



बैंक ऑफ़ बड़ौदा *Bank of Baroda*

ANNEXURE - A

TENDER DOCUMENT

FOR

EMPANELMENT OF OFFSET PRINTERS

Reference No.: **BCC: MKTG: EMP_OS_PRINTERS:110:211** Dt. **06.02.2018**

Issued by: Bank of Baroda, Marketing & PR Dept, Baroda Sun Tower,
C - 34, G Block, Bandra Kurla Complex, Bandra (East),
Mumbai – 400051.
Ph: 022- 67592546 / 67592594 Fax: 022 -67592593

Email: corp.pr@bankofbaroda.com or mktg@bankofbaroda.com

Website: www.bankofbaroda.co.in



बैंक ऑफ़ बड़ौदा **Bank of Baroda**

EMPANELMENT OF -5- OFF SET PRINTERS

Bank of Baroda, Baroda Sun Tower, Mumbai invites sealed proposals from reputed well established Off-set printers based at Mumbai / Navi Mumbai / Thane having sound financial status and minimum -10- years of experience in the field of Off-set printing for empanelment for a period of -3-years in the panel of the bank for printing of promotional material i.e. leaflets, posters, brochures, annual report, calendars, booklet, notices etc.

Office of Issue Marketing & PR Department,
Bank of Baroda, Baroda Sun Tower,
C – 34, G Block,
Bandra Kurla Complex, Bandra (East)
Mumbai – 400 051.

Date of Issue : **06.02.2018**

Tender to be submitted to : Dy. General Manager (Marketing & WMS)
Bank of Baroda, Baroda Sun Tower,
C – 34, G Block,
Bandra Kurla Complex, Bandra, (East)
Mumbai – 400051.

Due Date of Submission : **On or before 26.02.2018 up to 1630 hrs.**

Opening of Tender : **On 28.02.2018 1200 hrs.**

The proposal document should be submitted in sealed envelope containing Technical details as per the Annexure- B & C. The envelope may be clearly marked / super scribed as “**Application for Empanelment of Off-set Printers – Bank of Baroda 2018**”

1.0 Proposal

The tender document containing resume of applying printers, eligibility criteria scope of work and other terms & conditions can be down loaded from the bank’s website www.bankofbaroda.co.in and be submitted within the given time schedule. Submission of application in any other format will not be entertained & will be summarily rejected.

Relevant information / copies of certificates called for should be annexed to the application. Non – receipt of any information certificate may entail rejection of the application.

All the pages of tender documents are to be stamped and signed by the tenderer. The Bank does not bind itself to accept the lowest or any tender and reserves the right to accept or reject any or all tenders either in whole or in part, without assigning any reason whatsoever.

No Conditions will be entertained. Conditional offers shall be summarily rejected. Disputes, if any, will be subject to Mumbai jurisdiction only.

No Agency shall submit more than one proposal. If an Agency submits or participates in more than one proposal, all the proposals submitted by the Agency shall be disqualified.



2.0 Eligibility Criteria:

The applicant shall meet the following eligibility criteria for consideration in the panel of Bank's empanelled printers.

- **Minimum -10- Years of Business:** The firm to be in the printing industry for a minimum of -10- year.
- **The Annual Avg. Turnover:** Annual Avg. Turnover of the printer for the last -3- financial years (i.e FY 2014-15 to 2016-17) should be minimum of Rs. 40.00 crore.
- **Web Off-Set printing machine:** Minimum two in house web off printing machine.
- **Sheet Fed Machine:** Minimum four in house -4- color Sheet Fed Machine.
- **Designing and processing:** Should have full - fledged in-house facility for DTP, processing, designing, typesetting (bilingual).
- **Binding:** Should have in-house high speed binding machines for centre pinning / perfect binding.
- **Minimum single order execution:** The printer should have executed at least one single order costing minimum of Rs 2.00 cr & above OR two single orders of minimum Rs. 1 cr each in past -3- years (i.e FY 2014-15 / 2015-16 / 2016-17).
- **Clean Financial History:** Should not be defaulter with any Banking / Financial Institution as per the latest CIBIL Report.
- **The printer should not have been back-listed / debarred by any Central / State Government / Public Sector Undertakings / Banks** and not involved in any major litigation that may have effect or compromised the delivery of services required during last 5 years. A self –certification on letter head to be provided. However the Bank has the right to independently verify the same.

3.0 Scope of Work

Printing:

The Bank from time to time, requires printing and supply of promotional items such as leaflets, posters, bunting, annual report, calendars, booklets notices etc. as per given size and quality specifications. The printers selected for empanelment have to print & supply the various printing items as per Bank's requirement from time to time. For awarding different jobs with different size, quality specifications etc. the Bank shall be inviting sealed quotations from all the empanelled printers as per given date and time schedule. The job / jobs shall be awarded to the bidder / bidders found L-1 in quotes.

