



## PART-A - NOTICE INVITING OFFERS- for Printing & Supply of Date Calendars-2019

Can Fin Homes Ltd, a leading Housing finance company (sponsored by Canara Bank) invites Sealed offers from Printers within a period of 7 days, for printing & supply of 45,000 (Forty Five Thousand only) Date Calendars for the company for the year 2019, inclusive of all TAXES, CESS, DUTIES and insurance, (excluding freight and forwarding charges) to be supplied to the Company's branches across the country and to our Registered Office at Bangalore.

Important details are given below:

**Eligibility:**

- 1] Should have been in the printing line for 5 years.
- 2] Should have a minimum turnover of Rs. 2.00 crore.
- 3] Should have the capacity and infrastructure to print and supply 45,000 date calendars within the set time.
- 4] Should have reputed Companies / Banks in their list of clientele.

The empanelled printers who submit their offers will have to provide corporate profiles, credentials and also references from the clients for whom such printing orders have been effected by them.

The specifications for the Date calendars are given in the Annexure. Intending bidders may examine the specification of the calendar regarding size, number of pages etc. and seek clarifications if any, before submitting the bids.

**2. Item Required:** Date Calendars of the Company for the year as per the specifications mentioned herein.

**3. Quantity:** 45,000 Date Calendars to be supplied to 173 branches and 14 satellite offices across the country and to Registered Office, Bangalore.

**Out of the above, 30,000 calendars to be supplied with holiday marking for the states of Andhra Pradesh, Telangana, Karnataka, Tamil Nadu, and The National Capital Regions.**

**4. RATES:** Quote your rates in the format enclosed. Please CONFINE your rate to Rupee and Paisa only (Only 2-decimals). Rates are to be quoted inclusive of all TAXES, CESS, DUTIES and insurance, (excluding freight and forwarding charges). Rates once quoted will be final.

The item value along with GST/Other taxes etc. should be claimed in the invoice. Freight/Forwarding charges should be claimed separately, destination-wise. Sales tax registration/TIN/VAT number should be specified in the quotation/DC/bills.

No price increase on account of changes in tax structure shall be permitted.

From the date of placing the order till the delivery of the items, if any changes are brought in the tax structure 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. No extra charge/tax will be paid for Road permit and the Bank will not arrange for the Road permit.

## **VALIDITY & ACCEPTANCE OF OFFERS:**

Offers in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

Offers with any conditions overriding our Terms and Conditions are liable for rejection. No offer can be modified or withdrawn by a printer after submission of the Offer.

The proposal and all supporting documents submitted by the printer shall become the property of the Bank.

**Nature of Bid:** The printers have to submit their offers along with samples of the calendar as mentioned in annexure in a sealed cover super scribed “**Bid for Supply of Date Calendars 2019**”. The above sealed cover shall be addressed to:

The General Manager,  
Can Fin Homes Ltd  
No 29/1, Sir M N Krishna Rao Road  
Basavangudi, Bangalore - 560 004

After opening the tenders, the Company will screen the offers submitted by the printers who satisfy the eligibility criteria and shortlist the qualified printers.

The Company shall not allow/permit changes in the Quotation specifications once it is submitted.

The Company will scrutinize the offers received, to determine whether they are complete and as per bid requirement, whether Quotation documentation as asked for and required to evaluate the offer has been submitted, whether the documents have been properly signed and whether items are offered as per the bid requirements. Offers not meeting the qualification criteria will be rejected.

The empanelled printer who has quoted the least rate (L1) in price bid will be awarded the contract provided the Bank is satisfied with the quality of the sample Date Calendars and capacity of the Printer. The printing and supply of Date Calendars will be subject to the terms and conditions laid down by the Company.

**5. Supply schedule/Destination/Validity:** Delivery of entire quantity is to be made as under:

The Calendars are to be packed in roll form containing 25 Calendars each and such 10 to 12 rolls are to be neatly packed in each carton/corrugated boxes of good quality, secured intact and dispatched to the Branches/Registered Office as specified by us on “Freight to Pay” basis without any damage.

