

**Request for proposal in terms of advertisement published in Aajkaal and Busines Standard on 31/10/2023 for printing of Wall Calendar (six pages with one fly leaf), Wall Calendar (one page) and Table Calendar (twelve pages) and supply of diaries for the year 2024.**

E-tenders are invited from reputed printers/firms having experience for the printing and supply of Calendars, Diaries and Table Calendar for the year 2024. Details of works, tender cost, details of submission, last date of submission, Terms & Conditions, EMD etc. are mentioned below:

**Important Dates and Schedule of Activities:**

1	Project Name	<b>SELECTION OF VENDOR FOR PRINTING &amp; SUPPLY OF CALENDAR AND DIARIES FOR THE YEAR 2024</b>
2	RFP Inviting Bank	<b>The West Bengal State Cooperative Bank Ltd. (WBSCB)</b>
3	Tender inviting authority	<b>Shri Nilanjan Sinha</b> , Managing Director, The West Bengal State Cooperative Bank Ltd., 24A, Waterloo Street, Kolkata – 700069.
4	RFP Reference No.	<b>WBSCB/TENDER/Calendar-2024/1.1 dated 31/10/2023</b>
5	Availability of RFP Documents	To be downloaded from WBSCB Website ' <a href="http://www.wbstcb.com">www.wbstcb.com</a> ' and/or <a href="http://www.tenderwizard.com/eproc">www.tenderwizard.com/eproc</a> from <b>31/10/2023</b> at 11.00 A.M onwards
6	RFP Cost	No cost for RFP document to be paid
7	Date of Issuance of RFP	<b>31 /10 /2023</b>
8	Last Date for Submission of Pre-Bid Queries	<b>07 /11 /2023 by 3:00 P.M.</b>
9	Closing date and time for submission of Bid Documents both online and offline. (On or before)	<b>14 /11/2023 by 04:00 P.M.</b>
10	Mode of Submission of RFP	To be uploaded on website (In addition, Hardcopy in a sealed envelop to be submitted at the Tender Box at 3 <sup>rd</sup> Floor of Head Office at 24-A, Waterloo Street, Kolkata-700069)
11	Website for Uploading Proposals (Both Technical & Commercial)	<b><a href="http://www.tenderwizard.com/eproc">www.tenderwizard.com/eproc</a></b>
12	Date and Time of Opening of Technical Proposals	<b>14 /11 /2023 by 04:30 P.M.</b>
13	Date and Time of Opening of Commercial Proposals	Bank shall advise the technically qualified bidders indicating the date, time & place for opening of the commercial bids later.
14	Bid validity period	90 days from the last date and time of Submission.
15	Currency	Currency in which the Bidders may quote the price and will receive payment is INR only.
16	Language of Bid Submission	Proposals should be submitted in English only.
17	Contact persons and email id	1) Shri Asis Rai Chaudhuri, General Manager (HRMD)

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		E-mail: <a href="mailto:gm.hrmd@wbstcb.com">gm.hrmd@wbstcb.com</a> 2) Shri Snehasis Chakraborty, AGM (Law & Estate) E-mail- <a href="mailto:ledept@wbstcb.com">ledept@wbstcb.com</a>
18	Communication Address	All communications, including proposal documents should be addressed to: <b>The Managing Director, The West Bengal State Co-operative Bank Ltd, 24A, Waterloo Street, Kolkata - 700069</b>
19	Details of work/ Specification of items	Please refer Annexure -A
20	Quantity of Items to be printed and supplied	Please refer Commercial Bid format as per Annexure- C
21	Location for Dispatch of the Printed Items	Head Office, The West Bengal State Cooperative Bank Ltd., 24A, Waterloo Street, Kolkata – 700069 and other places as per Annexure- D
22	Amount of EMD/Performance Security Deposit to be submitted	Instruction No.-H under “General Information & Terms and Conditions” (Page 5)
23	Tender to be submitted to	The Managing Director, The West Bengal State Cooperative Bank Ltd., 24A, Waterloo Street, Kolkata – 700069.
24	Bid system	Two cover system (Technical bid and Commercial bid)
25	Defects Liability Period (DLP)	3 months from the date of supply of last consignment of Calendar and diary.
26	Mode of payment	90% of the value of Calendars and diaries on satisfactory complete supply at the Bank Head Office/and other places as per Annexure-D and on submission of bill along with proof of supply received from the Bank/offices. 10% value of the calendars and diaries after defect liability period.
27	Flexibility of price once quoted	No escalation permitted. Prices shall be firm.
28	Taxes & other components of price.	The prices shall be inclusive of Transportation charges/Transit insurance but exclusive of all taxes / GST/ Octroi etc. The price shall be firm and binding without any escalation whatsoever, till the date of supply of entire lot of the calendars and diaries.

**GENERAL INFORMATION & TERMS AND CONDITIONS:**

- A) The Bidder should examine all instructions, forms, terms and conditions and technical specifications in the bidding document.
- B) Submission of a bid not substantially responsive to the Bidding document will be at the bidder’s risk and may result in the rejection of its bid without any further reference to the bidder.
- C) At any time prior to the deadline for submission of bids, the Bank may, for any reason, modify the bidding document by amendments at the sole discretion of the Bank. Any decision of amendment will be published at Bank’s website at **‘www.wbstcb.com’ and/or www.tenderwizard.com/eproc.**

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- D) In order to provide prospective bidders reasonable time to take the amendment into account in preparing their bid, the Bank may, at its discretion, extend the deadline for submission of bids.
- E) All clarifications/amendments should be sought from the Bank within 07/11/2023 by 3:00 P.M. After this, no clarifications/ amendments will be entertained by the Bank. Please refer clause-8 of Important Dates & Schedule of Activities.
- F) The bidders have to submit their Bid two ways. Technical Bid and Commercial Bid are to be submitted **online** at once. Moreover, the hardcopies submitted with Technical Bid and copy of Commercial Bid properly masked has to be submitted at the Tender Box at 3<sup>rd</sup> Floor of Head Office at 24-A, Waterloo Street, Kolkata-700069. First the Technical Bid will be opened. Commercial Bid of the successful bidders qualifying in Technical Bid will be opened later.

