



Request for Proposal For Printing of Diary & Calendar 2023

**Ref: GAD/47/2022-23/108/Tender/Diary & Calendar
Dated: 26-10-2022**

DATE OF ISSUE OF TENDER	26-10-2022
LAST DATE OF SUBMISSION OF TENDER	11-11-2022
DATE AND TIME OF OPENING TECHNICAL BID	14-11-2022, At 3:00 PM
DATE AND TIME OF OPENING FINANCIAL BID	To be announced subsequently after opening of technical offers

The information provided by the bidders in response to this RFP will become the property of Uttarbanga Kshetriya Gramin Bank and will not be returned. The Bank reserves the right to amend, rescind, cancel or reissue this RFP and all amendments will be advised to the bidders and such amendments will be binding upon them. The Bank also reserves its right to accept or reject any or all responses to this RFP without assigning any reason whatsoever.

UTTAR BANGA KSHETRIYA GRAMIN BANK

Shib Bari Road, opp. N.N.Park, PO & Dist- Cooch behar-736101

E-mail: gadho@rrbubkgb.in

www.ubkgb.org

Dear Sir/Madam

Printing and Supply of UBKGB Calendars and Diaries for the year 2023 – Calling for Quotations

1. We propose to print Bank's calendars and diaries for the year 2023. Our requirement for the purpose would be 15,000 wall calendars 1800 stand calendars, 1200 small diaries, 200 Executive diaries (70 will be name embossed). We invite sealed quotations from eligible, reputed printers who have executed similar type of job for PSUs, Banks or RRBs earlier.
2. The general terms and conditions for execution of the work are given in Annexure I. The detailed specifications related to the printing of the calendars are given in Annexure II and specifications related to diaries are given in Annexure III. Quotations may be submitted in the prescribed format as given in Annexure IV & V. All the proposals will be graded on technical and financial parameters as specified in the annexures.
3. It will be necessary to submit the art work for our approval. Similarly, copies of the cover pages, monthly leaves, inside pages, etc. also need to have our prior approval before the strike order for final printing is given. The entire work has to be completed, packaged, labelled for outstation dispatches/delivered at our Coochbehar Head Office, Coochbehar Regional Office, Jalpaiguri Regional Office and Siliguri Regional Office latest within 15 days after issuing the work order.
4. Tender shall contain the following:
 - (a) a copy of the tender document with a certificate issued by the printer accepting all the terms and conditions contained in the tender document
 - (b) Quotation Part -I -Technical Bid as in 'Proforma A,B,C,D' of Annexure IV which shall be enclosed in a separate sealed envelope and super scribed as "Tender for Printing Calendars/Diaries 2023:Technical Bid"
 - (c) Quotation Part -II -Commercial Bid as in 'Proforma A , B , C , D' of Annexure V which shall be enclosed in a separate sealed envelope and super scribed as "Tender for Printing Calendars/Diaries 2023:Commercial Bid"