Any delay in dispatch/delivery will entail the Bank to initiate action as stated under the condition-Delivery /penalty/liquidated damages. The Company will provide a list indicating the number of Calendars to be dispatched to each branch, satellite office and the Registered Office. The printer will dispatch the same without delay.

**6. Payment** will be made after completion/delivery of the entire stock. However, Company at its discretion, may release part payment for the actual quantity supplied, on receipt of confirmation from the recipient Branches for having received the Calendars in actual numbers indicated, conforming to the specifications in all respects and in good condition.

Printing and delivery of the Calendars shall be strictly within the stipulated time.

7. Your offer should be valid for a period of 30 days from the date of order and once an order is placed within that period, the rates are to be applicable until execution of the order by you or its completion irrespective of the time schedule prescribed for it/extension given (if any). Sales tax registration/TIN/GST Number should be specified in your quotation/DC/Bills.

**8. SUBMISSION DATES:**

**LAST DATE FOR RECEIPT OF OFFERS 12/11/18 before 12.00 PM**

**DATE OF OPENING OF OFFERS -12/11/18 at 4.00 PM**

**11. Enclosures in the bid:** The bid should be made in an organized, structured and neat manner. Brochures / leaflets etc. should not be submitted in loose form. The suggested format for submission of QUOTATION Offer for this Enquiry is as follows:-

- Printer's Covering letter as per Annexure B.
- Delivery schedule.
- Any other details.

Please take note of the Instructions and our terms & conditions before quoting your rates in the price bid. Any amendments to this tender will be posted on the Company's website.

**GENERAL MANAGER**

**PART - B SPECIFICATIONS**

**(RIGHT HAND PORTION OF THE TECHNICAL QUESTIONNAIRE TO BE FILLED BY THE TENDERER)**

**ITEM TO BE SUPPLIED: 45,000 Date Calendars for the Company for the year.**

Please fill in the details in the below table against each requirement. The tenderer shall furnish all the relevant details. If the space provided is inadequate, the details can be furnished by way of annexures, enclosing catalogues, product profiles etc., giving due references therein.

| Description              | Company's Specifications   | Confirmation by tenderer |
|--------------------------|--|--------------------------|
| Quantity                 | 45,000 (Forty Thousand) date calendars<br><br>Out of the above, 30,000 calendars to be supplied with holiday marking for the states of Andhra Pradesh, Telangana, Karnataka, Tamil Nadu, and The National Capital Regions. |                          |
| Size, paper, No of pages | 6 sheets / 12 pages (back to back printing)<br>80 GSM Maplitho paper<br>Sample calendar / specification is available for scrutiny  |                          |
| Process                  | Offset printing  |                          |
| Number of colours        | 2 color printing   |                          |
| Rimming                  | Double twisted steel grey rimming on 15" side with silk hanger. An appropriate hole in exact centre has to be made for passing silk thread, which has to be provided by you.   |                          |
| Printing                 | Legible and clean printing is required   |                          |

Other conditions:

| Description           | Company's Specifications   | Confirmation by tenderer |
|-----------------------|--|--------------------------|
| Samples and approvals | Proof has to be submitted within 4 days from the date of order from the Company and got approved before final printing.  |                          |
| Supply                | The entire printing and dispatch will have to be completed within 10 days from the date of approval of the proof or on or before 30/11/18 whichever is earlier. The supply is to be made to branches, satellite offices as specified by us and to Registered Office  |                          |
| Rate                  | Please quote your rate inclusive of all taxes, cess, duties and insurance, (excluding freight and forwarding charges).   |                          |
| Payment               | Entire payment will be made by us, upon your submitting the bill and delivery challan after completion of the dispatch and receipt of confirmation from our Branches. Company at its discretion may release part payment for the actual quantity of calendars supplied. The printer has to certify each bill/invoice under the signature of the authorized person. |                          |