**I. In the Technical Bid, the Bidders must submit the following documents**

SI No	Pre-qualification Criteria	Supporting Compliance Document to be submitted.
1	The applicant shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 etc.	Copy of Certificate of incorporation / Partnership Deed etc
1A	Should have a Valid Trade License	Copy of a valid Trade License
2	Bidder should have main activity as printer, otherwise tender shall be rejected.	
3	Audited Balance Sheet & Profit and Loss Account for the last 3 financial years i.e 2020-2021, 2021-2022 and 2022-2023.	Copies of the balance sheet and Profit & Loss A/c for the past 3 years, duly audited by chartered accountants
4	The company should have made net profits in each of the last three financial years i.e 2020-2021, 2021-2022 and 2022-2023.	
5	Should be a registered company/firm with authentic PAN, GST	a) Copy of PAN, GST allotted by competent authorities. b) Income Tax Return for the year 2020-2021, 2021-2022 and 2022-2023. c) GST Return for the year 2020-2021, 2021-2022 and 2022-2023.
6	Credentials of performing similar jobs during last 5 years ending on 31.03.2023 fulfilling any one of the following three criterias (please provide relevant order copies):	a) 03 (three) "similar completed works" costing not less than the amount of Rs. 2.5 Lakh (Rs. Two-point Five Lakh) each OR b) 02 (two) "similar completed

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		works" costing not less than the amount of Rs. 3.5 Lakh (Rs. Three Point Five Lakh) each  OR c) 01 (one) "similar completed work" costing not less than the amount of Rs. 6.0 Lakh (Six Lakh)
7	The firm should be in the business of providing similar supply & services for at least 5-years as on 31.03.2023	
7A	The Bidder should have experience of Printing & Supply to Govt. Departments, Public/ Private Sector Banks, Govt. Corporations, State Co-operative Bank, DCCBs and Private Organization of repute.	Supporting documents of work orders.
8	Unconditional Acceptance of the Terms & Conditions of this RFP	Original RFP Documents by signing on each paper with impression of company seal.
9	Details of similar work in hand	Supporting documents of work order.
10	Masked (without prices) commercial bid.	Please submit masked commercial bid which contains price marked as "XX" instead of actual price as per format provided in Annexure-C.
11	Sample of paper to be used for the purpose of printing.	Please provide sample paper duly sealed and signed subscribing the item no as per Annexure-A
12	The firm should not be blacklisted in any of the government institution/Bank/ Office of repute	The self-declaration on company's letter head as per Annexure-G.
13	Technical Qualification Information Sheet	Please submit the information supported with valid documents as per Annexure-B.
14	Delaration regarding compliance certificate	Please submit the declaration as per Annexure-E.
15	Delaration regarding Bid Security/EMD	Please submit the declaration as per Annexure-F.
16	Final Checklist	Please submit the declaration as per Annexure-H.

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- II. **The Commercial Bid** will contain the unit cost of each item inclusive of Transportation charges / Transit insurance but exclusive of all taxes / GST/ Octroi etc. [Please refer Annexure-C]
- G) The printed calendars/diaries of all types must be delivered within 15 days of awarding the contract or by **07/12/2023** whichever is later, to the addresses provided herewith in reference to **Annexure- D**. The Bank will bear no carriage cost separately.
- H) Giving cognizance to Office Memorandum No.F.9/4/2020-PPD dated 12<sup>th</sup> November, 2020 of Government of India, Ministry of Finance, Department of Expenditure Procurement Policy Division and extention thereafter, no Earnest Money is required to submit with the Tender. However, the bidders have to submit declaration as per Annexure-F. More fully, upon acceptance of the bids, the successful Bidder must submit **Performance Security Deposit** in the form of Bank Draft within 5 days of awarding the contract in favour of **The West Bengal State Cooperative Bank Limited** equivalent to **5%** of the value accepted provided,
- The Performance Security Deposit shall be forfeited if the awarded vendor cancels the contract during the period of bill validity or fails to supply the items as per specification within schedule.
- I) Interested Commercial Art printing firms having well experienced in executing similar type of quality printing and performed at least the number of jobs specified in page 3 under clause F(I) (G) under General Information & Terms and Conditions in last three years may apply. Tenderers must submit credentials in support to their experience as a Tenderer of such quality printing works with reference to clause F(I)(G) of the General Terms and Conditions along with other Terms & Conditions stipulated in the RFP Document.
- J) Please note, the time period mentioned herein above is/are excluding public holidays. The Bank Management has every right to change/modify the said periods/dates without assigning any reason after due notification.
- K) The Tenderer shall submit latest income tax certificate/sales tax and other tax certificates/GST certificate/ PAN card along with their tender, failing which, the same may be rejected by the Bank Authority at their sole discretion.
- L) The successful Tenderer must ensure that quality of paper, printing and binding is maintained as per sample supplied with the tender. However, the Bank may reject any or all Calendars which is/are found defective either in respect of quality of paper or printing or binding. **The Tenderer must ensure sample of paper (to be submitted with the hard copy of the technical bids) which is to be used for printing of the calendar/diaries with the tender paper. The Tenderer also must ensure to submit sample of diaries for decision.**
- M) The successful Tenderer will be obliged to replace all the calendars/diaries which are considered defective by the Bank on account of any of the defects in regard to quality of paper, printing and binding and other

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specifications and if the firm fails to replace the defective calendars/diaries, deduction would be made from their bill equivalent to double the price quoted and accepted for every unit of calendar/diaries.

- N) The successful firm must make physical delivery of all the calendars/diaries by the time scheduled as mentioned in the Tender document/work order, failing which the firm will have to pay penalty @ Rs.1000.00 (Rs. One Thousand) only for each day's default or 5% of the total work value per week, whichever is higher, unless such default is due to failure of the Bank to make available the facilities. However, in no case the supply can be extended beyond **10** days of the accepted timeline.
- O) The bidder shall bear all the costs associated with the preparation and submission of bid and Bank will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.
- P) The printed calendars in bundle of 25 pieces should be delivered to the banks / branches/offices as per list provided in Annexure-D. No payment will be made to the supplying firm till the acknowledgement from the Branches/Offices/Central Co-operative Banks etc (as per Annexure-D) in respect of receipt of such supply are produced to the Bank.

