



Department of Economic and Policy Research
Central Office, Fort, Mumbai - 400 001

Notice Inviting Tender for Printing and Supply of RBI Publications 2022

e-Tender No: RBI/Central Office/DEPR/4/21-22/ET/252

Reserve Bank of India (RBI), Department of Economic and Policy Research invites bids through e-Tendering process from printers based in Mumbai and suburbs for printing and supply of Bank's Publications 2022, the details of which are available in this tender document.

Tender document may be downloaded from RBI website and MSTC website from the following URL: www.rbi.org.in & <http://www.mstcecommerce.com/eprochome/mstc>.

Corrigenda or clarifications, if any, shall be hosted on the above-mentioned websites only. RBI reserves the right to accept or reject any tender.

Last date and time of submission of online tenders: 1700 hrs of December 03, 2021

SCHEDULE OF TENDER (SOT)

1.	e-Tender No. / Event No.	<u>RBI/Central Office/DEPR/4/21-22/ET/252</u>
2.	Mode of Tender	e-Procurement System (online submission of) bid through http://www.mstcecommerce.com/eprochome/mstc The vendors, who intend to bid, are required to submit their offer electronically through this e- tendering portal. No physical bid would be accepted by RBI.
3.	Date of publication of e-Tender through Procurement Portal	November 12, 2021

4.	Date of availability of Notice Inviting Tender (NIT) to the Vendors for downloading	1700 hrs of November 12, 2021
5.	Date of Starting of e-Tender for submission of Online bids at http://www.mstcecommerce.com/eprochome/mstc	1700 hrs of November 12, 2021
6.	Date of and time of closing of Online e-tender for submission of bids	1700 hrs of December 03, 2021
7.	Date & time of opening of bids	1500 hrs of December 06, 2021
8.	Earnest Money Deposit (EMD)	A Demand Draft/Bank Guarantee (BG) for Two Lakh Rupees drawn in favour of “ Reserve Bank of India ” payable at Mumbai should be delivered to the office of General Manager, Department of Economic Policy and Research, Reserve Bank of India, 8 th Floor, Central Office, Fort, Mumbai – 400001 on or before closing of the tender submission time <i>i.e.</i> , 1700 hrs of December 03, 2021 . EMD of unsuccessful bidders would be returned. EMD of successful bidder would be returned after submission of Bank Guarantee/Security Deposit.
9.	Transaction Fees (to be paid to MSTC through NEFT)	Rs. 4,000/- only

Note:

1. In the event of any unforeseen closure of work/ holiday on any of the above days, the same will be opened on the next working day.
2. Tenders received after due date and time will not be accepted.
3. Tenders not complying with the provisions of bidding documents are liable to be rejected.

Important instructions for e-tender

Bidders are requested to read the terms & conditions of this tender carefully before submitting online tender.

Sl. No.	Process
1	<p>Process of e-tender:</p> <p>A) Registration: The process involves vendor's registration with MSTC eprocurement portal which is free of cost. Only after registration, the vendor(s) can submit his/her/their bids electronically. Electronic Bidding for submission of bids will be done over the Internet. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangements for bidding from a computer connected with Internet. RBI/MSTC is not responsible for making such arrangements. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE BID HAS TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com/eprochome/rbi</p> <p>1). Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement →PSU/Government Departments → Select RBI Logo-Register as Vendor -- Filling up details and creating own user id and password→Submit.</p> <p>2). Vendors will receive a system generated email confirming his/her/their registration on the email ID/s that has/have been provided during filling the registration form. In case of any clarification, please contact RBI/MSTC (before the scheduled closing time of the e- tender).</p> <p>Contact person (RBI):</p> <ol style="list-style-type: none">1. Shashidhar M. Lokare (Director): 022 22610821, (smlokare@rbi.org.in)2. Madhuresh Kumar (Manager): Mobile No - 7977660260, (madhureshkumar@rbi.org.in)3. Shashi Kant (Research Officer): Mobile no - 9987011885, (skant@rbi.org.in)

