



## **1. General Instructions:**

- 1) Technical and Commercial Bid should be submitted in a single closed cover.
- 2) Bids should describe specifications and scope of work in detail covering the Non-Statutory Section, Statutory Section and Financial section.
- 3) The name of the bidder and due date of the quotation are to be specified on the top of the closed cover
- 4) Designs (both cover and inner) should be original and configured to Can Fin Homes Ltd (CFHL) specifications.
- 5) After approval, the designs become the property of Can Fin Homes Ltd.
- 6) The bid should be deposited with P & S Department, 3<sup>rd</sup> Floor, Can Fin Homes Ltd, 29/1, Sir M N Krishna Rao Road, Basavanagudi, Bengaluru – 560 004, on or before **09/05/2022**, 4 PM. If last day of submission of quotations is declared a holiday for any reason 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 **10/05/2022**, at 5 pm, CFHL panel will open the Technical and Commercial 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, CFHL at its discretion will open the quotations in their absence.
- 9) Out of the technical bids received, the panel will select suitable designs, considering the graphics and themes and will allot marks for the same. Marks will also be allotted for the Commercial Bids with the lowest bid scoring the maximum marks.
- 10) Once shortlisted, the offer will be valid for a period of 6 months.
- 11) Based on the marks scored on assessment of both Technical and Commercial Bids to the satisfaction of CFHL, the work order will be issued to the selected bidder, indicating our terms and conditions for acceptance.
- 12) CFHL reserves the right to reject any quotes without assigning any reason or fully cancel the bid process.
- 13) Canvassing in any form will lead to disqualification.

## **2A) Terms and Conditions:**

- 1) Submission of full particulars of the Company and KYC proof.
- 2) Submission of copies of Annual Reports designed for the listed companies during the last 2 years.
- 3) Submission of 3 alternate sample designs, incorporating suggestions regarding the Annual Report's Theme for the current financial year 2021-22.
- 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 Bengaluru in connection with the creation of Annual Report, only the actual expenditure incurred (not exceeding an amount of

Rs.10000/- 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	About 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 & Sustainability Report, Auditors Report & Financial Section and any other report which may become mandatory as per applicable laws – About 200 pages	1. Drafting the MDA Report 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 – About 24 pages	Designing the Notice and its Annexures including the Route Map to the Venue of the Meeting, in case of physical meeting

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.