**Q) BIDDING PROCESS (TWO STAGES)**

For the purpose of the present job, a two-stage bidding process shall be followed. The response to the present tender will be submitted in two parts:

- Technical bid - Part-I
- Commercial Bid - Part-II

The bidder will have to submit the technical bid and commercial portion of the bid separately through e-tender portal and In addition, the printed copy of Technical Bid also has to be submitted at the Head Office (3<sup>rd</sup> floor) in a bound form and all pages continuously and serially numbered in one lot as one document. Brochures/leaflets etc. should be submitted in the bound document and not in a loose form. BIDDER must ensure that all the documents uploaded / submitted in hard copies are sealed and signed by the authorized signatory and properly indexed in sealed envelopes duly super scribing **"SELECTION OF VENDOR FOR PRINTING & SUPPLY OF CALENDAR AND DIARIES FOR THE YEAR 2024"**.

**Technical Bid**

- i) Technical bid will also contain the bidder's information in the format given in Annexure- B
- ii) Technical bid will not contain any pricing or commercial information except Unpriced Commercial template as per **Annexure C**: The Bidder shall include the masked (without prices) commercial bid in the Eligibility cum technical bid. The masked commercial bid which would be submitted as part of the Eligibility cum Technical bid

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should contain price "XX" instead of actual price for all the line items. The Bidder must note that the masked commercial bid should be actual copy of the commercial bid submitted with prices masked and not the Proforma/format of the Commercial Offer as per **Annexure C** in the RFP.

- iii) The bid shall be typed or written in legible ink and shall be signed by the bidder or a person duly authorized by the firm. All pages of the bid shall be signed by the person(s) signing the bid and should also be properly numbered.
- iv) The bid shall contain no interlineations, erasures or over-writing except as necessary to correct errors made by the bidder, in which case corrections shall be signed by the person(s) signing the bid.

**IMPORTANT NOTE:-** During evaluation of the technical bid, the bidders will be assigned technical marks. The technical qualification cut-off marks would be 70% (70 marks out of 100) to be eligible for commercial evaluation. Scoring below the same would not be considered for commercial bid opening. However, the Bank reserves the right but not the obligation to reset the qualifying marks below 70, if the eligible qualified number of bidders is found less than three.

**Commercial Bid**

- i) The bidder shall quote the price online in **Annexure -C**
- ii) The offer must be in Indian Rupees only and the prices shall be inclusive of Transportation charges / Transit insurance but exclusive of all taxes / GST/ Octroi etc. The price shall be firm and binding without any escalation whatsoever, till the date of supply of entire lot of the said calendars and diaries.

**R) SUBMISSION OF BIDS:**

- i) The bidders shall duly seal the envelope.
- ii) The bid should be addressed to Bank at the following address up to the time and date mentioned in this document.

**The Managing Director, The West Bengal State Cooperative Bank Ltd. Head Office, 24A, Waterloo Street, 3<sup>rd</sup> Floor, Kolkata - 700069**

**S) LAST DATE FOR SUBMISSION OF BIDS:**

- i) **Bid should be submitted on or before specified date and time.** In the event of the specified date and submission of bids being declared a holiday for the Bank, the bids will be received upto the appointed time on the next working day.
- ii) The Bank may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case, all rights and obligations of the Bank and bidders previously subject to the deadline will

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thereafter be subject to the deadline extended.

**LATE BIDS:**

Any bid received by the Bank after the deadline for submission of bids will be rejected.

**T) MODIFICATIONS AND/ OR WITHDRAWAL OF BIDS:**

The bid submitted may be withdrawn or resubmitted (only once) before the expiry of the last date of Bid submission by making a request in writing to the Managing Director of the Bank to this effect and after receiving written consent from the Bank. No bid will be modified after the deadline for submission of bids.

**U) CONTENT OF DOCUMENTS TO BE SUBMITTED:**

a) Documents required in Technical bid:

- i) Information as per **Annexure - B** and supporting document in respect of minimum qualification criteria as per clause F(I) under General Terms & conditions.

b) Documents required in Commercial bid:

Commercial bids shall be as per format given in **Annexure - C**. **No other document shall be enclosed with the commercial bid.**

**V) PRELIMINARY EXAMINATION:**

The Bank will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information has been provided as underlined in the bid document, whether the documents have been properly signed, and whether bids are generally in order. **The bid determined as not substantially responsive will be rejected by the Bank.**

**W) BID OPENING AND EVALUATION:**

The Bank will open the technical bids, in presence of bidder representatives who choose to attend the opening of eligibility cum technical bid. No separate communication shall be sent in this regard. Subsequently, the Bank will evaluate the eligibility cum Technical Bids and the bidders shall be suitably intimated about outcome, after evaluation.

The bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for Bank, the bids shall be opened at the appointed time and place on the next working day.

In the first stage, only TECHNICAL BID shall be opened and evaluated. Bidders satisfying the pre-qualification criteria/technical requirements as determined by the Bank and accepting the terms and conditions of this document shall be short-listed. In the second stage, the COMMERCIAL BID of the short-listed bidders will be opened.



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X) **SELECTION OF L-1 VENDOR**

Commercial bids of the bidders whose technical bids are found suitable by the Bank and who have scored the requisite technical cut off marks of 70 (out of 100) shall only be opened **[Please refer to Clause AR under General Information & Terms and Conditions]** . The lowest bidder shall be identified based on the cumulative rates of all the items quoted or the L-1 bidder may be selected item-wise as per discretion of the Bank. The L-2 bidder will have to match the price for the L-1 bidder in order to be selected, if situation arises. In this regard, Bank's decision will be final.

Orders would first be placed on the L-1 vendor and would be given to the L-2 vendor only if the L-1 vendor expresses its helplessness in providing the items or bank decides to cancel the orders placed upon the L-1 vendor.

Y) **CLARIFICATION OF BIDS:**

To assist in the examination, evaluation and comparison of bids, the Bank may, at its discretion, ask the bidder for clarification. Response to such request shall be in writing; however, no change in the price or substance of the bid shall be sought, offered or permitted.

Z) **CONTACTING THE BANK DURING BID PROCESSING:**

Any effort by bidder to influence the Bank in the bid evaluation, bid comparison or contract award decision may result in rejection of the bid. Bank's decision will be final and without prejudice and will be binding on all parties.

AA) **BANK'S RIGHT TO ACCEPT OR REJECT ANY BID OR ALL BIDS:**

The Bank reserves the right to accept or reject any bid and null 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 ground for the Bank's decision.

AB) **GOVERNING LAW AND DISPUTES:**

All disputes and differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of these tender documents or breach thereof shall be settled amicably. If, however, the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Indian Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator(s) shall give a reasoned award. Any appeal will be subject to exclusive jurisdiction of the courts of Kolkata, West Bengal State only.