5. Quotations, as per details given above (point no.4) may be submitted in sealed covers mentioning mail id & contact details of the firm, addressed to "The General Manager (GAD), Uttarbanga Kshetriya Gramin Bank, Head Office, Shib Bari Road, Coochbehar, West Bengal 736101" by 11th November 2022 up to 3:00 PM.
6. **Technical Bid Opening:** On the basis of the given technical parameters and samples submitted and visits to inspect printing facilities, if considered necessary, the opened Technical Bids will be evaluated and shortlisted. Bidders who qualify in the Technical Bid will be allotted scores according to quality parameters as in Annexure VI. On a scale of 100, 70 marks have been allotted for Technical Bid. **Financial/Commercial Bid Opening:** The Financial/Commercial Bid of only those Printers who have been shortlisted and given scores as above will be opened. On a scale of 100, 30 marks have been allotted for Financial Bid. The combined scores of Technical and Financial Bids will determine the H1 (bidder with highest scores) and the work order will be given to the H1. Financial/Commercial Bids, which are not as per Proforma A, B, C, D or incomplete in any respect, shall be rejected summarily. *Preference will be given to the bidder who will submit, all the proforma A,B,C & D.*
7. The tender should be submitted strictly as per the Proforma A, B, C, and D as in Annexure IV & V of the Tender Document. ***Proforma should be either typed or written legibly in English. Alterations of information provided in the bid document, if any, in the Tender should be attested properly by the person signing the same.*** Tenders with alteration, which are not authenticated as above, may result in rejection of the tender. Over-writing in the tender may render the tender as invalid at the discretion of the Bank.
8. It has been decided that only experienced printers with experience of having carried out bulk printing for reputed firms/Govt. organizations/Commercial Banks/RRBs etc. should be entrusted with the work. The bidders are requested to submit sample diaries & Calendars (at least one for each category) produced by them in the last two year.
9. The printer should have the capability to print publications in English, Hindi & Bengali. For this, the printer is required to have appropriate latest software and computer capability. The printer would also have to ensure that PC operators, adequately proficient in Bengali, Hindi and English, are available with them for speedy and timely completion of the work. Printers having prior experience of printing of similar work would be preferred.
10. All the material sent to the printer shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances. Strict adherence to time schedule in respect of these publications is necessary. Printed copies, with defective printing or of inferior quality cover page/paper/impressions/binding shall be rejected and shall have to be replaced immediately by the printer at his own cost.

