

**Notice Inviting Tenders (NIT) in two bid system for  
Engaging the services of a Printer for printing of  
Annual Report FY 2021-22 for Indian Bank**

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**Please Note:** This document contains 21 pages

## Part1 – Introduction

### Indian Bank proposes to Print Annual Report FY 2021-22&Notice of 16<sup>th</sup>Annual General Meeting.

Indian Bank, a body Corporate Constituted under the Banking Companies (Acquisition and Transfer of Undertaking) Act, 1970 having its Corporate Office at no. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600014, Tamil Nadu herein referred as “the Bank’ proposes to engage the services of a printer who is having printing facility at Chennai, India and its suburban areas herein referred as the “Printer” for printing Annual Report FY2021-22 and Notice of 16<sup>th</sup>Annual General Meeting for the Bank for which sealed tenders are being invited in 2 parts viz. **Technical Bid** and **Financial Bid**, from reputed/ established / experienced **Printers** fulfilling the criteria stipulated in the Notice Inviting Tender (NIT).

The documents may be downloaded from our website [www.indianbank.in](http://www.indianbank.in)

**Part 2 ELIGIBILITY CRITERIA FOR BIDDERS:**

<b>S. No</b>	<b>Eligibility Criteria</b>	<b>Supporting Documents</b>
1.	The Tenderer should be in the industry with proven/successful Track Record for not less than 8 years as on 31.03.2022.	The complete profile of the tenderer / Printer with name, address, constitution (whether sole proprietor, partnership, company etc) should be submitted as per the proforma given in Page 12-13.
2.	The Tenderer should have printed diaries/annual reports/souvenirs during the last 5 years and at least 2 of which should be before PSU/ Bank/Government Department or reputed Company/Private/Corporate Sector.	Documentary proof for having been allotted the job of printing diaries/annual reports/souvenirs should be submitted as per the format given in Page No.14-15. TDS certificate issued by the employer of eligible work to be enclosed.
3.	Net worth during the last three years ending 31.03.2021 should be at least Rs.3.00 crore	Annual Report containing Audited Balance Sheet and P & L a/c with all Schedules, Directors Report/disclosures/Notes on accounts for the year ending 31.03.2019, 31.03.2020 and 31.03.2021.
4.	Average annual turnover during the last three years ending 31.03.2021 should be at least Rs.3.00 crore	Annual Report containing Audited Balance Sheet and P & L a/c with all Schedules, Directors Report/disclosures/Notes on accounts for the year ending 31.03.2019, 31.03.2020 and 31.03.2021.
5.	The tenderer should be making Profit after tax at least 1 year out of the past 3 years.	Annual Report containing Audited Balance Sheet and P & L a/c with all Schedules, Directors Report/disclosures/Notes on accounts for the year ending 31.03.2019, 31.03.2020 and 31.03.2021.
6.	Solvency certificate for an amount of Rs 10.00 lakhs.	It should be obtained from any Scheduled Commercial Bank in India on or after 29.03.2022.
7.	The Tenderer should have capacity of producing 20,000 finished copies per day and entire consignment should be delivered in 5 calendar days after receiving final material from Bank.	Undertaking Letter from the Tenderer.

**All pages of the document, numbered serially, with seal on all pages duly signed by the authorized signatory/ies, to be submitted.**

### Part 3 – Information relating to submission of tenders

Details of EMD	EMD <b>(₹. 3,00,000/- only)</b> Rupees Three lakhs only (Refundable)
Last Date & Time for submitting Pre Bid Query	13.04.2022 by 12.00 noon, IST (Annexure – VI)
Pre Bid Meeting	13.04.2022, 4.00 pm
Last Date & Time of submission	<b>By 3.00 p.m. on 28.04.2022</b> as per the instructions in tender documents
Time & Date of opening of Technical Bid	<b>4.00p.m on 28.04.2022</b>
Time & Date of opening of Financial Bid	To be intimated only to the Tenderers qualified in Technical Bid.