The Service Provider shall continue to work under the contract under the arbitration proceedings unless otherwise directed in writing by the Bank or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator or umpire, as the case may be, is obtained.

AC) **USE OF CONTRACT DOCUMENT AND INFORMATION:**

The supplier shall not, without the Bank's prior written consent, make use of any document or information provided by the Bank in bid document or otherwise except for purpose of performing contract.

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**AD) ASSIGNMENT:**

The supplier shall not assign, in whole or in part, its' obligations to other firm /company to perform under the contract, except with the Bank's prior written consent.

**AE) PLACEMENT OF ORDER AND ACCEPTANCE:**

The service provider shall give acceptance of the order placed on it, to the Head Office, within 3 days from the date of order, failing which; the Bank has the right to cancel the order.

**AF) PAYMENT**

90% of the value of Calendars and diaries on satisfactory complete supply at the Bank Head Office/and other places as per Annexure-D and on submission of bill along with proof of supply received from the Bank/offices. 10% value of the calendars and diaries after defect liability period. The Bank reserves the right not to make any payment before the supply and distribution is completed.

**AG) TRANSPORTATION/ DELIVERY**

The Calendars and Diaries are to be packed in packets of 25 Calendars and 10 diaries separately and again to be packed in six ply corrugated carton boxes duly covered with polythene sheets and dispatched to Head Office of the Bank, 24A, Waterloo Street, Kolkata – 700069 or its branches or any other destinations in West Bengal as per the list (Annexure-D) provided herewith. No packing material/packing charges will be provided/ paid by the Bank. The entire quantity of diaries and calendars is to be printed and supplied within 15 days of awarding contract or by **07.12.2023**, whichever is later.

**AH) DEFECT IN THE SUPPLIER'S PERFORMANCE:**

Any defect or delay in providing the services as mentioned above will lead to penalty.

**AI) PENALTY FOR DELAY IN DELIVERY**

Higher of Rs.1000.00 (Rs. One Thousand) only for each day's default or 5% of the total work value per week, whichever is higher, unless such default is due to failure of the Bank to make available the facilities. However, in no case the supply can be extended beyond **10** days of the accepted timeline.

**AJ) LIQUIDATED DAMAGES:**

If the provider fails to perform services within stipulated time schedule, the Bank shall, without prejudice to its other remedies under the contract, cancel the order and claim liquidated damages@10% of the charges.

AK) The Bank reserves the right to reject or accept any photograph without assigning any reason whatsoever. No photograph downloaded from internet or barred to use due to patent right will be accepted.

AL) The bidder shall bear all the costs associated with the preparation and submission of bid and Bank will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

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- AM) **The photographs require to be supplied by the vendor/s on the theme suggested by the Bank.** In the event of photographs supplied by the vendor/s are not acceptable in full to the Bank, the same will be supplied by the Bank and a sum amounting Rs.12,000.00 (Rs.2,000.00 per page x 6) for 6 pages calendar and Rs.2000.00 for single page calendar only be deducted from the total work value. In case, photographs supplied by vendor is selected by Bank in part, then deduction will be on pro-rata basis.
- AN) The Bank reserves the right to reject technical or commercial proposal of the bidder at any stage of the evaluation process.
- AD) The Bank reserves the right to reject or accept the tender in whole or in part at any stage without assigning any reason whatsoever.
- AP) In accordance with the Arbitration and Conciliation Act, 1996, with its statutory modifications, enactments or re-enactments thereto, before resorting to litigation in which case the courts in Kolkata will have the jurisdiction.
- AQ) Bids shall remain valid for 90 (ninety) days from the date of bid opening prescribed by the Bank. A bid valid for shorter period shall be rejected by the Bank as non-responsive and would be liable for rejection.
- AR) Technical Bid will be assigned a Technical Marks (Tm) out of a maximum of 100 point. The Scoring Model is provided below:

Sl No	Evaluation criteria	Score	Maximum Technical Marks (Tm)
1	Job Experience (as per Technical criteria set above)  *Attach Documents	Based on performing similar job in last 5 years ending on 31.03.2023. Each work value of Rs.2.50 lac to less than Rs.3.50 lac (each)- 5 Marks >Rs.3.50 lac to < Rs.6.00 lac (each)- 6 marks >Rs.6.00 lac (each) - 8 Marks	30
2	Working experience * Attach Documents	=5 yrs to 10 yrs - 2 Mark >10 to 15 yrs - 3 Marks >15 yrs - 5 Marks	5
3	Net profit in each of last 3 years i.e 2020-21, 2021-22 & 2022-2023 * Attach Documents	Profit in atleast 2 years - 2 Marks In all 3 yrs - 5 Marks	5
4	Annual turnovers 25.00 Lakhs & above per year for the last 3 years * Attach Documents	FOR CUMULATIVE 0.75 Lakh to 1.5Cr - 5 Marks >1.50 Cr to 3.00 Cr - 10 Marks >3.00 Cr - 15 Marks	15
5	Calendar & Diaries provided in multiple locations of same client	10 location - 2 Marks 11 to 20 location - 4 Marks	5

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	** Attach Documents	20 + location - 5 Marks	
6	Production center in: * Attach Documents	Other than KOLKATA - 7 marks KOLKATA - 10 marks	10
7	Legal Structure of the company ** Attach Documents	Partnership /Proprietary - 5 Marks Co-operative Society - 8 Marks Private Limited - 10 Marks Public Limited - 15 Marks	15
8	ISO CERTIFICATION ( ISO 9000) or equivalent ** Attach Documents		5
9	Overall staff strength (Project Management/ Development/ Quality Assurance /Implementation/ Operations) *Attach Declaration in organization letter head pad	>=10- 15 - 5 Mark >15 - 30 - 7 Marks >30 - 10 Marks	10
		<b>Total</b>	<b>100</b>

The technical qualification cut-off marks would be 70% (70 marks out of 100) to be eligible for commercial evaluation. Scoring below the same would not be considered for commercial bid opening. However, the Bank reserves the right but not the obligation to reset the qualifying marks below 70, if the eligible qualified number of bidders is found less than three.

AS) The RFP document is confidential and is not to be reproduced, transmitted, or made available by the Recipient to any other party without Bank's express written permission. The RFP document is provided to the Recipient based on the undertaking of confidentiality given by the Recipient to the Bank. The Bank may update or revise the RFP document or any part of it. The Recipient acknowledges that any such revised or amended document received is subject to the same terms and conditions as original and subject to the same confidentiality undertaking.