Packaging and Dispatch

The printer will pack and directly dispatch the printed material as and when required by the Bank to its Regional / Zonal / Overseas or other destinations.



4.0 Evaluation Criteria:

The process of evaluation is detailed hereunder:

- All the bids (applications) will be evaluated based on “Eligibility Criteria” mentioned above. Bank will short-list those Off-set printers which are satisfying the eligibility criteria in all respects and declare the Off-set printers which will be further considered for evaluation.
- **The short-listed bidders / agencies will be technically evaluated on the basis of the details submitted and through Physical inspection. Thereafter, the listed bidders / agencies will be ranked based on parameters listed below:**

Sr.	Criteria	Maximum Marks	Marks for each parameters	Max. Marks
1.	Company profile (As per detailed application filled by the printer)	Industry experience - Number of Years in the industry	5	10
		Avg. Gross Annual Turnover of last 3 years (i.e FY 2014 -15 / 2015 -16 / 2016 -17)	5	
2.	Infrastructure (As per detailed application filled by the printer)	Press Facilities: <ul style="list-style-type: none"> • No. of Typesetting computers (English / Hindi) • No. of Designing and color processing equipments. • No. of color scanner for scanning high quality resolution images & digital print facility. 	20	70
		Printing Machine Details: <ul style="list-style-type: none"> • No. of In house -4- color broad web offset printing machine (36/26”) • No. of In house -4- color sheet fed offset machines. 	25	
		Binding Facilities: <ul style="list-style-type: none"> • No. of High speed binding machines for centre pinning / perfect binding • No. of online binding machine compatible with the job like annual report etc (If any) 	15	
		Mailing & Dispatch Facilities	10	
3.	Others	Minimum Single Order Value of Rs 2.00 cr & above OR two single orders of minimum Rs.1.00 cr each in last three years (i.e FY 2014-15 / 2015-16 / 2016-17) No. of such Orders & Details of	10	10



		Items printed required.		
4.	Clientele (As per detailed application filled by the printer)	Empanelment with Banks/ PSU/ Govt. organizations. Specify Nos.	5	10
		Other Corporate Clients (Name of companies). Specify Nos.	5	
	Total			100

**** Marks in each parameter will be given based on Relative Marking System i.e the agency with the highest figure in the above listed parameters will be given Full marks and the rest will be marked relatively.**

- The top 5 Printers will be considered for empanelment by Bank for a period of -3- years
- In case of receipt of less than or equal to only 5 applications, the Bank reserves the right to select / empanel the number of printers at its discretion.

5.0 Confidentiality Clause:

The bidder / agency shall keep confidential all the information relating to Bank's business that comes into its possession as a result of or in connection with its work under this work.

6.0 Discretion Clause:

The Bank reserves the right to reject any / all applications without assigning any reasons thereof. Mere submission of an offer to the Bank does not entitle an applicant to any benefits / rights / preference. Canvassing is prohibited and will lead to disqualifications. Fulfilling the minimum eligibility does not entitle the bidder / agency to consider him for Bank empanelment. Bank may consider as many as printers in the panel at its sole discretion.

7.0 Earnest Money/ security Deposit

The Earnest Money Deposit (EMD) for the application related to Empanelment of Off-set Printer shall be Rs 5,00,000/- (Rupees Five Lacs only), payable by Demand Draft or Pay Order favouring "Bank of Baroda" payable at Mumbai is to be submitted along with the application form. EMD is refundable if the application is not shortlisted for further processing or on the non – acceptance of the offer. The EMD of the selected / empanelled printers will remain with the Bank till the end of the empanelment tenure. Application submitted without EMD will not be entertained

In case the firm / printer is exempted from submission of EMD under MSME Act., the certificate for the same is to be disclosed along with the application.

8.0 Indemnity

The Vendor shall indemnify the Bank, and shall always keep indemnified and hold the Bank, its employees, personnel, officers, directors, (hereinafter collectively referred to as "Personnel") harmless from and against any and all losses, liabilities, claims, actions, costs and expenses (including attorneys' fees) relating to, resulting directly or indirectly from or in any way arising out of any claim, suit or proceeding brought against the Bank due to the services described herein.

Bank shall notifies the Vendor in writing as soon as practicable when the Bank becomes aware of the claim, and Co-operates with the Vendor in the defense and settlement of the



claims.

The Vendor shall have sole control of the defense and all related settlement/ negotiations, and Bank will provide the Vendor with the assistance, information and authority reasonably necessary to perform the above.