|                                     |  |  |
|-------------------------------------|--|--|
| <p>Penalty / Liquidated Damages</p> | <p>Penalty/Liquidated damages will be charged for delayed supplies as under:</p> <p>a) Delay up to 5 days - 5% (Five percent of the amount of the delayed quantity)</p> <p>b) 6 to 10 days - 10% (Ten percent of the amount of the delayed quantity)</p> <p>c) 11 to 15 days - 20% (Twenty percent of the amount of the delayed quantity)</p> <p>The printing/supply of calendars shall be subject to the terms and conditions prescribed/to be prescribed by the Company.</p> <p>The Company reserves the right to accept or reject the quotations submitted depending upon the capacity of the Printers. The Company also reserves the right to cancel order at any point of time for the delay in printing or for the non-compliance of terms and conditions stipulated by the Company. No dispute or negotiation shall be entertained in this regards and the decision of the Company shall be final and binding on all parties.</p> <p><b>Please Confirm.</b></p> |  |
|-------------------------------------|--|--|

**Note 1:** It may be noted that the specifications detailed above are only minimum. The tenderer shall furnish the full details of the item offered with all the details including additional features over & above the minimum specified by Company.

**Note 2:** Further the quantities indicated are rough assessment of Company's requirement and Company shall have the option to print (+) or (-) 10% of the quantity specified in this bid at the same price and on the same bid conditions.

## PART - C: General Conditions of Contract.

### 1. SUPPLY SCHEDULE, DESTINATION AND AGREEMENT:

1. The entire printing and dispatch will have to be completed within 10 days from the date of approval of the proof or on or before 30/11/18, whichever is earlier. The supply is to be made to 173 branches, 14 satellite offices across the country and to Registered Office, Bangalore, or as specified by us.

**AGREEMENT:** The successful tenderer shall sign an **agreement within 7 days from date of “acceptance of the tender”** by the Company in the prescribed form (Format enclosed) on a non judicial stamp paper. All legal expenses, incidental thereto shall be borne by the successful bidder.

### 2. RATES:

The tenderers/printers should quote in figures as well as in words the rate, and amount tendered by them.

Rates: Special care should be taken to write the rates in figures as well as in words, in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the symbol `Rs.` should be written before the figure of Rupees and in case of words, the word `Rupees` should precede the amount and the word `Paisa` should be written at the end (up to 2-Decimals only), unless the rate is in whole rupees and followed by the words `only`.

While quoting the rate (schedule of quantities) the word `only` should be written closely following the amount and it should not be written in the next line. However, if a discrepancy is found:

- i). the rates which correspond with the amount worked out by the tenderer shall unless otherwise proved, be taken as correct. (OR)
- ii). if the amount of an item is not worked out by the tenderer or it does not correspond with the rates written either in figures or in words, then the rate quoted by the tenderer in words shall be taken as correct. (OR)
- iii). where the rates quoted by the tenderer in figures and in words tally but the amount is not worked out correctly, the rates quoted by the tenderer will unless otherwise proved, be taken as correct and not the amount.

All corrections such as cuttings, interpolations, omissions and over-writings shall be numbered as `c`, `i`, `o` and `ow` and initialed and total of such c, i, o and ow on each page certified at the end of the page with grand total at the end of the bill/schedule of quantities.

Tender shall be submitted on prescribed Form only. All rates shall be quoted on the proper form of the tender alone. Quoted rates and units different from those prescribed in the tender schedule will be liable for rejection.

### 3. VALIDITY & ACCEPTANCE OF OFFERS:

- Offers should be valid for **30 (THIRTY) DAYS** from the date of order and once an order is placed within that period, the rates are to be applicable until execution of the order by the printer or its completion irrespective of the time schedule prescribed for it/extension given (if any). Sales tax registration/TIN/GST Number should be specified in the quotation/DC/Bills.
- The acceptance of the offers will rest with the Company which does not bind itself to accept the lowest offer, and reserves to itself, the authority to reject any or all of the offers received and cancel the entire tender process without assigning any reason.
- Offers in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

- The Company reserves the right to accept the offer in full or in part and the offerer shall have no claim for revision of rates/other conditions if his offer is accepted in part.
- Offers with any conditions overriding our Terms & Conditions are liable for rejection.