1. Sealed Tenders are invited from Printers fulfilling the eligibility criteria stipulated in Notice Inviting Tender (NIT) for printing of **Annual Report 2021-22** and **Notice of 16<sup>th</sup> Annual General Meeting** for Indian Bank.
2. Tenders are to be in the prescribed form and the tender document shall be downloaded from our website: [www.indianbank.in](http://www.indianbank.in). The **cost of tender ₹.1,500/-(non-refundable) and EMD amount**(EMD Amount Refundable) shall be submitted along with the Technical Bid. The payment may be made by way of Demand Draft in favour of Indian Bank for ₹.1500/- towards cost of application and for ₹.3,00,000/- towards EMD (Earnest Money Deposit).
3. Tenderers are required to submit the bid in 2 parts namely **Technical Bid** and **Financial Bid**. The Technical Bid containing documents in support of eligibility criteria and profile of printer are to be submitted **in sealed cover**.
4. The **Financial Bid** shall be submitted in a separate **sealed cover**. The covers containing Technical and Financial Bids are to be put in a master envelope and wax sealed and superscribed '**Tender for Printing of Annual Report 2021-22 and Notice of 16<sup>th</sup> Annual General Meeting for Indian Bank**' and addressed to the Deputy General Manager (CCD), Indian Bank Corporate Office, Second Floor, A Wing, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600014 to be submitted before 3 pm on 28.04.2022.
5. **Conditional tenders, tenders received after the stipulated date and time, tenders not meeting all the tender instruction, incomplete tenders will be summarily rejected.**
6. The Bank is not bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
7. Submission of a tender by a tenderer implies that the tenderer has read this notice and other documents and has made himself aware of the scope, specifications and duties bearing on the execution of the job.

Place: Chennai  
Date: 07.04.2022

DEPUTY GENERAL MANAGER(CCD)

#### Part 4 – General Instructions

1. This document has 21 pages.
2. The tenderer should quote the rates and amounts in figures as well as in words. All rates shall be quoted in the proper form of the tender only.
3. The specifications given in the bid document are meant to indicate the broad scope of work on the job of printing of annual report and to provide uniform basis for bidding.
4. The bid submitted shall be a lump sum contract covering all charges / expenses as stipulated in the bid document inclusive of all taxes and other charges except GST.
5. The tenderer (Proprietor/Partner/Directors of the firm/Company etc) shall give a list of their relatives, working with Indian Bank, if any, along with their designations and addresses as per the format given below. If there is none, a nil statement shall be given in the same format.

Sl No.	Name of the relative	Relationship	Designation	Address	Contact Number

6. The design for advertisements and the matter to be included in the Annual Report 2021-22 will be as provided by the Bank.
7. On acceptance of the tender, the name along with contact numbers – Telephone/mobile of the authorized representative of the Tenderer / Printer who would be interacting/coordinating with the Bank shall be communicated in writing to the Bank.
8. The bid submitted by tenderer shall remain valid for acceptance for a period of **90 days** from the date of its opening.
9. It will be obligatory on the part of the Tenderer to sign on all pages of the bid documents.
10. Bids containing inadequate information / documents are liable for rejection.
11. Eligibility shall be decided based on supporting documents/proof submitted.
12. The Tenderer would be liable for disqualification if it is found at any stage of the bid process that misleading or false representations have been made or any relevant information are deliberately suppressed in the forms, statements and enclosures required in the Tender Document or there is record of poor performance etc.

13. Those who are technically qualified after opening Technical Bids, will be shortlisted and **only** their Financial Bids will be opened. Tenderers who do not satisfy the above conditions will not be considered and Bank shall be under no obligation to inform them.
14. Bank reserves its right to reject any or all bids without assigning any reason whatsoever.
15. The bids should strictly conform to the given specifications.
16. The Bank reserves the right to verify the particulars furnished by the tenderer independently. If any information furnished by the tenderer is found to be incorrect at a later stage, the tenderer shall be liable to be debarred from participating/taking up any work in Indian Bank.
17. The entire work of printing of Annual Report 2021-22 should be made as per the preference and priority of the Bank. The entire work should be carried out in coordination with the Bank and the Bank officials should be allowed to visit the factory/printing press/units/offices to inspect/supervise/monitor the progress for timely completion of work.
18. Payment will be made after the job is completed to the complete satisfaction of the Bank and after handing over of Annual Report 2021-22 to the Bank, or as per Bank's instructions and on receipt of bills duly acknowledged by authorized officers of CO: Corporate Communication/ CO: Marketing department. PAN No. and Service Tax Registration Number should be mentioned clearly on the bills.
19. The Printer shall co-ordinate with designers/advertisement agencies/Bank Officials/transport/courier firms and other stakeholding partners for smooth execution of the work.
20. Income Tax and other Statutory levies, if any, will be deducted by the Bank from the bills payable.
21. Any other relevant information pertaining to this Tender Document shall be enclosed as Annexure/s.
22. Annual Report shall be printed in English and Hindi.
23. Adequate infrastructure along with enough manpower for all related works pertaining to printing/delivery should be made available for timely completion of the job.
24. **The printer should have all necessary infrastructures at their Office for printing the annual report . The printer should have web- offset printing facility.**
25. The rate quoted should be the amount including all charges, levies, etc. except applicable GST.
26. The printer must meet the deadline for the completion of the job as required by the Bank.
27. Continuous **power supply** should be ensured for the execution of the job. This includes alternate power supply arrangement.
28. **The Printer will ensure to complete the provided job on or before the deadline.**
29. Copies of the printed Annual Reports should be delivered to M/s Cameo Corporate Services Ltd, at Subramanian Building No.1, Club House Road, Chennai – 600 002 or/and Indian Bank, Corporate Office at, 254-260 Avvai Shanmugam Salai, Royapettah, Chennai 600 014