	<p>Contact person (MSTC Ltd):</p> <ol style="list-style-type: none"> 1. Ms Archana, Asst. Manager- archana@mstcindia.co.in - Mobile- 09990673698 2. Ms. Rupali Pandey, Executive- rpandey@mstcindia.co.in – Landline - 022 22886268 3. Mr. Sushil Nale, Asst. Manager – sushil@mstcindia.co.in - Mobile-09987758430 <p>Google hangout ID- (for text chat)- mstceproc@gmail.com</p> <p>B) System Requirement:</p> <ol style="list-style-type: none"> i) Windows 7 or above Operating System ii) IE-7 and above Internet browser. iii) Signing type digital signature iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system. <p>To disable “Protected Mode” for DSC to appear in the signer box following settings may be applied:-</p> <ul style="list-style-type: none"> • Tools => Internet Options => Security => Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning “Enable Protected Mode”. • Other Settings: Tools => Internet Options => General => Click on Settings under “browsing history/ Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”. <p>To enable ALL active X controls and disable ‘use pop up blocker’ under Tools → Internet Options → custom level (Please run IE settings from the page www.mstcecommerce.com once)</p>
2	<p>The bids shall have to be submitted online at www.mstcecommerce.com/eprchome/rbi. Tenders will be opened electronically on specified date and time as given in the Schedule of Tender.</p>
3	<p>All entries in the tender should be entered online in the given formats without any ambiguity.</p>
4	<p>Special Note towards Transaction Fee:</p>

	<p>The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorised and the vendor shall be receiving a system generated email.</p> <p>Transaction fee is non-refundable.</p> <p>A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p>NOTE</p> <p>Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>
5	<p>Information about tenders/corrigendum uploaded shall be sent by email only during the process till finalisation of tender. Hence the vendors are required to ensure that their corporate email id provided is valid and updated at the time of registration of vendor with MSTC.</p> <p>Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).</p>
6	<p>e-tender cannot be accessed after the due date and time mentioned in the notice for this tender.</p>
7	<p>Bidding in e-tender:</p> <p>a) Vendor(s) need to submit necessary EMD, Transaction fees to be eligible to bid online in the e-tender. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded/returned.</p> <p>b) The process involves Electronic Bidding for submission of the bid.</p> <p>c) The vendor(s) who have submitted transaction fee can only submit their Price bid through internet in MSTC website.</p>

	<p>□ www.mstcecommerce.com → e-procurement → PSU/Government Departments → Login under RBI → My menu → Auction Floor Manager → live event → Selection of the live event.</p> <p>d) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Price bid. If this application is not run then the vendor will not be able to save/submit the Price bid.</p> <p>e) After filling the Technical bid, vendor should click 'save' for recording their Price bid. Once the same is done, the Price bid link becomes active and the same has to filled up and then vendor should click on "save" to record their Price bid. Then once both the Price bid have been saved, the vendor can click on the "Final submission" button to register their bid.</p> <p>f) Vendors are instructed to use "<i>Attach Doc button</i>" to upload documents. Multiple documents can be uploaded.</p> <p>g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.</p> <p>i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned in the SOT.</p> <p>j) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the RBI will form a binding contract between RBI and the Vendor for execution of the job.</p> <p>k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>l) RBI reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>m) No deviation from the terms and conditions of the tender document is acceptable.</p> <p>n) Submission of bid in the e-tender floor by a vendor confirms the acceptance of terms & conditions for the tender by him/her.</p>
8	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
9	No deviation from the commercial terms & conditions are allowed.

10	The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
11	Vendors are requested to read the vendor guide and refer to the video available on the MSTC website.

Address for communication and submission of documents:

General Manager (Administration)
Department of Economic policy and Research Reserve
Bank of India
Central Office, 8th Floor Shahid
Bhagat Singh Marg Fort,
Mumbai - 400001

Telephone No: - 022-22610792

Email: - mmsenapati@rbi.org.in

Printing and Supply of Bank's Publications for the year 2022.