This bid document is not transferable. Only the party, to whom it is issued, is entitled to submit the offer to the Bank.

**Assignment: The manufacturer shall not sub contract /assign/transfer the contract to any other party without the prior written consent of the Company.**

- The proposal and all supporting documents submitted by the printer shall become the property of the Company.
- No offer can be modified or withdrawn by a printer after submission of Offers.

#### **4. PRELIMINARY SCRUTINY:**

The Company will scrutinize the offers received to determine whether they are complete and as per bid requirement, whether Quotation documents as asked for and required to evaluate the offer has been submitted, whether the documents have been properly signed and whether items are offered as per the bid requirements. Offers not meeting the qualification criteria will be rejected.

#### **5. CLARIFICATION OF OFFERS:**

To assist in the scrutiny, evaluation and comparison of offers, the Company may, at its discretion, ask some or all printers for clarifications on the offer made by them. The request for such clarifications and the printer response will necessarily be in writing and it should be submitted with in time stipulated by the Company.

#### **6. NO COMMITMENT TO ACCEPT LOWEST OR ANY OFFER:**

The Company reserves its right to reject any or all the offers including incomplete offers without assigning any reason thereof whatsoever. The Company will not be obliged to meet and have discussions with any printer and / or to entertain any representations in this regard.

#### **7. SUBMISSION OF QUOTATION DETAILS:**

*The Offer may not be evaluated and may be rejected by the Company* in case of non-adherence to the format or partial submission of information as per the format given in the offer.

*If any part of the Quotation specification offered by the printer is different from the asked specifications in our bid, the printer has to substantiate the same in detail the reason of their quoting a different specification than asked for, like higher version or non availability of the specifications sought by Company, invariably to process the quote.*

The Company shall not allow/permit changes in the Quotation specifications once it is submitted.

#### **8. DELIVERY/PENALTY/LIQUIDATED DAMAGES:**

Delivery should be within the time stipulated by the Company.

Failure to supply whether wholly or partly as per terms of our order or non - performance or non-supply in time or supplying the materials which do not conform to the specification/quality prescribed or which are found defective in any other way from the samples approved or stipulated by Bank will entail enforcement of one or more of the following:

- i) Cancellation of the order in part or full.
- ii) Rejection of the entire stock/the extent of defective stock.

Penalty / Liquidated damages will be charged for delayed supplies as under:-

[A] Delay upto 5 days - 5% (Five percent of the amount of the delayed quantity).

[B] 6 to 10 days - 10% (Ten percent of amount of the delayed quantity).

[C] 11 to 15 days - 20% (Twenty percent of the amount of the delayed quantity).

If supplies are delayed beyond the stipulated time, orders are liable to be cancelled.

Penalty/liquidated damages will be collected separately for each location on the value of all items to be delivered at that location.

Where part supplies are made, the delivery should be deemed to be completed only after all the items as per the printing order are delivered to that location. In such case, delivery date will be the date of delivery of the last item delivered to that particular location.

**9. PRICING & PAYMENTS:**

The Price offered to the Company must be in Indian Rupees inclusive of all TAXES, CESS, DUTIES and insurance, (excluding freight and forwarding charges). No-price increase on account of changes in tax structure shall be permitted. **Please note that no extra charge / tax will be paid for the said location where road permit is required. CFHL will not arrange for Road permit.**

From the date of placing the order till the delivery of the items, if any changes are brought in the tax structure 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.

**No advance payment will be considered. The item value along with CST/VAT/other taxes/freight etc should be claimed in the invoice.**

**10. ORDER CANCELLATION:**

The Company reserves its right to cancel the entire / unexecuted part of the Printing 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.

**11. INDEMNITY:**

The printer shall indemnify the Company at all times, against all actions, proceedings, claims, damages and any other expenses (including legal costs) which incurred/to be incurred by the Bank in the event of breach of terms and conditions of the contract and infringement of intellectual property rights including patent trademarks, copy right, trade secrets or industrial design rights and /or violation of any statutory guidelines.