or at Post Office or any other place in and around Chennai, as per the instructions of the Bank at tenderer's cost.

30. A CD containing the content to be printed will be given by the Bank after the Bank's approval of content.
31. The job should be completed to the satisfaction of the Bank and the entire lot of Annual Report copies should be **delivered within 5 days** from the date of supply of the CD by the Bank.
32. No advance payment will be made.
33. In case, supply of Annual Report duly printed as per Bank's specifications is not made before the given date, the Bank reserves its right to levy penalty/damages for the delay at the rate of 1% of the value of the work order per week of delay subject to a maximum of 5% of the overall work order value due to the printer / successful bidder.
34. If the paper quality does not conform to the standards prescribed by the Bank, the entire quantity may be rejected or the penalty will be levied according to the quality of paper used and as per the discretion of the bank.
35. The bidder to whom the job is entrusted will have to submit a job acceptance letter as required by the Bank.
36. The Bank reserves the right to award the printing work to L2 bidder if any delay from L1 bidder in achieving the target rate is noticed.
37. Bank reserves the right to inspect the work at any time during the work progress.
38. Bidders who commit themselves to Integrity Pact (IP) as per guideline of CVC with the Bank, would only be considered competent to participate in the bidding process
39. Any dispute arising out of this order will be under the jurisdiction of Courts of Law in Chennai.
40. If any dispute shall arise between the Bank and the successful bidder / printer, the parties shall make every effort to resolve amicably such disputes or difference by mutual consultation or by arbitration.

INDIAN BANK reserves to itself the right of accepting the whole or any part of the quotation and the participant shall be bound to perform the same at the quoted rates. The acceptance of quotations will rest with "INDIAN BANK" which does not bind itself to accept the lowest quotation and reserves to itself the authority to reject any or all of the quotations received without assigning any reason whatsoever. All quotations in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

**DEPUTY GENERAL MANAGER (CCD)**

## Important Instructions to applicants

The tenderers who have downloaded the Tender Document from the website, should read the following important instructions carefully before submitting the same:

- a. The tenderers should see carefully & ensure that the **complete Tender document** contains 19 pages in total.
- b. The printout of Tender Document should be taken on WHITE 'A4' size paper only & the printer settings etc are such that the document is printed as appearing in the website& there is no change in formatting etc.
- c. The tenderers should ensure that **no page** in the downloaded Tender Document is **missing**.
- d. The tenderers should ensure that all pages in the downloaded Tender Document are **legible, clear**& are printed on a good quality paper.
- e. The tenderers should ensure that **every page** of the downloaded Tender Document is **signed by the tenderer Authorized Signatory/ies with seal**.
- f. The tenderers should ensure that the downloaded Tender Document is **properly bound and sealed** before submitting the same.
- g. In case of any correction / addition / alteration / omission in the downloaded document by the tenderers, it shall be treated as non-authenticated shall be unacceptable.
- h. The tenderers shall furnish a declaration to the effect that no addition/ deletion / corrections have been made in the Tender Document submitted and it is identical to the Tender Document appearing on Website.
- i. The tenderers should read carefully &**sign the declaration** before submitting the Tender Document
- j. In case of any queries viz-a-viz the downloaded Tender Document, the same may be clarified via submitting pre-bid queries as per format and time stipulated in this tender document.



