

DEVELOPMENT SECTION, SP & D WING, HO, BENGALURU.

OFFER FOR PRINTING ANNUAL REPORT LIMITED TENDER ENQUIRY

ENQUIRY No. SPDW:DS:AR:360:2022

Date: 05.04.2022

Issued By:
CANARA BANK, DEVELOPMENT SECTION,
STRATEGIC PLANNING AND DEVELOPMENT WING
HEAD OFFICE
BENGALURU

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BID DETAILS IN BRIEF

Sl. No.	Description	Details
1.	RFP/Tender No.	SPDW:DS:AR:360:2022
2.	Brief Description of the RFP	Sealed offers invited from the OFFSET PRINTERS/SUPPLIERS for Printing & supply of Banks' Annual Report for the year 2021-22 on TOTAL COST BASIS inclusive of all charges.
3.	Bank's Address for Communication	The General Manager, Canara Bank, Development Section, IV Floor, SP&D Wing, Head Office, No.112, J C Road, Bengaluru - 560 002.
4.	Nature of Bid	Single bid system by super scribing on the cover as --Quotation for Banks' Annual Report 2021-22 for Enq. No. "SPDW:DS:AR:360:2022 DT: 05.04.2022"
5.	Date of Issue of RFP	05/04/2022
6.	Last Date of Submission of Queries for Pre Bid Meeting	Date:18/04/2022 and Time:12.00 PM
7.	Date of Pre Bid Meeting	19/04/2022 (If required by any Tender Participant)
8.	LAST DATE FOR RECEIPT OF OFFERS	- 20.04.2022 BEFORE 3.00 PM
9.	DATE OF OPENING OF OFFERS	- 20.04.2022 AT 4.00 PM
10.	Date, Time & Venue for opening of Bid to Eligibility Criteria.	4.00 PM, 20.04.2022 at Canara Bank Head Office, 4 th floor, SP&D Wing, 112 JC Road, Bengaluru-560002
11.	Application Money (Non Refundable)	NA
12.	Earnest Money Deposit (Refundable)	1,00,000
13.	Performance Bank Guarantee/Security Deposit	5% of the value of the order as Security Deposit.
This document can be downloaded from Bank's website https://canarabank.com/tenders.aspx		

DISCLAIMER

The information contained in this RFP document or any information provided subsequently is provided to the bidder on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The RFP is neither an agreement nor an offer and is only an invitation by the Bank to interested parties who are qualified for submission of bids. No contractual obligation whatsoever shall arise from the RFP process until a formal contract is executed by the duly signatory of the Bank and the Successful bidder/s.

The purpose of this RFP is to provide the bidders with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary may obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP.

Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. Such change will be published on the Bank's website www.canarabank.com, also on e-procurement Technologies Limited <https://canarabank.abcprocure.com> and it will be binding on the bidder. Any amendments, modifications, & any communication with respect to RFP etc. will be uploaded in the Bank's website only (i.e. <http://canarabank.com/english/tenders>) and shall be considered as part and parcel of the RFP. No individual communication will be sent to the individual bidders.

Bank reserves the right to change the dates, timings mentioned above or elsewhere in the RFP, which will be communicated by placing the same as corrigendum under Tender section on Bank's/Govt. website. Bidders should check the Bank's website before the submission of proposal for the corrigendum, if any.

The Bank reserves the right to reject any or all the proposals received in response to this RFP document at any stage without assigning any reason whatsoever. The decision of the Bank shall be final, conclusive and binding on all the parties

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PH: 080-22222341/22131438 EMAIL: hodevlsection@canarabank.com

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PART-A - NOTICE INVITING OFFERS

Sealed offers are invited from the OFFSET PRINTERS/SUPPLIERS for Printing & supply of Banks' Annual Report for the year 2021-22 on TOTAL COST BASIS inclusive of all charges (i.e., Printing Paper, Freight, insurance, delivery etc.) & all applicable TAXES, CESS, DUTIES (i.e., Central / State Local Taxes, like GST, VAT, CST, Excise, Entry Tax, Octroi, Service Tax etc.) to be supplied to **M/s. KFin Technologies Ltd., No.59, First Floor, Kamala Nivas, Puttanna Road, Basavanagudi, Bengaluru 560 004.**

Important details are given below:

Eligibility: OFFSET Printers.

