

THE MUNICIPAL CO-OPERATIVE BANK LTD., MUMBAI

Municipal Bank Bhavan, 245, P.D'mello Road, Fort,
Mumbai – 400 001.

BUSINESS HOURS :

On Week Days : 11.00 A.M. to 5.00 P.M.

Tel.No. 22616911-12/22619477/

1st, 3rd & 5th Saturday : 11.00 A.M. to 5.00 P.M.

22618653

Ref.No.MCB/Annual Report/

/2024-2025

Date : 19.04.2024

**TENDER FOR 5000 COPIES OF 72nd ANNUAL
REPORT UNDER OFFSET PRINTING PROCESS ONLY**

To,

M/s. _____

Dear Sir,

Sealed tenders are invited for printing of 72nd ANNUAL REPORT, BALANCE SHEET, PROFIT & LOSS ACCOUNT, PHOTOGRAPHS, CASH FLOW STATEMENT etc. under Offset Printing process only in MARATHI language with exception of few pages which will be printed in ENGLISH. All the figures of Annual Report should be in MARATHI OR ENGLISH. The terms and conditions and specifications are enclosed separately.

The tender should be submitted alongwith the acceptance of the terms and conditions in this respect to the General Manager, The Municipal Co-operative Bank Ltd., Mumbai, Municipal Bank Bhavan, 245, P.D'mello Road, Fort, Mumbai – 400 001 in a duly waxed sealed cover superscribed as "TENDER FOR PRINTING OF 72nd ANNUAL REPORT" so as to reach this office not later than 5.00 p.m. on 03.05.2024 the Friday. The tender received after 5.00 p.m. on that day will not be considered.

The tender will be opened by the Chairman, General Purposes Committee in its meeting in presence of Committee Members. The decision of the Committee in that respect shall be binding upon all tenderers.

The sample forms and paper to be used for printing can be seen at Head Office of the Bank on any working day between 11.00 a.m. to 5.00 p.m. Sample quoted other than specified by our office will not be accepted and in such cases quotation will be rejected outright.

M. S. Handker
GENERAL MANAGER

:- TERMS, CONDITIONS AND SPECIFICATIONS :-

- 1) Quotations should not be filled in by Pencil.
- 2) a) Rates should be quoted inclusive of all taxes and expenses.
 - b) Unless specific mention is made by tenderer for the extra payment of tax on the prices quoted by them, it will be presumed that the prices quoted are inclusive of taxes payable. Where the contractor is able to obtain refund of the whole or part of the tax paid, to him under GST he should reimburse the bank to the extent of refund obtained. He should mention the amount of percentage to what extent he will be in position to do so. The contractor should also note that the prices quoted by him include the tax paid by him at source, under GST no subsequent claim for such tax paid by him at the source will be entertained.
- 3) **The Printer must own FOUR colour offset Printing Press in Mumbai. Supporting documents shall be submitted with tender document.**
- 4) The Printer who are on Bank's approved list and the outsider Printer whose annual sales turnover is 12 lacs or above and who has to substantiated the same by submission of the relevant Financial papers certified by Chartered Accountant Certified copies of GST Registration Certificate, Registration under Bombay Shop and Establishment Act, Income tax No.(PAN) etc. are only eligible to submit the tender.
- 5) The Printer will have to deposit Rs. 5000/- as EARNEST MONEY DEPOSIT (E.M.D.) alongwith tender by the way of Demand Draft/Pay Order (not by Cheque) in the name of The Municipal Co-operative Bank Ltd., Mumbai. The tenderer whose tender is approved will have to deposit 10% amount of value of the order as Security Deposit for execution of order of supply of the annual reports. If the tenderer fails to comply with the conditions, E.M.D. and the Security Deposit will be forfeited which please note.
- 6) No interest will be paid on Earnest Money Deposit. The Deposit of the successful tenderer will be refunded to him after 30 days from the date of satisfactory completion of the work. In case of others, Earnest Money Deposit will be refunded after placing the work order to the successful tenderer.
- 7) No advance shall be paid by the bank and the tender should be valid for period of 3 months.
- 8) The claim for increase in prices will not be considered in any case.
- 9) The Printer should quote the rates all inclusive i.e. paper, labour, positive, negative, printing, cutting, pinning, delivery, art work of cover & inside pages etc.

