Please enclose copy of Annual audited Balance Sheet and Profit and Loss Account for the three years indicated at sr.no. 8 and 9.

*: Each amounting to ₹5 lakh or more. Please enclose a copy of the contract award.

Certified that the above particulars are true.

Date:

Place:

Signature of the Authorised Signatory
(Name of company/firm)

Seal of Company
Proforma ‘B’

Quotation Part II: Financial Bid

I. Printing of ANNUAL REPORT 2020-21 (Applicable taxes may be specified, separately)

A. Cover pages

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Item</th>
<th>Rate per Unit (in ₹)</th>
<th>Total Amount (in ₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>i</td>
<td>Card charges per lot of 1,300 copies (Bilingual- 100, Hindi-100, English- 1,100) on Yugo Foreign Art Card 300 gsm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii</td>
<td>Processing and printing charges for Cover per lot of 1,300 copies in 4 colours both sides with inside printing of Graph/Photograph</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii</td>
<td>Cost of lamination (matte/gloss for per lot of 1,300 copies)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total (i+ii+iii)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Inner Pages (quote should be on 4-page formae basis)

Printing in 4 colours on white/tinted background, from completed Art Work. About 75 colour Photographs and 75 Graphs will be printed in the Annual Report.

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Item</th>
<th>Rate per Unit (in ₹)</th>
<th>Total Amount (in ₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Printing of text and tabular matter per formae (4 pages each) including cost of paper (size – 8.5&quot; by 11&quot;) for 1,300 copies on 100 gsm Finland Lumi Matte Art Paper - Text including photographs/graphs in 4 colour printing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Perfect Binding of the report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td>English and Hindi versions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td>Bilingual version</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total (a+b)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
A consolidated quote may be given for A and B.

Payment will be made for inner pages as per actual numbers for which quotes may be given on per forma basis.

C. Cost of packing charges on actual basis (i) per box for Wooden  
(ii) per box for Corrugated

Date:  
Place:  

Signature of the Authorised Signatory  
(Name of company/firm)

Seal of Company
ANNEXURE – II

CHECK LIST FOR SUBMISSION OF QUOTATION (enclose with cover letter)

A. EMD
   - Demand Draft/ Bank Guarantee for the equivalent amount towards Earnest Money Deposit
   - An advance receipt proforma duly attested with Revenue Stamp for return Demand Draft of EMD and
   - A copy of the Quotation Document duly certified by the Printer accepting the terms and conditions of the Quotation Document.

B. Technical Bid in Proforma - A of the Quotation Document duly filled along with the following attested copies:
   - Attested copies of Certificate of Registration.
   - List of Partners and Directors.
   - Attested copies of Certificate of Factory License.
   - Attested copies of Certificate of State and/or Central Sales Tax Registration along with VAT Number Identification.
   - Attested copies of Certificate of Import License.
   - Details of two latest orders of similar kind of work amounting to ₹5 lakh or more.
   - Copies of last three Annual Reports printed.

C. Financial Bid in Proforma - B of the Quotation Document duly filled in along with two sets each of Sample Papers of A4 size of the following:
   - 300 gsm Yugo Art Card for Cover Page.
   - 100 gsm Lumi Matt Art Paper for Inside Page.