**12. PUBLICITY:**

Any publicity by the printer in which the name of the Company is to be used shall be done only with the explicit written permission of the Company.

**13. FORCE MAJEURE:**

The printer shall not be liable for default or non-performance of the obligations under the contract, if such default or non-performance of the obligations under this contract is caused by any reason or circumstances or occurrences beyond the control of the printer, i.e. Force Majeure.

For the purpose of this clause, "Force Majeure" shall mean an event beyond the control of the printer, due to or as a result of or caused by acts of God, wars, insurrections, riots, earth quake and fire, events not foreseeable but does not include any fault or negligence or carelessness on the part of the printer, resulting in such a situation.

In the event of any such intervening Force Majeure, the Printer shall notify the Bank in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by the Company, the Printer shall continue to perform / render / discharge other obligations as far as they can reasonably be attended / fulfilled and shall seek all reasonable alternative means for performance affected by the Event of Force Majeure.



**14. RESOLUTION OF DISPUTES :**

All disputes and differences of any kind whatsoever, arising out of or in connection with this Offer or in the discharge of any obligation arising under this Offer (whether during the course of execution of the order or after completion and whether beyond or after termination, abandonment or breach of the Agreement) shall be resolved amicably.

In case of failure to resolve the disputes and differences amicably, the matter may be referred to a sole arbitrator mutually agreed upon after issue of at least 30 days notice in writing to the other party, clearly setting out their specific disputes. In the event of absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrators; one to be nominated by each party and the said arbitrators shall appoint a presiding arbitrator. The provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern the arbitration.

Disputes, if any, shall be subject to the jurisdiction of the courts at Bangalore.

**15. SHREDDING METHOD:**

Waste sheets of Stationery with Company's name & logo shall not be disposed off or sold in the Market as it is. Instead, the same shall be duly shred and then disposed off. Any violation of this term shall be treated as Violation of Principal Terms of Contract and the Bank is entitled to claim damages.

**Accepted all the terms & conditions**

**Printer**

## **APPENDIX- 1 TO GENERAL CONDITIONS OF CONTRACT**

1. Period of Completion for Supply : Within 10 days from the date of approval of the proof/supply of the paper or on or before 30/11/2018, whichever is earlier.
2. Liquidated Damages/ Penalty for Delayed Supply : As detailed in clause 8
3. Value of Interim bill : NOT APPLICABLE
4. Period of honoring interim bill for the accepted quantity : NOT APPLICABLE
5. Period of honoring Final bill : 30 (THIRTY DAYS ONLY).

**SIGNATURE OF TENDERER WITH SEAL.**

## APPENDIX-2: SUPPLY / CONTRACT AGREEMENT FORMAT

This supply agreement made on this \_\_\_\_\_ day of the month of \_\_\_\_ in the year Two Thousand Eighteen (\_\_\_\_ 2018) BETWEEN, Can Fin Homes Ltd, No 29/1, M N Krishna Rao Road, Basavangudi, Bangalore - 560004 represented by The Deputy General Manager, Planning & Development Department, Bangalore, its duly constituted attorney (hereinafter referred to as Company) of the ONE PART;

AND

M/s. \_\_\_\_\_ duly represented by one of its Proprietor/Partner / Director \_\_\_\_\_, aged \_\_\_\_\_ years, S/o Sri \_\_\_\_\_, residing at \_\_\_\_\_ and \_\_\_\_\_ having their office at \_\_\_\_\_ (hereinafter called the Printer) of

the other part.

**WHEREAS THE Company is desirous of getting printed and supplying of Date Calendar-** for said location and has accepted the tender opened on \_\_\_\_ .

\_\_\_\_ 2018 submitted by the printer & the printer has agreed to perform as set out and subject to the terms & conditions set forth in the said documents mentioned herein under.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.

