

THE MAHARASHTRA STATE CO-OP. BANK LTD., MUMBAI

(Incorporating The Vidarbha Co-op. Bank Ltd.,)

Scheduled Bank

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

Request For Proposal

We invite sealed tender for personalized cheque stationery for our Head Office & Regional Office, Nagpur.

1. Suppliers are requested to submit their Technical and Commercial Bid under two bid system in separate sealed envelope, superscribed "**RFP** for printing of personalized cheque Stationery & Paper on respective envelopes.

Address to:-

The Joint Manager,

General Administration, 3rd floor,

The Maharashtra State Co-op. Bank Ltd.,

Sir, Vithaldas Thackersey Memorial Building,

9, Maharashtra Chamber of Commerce Lane,

Fort, Mumbai- 400 001.

Phone No.02222800592

To reach us before 5.00 p.m. on 03.08.2018 (**Mon. to Sat.**). The **RFP** can also be drop at above address before the scheduled time. Please mention Name of Contact Person, Tel.No./Mobile No. and e-mail address on the envelope.

2. Interested suppliers may submit their " Technical Bid " as per Annexure "A" and "Commercial Bid" as per Annexure "B" for the Personalized cheque printing stationery & Paper.
3. Printer supplier can submit the bids on same forms duly signed by authorized signatory of the Bidder under seal of the company / firm quoting Name's. Designations of Signatory / address and contact details. The Bids can be submitted on Company / Firm's letterhead giving details exactly as per **RFP** Formats.
4. All **RFP** documents should be duly signed by authorized person (with name, designation, date and seal of the company, with signatures on all pages) Also any correction / overwriting / cancellation should be duly authenticated; otherwise **RFP** may be liable for rejection.
5. The **RFP** not submitted as per format given in Annexure "A" for Technical Bid and Annexure " B" for Commercial Bid " will not be entertained. The documents / certificates mentioned as per Annexure "A" to be enclosed with Technical Bid. The "Commercial Bid" should contain **only rates** as per annexure "B". Additional details, if any bidder desire to submit should be submitted with Technical Bid only.

6. Earnest Money Deposits (EMD) :-

The bidder shall furnish non interest earning Earnest Money Deposit (EMD) of **Rs.10,000/-** (Rs.Ten Thousand Only) by way of Demand Draft drawn on any scheduled bank in favour of " The Maharashtra State Co-op.Bank Ltd., payable at Mumbai and should be kept along **with Technical Bid.**

Cost of **RFP** form is **Rs.200/-** (Rs.Two Hundred Only) + GST @18% i.e.Rs.36/- Non Refundable. The form will be Issued by payment of Rs.200+GST 36 in cash. if download from website i.e. www.msrbank.com, the D.D. of Rs.236/- in favour of The Maharashtra State Co-op. Bank Ltd., Payable at Mumbai should be submitted along with Technical Bid.

Submission of EMD in other than Technical Bid Envelope is liable to be rejected on grounds of **non submission of EMD**

The EMD of the Bidders not qualified under "Technical Bid " and "Commercial Bid" will be returned in due course after opening of the financial bid of the technically qualified bidders. EMD of successful bidder will be refunded back after the end of contract.

The EMD may be forfeited :-

- i) If the bidder withdraws or amends the bid after opening of commercial bid or during the period of bid validity specified in this document.
- ii) If the selected bidder fails to sign the contract within 15 days or fails to furnish security deposit / bank guarantee in accordance with the terms of the **RFP**

7. Bank reserves right to accept / reject any or all of the offers without assigning any reason.

8. Schedule of RFP process is as under

Date of RFP	13.07.2018
Last date of submission of RFP	03.08.2018 5.00 p.m.
Opening of RFP - technical bid	04.08.2018 3.00 p.m.
Opening of RFP - financial bid	Date and time shall be informed later on to the successful technical bidders
Place submission of RFP and opening of RFP	The Joint Manager, (General Administration) The Maharashtra State Co-op. Bank Ltd., 3 rd floor, Sir, Vithaldas Thackersey Memorial Building, 9, Maharashtra Chamber of Commerce Lane, Fort, Mumbai- 400 001.

9. In case of any clarification, please contact Officer, Printing & Stationery Dept. on phone no.022-22886042 on any working day during office hours.

Joint Manager,
(General Administration)

TERMS AND CONDITION :-

1. If at any time, after opening the **RFP**, it is found that the information in Technical Bid submitted by the bidder's is false, the "Commercial Bid" submitted by the said bidder, even though he is L1 bidder, is liable to be rejected by the Bank and no orders will be placed with such bidder's.
2. Supplier should be able to supply **RBI / IBA** Approved sheet / stationery (Copy of **IBA** Approval certificate to be enclosed with Annexure " A")
3. Annual turnover of the company should be an average good in last 3 years (Annual report & Balance sheet copy to be enclosed with annexure " A")
4. Rates Should be inclusive of all levey's except G.S.T.
5. Validity of the quotation will be 90 days from the date of opening.
6. Also technical specifications of the Ink, Cheque Sheet should be as per **NPCI** guidelines.

DECLARATION

FOR THE BIDDER

I / we have read all the content of the document and agree to abide by the content and terms & conditioner mentioned in it.

AUTHORISED SIGNATORY

(Seal of Company)

TECHNICAL BID

1	Name of the Unit :-	
2	Office Address :-	
	e – mail I.D. :-	
	Press / Factory :-	
3	Name, Designation, Telephone No. email / ID of contact Person :-	
4	List of the Bank to whom personalized (enclose the list) Stationery has been supplied by your company.	
5	PAN No. (Xerox Copy)	
6	G.S.T. No (Xerox Copy)	
7	IBA Approval Certificate Copy.	
8	Balance Sheet Copy with I.T. return Xerox Copy.	

(Please furnish addresses of all units)

AUTHORISED SIGNATORY

(Seal of Company)

Annexure " B "**COMMERCIAL BID**

Sr. No.	Item	Unit	Qty.	Description	Rate Per Qty. (Rates Should be inclusive of all levey's except G.S.T.)
1	Cheque Paper (RBI approved security Printer should attach certificate)	Per Cheq.	1	As per CTS 2010 Standard 95 gsm, MICR Paper Cheques should be in form & sheet having three Cheque leaves NPCI approval will be the responsibility of vender.	
2	Demand Draft Leaf		1	will be as per CTS 2010 standard on 95 gsm, West Coast/JK MICR Paper 4 colour printing.	
3	Request paper (Plain white)	Per slip	1	70/75 gsm Paper	
4	Top & Bottom cover with inside Printing	Per slip	1	170 gsm art card paper	
5	Record slip	Per slip	1	68/70 gsm Paper	
6	Binding slip	Per Strip	1	Standard in roll form	

Date :-**AUTHORISED SIGNATORY****Place :-****Name :-**