AT) Bank may, in its absolute discretion, but without being under any obligation to do so, update, amend, replace, modify or supplement the information given in the RFP and specify additional requirements or cancel the RFP at any time without assigning any reason thereof and without any prior notice.

Sd/-

**[Nilanjan Sinha]  
Managing Director**

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Annexure-A

**SPECIFICATIONS OF ITEMS TO BE PRINTED & SUPPLIED**

**A. Wall Calendars (Six Pages With One Fly Leaf Page)**

i	<b>Size</b>	18" x 23"
ii	<b>Colour</b>	4 (four) colours
iii	<b>No. of pages</b>	6 (six) one multi coloured photograph in each page with one fly leaf (matter to be decided/selected by the Bank)
iv	<b>Size of photograph</b>	40% of page size
v	<b>Paper</b>	128 GSM Real Art Paper (Imported art paper) /Fly Leaf 90 GSM Multi-coloured
vi	<b>Process</b>	Off-set
vii	<b>Finish</b>	Good quality wire mounting with hanging arrangement.
viii	<b>Printing</b>	Dates are to be printed in both English & Bengali as per English & Bengali year (Amabashya, ekadashi etc.) & Holidays with particulars under N.I.Act are to be mentioned against respective dates.
ix	<b>Binding</b>	Good quality wire binding and with hanging arrangement is to be provided as per specification of the Bank.
x	<b>Cost</b>	Offered rate of quotation for the calendar should include delivery & other charges, but exclusive of all taxes etc.

**B. Wall Calendars (One Page)**

i	<b>Size</b>	20" x 30" Art paper 128 GSM multi-coloured with the mounting top and bottom. The other specifications will be applicable in conformity with the specification of six pages calendar.
ii	<b>Cost</b>	Offered rate of quotation for the calendar should include delivery & other charges, but exclusive of all taxes etc.

**C. Table Calendars (Twelve Pages With One Title Page Bounded With Hard Cover) with fine quality envelop.**

i	<b>Size</b>	8.5" x 11" with board stand and wire binding
ii	<b>Colour</b>	4 (four) colours
iii	<b>Title</b>	One Title page has to be included
iv	<b>No. of pages</b>	12 (Twelve) one multi-coloured photograph in each page bounded by hard stand board and only date/ year planner in Reverse page. (Matter to be decided / selected by the Bank)
v	<b>Size of photograph</b>	40% of page size
vi	<b>Paper</b>	170 GSM Real Art Paper (Imported art paper)
vii	<b>Process</b>	Off-set
viii	<b>Printing</b>	Dates are to be printed in both English & Bengali as per English & Bengali year (Amabashya, ekadashi etc.) & Holidays with particulars under N.I.Act are to be mentioned against respective dates.

Request for proposal in terms of advertisement published in Aajkaal and Business Standard on 31/10/2023 for printing of Wall Calendar (six pages with one fly leaf), Wall Calendar (one page) and Table Calendar (twelve pages) and supply of diaries for the year 2024.

ix	<b>Binding</b>	Good quality wire binding.
x	<b>Cost</b>	Offered rate of quotation for the calendar should include delivery & other charges, but exclusive of all taxes etc.

**D. Diaries**

i	<b>Requirement</b>	a) 80 nos of high-quality Swan Big Royal Executive Diaries (26 cm x 21 cm x 2.5 cm) & b) 600 Executive Diaries (24 cm x 18 cm x 2 cm).
ii	<b>Cost</b>	Offered rate of quotation for the diaries should include delivery & other charges, but exclusive of all taxes etc.

**Notes:-**

- 1) For sample copy, bidders may contact Law & Estate Department of the Bank Head Office at 24-A, Waterloo Street, Kolkata-700069 before submission of their bid.
- 2) Please remember to provide sample for each of the items require duly marked at the time of submission of Technical Bid to avoid rejection failing which the bid may not be evaluated.

**Request for proposal in terms of advertisement published in Aajkaal and Busines Standard on 31/10/2023 for printing of Wall Calendar (six pages with one fly leaf), Wall Calendar (one page) and Table Calendar (twelve pages) and supply of diaries for the year 2024.**

**FORMAT FOR TECHNICAL QUOTATIONS INFORMATION SHEET:**

**Annexure- B**

The bidder has to submit the following details in his technical bid along with all supporting documents specified in Clause No. (F) (I) under **“GENERAL INFORMATION & TERMS AND CONDITIONS”**:

Company information (Format given below):

Sl.No.	Particulars	Details		
1	Name of the Firm			
2	Name of the individual responding to this request			
3	Designation of the individual responding to this request			
4	Contact Postal Address			
	a Telephone, Whatsapp No.			
	b E – mail address			
5	PAN			
6	GST Registration No			
7	Trade Licence			
8	Bank Account Details			
9	Parent Company (if any)			
10	Financial Details (attach audited balance sheets)	2020-21	2021-22	2022-23
	a Turn over			
	b Profit			
11	Quality Certifications (for example ISO 9000 or equivalent)			
12	Details of major works handled in the last three years			
13	Details of work in hand (Please provide work orders)			
14	Cost of RFP details			
15	Any other information, which may be relevant			

**Authorized Signatory**

**The West Bengal State Co-operative Bank Ltd**

Request for proposal in terms of advertisement published in Aajkaal and Busines Standard on 31/10/2023 for printing of Wall Calendar (six pages with one fly leaf), Wall Calendar (one page) and Table Calendar (twelve pages) and supply of diaries for the year 2024.

**Annexure- C**

**COMMERCIAL BID FORMAT**

(In Rs....)

Sl. No.	Item	Quality and size	Rate	Total Quantity	Total Charges	Expected time of delivery upon confirmed order	Mode of delivery
1	Multi-coloured Wall Calendars (Six Pages With One Fly Leaf Page)	128 GSM Real Art Paper (Imported art paper) /Fly Leaf 90 GSM [18" x 23" (Inch) size]		15,000 (Fifteen Thousand) pieces			
2	Wall Calendars (One Page)	20" x 30" Art paper 128 GSM multi-coloured with the mounting top and bottom.		3,000 (Three Thousand) pieces			
3	Table Calendars (Twelve Pages With One Title Page Bounded With Hard Cover)	4 (four) colours, 170 GSM Real Art Paper (Imported art paper), 8.5" x 11" with board stand and wire binding		1,500 (One Thousand Five Hundred) pieces			
4	High-quality Swan Big Royal Executive Diaries	26 cm x 21 cm x 2.5 cm		80 (Eighty) pieces			
5	Executive Diaries	24 cm x 18 cm x 2 cm		600 (Six Hundred) pieces			
<b>Total Amount</b>							

[ In word Rupees

]

**Note: Sample should be attached.**

**Each page of the document should be signed by the authorized signatory.**

**Authorized Signatory**



Request for proposal in terms of advertisement published in Aajkaal and Business Standard on 31/10/2023 for printing of Wall Calendar (six pages with one fly leaf), Wall Calendar (one page) and Table Calendar (twelve pages) and supply of diaries for the year 2024.