## **MANDATORY DOCUMENTS**

### **TECHNICAL BID**

1. Registration Certificate
2. Copy of incorporation
3. PAN Copy
4. GST Copy
5. Audited Balance Sheet for the year –2018-19 Audited, 2019-20 Audited, 2020-21 Audited
6. Filed copies of Income Tax Returns for last three years
7. Experience Certificate i.e proof for printed diaries/annual reports/souvenirs during the last 5 years and at least 2 of which should be before PSU/ Bank/Government Department or reputed Company/ Private/ Corporate Sector.
8. Authorized person's KYC Documents
9. Solvency Certificate
10. EMD
11. Application Fee
12. Annexure – I, II, III & IV

**Note : Sl. No. 1 to 12 should be placed in a separate sealed cover.**

### **FINANCIAL BID**

**Annexure – V should be placed in a separate sealed cover**

**Important : Non-compliance of the mandatory documents will lead to disqualification.**

**LETTER OF TRANSMITTAL**

To

Deputy General Manager (CCD)  
 Indian Bank ,Corporate Office  
 Corporate Communications Dept  
 Second Floor, 254-260,  
 Avvai Shanmugam Salai  
 Royapettah  
 Chennai – 600014

**Sub: Tender for engaging the services of a Printer for printing of Annual Report FY 2021-22 for Indian Bank**

Sir,

Having examined the details given in Website-Notice for the above work, I / we hereby submit the documents (downloaded from the website) and other relevant information.

1. I /We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary and have no further pertinent information to supply.
3. I / We also authorize Officials of Indian Bank to approach individuals, employers, firms and Corporate to verify and ascertain our competence and general reputation.
4. I / We also submit prescribed declaration in respect of downloaded Tender Document.
5. I / We submit the certificates in support of our suitability & capability for having successfully completed the following works.
6. TDS Certificate issued by the employer- Please refer Page-3 Clause-3

SL No	Name of Work	Certificate from

Enclosures:

Date of submission

Signature(s) of tenderer (s) &amp; Seal

**DECLARATION**

To be given by the tenderer:

It is to certify that

1. I / We have submitted the Tender Document in the proforma as **downloaded directly from the Bank's official website & there is no change in format.**
2. I / We have submitted Tender Document which **is same** as available in the Bank's official website.
3. I / We have **not made any modification / corrections / additions etc** in the Tender Document downloaded from the website by me / us.
4. I / We have checked that **no page is missing** and all pages as per the index are available & that all pages of Tender Document submitted by us are **clear & legible.**
5. I / We have **signed (with seal) all the pages** of the Tender Document before submitting the same.
6. I / We have **sealed** the Tender Document properly before submitting the same.
7. I / We have made a payment of ₹.1,500/- towards cost of Tender document vide DD No: dated \_\_\_\_\_
8. I / We have made a payment of ₹. 3.00,000/- towards EMD for Annual Report 2021-22 vide DD No: .....dated .....
9. I / We have submitted the Solvency Certificate dated \_\_\_\_\_ from \_\_\_\_\_ Bank .
10. I / We have read carefully & understood the instructions in the Tender Document.
11. In case at any stage later, it is found that there is difference in our downloaded Tender Document from the original, INDIAN BANK shall have the absolute right to take any action as deemed fit without any prior intimation to me/us.

Date:

Signature(s) of tenderer (s) & Seal

**PROFILE**

Name of the Printer:

Constitution

Individual/ Proprietorship/Pvt Ltd/Public Ltd

Date of Incorporation/Registration

Factory address

Office Address

Chennai office address

Name Authorised Contact person/s

Email address

Phone numbers

Mobile

Landline

Fax Numbers

PAN No of Company/Firm/Proprietor/Individual

GST Regn No of Company/Firm/Proprietor/Individual Details of infrastructure/ facilities available

Manpower details

Permanent

Part time

Casual

Details of Experience in the field for the past 5 years- Format Enclosed  
(Should have printed diaries/annual report/souvenir  
during the last 5 years and at least  
2 of which should be for PSU /Bank/  
Government Dept or reputed company/  
private/corporate sector).

Other important items printed so far

Commendations received/ Awards won

Please attach the following:

Copy of the Registration certificate issued by The Registrar of Companies (in case of Limited companies)/ Registrar of Firms (in case of partnership firm).

Annual Report containing Audited Balance Sheet and P & L a/c with all Schedules, Directors Report/disclosures/Notes on accounts for the year ending 31.03.2019, 31.03.2020, 31.03.2021 should be submitted. The tenderer should be making net profit at least for 3 years out of the past 5 years.

Copies of IT returns for the last three years

Copy of PAN Card/Certificate

Profit before tax and depreciation:

2018-19	2019-20	2020-21

Annual Business Turnover

2018-19	2019-20	2020-21

Solvency certificate for an amount of Rs.10.00 lakhs from any Scheduled Bank obtained on or after 29.03.2022 should be provided.