The Department of Economic and Policy Research (DEPR), Administration Division (hereinafter referred to as 'the Department'), Reserve Bank of India (hereinafter referred to as 'the Bank'), Central Office, 8th Floor, Central Office Building, Shahid Bhagat Singh Marg, Fort, Mumbai – 400001 invites online tenders from eligible, reputed Printers located in Mumbai and suburbs (hereinafter referred to as 'the Printers') for printing and supplying of select RBI Publications to be brought out by the Department for the calendar year 2022.

Tender Document: The Printers intending to bid for the above printing job shall submit bids online as per this Tender Document. The Tender Document can be downloaded from <http://www.mstcecommerce.com/eprochome/mstc> and/or www.rbi.org.in Tender Document shall **not** be issued by any other means under any circumstance whatsoever.

2. List of Publications: The publications, the number of copies and other details for which the tender is called for, are furnished in Paragraph 21A below. However, the publications and details given in paragraph 21A are only indicative and liable to be changed by the Department as per its requirements. The selected Printer should be prepared to take up the work relating to any other publication which is not listed in paragraph 21A at the same rates as quoted in the Tender as and when required by the Bank. **Specimen copies of all the publications** shown in paragraph 21A are available for perusal with the Director, Division of Resource and Knowledge Dissemination, Department of Economic and Policy Research, Reserve Bank of India, 6th Floor, Amar Building, Sir P.M. Road, Fort, Mumbai – 400001.

3. Submission of Tender: Hard copies submitted by the Printers shall contain the following in a separate cover.

- (a) Demand Draft for the amount specified in para 8 of SOT/**paragraph 13 of tender document.**
- (b) A certificate issued by the Printer fulfilling and accepting all the terms and conditions contained in paragraphs **1 to 60** of the Tender Document.
- (c) An advance receipt duly stamped for the amount of the demand draft for enabling the Bank to return the Earnest Money Deposit (EMD) to the unsuccessful bidder.
- (d) Supporting documents in favour of technical criteria should be sent to us.
- (e) **Two Sets each of Sample Papers of A4 size** of the following:

i) 350 gsm Art Card for Cover Page, ii) 100 gsm matt Art paper for Inside Pages, iii) 170 gsm Indian Art Card for Cover Page (for Reprints of Bulletin), iv) 70 gsm Indian Maplitho paper.

4. All the above documents should be put in a sealed envelope and super scribed 'Tender for Printing and Supply of RBI Publications –2022' and should be sent to the General Manager (Administration), Department of Economic and Policy Research, Reserve Bank of India, 8th Floor, Central Office, Shahid Bhagat Singh Road, Fort, Mumbai – 400001 on or before the closure of tender *i.e.*, 1700 hrs of December 03, 2021.
5. Department will not be responsible for any delay in the online submission /receipt of hard copies of prescribed documents. The bids will be opened at **1500 hrs of December 06, 2021**. In case the closing/opening date of the Tender is declared to be a holiday for the Bank, the same shall stand postponed to the next working day at the same time.
6. The Tenders submitted through Telex/Telegram/Fax/E-mail or any other manner, other than specified above, will not be considered and no correspondence will be entertained in this regard.
7. **Technical Bid Opening:** The Technical Bid of only those Printers whose **Bank Guarantee/Earnest Money Deposit is found to be in order** will be opened. On the basis of the given technical parameters and inspection of printing facilities, if considered necessary, the opened Technical Bids will be evaluated and shortlisted. The Bank will follow a two-stage evaluation and selection process. In the first stage, only the Technical Bids will be opened and evaluated. To assist in the scrutiny, evaluation and comparison of offers, the Bank may, at its discretion, ask some or all bidders for clarification of their bids. The request for such clarifications and the response will necessarily be in writing. However, seeking clarifications cannot be treated as acceptance of the proposal.
8. **Price Bid Opening:** The Commercial Bids of **only those Printers who have been successfully shortlisted in the scrutiny of technical bid** will be opened.
9. **Instructions for filling up Proforma A and B:** The Tender should be submitted strictly as per the **Proforma A and B (B1 to B15) of the Tender Document**.
10. **Bidder's Terms and Conditions:** Any terms and conditions prescribed by the Printers in the Tender shall **not** be considered as forming part of their tender offer.