**Annexure- D**

**List of Branches & Offices**

SI No	Branch Name	Address	Near Landmark	Contact No	No of 6 pages calendar	No of Single page calendar	Mode of supply/ place
1	Kolkata Main Branch	24A, Waterloo Street, Kolkata-700069	Great Eastern Hotel	(033)2248-8491/8492	900	100	Direct
2	Bhawanipur	28/A, S.P. Mukherjee Road, Kolkata-700025	Purna Cinema Hall	(033)4072-1199	300		Direct
3	Shyambazar	15/2B, Balaram Ghosh St, Kolkata-700004	Faria Pukur	(033)2555-6588	350		Direct
4	Behala	15, S.N. Roy, Kolkata-700038	Ajanta Cinema Hall	(033)2396-1373	300		Direct
5	Beliaghata	P-52, C.I.T Scheme, VIP Market, Kolkata-700054	Pentaloons/VIP Market	(033)2320-5108	300		Direct
6	Hatibagan	89, Arabinda Sarani, Kolkata-700005	Anjali Jewellery House	(033)2555-3428	300		Direct
7	Entally	27/1C, CIT Scheme, LV, Kolkata-700014	Moulali Crossing	(033)2265-7442	300		Direct
8	Gariahat	2/2A, Nandy Street, Kolkata-700029	Ballyganj New Market	(033)4069-9156	300		Direct
9	Golpark	28/3A, Gariahat Road, Kolkata-700029	City College	(033)2440-5654	300		Direct
10	New Alipur	23/A, New Alipur, Block-21-C, Kolkata-700053	Taratala	(033)2396-6156	300		Direct
11	Chetla	Auditorium Block, CIT Market, Kolkata-700037	Ahindra Mancha	(033)2479-7747	300		Direct
12	Salt Lake City Branch	EC-15B, Sector-I, Salt Lake City, Kolkata-700064	Salt Lake EC Market	(033)4067-3108	300		Direct
13	Pourabhaban	FD-415-A, Pourabhaban, Salt Lake City, EC-III, Kolkata-700106	Bidhannagar Municipality	(033)2321-2321	300		Direct
14	ACMART	FD-415-A, Pourabhaban, Salt Lake City, EC-III, Kolkata-700106	Bidhannagar Municipality	033-4072-4156/4157	50		Direct
15	Head Office	24A, Waterloo Street, Kolkata-69		62908-29908 to 29910	3330	1900	Direct
<b>Total No of Calendar for Central Region</b>					<b>7930</b>	<b>2000</b>	

1	Barasat Regional Office	36, Rishi Bankim Sarani, Barasat, Kolkata-700124	Zilla Parishad	033-2562-2641	250	300	Direct
2	Barasat	36, Rishi Bankim Sarani,	Zilla Parishad	033-2562-8202	250		Direct

**Request for proposal in terms of advertisement published in Aajkaal and Busines Standard on 31/10/2023 for printing of Wall Calendar (six pages with one fly leaf), Wall Calendar (one page) and Table Calendar (twelve pages) and supply of diaries for the year 2024.**

	Branch	Barasat, Kolkata-700124					
3	Barrackpore	Ashadeep Complex, I, Pipe Road, Barrackpore, Kolkata-700120	Chiria More, BSNL Office	033-2593-1651	170		Direct
4	Baduria	Near Baduria Bus stop, North 24-Parganas, PIN-743401	Baduria Bus stop	03217-238538	170		Barasat R.O
5	Kanchrapara	Lichubagan, Kanchrapara, PIN-743145	Lichubagan Baishakhi Market	033-2585-2674	110		Direct
6	Habra	Kali Market, Habra, North 24-Pgs	Kali Market	03216-237024	170		Barasat R.O
7	Amdanga	Arkhal Amdanga, Panchayet & BDO Office, PIN-743221	BDO Complex	03216-260118	115		Barasat R.O
8	Chandpara	Chandpara Busstand, North 24-Pgs, PIN-743245	Chandapara Bazar	03215-250044	190		Barasat R.O
9	Panshila	Panshila Municipal Market, R.N. Avenue, P.O-Khardah, PIN-700112	Panihati Municipalality Health Centre	033-2568-9191	100		Direct
10	Helencha	P.O- Helencha, P.S-Bagdah, North 24-Pgs	Helencha Bus Stand	03215-264771	110		Barasat R.O
11	Dum Dum	60, Purba Sinthi Rd, Dum Dum, Kadamtala, Kol-700030	Kadamtala Bazar	033-2513-5758	110		Direct
12	Bongaon	School Road, Bongaon, North 24-Pgs, PIN-743235	Bongaon Court	03215-255069	190		Barasat R.O
13	Basirhat	Near Basirhat Court, North 24 Pgs, PIN-743414	Basirhat Court	03217-265233	290		Barasat R.O
<b>Total No of Calendar for North Region</b>					<b>2225</b>	<b>300</b>	

1	Diamond Harbour Regional Office	Diamond Harbour, South 24-Pgs, PIN-743331	Diamond Harbour Municipality	03174-255218	250	300	Direct
2	Diamond Harbour Branch	Diamond Harbour, South 24-Pgs, PIN-743331	Diamond Harbour Municipality	03174-255684	250		Direct
3	Kakdwip	Kakdwip, South 24-Pgs, PIN-743347	Kakdwip Court	03210-255043	200		Diamond Harbour R.O
4	Kashinagar	Kashinagar, South 24-Pgs, PIN-743349	Maibibi Mandir	9733653142	200		Diamond Harbour R.O
5	Amtala	Amtala, P.O-Kanyanagar, South 24-Pgs	Amtala Bus top	033-2470-9342	110		Direct