1. **Item Required:** Bank's Annual Report for the year 2021-22 for Bi-lingual Annual Report (Share holders copy) as per the specifications mentioned herein.
2. **Quantity:** To be supplied to below mentioned destination as per the items mentioned above.

SL.No	ITEM	LOCATION	ADDRESS	QUANTITY
1	Bi-lingual Annual Report (Share holders copy) including envelope.	M/s. KFin Technologies Ltd.	No.59, First Floor, Kamala Nivas, Puttanna Road, Basavanagudi, Bengaluru 560 004	1,60,000 copies.
2	Bi-lingual Annual Report (Share holders copy) including envelope.	Canara Bank	Development Section, SP&D Wing, Head Office, 112 JC Road Bengaluru 560 002	1000 copies

3. **RATES:** Quote your rates in the format enclosed. Please CONFINE your rate to **Rupee only**. Rates are to be quoted inclusive of Printing Paper, freight, loading & unloading charges, all taxes, entry tax, excise duty, octroi, state/central sales tax, other cess, Insurance etc.
4. **Nature of Bid:** Single bid system by super scribing on the cover as --Quotation for Banks' Annual Report 2021-22 for Enq. No. "SPDW:DS:AR:360:2022 DT: 05.04.2022".

The above sealed cover shall be addressed to **The General Manager, Canara Bank, Development Section, IV Floor, SP&D Wing, Head Office, No.112, J C Road, Bengaluru - 560 002.**

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- 5. Earnest Money Deposit & Security Deposit: Rs. 1,00,000/- (One Lakh only) by DD on Bengaluru favouring "Canara Bank" from any scheduled commercial bank. Bids without EMD will be rejected. There is no exemption for any category of suppliers like SSI/SME etc., from submission of EMD.**

If the successful bidder (L1) fails to accept the order placed as per the terms & conditions of this enquiry and / or fails to provide the balance security deposit, within the stipulated time, E M D will be forfeited. In case of successful bidder (L1), upon acceptance of the order by him, the EMD will be treated as part of security Deposit and balance security deposit is to be provided by the bidder. In case of unsuccessful bidders, the EMD will be returned.

Bank reserves the right to award the tendered job to the second lowest bidder (L2)/third lowest bidder (L3) at the rate quoted by the successful bidder (L1), if the successful bidder (L1) fails to execute the agreement/order.

The successful bidder (L1) will be required to provide a sum of **5% of the value of the order as Security Deposit**, by way of Fixed Deposit with Canara Bank or a DD/Bank Guarantee of a **Scheduled Commercial Bank** in prescribed format in lieu of Deposit **within 7 days of receipt of our confirmation** as to acceptance of rates/calling for security deposit. Firm orders will be placed on receipt of Security Deposit/Bank DD/Guarantee. EMD earlier deposited will be converted as security deposit and balance security has to be provided by the supplier. EMD/Security Deposit of successful bidder (L1) would be returned within 30 days of successful completion of the entire order upon their request for refund in writing.

NO INTEREST IS PAYABLE ON EITHER EMD AMOUNT OR SECURITY DEPOSIT FURNISHED/TO BE FURNISHED.

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

(a) Bi-lingual Annual Report (Share holders copy- 1,60,000 copies)

Approved art work will be given in a Printable file	Tentatively in the 4 th week of May 2022.
Printing & delivery of Annual Reports with envelopes to the office of M/s KFin Technologies Ltd., Bengaluru.	6 days from the date of handing over the approved art work in a Printable file.

(b) Bi-lingual Annual Report (Share holders copy- 1,000 copies)

Printing & delivery of Annual Reports with envelopes to Canara Bank, Head Office, 112 J C Road, Bengaluru-560002.	6 days from the date of handing over the approved artwork in a Printable file.
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7. Your offer should be valid for a period of 90 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).
8. Sales tax registration/TIN/VAT Number should be specified in your quotation/DC/Bills.