Name of the Issuing Bank	Date of Issue

\*The Solvency Certificate should be kept in a separate cover along with Technical bid.

Proof of work executed for PSU/Bank/Government Department or reputed Company/Private/Corporate Sector

All pages of the tender document and the enclosures, numbered serially, should be duly signed with seal by the authorized signatory/ies.

List of major clients

We declare that there is no child labour in our Organization/ Company/ Firm

Any other information:

Date

Signature(s) of tenderer (s) & Seal

**Format: Details of diaries/annual report/ souvenir printed during the last 5 years .****Details of diaries/annual report/ souvenir printed during the year 2021**

Sl No	Name of Organization & address	Contact person for reference and phone no	No of pages of each <b>diaries/annual report/ souvenir</b> and total number of <b>dairies/annual report/ souvenirs</b> printed	Cost of Contract (Rs.in lakh)	Date of Order	Printing time	Whether supplied on time	Any other information	Work Order & Sample enclosed

**Details of diaries/annual report/ souvenir printed during the year 2020**

Sl No	Name of Organization & address	Contact person for reference and phone no.	No of pages of each <b>diaries/annual report/ souvenir</b> and total number of <b>diaries/annual report/ souvenirs</b> printed	Cost of Contract (Rs.in lakh)	Date of Order	Printing time	Whether supplied on time	Any other information	Work Order & Sample enclosed

**Details of diaries/annual report/ souvenir printed during the year 2019**

Sl No	Name of Organization & address	Contact person for reference and phone no.	No of pages of each <b>diaries/annual report/ souvenir</b> and total number of <b>diaries/annual report/ souvenirs</b> printed	Cost of Contract (Rs.in lakh)	Date of Order	Printing time	Whether supplied on time	Any other information	Work Order & Sample enclosed

**Details of diaries/annual report/ souvenir printed during the year 2018**

Sl No	Name of Organization & address	Contact person for reference and phone no.	No of pages of each diaries/annual report/ souvenir and total number of diaries/annual report/ souvenirs printed	Cost of Contract (Rs.in lakh)	Date of Order	Printing time	Whether supplied on time	Any other information	Work Order & Sample enclosed

**Details of diaries/annual report/ souvenir printed during the year 2017**

Sl No	Name of Organization & address	Contact person for reference and phone no.	No of pages of each diaries/annual report/ souvenir and total number of diaries/annual report/ souvenirs printed	Cost of Contract (Rs.in lakh)	Date of Order	Printing time	Whether supplied on time	Any other information	Work Order & Sample enclosed

Date

Signature(s) of tenderer (s) & Seal

## **Cover I - Technical Bid**

**Cover I should be superscribed**

**“Cover I –Tender–Technical Bid– Printing of Annual Report FY 2021-22and Notice of 16<sup>th</sup>Annual General Meeting for Indian Bank”**

**and addressed to the DEPUTY GENERAL MANAGER(CCD) , Indian Bank, Corporate Communications Dept, Corporate Office, Second Floor, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai 600 014.**

### **The Cover should contain the following**

- The complete profile of the tenderer/Printer with name, address, type (whether sole proprietor, partnership Firm, company, individual etc)
- All pages of the tender document, numbered serially, with seal on all pages duly signed by the authorized signatory/ies.
- Details of the payment made towards cost of Tender and EMD..
- Documents in support of eligibility criteria as detailed in the ‘Technical Bid document’
- Annual Report containing Audited Balance Sheet and P & L a/c with all Schedules, Directors Report/disclosures/Notes on accounts for the year ending on 31.03.2019, 31.03.2020 and 31.03.2021 should be submitted. The tenderer should be making net profit at least for 3 years out of the past 5 years.
- All other documents specified in the Technical Bid document.
- Copy of PAN card
- Solvency Certificate



## **Cover II – Financial Bid**

**Cover II should be superscribed**

**“Cover II – Tender – Financial Bid – Printing of Annual Report FY 2021-22 and Notice of 16<sup>th</sup> Annual General Meeting for Indian Bank”**

and addressed to the DEPUTY GENERAL MANAGER(CCD), Indian Bank, Corporate Communications Dept, Corporate Office, Second Floor, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai 600 014.

## **Cover II – Financial Bid cover should contain the following**

Sheet 1 Financial Bid for Annual Report FY 2021-22

The cover should contain the tender document duly filled in and annexure/s if any, signed with seal by the authorized signatory/ies.