11. The Bank reserves the right to accept/reject any or all quotations in full or part at its discretion without assigning any reason thereof and the Bank's decision in this regard shall be final.

12. We look forward to high quality work to be executed within a stipulated time schedule.

Yours Faithfully

(K.Soni)
General Manager

Enclosures : Annexure I: Printing and Distribution of Bank's Calendars and Diaries 2023

Annexure II: Specifications for Calendars 2023

Annexure III: Specifications for Diaries 2023

Annexure IV: Proforma of Quotation: Technical Bid

Annexure V: Proforma of Quotation: Commercial Bid

Annexure VI: Technical Bid - Scoring Parameters

ANNEXURE I

GENERAL TERMS AND CONDITIONS

Printing and Distribution of UBKGB Calendars and Diaries 2023

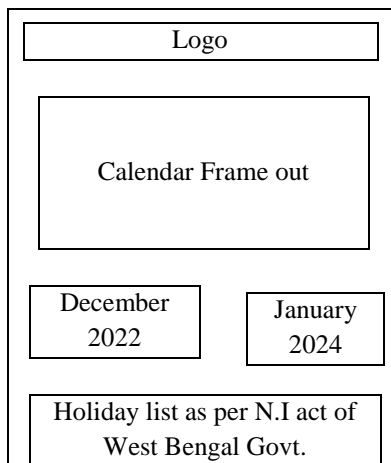
- i) **Tender Fee (Non Refundable):** ₹ 2,000/- (Rupees Two Thousand Only) in the form of DD / Pay Order in favor of Uttarbanga Kshetriya Gramin Bank payable at Coochbehar.
- ii) **Earnest Money Deposit:** An earnest money of ₹ 30,000/- (Rupees Thirty Thousand Only) should be in the form of Demand Draft of any scheduled commercial bank drawn in favor of the Uttarbanga Kshetriya Gramin Bank payable at Coochbehar.
- iii) The tenders received without the application fee / tender fee & EMD will be rejected. EMD of the bidder is liable for forfeiture as per the terms of the tender document in case of any default. The EMD shall bear no interest. The Tender Fee & EMD should be kept in a separate cover superscripting as "Tender Fee & EMD" and stapled with the envelope of Technical Bid.
- iv) The firm who are registered with National small Industries Corporation (NSIC)/OR MSME are exempted to submit the EMD (Copy of registration must be provided along with technical bid).
- v) The EMD will be refundable only on the non-acceptance of the offer by the Bank or on the satisfactory completion of work, if the work is assigned to the Bidder. The EMD will be forfeited for all other reasons including the non-acceptance on the part of Bidder to execute the job or noncompliance of Terms and Conditions of the RFP.
- vi) Sample calendar and diary specifications will be approved before printing / manufacturing and the same should exactly match with the supplied copies.
- vii) The order can be increased or reduced by 10% for supply at the quoted rate.
- viii) All calendars and diaries should be properly packed and dispatched and delivered latest within 15 days after receipt of final work order or as per our mailing instructions which will be made available in due course by the Bank. Penalty will be levied @10% of the order amount per week for delay.
- ix) Specified number of calendars and diaries will have to be delivered to our Coochbehar Head Office, Coochbehar Regional Office, Jalpaiguri regional Office, Siliguri Regional Office at no extra cost.
- x) No cost in respect of damage/mutilated calendars or diaries will be reimbursed.
- xi) Any delay in adhering to the prescribed delivery schedule or failure to supply requisite number of calendars and diaries of agreed quantity and specifications would entitle the Bank to cancel the order. In such an event, the Bank shall not be liable to pay any amount and the supplier shall not be entitled to recover from the Bank any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time the Bank shall be entitled to recover the loss which the Bank may incur on account of non-delivery or late delivery or on account of placing order with other suppliers and recover from the printer/supplier the difference between the price at which it has been agreed to supply and the price at which the Bank is forced to place fresh orders.
- xii) **Execution of work:**
 - a) Sub tendering of the printing job or any part thereof will not be permissible.
 - b) Copy of the proof of all the printing material should be presented well in advance for approval prior to final printing of the calendars & diaries.
 - c) If the work is not found to be of good quality and there is a variation from the specifications given, then Bank will have the right to make suitable deductions from the payable amount, including forfeiture of the EMD.
- xiii) **Payment Terms:**
 - a) No advance payment will be made for executing the work order.
 - b) Payment would be made after the delivery of the diaries & calendars to the Bank specified location(s) and on production of producing supporting evidence of delivery and on satisfactory completion of the work and on presentation and verification of the Bill.
 - c) No interest or any other charges shall be payable except the rate quoted for the required number of copies.
 - d) No escalation in the rates will be accepted / entertained. Any fluctuation in number of pages will be paid as per the contract value per page.
 - e) Any dispute arising will be subject to the Jurisdiction of the Courts at Coochbehar.
- xiv) Tender offers received within the prescribed closing date and time will be opened in the presence of Bidders' authorized representatives on the specified date and time as mentioned in the tender document. The Bidder's representatives has to carry an authorization letter issued by the bidder. In absence of representative(s) from any / all of the bidders bank will open the bids on the specified date, time & location at its own discretion.

