



**Can Fin Homes Ltd**  
(Sponsor: CANARA BANK)  
**HOME LOANS ♦ DEPOSITS**  
*Translating Dreams into Reality*

**P & D Department, Registered Office, 29/1, Sir M N Krishna Rao Road, Basavangudi,  
Bangalore 560004** **CIN - L85110KA1987PLC008699**

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**QUOTATIONS FOR "DESIGNING OF ANNUAL REPORT FOR 2017-18 (TWO BID SYSTEM) "**

**Last date for submission of sealed quotation** **05.03.18 (upto 05.00 PM)**  
**Date of opening of quotation** **06.03.18 (at 04.00 PM)**  
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**Issued by:** **Deputy General Manager (Planning & Devt.)**  
**Can Fin Homes Ltd**  
**Registered Office, 29/1,**  
**Sir M N Krishna Rao Road, Basavangudi,**  
**Bangalore 560004**  
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**Contact Numbers:** **Tel - 080-26567655/26563646**  
**Fax- 080-26565746**  
**Email: [development@canfinhomes.com](mailto:development@canfinhomes.com)**  
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## 1. General Instructions:

- 1) Two types of bids should be submitted separately – 1) Technical bids and 2) Commercial bids.
- 2) Bids should describe specifications, scope of work in detail covering the Non-Statutory Section, Statutory Section and Financial section.
- 3) The name of the bidder, type of bid and due date of the quotation are to be specified on the top of the envelopes.
- 4) Designs (both inner and cover) should be original and configured to Can Fin Homes Ltd specifications (CFHL).
- 5) After approval, the designs become the property of Can Fin Homes Ltd.
- 6) The bid/s should be deposited with P & D department, 3<sup>rd</sup> Floor, Can Fin Homes Ltd, 29/1, Sir M N Krishna Rao Road, Basavanagudi, Bangalore – 560 004, on or before 05/03/18, 5 PM. 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 quotations.
- 7) The quotations which is/are deposited after the said date and time shall not be considered. No offer will be accepted directly.
- 8) Upon receipt of the quotes:
  - a) On 06/03/18, at 4 pm, CFHL panel will open the Technical bids in the presence of the bidders or their representatives. Bidder's representative may be present at 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. 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 open the quotations in their absence.
  - b) Out of the technical bids received, the panel will select suitable designs. The shortlisted bidders will be intimated regarding opening of the Commercial bids subsequently.
  - c) Thereafter, with prior intimation to the shortlisted bidders, the Commercial bids will be opened on the date specified.
- 9) Once shortlisted, the offer will be valid for a period of 6 months.
- 10) Consequent to the selection of the bidder on the basis of the lowest rate quoted at the time of opening of commercial quotes/bids/tenders, work order will be issued to the selected bidder, indicating our terms and conditions for fulfilling the same.
- 11) CFHL reserves the right to reject any quotes without assigning any reason or fully cancel the bid process.
- 12) Canvassing in any form will lead to disqualification.

**2A) Terms and Conditions:**

- 1) Submission of full particulars of the Company, KYC proof.
- 2) Submission of copies of Annual Reports designed for the listed companies during the last 2 years.
- 3) Submission of 2 alternate sample designs.
- 4) 25% advance will be payable before commencement of work, 25% on submission of the first draft and the remaining 50% would be payable on invoicing post delivery of the final file.
- 5) The above cost is inclusive of colour printouts required during the course of conceptualization and finalization thereof.
- 6) Actual cost of all photography, stock image purchase, third party supplier printing and applicable taxes as per actual bills / proof of payment for the same, will be payable by us.
- 7) In case of visit/travel to Bangalore in connection with the creation of Annual Report, only the actual expenditure incurred (not exceeding an amount of Rs.15000/- per visit-applicable only to outstation designers) will be reimbursed by CFHL.
- 8) An undertaking that work with any other company within the same industry as ours will not lead to any privileged information disclosed or shared without the prior approval of Can Fin Homes Ltd or used in a way detrimental to our Company's interest.
- 9) Finalization of print should be done only after obtention of our final written release on the acceptance of the work done. Prior to this, all errors should be corrected as and when conveyed.
- 10) A final file in PDF/ CDR format as well as a final file in word format should be provided post final sign off for our reference.
- 11) The final file in the format acceptable to the printer shall also be provided post final sign off.

**2B) Scope of Work – Designing and artwork**

<b>Particulars</b>	<b>Specifications</b>	<b>Scope of work</b>
Non-statutory Section	Not exceeding 30 pages	Concept, research, writing, designing, proof reading and art working
Statutory Section & Financial section	Management Discussion and Analysis (MDA), Corporate Governance Report, Director's Report with all annexures, General Information to Shareholders, Business Responsibility Report, Auditors Report & Financial Section and any other report which may become applicable before finalization.	1. Drafting the MDA 2. Value addition in Directors Report and Corporate Governance 3. Proof Reading and art working of the statutory section and financial section
AGM Notice with Annexures	As a part of Annual Report or a separate document	

The source data for MDA report shall be only from verifiable sources like RBI, NHB, Budget Speech etc. and the source files should be shared with the Company.

Timelines for preparation of the Annual Report will be specified after selection of the designer.