9.0 Termination

Bank shall have option to terminate / cancel this RFP at any stage without any prior notice. In following events Bank shall terminate this empanelment or cancel any particular order if Vendor:

- Breaches any of its obligations set forth in this assignment or any subsequent agreement and Such breach is not cured within 15 Working Days after Bank gives written notice; or
- Failure by Vendor to provide Bank, within 15 Working Days, with a reasonable plan to cure such breach, which is acceptable to the Bank. Or
- The progress regarding execution of the contract/ services rendered by the Service Provider is not as per the prescribed time line, and found to be unsatisfactory.
- Supply of sub standard materials/ services;
- Delay in delivery / installation / commissioning of services.

This Tender or subsequent Agreement shall be deemed to have been terminated by either Party one day prior to the happening of the following events of default:

- The other Party becomes unable to pay its debt as they fall due or otherwise enters into any composition or arrangement with or for the benefit of its creditors or any class thereof;
- A liquidator or a receiver is appointed over all or a substantial part of the undertaking, assets or revenues of the other Party and such appointment continues for a period of twenty one (21) days;
- The other Party is subject of an effective resolution for its winding up other than a voluntary winding up for the purpose of reconstruction or amalgamation upon terms previously approved in writing by the other Party; or
- The other Party becomes the subject of a court order for its winding up.
- Not withstanding above, in case of change of policy or any unavoidable circumstances Bank reserve the right to terminate this empanelment or any particular order, in whole or in part by giving Vendor at least 30 days prior notice in writing.

10.0 Execution of Non-Disclosure Agreement

The selected vendor shall execute Non-Disclosure Agreement (NDA). The NDA required to be executed within 30 days from the date of acceptance of letter of appointment or as intimated by the Bank.

The all the expenses related to execution of the document such as The applicable stamp duty and registration charges if any shall be born by the vender.



11.0 Dispute Resolution

The Bank and the vendor shall make every effort to resolve amicably, by direct informal negotiation between the respective project managers / directors of the Bank and the vendor, any disagreement or dispute arising between them under or in connection with the contract.

If the Bank project manager / director and vendor project manager / director are unable to resolve the dispute after thirty days from the commencement of such informal negotiations, they shall immediately escalate the dispute to the senior authorized personnel designated by the vendor and Bank respectively.

If after thirty days from the commencement of such negotiations between the senior authorized personnel designated by the vendor and Bank, the Bank and the vendor have been unable to resolve contractual dispute amicably, either party may require that the dispute be referred for resolution through formal arbitration.

All questions, disputes or differences arising under and out of, or in connection with the contract or carrying out of the work whether during the progress of the work or after the completion and whether before or after the determination, abandonment or breach of the contract shall be referred to arbitration by a sole Arbitrator acceptable to both parties OR the number of arbitrators shall be three, with each side to the dispute being entitled to appoint one arbitrator. The two arbitrators appointed by the parties shall appoint a third arbitrator shall act as the chairman of the proceedings. Arbitration will be carried out at Mumbai. The Arbitration and Conciliation Act 1996 or any statutory modification thereof shall apply to the arbitration proceedings

Judgment upon the award may be entered by any court having jurisdiction thereof or having jurisdiction over the relevant Party or its assets.

12.0 Governing Laws

This RFP and The subsequent contract shall be governed and construed and enforced in accordance with the laws of India. Both Parties shall agree that in respect of any dispute arising upon, over or in respect of any of the terms of this RFP, only the courts in Mumbai shall have exclusive jurisdiction to try and adjudicate such disputes to the exclusion of all other courts.

13.0 Enclosures to the application

- a) Certificate of incorporation of business.
- b) Copy of Sales Tax Clearance & Income tax clearance certificate. (ITCC)
- c) Documentary evidence regarding ownership of the machines / equipments & organizational set up.
- d) Latest Audited Balance Sheet / Annual Report / Proof of Financial soundness
- e) List of top 20 clients served during the last two years (Bank's / PSUs / Reputed Ltd. cos. Empanelment Letter / endorsement from the clients to be enclosed.
- f) Documentary proof of arrangement with reputed courier company for country wide dispatch.



बैंक ऑफ़ बड़ौदा *Bank of Baroda*

- g) Copy of Single Largest Work Order costing minimum of Rs 2.00 cr & above OR two single orders of minimum Rs.1 cr each in last three years i.e FY 2014-15 / 2015-16 / 2016-17 fulfilling the eligibility criteria. Letter of completion is also to be disclosed.
- h) In case the firm / printer is exempted from submission of EMD under MSME Act, the certificate for the same is to be disclosed along with the application

14.0 General Terms:

- Application not meeting the eligibility criteria shall be immediately rejected.
- The Bank reserve the right to reject any or all applications without assigning any reason whatsoever.
- The Bank reserves the right to scrap the tender at any time at its discretion without assigning any reason whatsoever.
- Relevant information / copies of certificates called for should be annexed to the tender. Non-receipt of any information / certificates with the tender may entail rejection of the tender.
- Bank may also seek additional information, if required.
- In case of any clarification in the matter, the bidder may contact on telephone numbers (022) – 67592552 / 67592594 (Mr. Manohar Kore, Chief Manager-Marketing / Avishek Banerjee, Sr. Manager - Marketing) on any working day during office hours.