- xv) The Bidder will be called for the opening of Commercial Bid only when they qualify in the Technical Bid.
- xvi) All the documents / pages submitted by the bidder must be sealed and signed by the authorized person of the firm.
- xvii) Bank reserves the right, at its discretion, to waive any minor non-conformity or any minor irregularity in an offer. This shall be binding on all bidders.
- xviii) **No Commitment to Accept Lowest or Any Tender:** Bank shall be under no obligation to accept the lowest or any of the offers received in response to this tender notice and shall be entitled to reject any or all offers including incomplete offers, without assigning any reason whatsoever. Bank reserves the right to make any changes in the terms and conditions of purchase. Bank will not be obliged to meet and have discussions with any Bidder, and or to consider any representations.
- xix) **Order Cancellation:** Bank reserves it's right to cancel the order in case of any qualitative (such as any discrepancy with the final approved sample etc.) and /or quantitative disputes in the printed diaries and/or calendars. Bank's decision regarding the disputes will be final which will be duly intimated within 21 days from the date of receipt of the order. In addition to the cancellation of release order, Bank reserves the right to appropriate the damages from the earnest money deposit (EMD) given by the Bidder.
- xx) **Bidders are advised to study the RFP / Tender carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP / Tender document with full understanding of its implications.**
- xxi) The clarifications / interpretations given by the Bank shall be final.
- xxii) **Relationship between the Parties:** "This RFP/tender document is on a Principal to Principal basis and does not create any employer - employee relationship. Nothing contained in this RFP or any subsequent agreement or otherwise shall be deemed to create any partnership, joint venture, employment or relationship of principal and agent, or master and servant between the parties hereto or any of their respective employees, affiliates, subsidiaries, related business entities, agents, contractors or subcontractors or to provide either party with any right, power or authority, whether express or implied, to create any duty or obligation on behalf of the other party."
- xxiii) **Force Majeure:** "Neither Party will be liable for any delay or failure to perform its obligations, if the delay or failure has resulted from circumstances beyond its reasonable control, including but not limited to, act of God or governmental act, epidemic, pandemic, flood, fire, and any other occurrence of the kind listed above, which is not reasonably within the control of the affected party. Each Party agrees to give to the other a fifteen (15) calendar days written notice as soon as reasonably possible on becoming aware of an event of force majeure and such notice shall contain details of the circumstances giving rise to the event of force majeure.
If the event of force majeure continues for a period of more than 30 consecutive days then either party may have the option to terminate the work order upon written notice of such termination to the other party."

ANNEXURE II SPECIFICATIONS FOR CALENDARS

(1) Wall Calendars

- a. Quantity: 15000 Nos
- b. Dimensions : 20" (Width) x 30" (Height) size (Portrait) color printing
- c. Pages : 1
- d. Paper width: on 150 GSM
- e. Paper Quality: Glossy paper
- f. Layout:

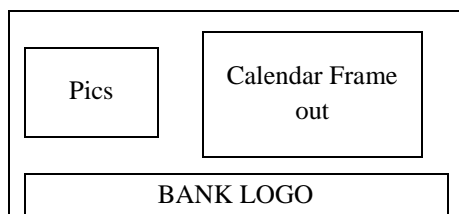


Calendar Frame out should contain the months of year 2023 along with all the dated days structured in weeks. i.e. Sunday to Saturday. Also accommodate 4-5 pics in the structure.

- g. Extra : upper and lower clip with hanging facility
- h. Bengali dates to be given in small digits under the English dates along with the Bengali festivals but need not to mark holiday as per Bengali calendar. Holiday marking will be as per N.I act of West Bengal Govt.

(2) Table stand calendar

- a. Quantity: 1800 Nos
- b. Dimensions : 8.5" (Width) x 5.5" (Height) size (Landscape) color printing
- c. Pages : 12 sheets + 1 Fly leaflet
- d. Paper width: 250 GSM
- e. Paper Quality: Glossy paper
- f. Layout:



Calendar Frame out should contain each month of year 2023 along with all the dated days structured in weeks. i.e. Sunday to Saturday

- i. Each page should contain a picture and dates of the month.
- j. Bengali dates to be given in small digits under the English dates along with the Bengali festivals but need not to mark holiday as per Bengali calendar. Holiday marking will be as per N.I act of West Bengal Govt.

N.B :: Design hereby provided is not final. Final sample will be provided after tender approval.