**Request for proposal in terms of advertisement published in Aajkaal and Business Standard on 31/10/2023 for printing of Wall Calendar (six pages with one fly leaf), Wall Calendar (one page) and Table Calendar (twelve pages) and supply of diaries for the year 2024.**

6	Sagar	Rudranagar, P.S-Sagar, South 24-Pgs, PIN-743373	BDO Office	03210-242533	200		Diamond Harbour R.O
7	Pathar Pratima	Patharpratima, South 24-Pgs, PIN-743371	Patharpratima Central Bazar	03210-267324	200		Diamond Harbour R.O
8	Bhangore	B. Gobindapur, Bhangore, South 24-Pgs, PIN-743502	Pakiza Cinema Hall	03218-270535	150		Direct
9	Baruipur	Baruipur, Suth 24-Pgs, PIN-700144	Dristikon Eye Clinic	033-2433-8646	180		Direct
10	Bijoyganj	Suvadra Villa, WSEDC Buildings, 1st Floor, Vill-Laxmikantapur, P.O-Bijoyganj Bazar, P.S-Mandir Bazar, South 24-Pgs, PIN-743345	Laxmikantapur Rail Station	03174-277158	120		Diamond Harbour R.O
11	Canning	Cinema Road, anning, Suth 24-Pgs., PIN-743329	Gobinda Talkies	03218-255239	200		Diamond Harbour R.O
<b>Total No of Calendar for South Region</b>					<b>2060</b>	<b>300</b>	

1	Coochbehar Regional Office	Biswasinha Rd, Coochbehar, PIN-736101	B.D.Hotel	03582-223010	280	300	Direct
2	Coochbehar Branch	Biswasinha Rd, Coochbehar, PIN-736101	B.D.Hotel	03582-222717	250		Direct
3	Siliguri Day	Sarkar Mansion, Hill Cart Rd, Siliguri-734001	Bata Show Room	03532-432257	300	50	Direct
4	Siliguri Evening	Sarkar Mansion, Hill Cart Rd, Siliguri-734001	Bata Show Room	03532-432237	200	50	Direct
5	Mathabhanga	Mathabhanga, Coochbehar, PIN-736146	Police Station	03583-255258	175		Coochbehar R.O
6	Alipurduar	Alipurduar, Dist-Jalpaiguri, PIN-736121	St Marry's Nurshing Home	03564-255242	175		Coochbehar R.O
7	Dinhata	Dinhata, Dist-Coochbehar, PIN-736135	Main Road	03581-255073	175		Coochbehar R.O
8	Falakata	Falakata, Dist-Jalpaiguri, PIN-735211	Sitala Bari Mandir	03563-260273	175		Coochbehar R.O
9	Tufanganj	Tufanganj, Dist-Coochbehar, PIN-736159	Fire Station	03582-244300	170		Coochbehar R.O
<b>Total No of Calendar for Coochbehar Region &amp; Siliguri Day/Evening Branch</b>					<b>1900</b>	<b>400</b>	

Request for proposal in terms of advertisement published in Aajkaal and Business Standard on 31/10/2023 for printing of Wall Calendar (six pages with one fly leaf), Wall Calendar (one page) and Table Calendar (twelve pages) and supply of diaries for the year 2024.

The Calendars to be supplied directly to all Metropolitan Branches, all Regional Offices and to Dum Dum, Panshila, Barrackpore, Kanchrapara, Baruiপুর, Amtala, Bhangore, Silliguri (Day) and Silliguri (Evening) Branches. No of allocation of Calendars may be changed in time of work order.

**List for Central Co-operative Banks for providing 6 pages calendar.**

Sl	Name of CCB	Address	Phone No	No of 6 pages calendar **
1	Balageria Central Co-op. Bank Ltd	Contai, Purba Medinipur	03220-254421	40
2	Bankura Dist Central Co-op. Bank Ltd	Machantala, P.O & Dist- Bankura	03242-255987	60
3	Birbhum Dist Central Co-op. Bank Ltd	P.O- Suri, Dist- Birbhum	03462-255328	60
4	Burdwan Dist Central Co-op. Bank Ltd	G.R. Road, Burdwan	03422-662163	85
5	Dakshin Dinajpur Dist Central Co-op. Bank Ltd	Balurghat, Dakshin Dinajpur	03522-255381	40
6	Darjeeling Dist Central Co-op. Bank Ltd	Kalingpong, Darjeeling	03552-255372	35
7	Howrah Dist Central Co-op. Bank Ltd	P.O- Uluberia, Dist-Howrah	033-2661-0290	40
8	Hooghly Dist Central Co-op. Bank Ltd	Chinsuah, Hooghly	033-2680-9303	60
9	Jalpaiguri Dist Central Co-op. Bank Ltd	P.O & Dist- Jalpaiguri	03561-230477	40
10	Malda Dist Central Co-op. Bank Ltd	P.O & Dist- Malda	03512-257013	50
11	Mugberia Central Co-op. Bank Ltd	Mugberia, Purba Medinipur	03220-270222-3	40
12	Murshidabad Dist Central Co-op. Bank Ltd	Berhampur, Murshidabad	03482-252804/253581	60
13	Nadia Dist Central Co-op. Bank Ltd	Krishnagar, Nadia	03472-252683	60
14	Purulia Dist Central Co-op. Bank Ltd	P.O & Dist- Purulia	03252-222204	40
15	Raiganj Central Co-op. Bank Ltd	Raiganj, Uttar Dinajpur	03523-242460/252602	45
16	Tamluk-Ghatal Central Co-op. Bank Ltd	Tamluk, Purba Medinipur	03228-267570	60
17	Vidyasagar Central Co-op. Bank Ltd	Paschim Medinipur	03222-275411	70
<b>Total No of Calendar (6 pages) for Central Co-Op. Bank</b>				<b>885</b>

**\*\* Calendars to be supplied directly to the above CCBs**

Request for proposal in terms of advertisement published in Aajkaal and Business Standard on 31/10/2023 for printing of Wall Calendar (six pages with one fly leaf), Wall Calendar (one page) and Table Calendar (twelve pages) and supply of diaries for the year 2024.