9. SUBMISSION DATES:

LAST DATE FOR RECEIPT OF OFFERS - 20.04.2022 BEFORE 3.00 PM

DATE OF OPENING OF OFFERS - 20.04.2022 AT 4.00 PM

10. 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:-

- Vendor's Covering letter as per Annexure B.
- Delivery schedule.
- Any other details.
- Earnest Money Deposit (EMD) - DD Rs.1,00,000/-
- Commercial Version of Bill of Materials/ Proforma Invoice and Price Schedule. This must contain all Price information, including the cost of accessories if any, Sales tax registration/TIN/VAT Number /Bills etc.

For any clarifications pertaining to the subject Tender, the Printers are requested to contact at the Telephone numbers/e-mail id furnished in Page 1 of the Tender.

Please note the specifications as per Part B and general conditions of contract as per part C and other guidelines, before quoting your rates in the price bid.



**K S UDAYA
DEPUTY GENERAL MANAGER**

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PART - B SPECIFICATIONS

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

ITEM TO BE SUPPLIED: BANK INTENDS to procure **Bi-lingual Annual Report (Share holders copy- 1,61,000 copies)**. Paper to be used is as under (the same has to meet the quality parameters / specifications as per BIS code - Without any negative tolerance in respective of GSM of the paper).

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.

Bi-lingual Annual Report (Share holders copy)

DESCRIPTION	BANK'S DESIRED SPECIFICATIONS	CONFIRMATION BY THE TENDERER
QUANTITY	1,61,000 (ONE LAKH SIXTY ONE THOUSAND ANNUAL REPORTS ONLY) along with equal quantity of Envelope (with Window)	
SIZE, PAPER No. OF PAGES	Demy ¼ (11" x 8.5") Cover page - 170 gsm Indian Art paper Inside Pages - 40 gsm bible paper (Preferably Padumjee/ITC paper mill) 4 cover pages + 350 inside pages Envelope (with window) Size 12" x 9" Single colour on 50 microns self locking polythene.	
PRINTING	Both Cover pages to be printed in Multi colour, Front side and Back cover with art work. Offset printing in Hindi & English on inner 350 pages in 2 colours. There is multi colour printing on front inner cover page and back inner cover page.	
OTHER SPECIFICATIONS	Perfect Binding	

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COMMON CONDITIONS ::

DESCRIPTION	BANK'S DESIRED SPECIFICATIONS	CONFIRMATION BY THE TENDERER
SUPPLY	<p>1,60,000 copies of Annual Report-Share holders copy (bilingual) ARE TO BE SUPPLIED to</p> <p>M/s. KFin Technologies Ltd., No.59, First Floor, Kamala Nivas, Puttanna Road, Basavanagudi, Bengaluru 560004</p> <p>AND</p> <p>1000 copies of Annual Report-Share holders copy (bilingual) ARE TO BE SUPPLIED TO</p> <p>Canara Bank, 4th floor, Development Section, SP&D Wing, Head Office, No.112, J C Road, Bengaluru-560002.</p>	
APPROVAL & SAMPLES	<p>Proof has to be submitted within two days and get approved before final printing.</p> <p>Bulk production to be taken up only after approval of the samples. The quality of the Annual Reports should be exactly as per approved samples. Any deviation in quality of the Annual Reports renders the stock liable for rejection. Printable file for the design /art work would be provided by us.</p> <p>Get approval from us before taking up printing.</p>	
SUPPLY SCHEDULE	<p>6 days from the date of handing over the approved art work in a Printable file.</p> <p>Delay in supply will attract penalty as detailed in Clause 11 of Part C: General Conditions of Contract of this document.</p>	
RATE	<p>PLEASE QUOTE YOUR COMPETITIVE NET RATE inclusive of the cost of paper & all TAXES, GST, VAT, EXCISE, CESS, TRANSPORTATION, etc.</p>	