11.No Commitment to Accept Lowest or Any Tender: The Bank shall be under no obligation to accept the lowest or any other bid received in response to this tender notice and shall be entitled to reject any or all bids without assigning any reason whatsoever. The Bank reserves the right to make any change in the terms and conditions of purchase. The Bank will not be obliged to meet and have discussions with any bidder, and/or to listen to any representations.

11A. No Commitment to print all the publications mentioned in the Tender Document from the Selected Printer: The Bank shall be under no obligation to print all the publications mentioned in the Tender Document from the selected printer. In case of urgency when deadline of more than one publication is having the same/nearby publication date, the Bank may get one or more publications published from any other Printer/s.

11B. Printing the publications in four/two colour: The Bank shall decide whether a publication will be printed in 2 –colours or 4- colours.

12.Selection of Printers: The tender is invited for selecting a Printer for select publications **of the calendar year 2022**. The contract for printing of the publications for the Department may be renewed at the end of the calendar year 2022 up to a maximum of 1 year *i.e.*, till calendar year 2023. **Renewal is not automatic and is exclusively at the discretion of the Bank.**

ELIGIBILITY/PRE-QUALIFICATION CRITERIA

13.Earnest Money Deposit: The tender must be accompanied with a Bank **Demand Draft** for **Rs.2,00,000/- (Rupees two Lakh only)** towards Earnest Money Deposit (EMD) drawn in favour of the Reserve Bank of India and payable at Mumbai. Alternatively, the bidders can also produce **Bank Guarantee** for an equivalent amount towards EMD in the specified Proforma for a period of eighteen months.

- a. The **EMD/Bank Guarantee** of other Printers, who have not been finally selected for the printing work, will be returned **without any interest within 30 days** from the date of opening of the bids.
- b. In the case of the successful bidder, the EMD will be treated as **Security Deposit** and will be retained for a period of one year or until satisfactory completion of the work order, whichever is later, and thereafter payment will be made to the Party. In case of Bank Guarantee, if work is not completed in one year, it has to be renewed up to completion of whole work. **No interest shall be payable for Security Deposit.**
- c. **Forfeiture of Security Deposit:** In case the selected vendor is not able to execute the assigned job of printing of the publications of the desired quality and within the

specified period, the Security Deposit will be forfeited in full. Such vendors are liable to be disqualified from participation in future tenders.

- 14.** The bidder should ensure that they meet all the eligibility/pre-qualification criteria given below before submitting the tenders. The selection of the Printer will strictly be on the basis of infrastructure and competence available with the Printer and the previous experience in executing similar kind of printing work of prescribed volume.

15. Eligibility Conditions:

- a) The Printer should be **Mumbai based** registered firm/concern/LLP or a company registered under the Companies Act, 2013. The firm/company/LLP must be registered for GST. **Duly Attested copies of the certificates should be uploaded/ sent to us before the closure of tender.**
 - b) **The Printer should have a valid Factory License. Duly attested and scanned copies of the certificate should be uploaded/sent to us.**
 - c) Tender from firm(s) in which an employee of the Bank or any of his/her family members holds interest is not acceptable and will be rejected summarily.
 - d) The annual turnover of the Printer **should have minimum of Rupees five crore during each of last three years (2018-19, 2019-20 and 2020-21) which is to be supported by Audited/Published Balance Sheets, Income Tax returns, GST statement, etc. (should be enclosed in support of turnover).** The Printer should have executed, in the last 12 months, at least one tender of similar nature amounting to **Rs. 40 lakh or two tenders amounting to Rs.25 lakh each or three tenders amounting to Rs. 20 lakh each.**
 - e) The Printer should have an experience of at least 2 years in the work of printing reports containing text write-up, pocket charts of high quality and statistical tables, etc., similar to publications of the Bank. Specimen copy of the similar job done should be submitted along with the documents submitted as per para 3 of this tender.
- 16.** The printer should have full in-house Desk Top Publishing (DTP) set-up. The Printer should have latest models of computers along with laser-jet colour printers and complete in-house printing facilities, besides high-speed internet connectivity. The Printer should have sufficient number of technically capable staff who can attend to the job of printing faultlessly. The name of the supervisor of the above-mentioned staff, who should also act as the contact person for the Bank, should be mentioned in the bid letter with contact details.