ANNEXURE III SPECIFICATIONS FOR DIARIES

(1) **Small diary –**

- (a) Quantity : 1200
- (b) Page Dimensions : 8” (Height) x 5.5” (Width) 70 GSM Paper
- (c) Personal Data –1 Page
- (d) 1 page of general information about our bank in 100 GSM glossy page printed on both side.
- (e) 2 pages both side printed regarding our product. One Page for deposit & one page for advance.
- (f) 1 Page containing the details of the directors of the Bank in 100 GSM glossy paper.
- (g) 4 pages (both side) of Contact details of Chairman, General Managers, HO Departments, Regional Managers and Regional Offices along with branches under each region in 100 GSM glossy paper printed on both side
- (h) 1 page 2023 calendar with 3 month preceding of 2023 and 3 following month of 2023 along with the list of festivals of 2023 as per N.I act of West Bengal Govt.
- (i) 3 pages for noting Name , Address, Email & mobile no at the end of the diary
- (j) Cover Material: 120 GSM matte. Logo, 2023, website and addresses of Uttarbanga Kshetriya Gramin Bank design to be provided by the bank.
- (k) Binding with Kappa board–sections sewn, hard case binding and square spine with creasing
- (l) Individual diary to be shrink-wrapped.

(2) **Executive diary –**

- (a) Quantity : 200 (70 will be name embossed)
- (b) Page Dimensions : 9.5” (Height) x 7” (Width) 70 GSM OPTIK Quality Paper
- (c) Personal Data –1 Page
- (d) 1 page of general information about our bank in 100 GSM glossy page printed on both side.
- (e) 2 pages both side printed regarding our product. One Page for deposit & one page for advance.
- (f) 4 pages (both side) of Contact details along with the name of the directors in 100 GSM glossy paper printed on both side
- (g) 1 page 2023 calendar with 3 month preceding of 2023 and 3 following month of 2023 along with the list of festivals of 2023 as per N.I act of West Bengal Govt.
- (h) 3 pages for noting Name , Address, Email & mobile no at the end of the diary
- (i) Cover Material: 120 GSM matte. Logo, 2023, website and addresses of Uttarbanga Kshetriya Gramin Bank design to be provided by the bank.
- (j) Binding with Kappa board–sections sewn, hard case binding and square spine with creasing
- (k) Individual diary to be shrink-wrapped.

ANNEXURE IV

PROFORMA –A

Quotation Part I: Technical Bid – Wall Calendar 2023

1	Company/Firm Name	
2	Registration Number	
3	Current GST Number (enclose copy of certificate)	
4	Address for Communication	
5	Annual Turnover(₹in Lakhs) in as per the Income Tax returns / CA Certified of last three years(Copy attached)	2019-20: 2020-21: 2021-22: (provisional if accounts are yet to be finalized)
6	Must be in profit Profits after Tax in last three years (in Rupees Lakhs) @ as per CA Certified PL Statement (Copy attached)	2019-20: 2020-21: 2021-22: (provisional if accounts are yet to be finalized)
7	Contract amount of at least previous 3 work orders and payments made there against for wall calendar	
8	List of major clients during the last two years	
9	1-2 Samples of wall calendars and diaries printed by you in the past.	

* Minimum Turnover needs to be ₹ 15.00 Lakh in a year. Certified that the above particulars are true.

Date:

Signature of Authorized Signatory

Place:

(Name of company/firm) Seal of Company/firm

PROFORMA –B

Quotation Part I: Technical Bid – Stand Calendar 2023

1	Company/Firm Name	
2	Registration Number	
3	Current GST Number (enclose copy of certificate)	
4	Address for Communication	
5	Annual Turnover(₹in Lakhs) in as per the Income Tax returns / CA Certified of last three years(Copy attached)	2019-20: 2020-21: 2021-22: (provisional if accounts are yet to be finalized)
6	Must be in profit Profits after Tax in last three years(in Rupees Lakhs) @ as per CA Certified PL Statement (Copy attached)	2019-20: 2020-21: 2021-22: (provisional if accounts are yet to be finalized)
7	Contract amount of at least previous 3 work orders and payments made there against for Stand Calendar	
8	List of major clients during the last two years	
9	1-2 Samples of stand calendars printed by you in the past.	

@ Minimum Turnover needs to be ₹15.00 Lakh in a year. Certified that the above

particulars are true.

Date:

Signature of Authorized Signatory

Place:

(Name of company/firm) Seal of Company/firm

PROFORMA –C

Quotation Part I: Technical Bid – Small Diary 2023

1	Company/Firm Name	
2	Registration Number	
3	Current GST Number (enclose copy of certificate)	
4	Address for Communication	
5	Annual Turnover(₹in Lakhs) in as per the Income Tax returns / CA Certified of last three years(Copy attached)	2019-20: 2020-21: 2021-22: (provisional if accounts are yet to be finalized)
6	Must be in profit Profits after Tax in last three years(in Rupees Lakhs) @ as per CA Certified PL Statement (Copy attached)	2019-20: 2020-21: 2021-22: (provisional if accounts are yet to be finalized)
7	Contract amount of at least previous 3 work orders and payments made there against for Small Diary	
8	List of major clients during the last two years	
9	1-2 Samples of diaries printed by you in the past.	

@ Minimum Turnover needs to be ₹ 15.00 Lakh in a year. Certified that the above

particulars are true.

Date:

Signature of Authorized Signatory

Place:

(Name of company/firm) Seal of Company/firm

PROFORMA –D

Quotation Part I: Technical Bid – Executive Diary 2023

1	Company/Firm Name	
2	Registration Number	
3	Current GST Number (enclose copy of certificate)	
4	Address for Communication	
5	Annual Turnover(₹in Lakhs) in as per the Income Tax returns / CA Certified of last three years(Copy attached)	2019-20: 2020-21: 2021-22: (provisional if accounts are yet to be finalized)
6	Must be in profit Profits after Tax in last three years(in Rupees Lakhs) @ as per CA Certified PL Statement (Copy attached)	2019-20: 2020-21: 2021-22: (provisional if accounts are yet to be finalized)
7	Contract amount of at least previous 3 work orders and payments made there against For Executive Diary	
8	List of major clients during the last two years	
9	1-2 Samples of diaries printed by you in the past.	

@ Minimum Turnover needs to be ₹ 15.00 Lakh in a year. Certified that the above

particulars are true.

Date:

Signature of Authorized Signatory

Place:

(Name of company/firm) Seal of Company/firm

ANNEXURE V

PROFORMA –A

Quotation Part II: Financial Bid

Printing of Uttarbanga Kshetriya Gramin Bank wall Calendars 2023

Type	Item#	Unit Cost (exclusive of GST)	Cost	GST	Total Cost
Wall Calendars 2023	Cost of Printing 15,000 Calendars with specifications given in annexure II				

#N.B : *Count may vary up to $\pm 10\%$ while giving the Work order to successful bidder.*

Delivery in HO Coochbehar, RO Coochbehar, RO Jalpaiguri, RO Siliguri will have no extra cost as per condition V of Annexure I.

I/We agree to undertake the work subject to terms and conditions stipulated in Annexure I by the Bank at the rate quoted above

SIGNATURE

(With name and seal of the firm)

Date:

PROFORMA –B
Quotation Part II: Financial Bid

Printing of Uttarbanga Kshetriya Gramin Bank Stand Calendar 2023

Type	Item#	Unit Cost(exclusive of GST)	Cost	GST	Total Cost
Stand Calendar 2023	Cost of Printing 1800 Stand Calendars with specifications given in annexure II				

#N.B : Count may vary up to $\pm 10\%$ while giving the Work order to successful bidder.

Delivery in HO Coochbehar, RO Coochbehar, RO Jalpaiguri, RO Siliguri will have no extra cost as per condition V of Annexure I.

I/We agree to undertake the work subject to terms and conditions stipulated in Annexure I by the Bank at the rate quoted above

SIGNATURE
(With name and seal of the firm)

Date:

PROFORMA –C

Quotation Part II: Financial Bid

Printing of Uttarbanga Kshetriya Gramin Bank Small Diaries 2023

Type	Item#	Unit Cost (exclusive of GST)	Cost	GST	Total Cost
Small Diaries 2023	Cost of Printing 1200 Small Diaries with specifications given in annexure II				

#N.B : Count may vary up to $\pm 10\%$ while giving the Work order to successful bidder.