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DESCRIPTION	BANK'S DESIRED SPECIFICATIONS	CONFIRMATION BY THE TENDERER
EMD	<p>Earnest Money Deposit (EMD): RS.1,00,000/- (Rupees One Lakh only) by way of DD on Bengaluru Fvg. Canara Bank. Quotations without EMD are liable to be rejected. (DD of Scheduled Commercial BANK ONLY SHOULD ACCOMPANY YOUR QUOTATION. QUOTATIONS WITH OUT EMD WILL BE REJECTED).</p>	
PAYMENT	<p>PAYMENT WILL BE MADE BY US, UPON YOUR SUBMITTING THE BILL & DELIVERY CHALLAN TO THE ABOVE ADDRESS.</p> <p>The supplier, in token of having used Specified paper has to certify as under on each Bill / Invoice under the signature of the authorised person / Proprietor / Partner/ Director :-</p> <p>“This is to certify that paper of _____ GSM PAPER manufactured / by M/s. _____ has been used in printing of Banks’ Annual Report 2021-22 being supplied to CANARA Bank by us.”</p>	

Note 1: It may be noted that the specifications detailed above are only illustrative and not exhaustive. The tenderer shall furnish the full details of the item offered with all the details including additional features over & above the minimum specified by Bank.

Note 2: Further the quantities indicated are an approximate assessment of Bank's requirement and Bank shall have the option to purchase (+) 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. Earnest Money Deposit & Security Deposit:

- The Quotation offer shall be accompanied by Earnest Money Deposit of Rs.1,00,000/- (Rupees One Lakh only) by way of demand draft in favour of CANARA BANK payable at Bengaluru.
- EMD of the supplier whose bid is accepted will be converted into Security Deposit.
- In case of vendors who are unsuccessful, DD for EMD amount shall be returned immediately on finalizing the successful bidder (L1).
- The EMD shall not earn any interest till it is refunded.

SECURITY DEPOSIT: The supplier is required to provide a sum of 5% of the value of the order as Security Deposit, by way of Fixed Deposit with Canara Bank or a DD/Bank Guarantee of a Scheduled Commercial Bank in prescribed format in lieu of Deposit within 7 days of receipt of our confirmation as to acceptance of rates/calling for security deposit. Firm orders will be placed on receipt of Security Deposit/Bank DD/Guarantee. EMD earlier deposited will be converted as security deposit and balance security has to be provided by the supplier. EMD/Security Deposit of successful bidders would be returned within 30 days of successful completion of the entire order upon their request for refund in writing. NO INTEREST IS PAYABLE ON EITHER EMD AMOUNT OR SECURITY DEPOSIT FURNISHED/TO BE FURNISHED.

3. Supply Schedule, Destination and Agreement:

(a) Bi-lingual Annual Report (Share holders copy-1,60,000 copies)

Approved art work will be given in a printable file	Tentatively in the 4 th week of May 2022
Printing & delivery of Annual Reports with envelopes to the office of M/s KFin Technologies Ltd., Bengaluru:	6 days from the date of handing over the approved art work in a Printable file.

(b) Bi-lingual Annual Report (Share holders copy-1,000 copies)

Printing & delivery of Annual Reports with envelopes to Canara Bank, Head Office, J C Road, Bengaluru-560002	6 days from the date of handing over the approved artwork in a Printable file.
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- Failure to supply wholly or partly, as per terms of our order, non performance or non supply in time or supplying the materials which do not conform to the specification/quality prescribed or defective, will entail enforcement of one or more of the following :-

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- A. Cancellation of the order in part or full and forfeiture of EMD/Security Deposit in part or full.
- B. Recovery of extra cost, if any, incurred by the Bank in securing the materials from other sources, due to the defect/delay in execution over stipulated time or otherwise, by adjusting the EMD/Security Deposit besides the Bank reserves rights to claim balance cost/damages.
- C. Rejection of the entire stock/ to the extent of defective stock.

AGREEMENT: The successful tenderer shall sign an **agreement within 7 days from date of “acceptance of the tender”** by the Bank in the prescribed form (Format enclosed) on a non judicial stamp paper. All legal expenses, incidental thereto shall be borne by the successful bidder. If the successful bidder / tenderer fail to sign the agreement within the stipulated time, Bank reserves the right to cancel the “supply order” and forfeit the Earnest money deposit submitted by the supplier.

3. RATES: The tenderers/vendors 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 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 proven 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.

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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.

4. VALIDITY & ACCEPTANCE OF OFFERS:

- Offers should be valid for **90 (NINETY) 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). GST/Sales tax registration/TIN/VAT Number should be specified in your quotation/DC/Bills.
- The Acceptance of the offers will rest with the Bank 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 Bank 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.
- The proposal and all supporting documentation submitted by the vendor shall become the property of the Bank.
- No offer can be modified or withdrawn by a vendor after submission of Offers.