17. The printer should have facilities/arrangements for distributing copies of the publications at different locations all over India.
18. **English and Bilingual Versions:** The Printer should have the capability to print publications in English and Bilingual version (*i.e.*, Hindi and English). In the Bilingual version, the Hindi section will precede the English section. The Printer is required to have appropriate and latest software and computer capability so that DVDs/CDs/pen drive/portable hard disks containing Hindi material can also be conveniently used for taking page proofs directly. Computer system or any other system that is in place should be fully capable of supporting Bilingual (English and Hindi) word processing/page making package. The Printer should have Unicode/Krutidev support for Hindi. The Printer would also have to ensure that PC operators available with the printer are adequately proficient in both Hindi and English for speedy and timely completion of the work. Printers having prior experience of printing of similar reports of the Bank would be preferred.
19. **Quality of Paper and Cover Page:** The papers to be used for text/tabular matter in inside pages and cover page for each of the publication are 100 **gsm matt art paper and 350 gsm Art Card**, respectively. For Offprints/reprints, the paper to be used is 70 gsm Indian Maplitho paper and 170 gsm Indian art card for cover page respectively.
20. **For Monetary Policy Report (MPR) and Financial Stability Report (FSR) -** The papers to be used for text/tabular matter in inside pages and cover page for each of the publication are 100 gsm matt art paper and 350 gsm Art Card, respectively. For Offprints/reprints, the paper to be used is 100 gsm Indian Maplitho paper and 350 gsm matt art card for cover page respectively.
21. **Artwork for Cover Page:** The Bank will provide the artwork for the cover page for each of the above publications; however, the printer has to make corrections/improvements if required as per the instructions. **The Printer will have to provide machine colour proofs of the cover designs along with Matt/Glossy lamination, as many times as may be required by the Bank for approval. No separate charges** shall be payable for the submission of colour proofs. All the original artwork supplied by the Bank should be returned to the Bank after printing of the publication.

SPECIFICATIONS OF THE PUBLICATIONS FOR THE YEAR 2020

21A. Details of Publications: The details of publications for which the tender is floated are given below:

Sr.no.	Publication	Number of Copies		Release Date (Tentative)	Approximate number of Pages	Size of Publication
		Tentative				
		English	Bilingual			
1	RBI Annual Report	2330 (Total)		May	English: 350-400 Bi-lingual: 680-700	22×28 cm
	1.1 Regular	1500	150			
	1.2 Supplement to RBI Bulletin	800				
	Digital print copy	30	2			
2	State Finances: Study of Budgets	350		September	350	22×28 cm
3	Monthly Bulletin – 12 Issues	800×12		Every Month	180	22×28 cm
	3.1 Hindi Bulletin- 12 Issues	Web Version				
4	Occasional Papers (2 Issues)	300		June and December	150	7×9.5 inches
		300				
5	Report on Trends and progress of banking in India	1363 (Total)		December	English: 200-210 Bi-lingual: 400-420	22×28 cm
	5.1 Regular	550	50			
	5.2 Supplement to RBI Bulletin	800				
	Digital print copy	13	2			
6	Handbook of statistics on Indian States	300		January	450	22×28 cm
7	Monetary Policy Report	400	40	Twice in a year: April and October	80-90 English	22×28 cm
					160-180 Bilingual	

8	Report on Currency and Finance	500	January	200	22×28 cm
9	Report on Municipal Finance	500	September	300	22×28 cm
10	Report on External sector	500	March	250	22×28 cm
11	Financial Stability Report	1350 (Total)	Half-yearly (June and December)	110	22×28 cm
	11.1 Regular	550			
	11.2 Supplement to RBI Bulletin	800			
11.3 Hindi Web version					

Notes: List of Publications, numbers of copies as well as numbers of pages indicated in this Table are tentative and are liable to be changed as per the requirements by the Bank. The Bank shall be under no obligation to print all the publications mentioned in the Tender Document.