Annexure- E

**Compliance Certificate**

**The Managing Director,  
The West Bengal State Cooperative Bank Ltd.  
24A, Waterloo Street  
Kolkata - 700069**

**Date:**

Dear Sir,

**Re : Bank's RFP No. WBSCB/TENDER/Calendar-2024/1.1 dated 31/10/2023 for Selection of Vendor for Printing and Supply of Calendar & Diaries for the year 2024 at different locations as per Annexure-D.**

Having examined the tender document including all annexures, the receipt of which is hereby duly acknowledged, we the undersigned offer to Selection of vendor for Printing and Supply Calendar & Diaries for the year 2023 at locations as per Annexure-D in conformity with the said RFP document and in accordance with our proposal and the schedule of prices offered in the Commercial Bid and made part of this tender, we confirm as under:

1. If our bid is accepted, we undertake to provide the supply and services within the scheduled time-lines as stipulated in this RFP.
2. We confirm that this offer is valid for 90 days from the last date for submission of tender document to the Bank.
3. This bid together with your written acceptance thereof and your notification of award if shortlisted shall constitute a binding contract between us.
4. We undertake that in competing for and if the award is made to us, in executing the subject contract, we will strictly adhere to the security norms prescribed by RBI/NABARD or by any appropriate agency.
5. We agree that Bank is not bound to accept the lowest or any bid that Bank may receive.
6. We have never been barred/black-listed by any regulatory /statutory authority or any employer in India.

Yours faithfully

**SIGNATURE**

**(Name & Designation, seal of the firm)**

[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

Request for proposal in terms of advertisement published in Aajkaal and Busines Standard on 31/10/2023 for printing of Wall Calendar (six pages with one fly leaf), Wall Calendar (one page) and Table Calendar (twelve pages) and supply of diaries for the year 2024.

Annexure- F

**Bid Security/EMD Declaration**

Ref No:

Date:

To  
The Managing Director,  
The West Bengal State Cooperative Bank Ltd.  
24A, Waterloo Street  
Kolkata – 700069

**Sub:- Declaration on Bid Security/EMD**

Dear Sir,

**Ref: Bank's RFP No. WBSCB/TENDER/Calendar-2024/1.1 dated 31/10/2023 for Selection of Vendor for Printing and Supply of Calendar & Diaries for the year 2024 at different locations as per Annexure-D - Bid Security Declaration.**

We <**organization name**> understand that as per the Govt. of India circular no F.9/4/2020-PPD dated 12<sup>th</sup> November 2020 (Subject: Bid Security/ Earnest Money Deposit) EMD is not required.

We hereby also understand and confirm that we will be suspended for the period of 2 years from the date of issue of RFP, if we:

1. Withdraw or modify this RFP before processing
2. Withdraw or modify this RFP after processing but before acceptance of 'work order' to be issued by the Bank.
3. Withdraw or modify this RFP before furnishing Performance Security Deposit as per requirement of this RFP.
4. Violate any of the provisions of the terms and conditions of this RFP.

Yours faithfully,

**AUTHORIZED SIGNATORY**

**(Name & Designation, seal of the firm)**

For and on behalf of:

[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

Request for proposal in terms of advertisement published in Aajkaal and Busines Standard on 31/10/2023 for printing of Wall Calendar (six pages with one fly leaf), Wall Calendar (one page) and Table Calendar (twelve pages) and supply of diaries for the year 2024.

Annexure- G

**Declaration regarding blacklisting**

Ref No:

Date:

To  
The Managing Director,  
The West Bengal State Cooperative Bank Ltd.  
24A, Waterloo Street  
Kolkata – 700069

**Sub:- Declaration regarding blacklisting**

Dear Sir,

**Ref: Bank's RFP No. WBSCB/TENDER/Calendar-2024/1.1 dated 31/10/2023 for Selection of Vendor for Printing and Supply of Calendar & Diaries for the year 2024 at different locations as per Annexure-D - Undertaking regarding blacklisting.**

We hereby confirm and declare that we, <organization name>is not blacklisted/de-registered/ debarred by any Government Department/ Public Sector Undertaking/ Bank/ Privet Sector/ or any other organization for which we have executed/undertaken the works or services during the last 05 (five) years.

We hereby also understand and confirm that we will be suspended for the period of 2 years from the date of issue of RFP, if the above statement is found false and even may be debarred from the project or future projects.

Yours faithfully,

**AUTHORIZED SIGNATORY**

**(Name & Designation, seal of the firm)**

For and on behalf of:

[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

Request for proposal in terms of advertisement published in Aajkaal and Business Standard on 31/10/2023 for printing of Wall Calendar (six pages with one fly leaf), Wall Calendar (one page) and Table Calendar (twelve pages) and supply of diaries for the year 2024.

**Annexure-H**

<b>FINAL CHECKLIST FOR BIDDERS TO FILL IN FOR TECHNICAL BIDS</b>			
<b>SL NO.</b>	<b>DESCRIPTION</b>	<b>YES/NO</b>	<b>REMARKS</b>
1	DOCUMENTATION FOR COMPANY REGISTRATIONS		
2	DOCUMENTATION FOR ADDRESS CONFIRMATIONS OF THE REGD BUSINESS NAME & STYLE		
3	TRADE LICENSE DETAILS		
4	CREDENTIAL (SIMILAR WORK EXPERIENCES - SUPPORTED WITH ORDER COPIES / COMPLETION CERTIFICATE )		
5	TEAM DETAILS		
6	LIST OF SIMILAR WORKS IN HAND - SUPPORTED WITH ORDER COPIES		
7	Copies of the Audited Balance Sheet for the last three (3) Years along with the Profit & Loss Account		
8	IT RETURN DETAILS		
9	Pan Card		
10	GST DETAILS		
11	Signed copy of ORIGINAL RFP		
12	List of disputes/ litigations entered into, if any, with its details		
13	TENDER FEES - DETAILS AND ATTACHED		
14	COMMERCIAL BID DOCUMENT - BLANK ie WITHOUT QUOTE, SIGNED AND STAMPED (As per Annexure-C)		
15	FORMAT FOR TECHNICAL QUOTATIONS INFORMATION SHEET (As per Annexure-B)		
16	Compliance Certificate (As per Annexure-E)		
17	Bid Security/EMD Declaration (As per Annexure-F)		
18	Declaration regarding blacklisting (As per Annexure-G)		

<b>CHECK LIST FOR COMMERCIAL BIDS</b>			
<b>SL NO.</b>	<b>DESCRIPTION</b>	<b>YES/NO</b>	<b>REMARKS</b>
1	COMMERCIAL BID DOCUMENT -WITH ALL RELEVANT QUOTES DULY CONFIRMED DULY SIGNED (As per Annexure-C)		

**AUTHORISED SIGNATORY**