5. Preliminary Scrutiny: The Bank 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.

6. Clarification of Offers: To assist in the scrutiny, evaluation and comparison of offers, the Bank may, at its discretion, ask some or all vendors for clarifications on the offer made by them. The request for such clarifications and the vendor response will necessarily be in writing and it should be submitted within time stipulated by the Bank.

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7. No Commitment to Accept Lowest or Any Offer: The Bank reserves its right to reject any or all the offers including incomplete offers without assigning any reason thereof whatsoever. The Bank will not be obliged to meet and have discussions with any vendor and / or to entertain any representations in this regard.

Bank reserves the right to award the tendered job to the second lowest bidder (L2)/third lowest bidder (L3) at the rate quoted by the successful bidder (L1), if the successful bidder (L1) fails to execute the agreement/order.

8. Submission of Quotation Details: *The Offer may not be evaluated and may be rejected by the Bank* 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 vendor is different from the asked specifications in our bid, the vendor 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 Bank, invariably to process the quote.

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

9. Delivery / Penalty / Liquidated damages: Delivery should be within 6 days from the date of handing over the approved art work in a Printable file.

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) Forfeiture of the security deposit in whole or part.
- iii) Recovery of extra cost if any incurred by the Bank in securing the material etc. from other source due to the defect/delay in Execution over the stipulated time or otherwise.
- iv) Rejection of the entire stock/the extent of defective stock.

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

[A] Delay upto 3 days - 2% (Two percent of the amount of the delayed quantity).

[B] Delay upto 4 days-3% (Three percent of the amount of the delayed quantity).

[C] Delay upto 5 days - 4% (Four percent of the amount of the delayed quantity).

[D] Delay upto 6 days - 5% (Five percent of the amount of the delayed quantity).

If supplies are delayed beyond 6 days from the date of handing over the approved art work in a Printable file, 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.

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- ❖ Where part supplies are made, the delivery should be deemed to be completed only after all the items as per the purchase 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.

11. Pricing & Payments: The Price offered to the Bank must be in Indian Rupees and must be quoted inclusive of Duties/Insurance/Freight and all taxes CST / LST / VAT/ Octroi /Entry Tax Etc. 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. Bank 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 Bank.

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

12. CANCELLATION OF THE ORDER AND FORFEITURE OF EMD

12.1 The Bank reserves its right to cancel the offer at any time by assigning appropriate reasons in the event of one or more of the following conditions treating it as default / non performance of the contract:

12.1.1 Fails to sign the agreement within the specified time.

12.2.2 Fails to deposit the Security deposit /performance guarantee within the specified time.

12.2.3 Delay in delivery beyond the specified period

12.2.4 Supplying the security forms which do not conform to the specification/quality prescribed or defective,

12.2.5 Negligence / contravenes the terms of the contract

12.2.6 Breaches in the terms and conditions of the Order.

12.2 In addition to the cancellation of Order, the Bank reserves the right to invoke the Bank Guarantee or forfeit the Security Deposit given by the bidder towards non performance/non compliance of the terms and conditions of the contract, to appropriate the damages.

12.3 The bank shall also have the right to Recover of extra cost if any incurred by the Bank in securing the material etc. from other source due to the defect/delay in Execution over the stipulated time and such extra cost shall be recovered by the Bank from any money due or becoming due to the bidder/tenderer under this work contract/rate contract or may be recovered by encashment of bank guarantees or otherwise from bidder under any other contract

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13. Indemnity: The vendor shall indemnify, protect and save the Bank 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 items supplied by him.

14. Publicity: Any publicity by the vendor in which the name of the Bank is to be used shall be done only with the explicit written permission of the Bank.

15. Force Majeure: The vendor 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 vendor, i.e. Force Majeure.

For the purpose of this clause, “Force Majeure” shall mean an event beyond the control of the vendor, 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 vendor, resulting in such a situation.

In the event of any such intervening Force Majeure, the Vendor shall notify the Bank in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by the Bank, the Vendor 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.