22. Supply of Manuscript: The manuscript for each of the publications will be supplied by the Department to the Printer in soft copies (in DVD/pen drives/e-mailed) and in MS Word and MS Excel format (MS Office 2007 format or later version). The Printer should surrender to the Department the manuscripts as well as DVDs/CDs used for printing the final version, if required by the Bank.

23. Pocket Graphs: The Printer should have the necessary facility such as Adobe Illustrator, Corel Draw or any other advanced package for preparation of high-quality graphics so that the higher resolution graphs could be prepared in multi-colour on the basis of raw data provided in MS-Excel and inserted at the appropriate place in the text.

24. Offset/Digital Printing: The entire printing job including graphs/charts should be done through offset process. Few copies need to be digitally printed as mentioned in paragraph 21A.

25. Confidentiality / Non-disclosure: (i) The vendor and their personnel shall not, either during the term or after expiration of this AMC, disclose any designated confidential /internal information relating to the services, agreement or Bank's functions or operations without the prior written consent. The vendor acknowledges that all materials and information which has or will come into its possession or knowledge in connection with this Agreement or the performance hereof, whether consisting of confidential and proprietary data or not, whose disclosure to or use by third parties may be damaging or cause loss to

the Bank, will at all times be held by it in the strictest confidence and it shall not make use thereof other than for the performance of its obligations described in the Agreement and to release it only to employees requiring such information for the purpose of performing obligations described herein and not to any other party.

(ii) The vendor acknowledges that it will abide by the IS Policy (if applicable) and Guidelines of the Bank.

(iii) The vendor shall indemnify the Bank or any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the vendor and the Bank shall be entitled to claim damages and pursue legal remedies.

26. Commencement of Work: In normal course, manuscripts will be provided to the Printer **one to two weeks before the actual release date** of the concerned publication. The Printer shall have to complete the whole process of page-setting, supplying the various rounds of page-proofs, carrying out corrections, undertaking and completing the printing work and providing copies of the publication within a period of 1-2 weeks. Only such Printers who have the capability, infrastructure and support capacity to complete this entire process within the specified time frame need to submit the tender.

27. Supply of Page Proofs: A minimum of four copies of the page-proofs should be made available to the concerned Department of the Bank at each stage, *i.e.*, **first, second, third and fourth page proofs**. In general, the first page proofs should be supplied **within three days** of the receipt of the manuscript for each publication and the second, third and final page proofs **within two days**, respectively, on the receipt of the corrected proofs. The printer shall ensure that the first page-proof is compared with the manuscript and corrected by the printer before sending to the Department. The Printer shall provide **additional page proofs, if required, at no extra cost**. **Further, it should be ensured that all the proofs compared with the manuscript, are read and corrected by the proof-readers of the Printer, before they are sent to the Department for approval.** The corrections, if any, indicated by the concerned Department should be promptly incorporated.

28. Requirement of manpower/ working hands:

S. No.	Publication	Number of days required	Number of persons required
1	RBI Annual Report	22 (out of 22 days, physical presence is required in RBI premises on at least 16 working days)	5 (10 hours sitting per day per person is require in RBI campus)
2	State Finances: A Study of Budgets	8	4

3	Occasional Papers (2 issues)	5	3
4	Report on Trend and Progress of Banking in India	7	5
5	Handbook of Statistics on Indian States	7	2
6	Monetary Policy Report	10	4
7	Monthly Bulletin	5	4
8	Financial Stability Report	5	4

- Good/skilled/experienced hands are only required to be deputed to RBI. Printer's persons will bring their own laptops.

29. Final Stages of Editing Work: The work relating to final stages of editing and strike order for select publications will have to be undertaken in the premises of the Bank. For this, the Printer should bring and set up the necessary equipment (*i.e.*, laptops, servers, colour printers, *etc.*) in the space provided for the purpose by the Bank and also bring their requisite staff for the execution of the job at their own expense and risk.