- The Total Cost quoted should be inclusive of all taxes and other charges. **No other costs/charges over and above the quoted amount will be paid by the Bank.**

## **Opening of Tenders**

**The Technical Bids – Cover I will be opened on 28.04.2021 at 4.00 pm at the office of the DEPUTY GENERAL MANAGER(CCD), Indian Bank, Corporate Office, Second Floor, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai 600 014.**

After evaluation of the Technical Bids, the Financial Bids of the qualifying bidders **only** will be opened under prior intimation to them.

**Notice Inviting Tenders (NIT) in two bid system for  
Engaging the services of a Printer for printing of  
Annual Report FY 2021-22 for Indian Bank**

# **FINANCIAL BID**

**Financial Bid Sheet I****Annual Report FY 2021-22 specifications**

<b>Particulars</b>	<b>Annual Report FY 2021-22 (B&amp;W)</b>
Quantity	<b>95,000 copies</b>
Size	28cm( ht) X21cm (width)
No of pages	360 PP Text+8PP inside+4PP wrappers
Paper Quality (Wrapper)	4 pages 170 gsm foreign art paper 4 colour F/B (Sheet offset printing)
Paper Quality( Inside colour pages)	8 pages 100 gsm foreign art paper 4 colour F/B (Sheet offset printing)
Paper Quality (inside text pages)	<b>400 pages 60 gsm Maplitho paper 2 colour F/B (Web offset printing )</b>
Envelopes	Using 100 gsm maplitho paper in single colour printing
Size of the envelope	Suitable for inserting the above annual report

<b>Particulars</b>	<b>Annual Report FY 2021-22 (Colour)</b>
Quantity	<b>300 copies with glossy paper</b>
Size	28cm( ht) X21cm (width)
No of pages	400 PP Text+8PP inside+4PP wrappers
Paper Quality (Wrapper)	4 pages 170 gsm foreign art paper 4 colour F/B (Sheet offset printing)
Paper Quality( Inside colour pages)	8 pages 100 gsm foreign art paper 4 colour F/B (Sheet offset printing)
Paper Quality (inside text pages)	<b>400 pages 90 gsm Art paper (Web offset printing)</b>
Envelopes	Using 100 gsm maplitho paper in single colour printing
Size of the envelope	Suitable for inserting the above annual report

<b>Particulars</b>	<b>Notice of 16<sup>th</sup>Annual General Meeting</b>
Quantity	95000 copies
Size	28cm( ht) X21cm (width)
No of pages	36 (Approx.)
Paper Quality( Inside pages)	60 gsm

- The bidder must also have minimum one on-line gathering machine to complete work in Time
- Furnish samples of papers to be used for printing of Annual Report, The printer should also furnish specimens of their printed material (both two & four colour) on paper specified by us for printing of the Annual Report. (as per specifications given in the Tender)
- Sample of copies of latest Annual Reports/ diaries/souvenir printed by the printer

Amount in Rs.

**Total Rate: 95,000 copies of Annual Report(B&W), 300 copies of Annual report with glossy paper+95000 copies of Notice of 16<sup>th</sup> Annual General Meeting+ Envelopes (inclusive of all charges & levies and exclusive of applicable taxes) .....**

**(Total amount in words)**

For every additional 4 pages 100 gsm Foreign Art paper 4-Colour F/B

For every additional 8 pages 60 gsm maplitho Paper – 2-Colour F/B

For every additional 8 pages 90 gsm Art Paper – 2-Colour F/B

For every additional 4 pages 60 gsm Art Paper – 2-Colour F/B (for printing the Notices)

**DELIVERY: 5 calendar days from the date of supply of approved CD by Bank**

Signature(s) of tenderer (s) & Seal

To

Deputy General Manager (CCD)  
 Indian Bank  
 Corporate Office  
 Chennai – 14

Sub : PRE-BID QUERIES

Ref: Notice Inviting Tenders (NIT) in two bid system for Engaging the services of a Printer for printing of Annual Report FY 2021-22 for Indian Bank dated 07.04.2022

With regards to the captioned subject, we herewith submit our Pre-bid queries:

SI No.	Page No.	Heading Name	Clause No.	Particulars from RFP	Remarks / Clarifications Sought

We may further be intimated about the virtual Pre-bid meeting which is scheduled on 13.04.2022 at 04.00 pm , or any changes thereof, on these email ID/s :

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Yours sincerely

Signature(s) of tenderer (s) & Seal