16. 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 there in the 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. The venue of arbitration shall be Bengaluru, India

17. Shredding Method: Waste sheets of Computer Stationery with Bank'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.

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18. JURISDICTION AND GOVERNING LAW: This RFP and the contract thereupon shall be governed by the Laws and Regulations of India for the time being in force and will be subject to the exclusive jurisdiction of the Courts in Bengaluru, India.

19. CONFIDENTIALITY AND NON-DISCLOSURE

19.1 The bidder shall take all necessary precautions to ensure that all information shared to it are treated as confidential and not disclosed or used other than for the purpose of project execution. Bidder shall suitably defend, indemnify Bank for any loss/damage suffered by Bank on account of and to the extent of any disclosure of the confidential information.

19.2 No media release/public announcement or any other reference to the RFP or any program there under shall be made without the written consent of the Bank, by photographic, electronic or other means.

20. CORRUPT AND FRAUDULENT PRACTICES : As per Central Vigilance Commission (CVC) directives, it is required that Bidders /Suppliers / Contractors observe the highest standard of ethics during the procurement and execution of such contracts in pursuance of this policy:

20.1 "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of values to influence the action of an official in the procurement process or in contract execution AND

20.2 "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of the Bank and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Bank of the benefits of free and open competition.

20.3 The Bank reserves the right to reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

20.4 The Bank reserves the right to declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

20.5 The decision of Bank in determining the above aspects will be final and binding on the all the Bidders. No Bidder shall contact through any means of communication the Bank or any of its employees on any matter relating to its Bid, from the time of Bid opening to the time the contract is awarded. If the bidder wishes to bring additional information to the notice of the Bank, it may do so in writing.

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20.6 Any effort/attempt by a bidder to influence the Bank in its decision on bid evaluation, Bid comparison or contract award may result in rejection of the Bidder's bid and/or blacklisting the Bidder. The Bidder agrees not to hire, solicit or accept solicitation either directly or through a third party from any of the employees of the Bank directly involved in this contract during the period of contract and one year thereafter, except as the parties may agree on the case to case basis.

20.7 The successful bidder shall ensure compliance of CVC guidelines issued or to be issued from time to time for selection of vendor by the Bank.

20.8 The successful bidder shall ensure compliance of CVC guidelines issued or to be issued from time to time for selection of vendor by the Bank.

21. ERASURES OR ALTERATIONS: The Offers containing erasures or alterations or overwriting may not be considered. There should be no hand-written material, corrections or alterations in the offer. Technical details must be completely filled in. Correct technical information of the product being offered must be filled in. Filling up of the information using terms such as "OK", "accepted", "noted", "as given in brochure/manual" is not acceptable. The Bank may treat such Offers as not adhering to the tender guidelines and as unacceptable.

22. ASSUMPTIONS/PRESUMPTIONS/MODIFICATIONS: The Bank would like to expressly state that any assumption, presumptions, modifications, terms, conditions, deviation etc., which the bidder includes in any part of the Bidder's response to this RFP, will not be taken into account either for the purpose of evaluation or at a later stage, unless such assumptions, presumptions, modifications, terms, conditions deviations etc., have been accepted by the Bank and communicated to the bidder in writing. The bidder at a later date cannot make any plea of having specified any assumption, terms, conditions, deviation etc in the bidder's response to this RFP document. No offer can be modified or withdrawn by a bidder after submission of Bid/s.

23. AMENDMENT TO BIDDING DOCUMENT:

23.1 At any time prior to the deadline for submission of Bids, the Bank, for any reason, whether, at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding Document, by amendment.

23.2 Notification of amendments will be put up on the Bank's Website and will be binding on all Bidders.

23.3 To allow prospective Bidders reasonable time in which to take the amendment into account in preparing their Bids, the Bank, at its discretion, may extend the deadline for a reasonable period as decided by the Bank for the submission of Bids.

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ACCEPTED ALL THE TERMS & CONDITIONS

Supplier

APPENDIX- I TO GENERAL CONDITIONS OF CONTRACT

1	Period of Completion for Supply	:	6 DAYS from the date of handing over the approved art work in a Printable file.
2	Liquidated Damages/ Penalty for Delayed Supply	:	As detailed in clause 10
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	:	60 (SIXTY DAYS ONLY).