2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz.

a) Notice inviting Tender

b) The Tender Document comprising Notice inviting the tender, general rules & Instruction to tenderers, General Conditions of the Contract, Special conditions, Appendices to General Conditions of Contract, Special Conditions of Contract, PRICE BID (Priced schedule of quantities with specifications), Drawings.

c) Corrigendum to tender document if any.

d) Letter from printer dt. \_\_\_\_\_ in response to the negotiation meeting discussions held on \_\_\_\_\_

e) Letter of Acceptance issued to printer by Bank - letter No. \_\_\_\_\_ DT \_\_\_\_\_.

f) Letters from and to the printer, if any, leading to and prior to acceptance letter.

3. In consideration of the payments to be made by the Company to the printer, the printer hereby covenants and agrees with the Company to supply the ORDERED ITEMS to specified location/s and perform the contractual obligations in conformity in all respects and subject to all terms and conditions/rules as mentioned in the aforesaid documents which shall form part of this agreement.

In witness whereof, the parties hereunto have set their respective hands and seals the day and year first above written.

For & on behalf of the  
Printer with seal

for & on behalf of  
CFHL with seal

**Annexure A - Authorization letter format**

The Deputy General Manager,  
Planning & Development Department,  
Can Fin Homes Ltd,  
Bangalore - 560004.

Dear Sir,

**SUB: Tender for printing & supply of 45,000 Date Calendars- for the Company.**  
**(Authorization Letter for attending the Quotation / Bid Opening)**

**REF: YOUR Enquiry NO:**

This has reference to your above Enquiry for printing & supply of the subject items.

We hereby authorize Mr. / Miss/Mrs. \_\_\_\_\_ to attend the bid opening of the above bids on the due dates on behalf of our organization.

The specimen signature is attested below:

\_\_\_\_\_  
Specimen Signature of Representative

\_\_\_\_\_  
Signature of Authorizing Authority

\_\_\_\_\_  
Signature of Attesting Authority

\_\_\_\_\_  
Name of Authorizing Authority

## Annexure B - Covering letter format

Our Reference No:

Date:

To

The General Manager,  
Planning & Development Department,  
Can Fin Homes Ltd,  
Bangalore - 560004.

Dear Sir,

**Sub: Printing and Supply of Can Fin Homes Ltd Date Calendars-.**

**Ref:**

Having examined the bid document including all **Annexures** the receipt of which is hereby duly acknowledged, we, the undersigned, offer to print and supply the items in conformity with the said bid in accordance with the Schedule of Prices indicated in the commercial offer and made part of this offer.

If our offer is accepted, we undertake to commence and complete delivery within the stipulated time period calculated from the date of receipt of your Notification of Award / Order.

We agree to abide by this offer till 30 days from the date of opening of the offer by the Bank and our offer shall remain binding upon us and may be accepted by the Bank any time before the expiration of that period.

We accept all Terms and Conditions of the subject Enquiry. We are hereby submitting the tender document duly signed in all the pages for having accepted all the terms and conditions.

We understand that the Company is not bound to accept the lowest or any offer the Bank may receive without assigning any reason whatsoever.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ YYYY.

Signature. \_\_\_\_\_

Name of the company/Authorized Printer with seal.

(PLEASE ENSURE THAT ALL THE COLUMNS ARE FILLED BEFORE SUBMITTING THE QUOTATION)

**Sub: Printing and Supply of Can Fin Homes Ltd Date Calendars-.**

**Ref: Your Enquiry:**

**PRICE BID**

| Location  | Description   | Total Amount (In figures) |     | Total Amount (In words) |
|---|---|---------------------------|-----|-------------------------|
|   |   | Rs.                       | Ps. | Rupees                  |
| 187 branches<br>/satellite offices<br>and Registered<br>Office, Bangalore | Cost of printing<br>& supply of 45,000 Date<br>Calendars- |                           |     |                         |
|   | <b>TOTAL :</b>  | Rs.                       | Ps. | Rupees                  |

**GRAND TOTAL AMOUNT IN WORDS: Rupees.**

**SIGNATURE OF THE PRINTER WITH SEAL**