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- 10) The successful tenderer/printer will have to enter into a contract on award of the order of printing and supply of Annual Reports and has to deposit the 10% as non interest bearing Security Deposit of the total order value before executing such contract. The specimen contract form will be made available by the bank
- 11) The Bank reserves the right to forfeit the deposit if found that there is delay in executing the job work at any stage and the performance of the contract is not as per term and conditions/specification of the tender.
- 12) Printer should write specifically name of Press, Quality & Weight of paper on sample paper, otherwise the tender will not be considered.
- 13) Printers are bound to supply the material as per Bank's tender specification. (Bank required quality Mill paper as per tender specification).
- 14) The printing matter will be delivered to the printer from time to time and the printer should deliver all the Annual Reports **within 10 days from the receipt of last proof.**
- 15) The Printer should quote the rate per page as per details given below :-
 - (A) INNER PAGES : Approximately 56/60/64/68/72 pages
To be printed in two colour.
Inner pages of following Specifications :
Quality of paper :
70 GSM Ballarpur-Maplitho White Printing paper
SIZE : 23" X 36" = 18.69 Kg.
 - (B) ART PAGES Number 8/12 (4 Cover pages + 4/8 Pages of Photographs)
To be printed in 4 colours (Photographs also to be printed)
130 GSM Art Paper
SIZE 23" x 36" = 34.72 Kg.

The size of the Annual Report will be 8" x 11".

Above sample papers are available at Head Office of the Bank for ready reference. Two sample papers of each size are required. As per bank specification only **(Unless Printer submits the samples alongwith the tender, tender will not be accepted. The size of sample papers should be 12" x 12".)**

- 16) As regards Art work of Cover pages and pages of Photographs the design should supplied by the Printer will be asked to prepare design in 6-7 types as per our requirement and hence the Printer should quote cost of Art work design and processing etc. separately in the quotation. The cover pages and pages of photographs should be printed in FOUR Colours.



- 17) The Printer should not destroy the approved proof positive, negative, Art work and plates of the printing matter till 30 days from the date of delivery of last report. The report should be properly bound by Central pinning at two places.
- 18) The Printer should deliver all 5000 copies including 500 laminated copies of 72nd Annual Report at 245, P.D. Mellow Road, Fort, Mumbai.
- 19) Numbering should be made from 1 to 5000 on reports. The reports should be packed in a Bundle of 100 Reports. Free delivery of these reports will have to be made at Head Office and Branch Offices of the Bank as per our instructions.
- 20) **The Bank reserves the right to reject the defective items or deficit in order quantity and charge penalty @ 10% of order value and printer will be responsible to resupply the annual report as per Bank's tender specification within stipulated time.**
- 21) The Bank must be kept informed of the progress of the delivery of annual reports and intimation should be sent upon final completion of the contract.
- 22) In the event of Supplier's inability to supply the Annual Reports by the stipulated date, this office must be informed and no supplies will normally be accepted by the Bank if delivered late except on production of a specific sanction from this office.
- 23) The Printer should submit the bill in duplicate with G.S.T. registration No. & mention the rate of G.S.T. including its amount in the bill separately.
- 24) The GST registration of vendors under Mumbai is mandatory.
- 25) Delay/wrong/non payment of GST/ any applicable taxes may attract legal action against vendor, any such loss arises to the Bank due to vendors negligence, vendors has to make good the same at your risk & cost.
- 26) The supplier should provide memorandum of draft bill so that appropriate entries pertaining to GST should be known.
- 27) **PAYMENT:-** After successful delivery of annual reports as per terms and condition laid down by the Bank, the delivery will be physically inspected and tested and thereafter the payment will be made within 30 days from the date of successful completion of delivery.
- 28) Income Tax (TDS etc) at the appropriate rate will be deducted as per the provisions of prevalent income Tax Act from the amount of bill payable to the contractors/suppliers.