SIGNATURE OF TENDERER WITH SEAL.

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APPENDIX-2: SUPPLY / CONTRACT AGREEMENT FORMAT

This supply agreement made on this _____ day of the month of ____ in the year Two Thousand Eighteen (__/__/2022) BETWEEN, Canara Bank a body corporate constituted under the Banking & Companies (Acquisition and Transfer of Undertakings) Act, 1970, having its Head Office, at 112, J C Road, Bengaluru- 560 002, represented by The Assistant General Manager, Development Section, SP & D Wing, HO, Bengaluru, its duly constituted attorney (hereinafter referred to as Bank) 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 Supplier) of the other part.

WHEREAS THE Bank is desirous of getting printed and supplying of Banks' Annual Report 2021-22 for said location and has accepted the tender opened on ____ / ____/2022 submitted by the supplier & the supplier 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.
 - e) Letter from supplier dt. _____ in response to the negotiation meeting discussions held on _____
 - f) Letter of Acceptance issued to supplier by Bank - letter No. _____ DT _____.
 - g) Letters from and to the supplier, if any, leading to and prior to acceptance letter.

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3. In consideration of the payments to be made by the Bank to the supplier the supplier hereby covenants and agrees with the Bank 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
Supplier with seal

For & on behalf of
Canara Bank with seal

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Annexure A - Authorization letter format

The General Manager,
Canara Bank,
SP & D Wing
Head Office
Bengaluru - 560 002.
Karnataka State

Dear Sir,

SUB: Tender for printing & supply of 1,61,000 copies of Banks' Bi-lingual Annual Report (Share holders copy) - Authorization Letter for attending the Quotation / Bid Opening.

REF: Your Enquiry NO: SPDW:DS:AR 360:2022 Dt:05.04.2022.

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

We hereby authorise 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

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Annexure B - Covering letter format

Our Reference No:

Date:

To

The General Manager,
Canara Bank,
SP & D Wing
Bengaluru - 560 002.
Karnataka.

Dear Sir,

Sub : Supply of Canara Banks' Bi-lingual Annual Report (Share holders copy)

Ref: Your Enquiry No: SPDW:DS:AR:360:2022 Dt: 05.04.2022.

Having examined the bid document including all **Annexures** the receipt of which is hereby duly acknowledged, we, the undersigned, offer to 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 90 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 hereby submitting the tender document duly signed in all the pages for having accepted all the terms and conditions.

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

We are enclosing herewith our DD No. _____ Dtd. _____ for Rs.1,00,000/- drawn on _____ Bank towards Earnest Money Deposit.

Dated this _____ day of _____ YYYY.

Signature. _____

Name of the company/Authorised Supplier with seal.

(Please ensure that all the columns are filled before submitting the quotation)

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Sub : Supply of Canara Bank Annual Report-Share holders copy (bi-lingual) .

Ref: Your Enquiry No: SPDW:DS:AR:360:2022 Dt: 05.04.2022

PRICE BID

Bi-lingual Annual Report (Share holders copy) :

Location	Description	Total Amount (In figures)		Total Amount (In words)
		Rs.	Ps.	Rupees
M/s KFin Technologies Ltd., Bengaluru	(1) Cost of printing 1,61,000 copies of Annual Report including envelope, inclusive of cost of paper, cost of envelope, (with 350 inside pages in 2 colours, 4 cover pages in 4 colours with equal quantity of polythene envelopes in 50 microns in single colour)			
	TOTAL (A):	Rs.	Ps.	Rupees
	(2) Cost for every additional 1000 copies of Annual Report with polythene envelopes as per specification in (1) above.	Rs.	Ps.	Rupees
	(3) Cost for Plus or minus 4 pages in 2 colours for 1,61,000 copies of Annual Report	Rs.	Ps.	Rupees

FINAL TOTAL:

Items	As per Total above	Total Amount (In figures)	
		Rs.	Ps.
Bi-lingual Annual Report (Share holders copy)	TOTAL (A):		

GRAND TOTAL (AMOUNT IN WORDS): Rupees.

SIGNATURE OF THE SUPPLIER WITH SEAL