**General Manager
(Marketing, Corp. Comm. & WMS)
Bank of Baroda, Baroda Sun Tower,
C-34, G Block, Bandra Kurla Complex,
Bandra (East), Mumbai 400 051**

Date: 06.02.2018



EMPANELMENT OF OFF-SET PRINTERS

RESUME OF APPLYING PRINTERS

I. General Information				
(i)	Name of Printing Press / Company			
(ii)	Complete address of Administrative / corporate office (including e-mail, telephone & fax numbers)			
(iii)	Address of Printing Press /works. (Please specify the different locations of your press / works with complete address if applicable.)			
(iv)	Name of the Directors / MD / CEO			
(v)	Type of organization: Public Limited / Private limited / Partnership / Proprietary firm.			
(vi)	Number of years in printing business			
(vii)	Financial details:			
		2014-15	2015-16	2016-17
	(i) Financial position (Auditor's certificate for last 3 years figures with latest balance sheet)			
	(ii) Turnover			
	(iii) Profit			
	(iii) Capital / Net worth			
	(iv) Sales Tax Registration & Income tax clearance certificate (ITCC)			
	(v) Sales Tax registration & Income Tax no. (PAN)			
	(vi) GST registration no.			
(viii)	Banker's Name & address			
	(a) Principal Bankers			
	(b) Other Bankers			
(ix)	No. of Employees on payroll			
	(a) Administrative			
	(b) Technical (Pl give details)			
II.	Pre-press Facilities at one place	Yes	No	
	(a) Number of Typesetting computers (English / Hindi)	Specify Nos.	Specify Nos.	
	(b) Number of Designing	Specify Nos.	Specify Nos.	



	and color processing equipments.
	(c.) Proof reading arrangement	Yes	No
	(d) Number of Color scanner for scanning high quality resolution images & digital print facility.	Specify Nos.	Specify Nos.
III.	Printing.		
	(a) Machines details.	Nos.	Make
	(i) In house -4- color broad web offset printing machine (36/26").		
	Locations of machine / machines		
	(ii) Nos of In house -4- color sheet fed offset machines.		
	Locations of machine / machines		
IV.	Binding Facilities	Nos.	Make
	(a) High speed binding machines for centre pinning / perfect binding		
	(b) Whether you have online binding machine compatible with the job like annual report etc.	Yes	No
	Location of machines		
V.	Mailing Facilities		
	(a) Past experience in mailing printed matter.		
	(b) Details of in-house mailing arrangements	(i) Number of persons engaged in mailing	
		(ii) Number Franking machines	
		(iii) Name of post office used for	
	(c.) Whether you have arrangement with reputed courier company for country wide dispatches. Specify details.		
VI.	Credentials:		
	(i) Whether you have done any work for any office of Bank of Baroda in the past. If yes give, details.		
	(ii) Whether you are in the panel of any Nationalized Bank / PSU / reputed Public Ltd Co. if yes, pl submit details.		



बैंक ऑफ बड़ौदा Bank of Baroda

	(iii) List of important clients you served during the last three years.	
VII	Documents to be submitted	
	(a) Certificate of incorporation of business.	
	(b) Copy of Sales Tax Clearance & Income tax clearance certificate. (ITCC)	
	(C) Documentary evidence regarding ownership of the machines / equipments & organizational set up.	
	(d) Latest Audited Balance Sheet / Annual Report / Proof of Financial soundness.	
	(e) List of top 20 clients served during the last three years (Bank's / PSUs / Reputed Ltd. cos.	
	(f) Documentary proof of arrangement with reputed courier company for country wide dispatch.	
	(g) Copy of Single Largest Work Order costing minimum of Rs 2.00 cr & above OR two single orders of minimum Rs. 1 cr each in last three years i.e FY 2014-15 / 2015-16 / 2016-17 fulfilling the eligibility criteria. Letter of completion is also to be disclosed.	
	(h) In case the firm / printer is exempted from submission of EMD under MSME Act, the certificate for the same is to be disclosed along with the application	
VIII	Other relevant information, if any.	

Date:

**Authorized Signatory
Name:
Designation**

Bank of Baroda reserves the right to accept or reject any or all responses to this without assigning any reason for the same.



बैंक ऑफ़ बड़ौदा *Bank of Baroda*

Annexure C

(On letterhead of the Organization duly stamped and signed)

Date:

TO WHOM SO EVER IT MAY CONCERN

This is to certify that M/s..... is our empanelled Off-set Printer for more thanYears.

The performance of the agency is satisfactory during their tenure with us.

(AUTHORISED SIGNATORY)

NAME:

DESIGNATION: