

Closed tenders are invited from Printers who are empanelled with our company/Canara Bank or any nationalized bank for printing of the following forms for our company. The details of requirement is as follows

- A) Forms: Sample forms can be verified/ taken from our office during working hrs.
1. Size: A4 Standard
 2. Colour : White
 3. Quality: 80 gsm.
 4. Quantity

Sl. No	Form	Quantity	Pages	Type
1	F-3 Personal Loan application	10000	2	Back to back
2	F-4 Guarantor Form	35000	2	Back to back
3	F-5 Annexure to Application- Employment details	30000	1	Single
4	F-6 Annexure to application - Property details	30000	1	Single
5	F-11 Acknowledgement	30000	1	Single
6	F-12 -FPC & MITC (Booklet)****	44000	22	Back to Back
7	F-21 PSVR -SAL & Prof	30000	1	Single
8	F-22 PSVR -SENP	30000	2	Back to Back
9	F-23 PSVR Residence	30000	1	Single
10	F-24 PSVR-Property -flat	25000	2	Back to Back
11	F-25 PSVR-Property -others	30000	2	Back to Back
12	F-32-Certificate of compliance	30000	1	Single
13	F-41 PSIR	65000	1	Single
14	F-42 Request for disbursement	75000	1	Single
15	Letter Head	57000	1	Single

Quantity: may increase or decrease by 10%

Forms should be made as pads containing 50 sheets.

**** Refer item no 6: should be made as booklet and bundled in 50 no

B. Loan Documents: Sample forms can be verified/ taken from our office during working hrs.

1. Size: A4 Green Bond
2. Colour : White
3. Quality: 80 gsm.
4. Quantity

SI. No	Form	Quantity	Pages	Type
1	F-31 Affidavit cum undertaking by Borrowers	30000	2	Back to back

Quantity: may increase or decrease by 10%

Loan documents should be made as pads containing 50 sheets.

C. Housing loan application forms —F1 and Non-Housing application form F 2

1. Size: A4 Standard
2. Colour : white paper
3. Quantity : 45000 copies for F 1 and 15000 copies for F 2 with 10% increase or decrease
4. No. of pages: 2 separate pages back to back i.e. total 4 pages and to be stapled (for each item).
5. Quality : 80 gsm.

Should be bundles of 50 applications

D. Procurement of flat Files: 40,000 files

Files should be procured ,printed as per the Samples which can be obtained from our office during working hours should be packed in a carton branchwise.

Quantity: 40,000 (may increase or decrease by 10%)

E. Plastic Folders (Document cover) 32,000

Size: 48 cmx 33 cm including flap with Velcro

Material: 0.25 mm Lamina and 0.20mm satin

Printing: Single colour

Finishing: Duplex welding.

Quantity: 32,000 (may increase or decrease by 10%)

Samples can be obtained from our office during working hours

F. Cloth line cover with Printed matter: strictly as per sample. Quantity: 40,000 Nos.

Samples can be obtained from our office during working hours

G. Deposit Receipt Cover: Strictly as per sample. Quantity: 10,000 Nos.

Samples can be obtained from our office during working hours

The above items has to be dispatched by road to respective branch address as mentioned in the purchase order on "door delivery" and to pay basis.

The above items should be printed/ procured and dispatched with 10 days from the date of purchase order. Quantity per branch will be indicated to the selected bidder.

Bidders are requested to clarify themselves clearly before submitting the bids. Specifications are strictly as per sample only.

The shortlisted bidder should make a sample copy and only on approval from the company to start the printing/procurement.

1. General Instructions:

- a) Sealed quotations should be submitted separately for each item viz 1). Items A, B, C 2) D 3) E & G 4) F.
- b) Same Printer can submit quotations for all the items mentioned above separately.
- c) L1 shall be finalized for each item and purchase order/ work order will be issued separately.
- d) The Name of the Printer /Bidder and Due Date of the quotation are to be specified on the top of the envelope.
- e) The bid/s should be deposited in the Premises Department, Can Fin Homes Ltd, # 29/1, Sir M N Krishna Rao Road, Basavangudi, Bangalore - 560 004, on or before **4th AUGUST 2017 by 03:00 PM.**
- f) If last day of submission of quotations is declared a holiday under NI Act by the Government the next working day will be deemed to be the last day for submission of the quotation.
- g) The quotation which is/are deposited after the said date and time shall not be considered. No offer will be accepted directly.
- h) The quotations will be opened in the presence of the bidder's representative on the offer due date **4th August 2017 by 03:30 PM** at Premises Department Can Fin Homes Ltd, # 29/1, Sir M N Krishna Rao Road, Basavangudi, Bangalore -560 004. Bidder's representative may be present in the venue well in time along with an authorization letter, and should sign in Register of Attendance. The Company will scrutinize the quotations received to determine whether they are complete in all respects as per the specifications mentioned above.
- i) If any of the bidders or all bidders who submitted the quotation are not present during the specified date and time of opening it will be deemed that such bidder is not interested to participate in the opening of the quotations and the Company at its discretion will proceed further with opening of the quotations in their absence.
- j) The Offer submitted and the prices quoted therein shall be valid for 6 months from the last date for submission of the quotation.
- k) No offer can be modified or withdrawn by a bidder after submission of quotation.
- l) The Company reserves its right to reject any or all the offers without assigning any reason thereof whatsoever.
- m) The Company will not be obliged to meet and have discussions with any bidder and / or to entertain any representations in this regard.
- n) Totalling should be accurate.

2. Pricing & Payments

2.1. The Price offered to the Company must be in Indian Rupees, and inclusive of Duties/ Insurance but Exclusive of all taxes GST. **The Printer has to quote the applicable taxes separately.**

2.2. The item value along with GST should be claimed in the invoice, location wise and GST will be paid in actual at our end. However please note that taxes will be paid to the maximum of taxes indicated in the Bill of Material. Octroi if applicable will also be paid / reimbursed at our end centrally on production of original payment receipt from the respective location where the items were delivered.

2.3. The Octroi will have to be claimed separately by submitting the original Octroi paid receipt location wise.

2.4. No escalation in price quoted is permitted for any reason whatsoever. Prices quoted must be firm till the completion of the contract.

2.5. From the date of placing the order till the delivery of the items, if any changes are brought in the duties such as excise/customs etc., by the Government, resulting in reduction of the cost of the systems, the benefit arising out of such reduction shall be passed on to the Company.

2.6. Applicable Taxes will be paid at actual to the maximum of taxes indicated in the Bill of Material. If there is any delay in delivery of the items ordered on account of the Bidder, then any increase in tax rate has to be borne by the bidder. However if any decrease in the tax rates, then the taxes at actual will be paid.

2.7. If any of the deliverable items has both GST and Service Tax, the bidder has to indicate the Goods component with percentage of GST and Services Component with Service Tax involved. The Goods Component + Services Component should be limited to 100% of the Cost Price. For example, if Goods Component is 60% then, the Service Component cannot be more than 40%.

2.8 Please note that no extra charge/ tax will be paid for those locations where road permit is required. Printer only has to arrange for road permit at his cost. It will be the sole responsibility of the vendor to submit any form required for release of shipment from the check post.

2.9 The Company will not arrange for any Road Permit / Sales Tax clearance for delivery of items to different locations and the Printer is required to make the arrangements for delivery of items to the locations as per the list of locations / items provided from time to time by the Company. However, the Company will provide letters / certificate regarding placing of order / authority to the Printer, if required.

3. Payment Terms

3.1. Payment terms will be 100% on Delivery and on receipt of confirmation by the Company officials of the respective Branch / office regarding quantity and quality.

4 Order Cancellations

The Company reserves its right to cancel the entire / unexecuted part of the Purchase Order at any time by assigning appropriate reasons in the event of one or more of the following conditions:

1. Delay in delivery beyond the specified period for delivery.
2. Serious discrepancies noted in the items delivered.
3. Breaches in the terms and conditions of the Order.

5. Indemnity

The Printer shall indemnify, protect and save the Company against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the hardware items supplied by him.

6. The jurisdiction of the court

The jurisdiction of the court is at Bangalore.

7. Contact details:

1. Contact Person: a) V. Durga Rao, Asst. General Manager, Premises Department

b) Narendra Nayak, Manager Tel: 080 - 26567659

Email: admindept@canfinhomes.com

Web: www.canfinhomes.com

Addresses of the branches can be ascertained from our website

Asst. General Manager
Premises Department

Date: 24/07/17