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29) If the copies of 5000 Annual Reports are not delivered in time, & printer fails to deliver the reports as per condition No.14 above then the penalty will be charged in following manners.

- i) If the delivery is made within 7 days from the scheduled date, the penalty will be charged @ Rs.500/- per day of delay.
- ii) if the delivery is made after 7 days from the scheduled date, the penalty will be charged @ Rs.500/- per day or 5% on the value of supply whichever is higher as late charges.

30) If the printers could not supply the materials as per Bank's tender specification then Bank will recover 10% as a penalty on the value of the supply and the defective items will be returned back and the supplier will be responsible for the re-supply of goods as per bank's tender specification within specified time schedule & with no extra cost.

31) If you fail to deliver the annual reports fully or any part of thereof within the period prescribed for delivery, the General Manager of the Bank will charge penalty as prescribed in clause 29 and also be able,

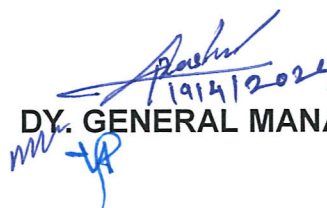
- a) To print the annual reports from else where on Printer's account and at Printer's risk the annual reports so undelivered or other of similar description where other exactly complying with the particulars are, in the opinion of the General Manager, The Municipal co-op Bank Ltd., Mumbai (which shall be final) not readily procurable without canceling the contract in respect of consignments not yet due for delivery. OR
- b) **To cancel the Contract.**

In the event of the action being taken under Sub clause (a) above you shall be liable to make good for any loss which the Bank may sustain by reason of higher price of the annual reports so printed or otherwise. Howsoever, the decision of the General Manger of The Municipal Co-op Bank Ltd, Mumbai shall be final as regards the acceptability of annual reports supplied by the printer and General Manager of the Bank shall not be required to give any reason in writing or otherwise at any time for the rejection of the annual reports.

-: GENERAL DIRECTIONS TO TENDERERS :-

- 1) The General Manager does not bind himself to accept the lowest or any tender.
- 2) Tenderers must distinctly understand that they will be strictly required to confirm to the conditions of this tender form contract as contained in each of the clauses & the plea of "Custom Prevailing" will not on any account be admitted as an excuse on their part for infringement of any of the conditions.
- 3) **Each page of the terms and conditions should be signed and stamped by the tenderer indicating his acceptance of the same and it should be enclosed alongwith the tender of the rate in a sealed cover.**
- 4) Any subsequent modification of the rates or alteration in the particulars communicated after the tenders are opened will not be accepted and tenderers will be bound by terms of the tender already submitted by them.
- 5) If any of the instructions is not fulfilled, the tender will not be considered.
- 6) Bank Reserves its right to add/alter or modify the conditions depending upon the circumstances at the time of opening the tender.
- 7) **No tender will be accepted unless it is properly vax sealed. (At the places wherever the envelop is pasted)**
- 8) The person whose tender is accepted shall hereinafter be called the Supplier, which shall include his heirs, executors, administrators and assignees.
- 9) The security deposit will be refunded after satisfactory completion of supplies of annual reports at the end of the tender period or extended period as the case may be and after deducting the dues from the supplier if any. No interest is payable by the Bank on the security deposit.
- 10) The said Security deposit shall stand forfeited, appropriately adjusted in full, in the event of :-
 - a. The supplies in part or in full are not effected in accordance with the delivery schedule.
 - b. In the event of rejection of consignment on account of sub-standard product not in conformity with the specifications, terms and condition of the tender.
- 11) The court at Mumbai, alone shall have jurisdiction to decide any dispute arising out of or in respect of this contract.

PI.Note : The printer must own four colour offset printing press in Mumbai.
GST percentage must be mentioned.


19/4/2024
DY. GENERAL MANAGER