30. Charges for Correction and Recomposing: No charges for authors' corrections would be paid at any stage of printing. However, charges for heavy corrections made at the instance of the Bank, which might necessitate recomposing (*i.e.*, after strike order), would be paid **wherever prior written approval was taken from the concerned Department/Division.**

31. Supply of HTML and editable acrobat format for up-loading on the Internet: The Printer would have to do the initial round of processing of the material in MS Office 2007 or later version, Adobe Acrobat or upgrades, so as to supply HTML format and editable and searchable acrobat format for up-loading each of the publications on the website.

32. Strict Adherence to Time-Schedule for Statutory Publications: The RBI Annual Report is a **statutory publication** of the Bank. Strict adherence to the time schedule in respect of this publication is a must. Under no circumstances, extension of time limit shall be allowed. Even in the case of all other publications, strict adherence to the time schedule is a must. Even if there is an overlap in printing of more than one publication

of the RBI at a time, the printer should have the capability to complete all the jobs at the scheduled time.

- 33. Binding of Publications:** Each of the publications has to be bound by perfect binding, unless stated otherwise. Separate rates must be quoted for perfect binding/section sewing/centre pinning, which may be required to be done in some cases, especially for the reprints.
- 34. Defective/Inferior Quality Copies:** Printed copies, with defective printing/binding or of inferior quality cover page/paper/impressions/binding/lamination, shall be rejected and shall have to be replaced immediately by the printer at its own cost.

OTHER TERMS AND CONDITIONS

- 35. Size of Publications:** The Printer should ensure that the specification regarding the size of the publication and the colour scheme approved and inner and outer layout are strictly adhered to. Failure to do so may attract a **penalty of up to 3 per cent of the total bill amount of the concerned publication.**
- 36. Quality of Paper:** The Printer is also required to certify separately in the bill itself that the paper used for printing the publication is as per the Department's specifications. In case it is found that the paper quality used even for a single copy is not as per specifications prescribed by the Department, **5 per cent of the total bill amount** shall be deducted from the bill as penalty.
- 37. Printer to give delivery of open files in CD/DVD to the concerned Department:**
The Printer will have to submit to the **DRKD Division of Department of Economic & Policy Research/Monetary Policy Department/Financial Stability Unit to open files of each and every publication on a CD/DVD** labelled with the name of the publication, the software and its version used and the name of the press, which should be possible to be used for digital printing, if required later. The Art section (DRKD) and concerned section of MPD/FSU will verify the same and take possession of the CD/DVD from the printer.
- 38. Supply of Copies:** The requisite number of copies of each of the publications should be delivered **within five days or earlier from the date of final strike order, duly checked.**
- 39. Dispatch of Monthly Bulletin and other publications**

a) The list to be supplied to the Printer would indicate the number of copies to be dispatched. The envelopes should be firmly tied around with a string to ensure safety of the copies in transit. A letter of authorisation addressed to the post office would be given to the Printer to avail of postal concession.

b) In case the services of courier are not utilised, the Printer should arrange for hand delivery of copies to subscribers in Mumbai up to Borivali in the North and Nariman Point/Colaba/Fort/Cuffe-Parade in the South and also in Navi Mumbai. Suitable indication to this effect would be made in the list of subscribers to facilitate sorting. Hand delivery should be made immediately after the printing is completed while dispatch and delivery of the other copies should be done within a week.

c) The RBI Annual Report would be issued as **supplements to the June month's issue of the Bulletin**. Besides, there may be other supplements also. All the supplements have to be dispatched together with the main issues of the Bulletin. Under no circumstances can Bulletin & supplements be dispatched separately.

d) **Submission of Dispatch Details:** While submitting the bills relating to distribution of Bank's publications, the acknowledgements of buyers/subscribers to whom hand delivery was made and challans for other copies given to the Bank shall have to be furnished to the Bank.

40. Payment of Service/Courier Charges for Distribution: For the dispatch of publications locally in Mumbai by the Printer, the Printer would be eligible for service charges. **Service charge per copy should be clearly indicated in the quotation itself.** Courier charges for dispatch of publication outside Mumbai will be paid on actual basis on production of courier bills along with proof of delivery.

41. No service charges will be paid for delivering bulk copies at the Office of the Bank at Amar Building (DRKD, DEPR and Sales Section), MPD, FSU, Fort, Mumbai or any other premises of the Bank as may be specified.