Delivery in HO Coochbehar, RO Coochbehar, RO Jalpaiguri, RO Siliguri will have no extra cost as per condition V of Annexure I.

I/We agree to undertake the work subject to terms and conditions stipulated in Annexure I by the Bank at the rate quoted above

SIGNATURE

(With name and seal of the firm)

Date:

PROFORMA –D

Quotation Part II: Financial Bid

Printing of Uttarbanga Kshetriya Gramin Bank Executive Diaries 2023

Type	Item#	Unit Cost(exclusive of GST)	Cost	GST	Total Cost
Executive Diaries 2023	Cost of Printing 200 Executive Diaries (70 Name Embossed) with specifications given in annexure II				

#N.B : Count may vary up to $\pm 10\%$ while giving the Work order to successful bidder.

Delivery in HO Coochbehar, RO Coochbehar, RO Jalpaiguri, RO Siliguri will have no extra cost as per condition V of Annexure I.

I/We agree to undertake the work subject to terms and conditions stipulated in Annexure I by the Bank at the rate quoted above

SIGNATURE

(With name and seal of the firm)

Date:

ANNEXURE VI

Technical Bid – Scoring Parameters

Printing of Bank's Calendar 2023

Sr. No	Details required/parameters on which Bidder will be scored	Maximum Marks
1.	THREE previous work orders of PSBs or RRBs or Govt entities	10
2.	Sample calendars printed in the along with previous work order	30
3.	Dummy UBKGB calendar 2023 as per specifications in Annexure II of this document	30
	TOTAL	70

Printing of Bank's Diary 2023

Sr. No	Details required / parameters on which Bidder will be scored	Maximum Marks
1.	THREE previous work orders of PSBs or RRBs or Govt entities	10
2.	Sample diaries printed in the along with previous work order	30
3.	Dummy UBKGB diary 2023 as per specifications in Annexure III of this document	30
	TOTAL	70

CERTIFICATE OF ACCEPTANCE

“Certified that we have read and understood all the terms and conditions in the Tender Document and that our company/firm, namely,.....do hereby unconditionally accept all the Term and Conditions set out in the Tender Document and annexures including the penalty clauses therein.”

Date:

Signature of Authorized

Signatory Place:

(Name of company/firm)

Seal of Company/firm

CHECK LIST FOR SUBMISSION OF TENDER

Printing of Bank's Calendars and Diaries 2023

1. Technical Bid in Proforma – A

Annexure IV of the Tender Document duly filled along with attested copies of:

- | | | |
|-------|---|---------|
| i) | Attested copies of Certificate of Registration | [Y / N] |
| ii) | Attested copies of Certificate GST registration | [Y / N] |
| iii) | Details of three latest orders of similar kind from PSU or PSB or RRB | [Y / N] |
| iv) | Audited / CA certified balance sheets for 2019-20, 2020-21 & 2021-22 (provisional if accounts are yet to be finalized) | [Y / N] |
| v) | IT return for 2019-20, 2020-21 & 2021-22. | [Y / N] |
| vi) | Copy of Audited / CA Certified Profit & Loss account for 2019-20, 2020-21 & 2021-22 (provisional if accounts are yet to be finalized) | [Y / N] |
| vii) | Samples of calendars/diaries printed by you in the past. | [Y / N] |
| viii) | Dummy calendar/diary as per specifications | [Y / N] |

2. Financial/Commercial Bid as in Annexure V of the Tender Documents duly filled in. [Y / N]

3. Separate Cover for Tender Fee & Earnest Money Deposit named as “Tender Fee & EMD”. [Y / N]

Date:

Signature of Authorized

Signatory Place:

(Name of company/firm)

Seal of Company/firm