42. Supplement to RBI Bulletin: 800 regular copies of the RBI Annual Report would be issued as supplements to June monthly RBI Bulletin. The words 'Reserve Bank of India Bulletin (Month of issue) – 2022 (Supplement)' should be printed on the **cover page of each of the 800 copies** of the Report.

- 43. Time Schedule:** In case of failure to adhere to the time schedule indicated, the Bank will have the option **to impose penalty at the rate of 5 per cent for each day's delay** or part thereof, subject to **a maximum of 10 per cent of the total bill**. The amount of penalty so imposed will be deducted from the bill of the concerned Publication.
- 44. Charges for Collection of Manuscript and delivery of Page Proofs:** Collection of manuscript from the Bank and delivery of page proofs to the Bank would be the Printer's responsibility and all related expenses in this regard shall be borne by the Printer.
- 45. Advance Payment:** No advance payment shall be made for the printing job. **Payments shall be made publication-wise** only after compliance with the above terms and conditions and the delivery of all the copies of each Publication to the Bank in good condition and to the complete satisfaction of the concerned Department. **The printer should submit 'Progressive Proofs' of each cover design and all the printed sheets (Jupani) along with their colour bar code and registration marks, duly folded, of each and every publication of the Bank at the time of submitting their respective bills for payment. The bills for the respective publication would be settled only on receipt of the said material. The offset plates of all the current/recent publications/jobs should be preserved for a minimum period of 2 months. The plates should be preserved in such manner that they can be used for reprinting within that period (2 months). The quality of the above reprint should be like the original copies printed earlier.**
- 46. Amount to be Withheld:** **Five per cent** of the total bill amount for each of the publication shall be withheld at the time of making of payment for at least three months and the same shall be paid only on fulfilment of all the terms and conditions mentioned above to the satisfaction of the Department.
- 47. Applicability of Income Tax:** In pursuance of the provisions of Section 194C of the Income Tax Act, it is obligatory upon the Bank to deduct tax at the applicable rate on the amount payable under contract to any person providing service to the Bank. If the applicable tax is not payable by the Printers, they may produce the required certificate of exemption from the ITO of the circle for each publication separately. The Bank shall also deduct any other taxes from the bill as may be applicable at the time of making payment.

48. GST: Applicable GST as specified in the Commercial Bid Proforma is eligible for reimbursement. The offer must be made in Indian Rupees only, excluding GST. No price variation, except GST, will be permitted.

49. Additional Specifications for Some Publications

A. Monthly Bulletin

I. Contents

- a) Each issue will contain, the monthly 'State of the Economy Article' for which the Bank will need a dedicated team from the vendor.
- b) Advertisements, if any, would appear at the end of the issue along with the list of RBI publications.

II. Current Statistics

The text of statistical statements would remain more or less unchanged but the statistical portion will be updated every month. Some issues, however, would contain additional statements. Selected tables may also carry multi-coloured graphical presentations of the data.

III. Reprints

The printer would be required to supply reprints of selected articles/speeches/supplements published in the Bulletin as the case may be, within a period of 10 days of Bulletin release date, with the number varying from month to month depending upon the requirements. These reprints will also carry the same cover design of the Bulletin, which will be printed on 170 gsm Indian Art Card.

IV. Terms of Contract

The contract for printing would be valid for 12 issues of the calendar year 2022 (January to December 2022).

V. Time Schedule

A minimum of **four copies of the page proofs** should be made available to the concerned department at each stage, *i.e.*, first, second and third page proofs. Further, it should be ensured that all the proofs are read and corrected by the professional proof readers of the printer before they are sent to the Bank for approval. The corrections, if any, indicated by the Bank should be promptly incorporated within 2 days.

VI. Delivery of Printed Copies

- a) Advance copies (300) of the RBI Bulletin thoroughly checked by the printer, should be delivered to DRKD, DEPR within five days, irrespective of intervening holidays for the

press, from the date of the final strike order and also at the addresses which will be supplied to the printer.

b) The remaining copies should be ready **within 3 days from the delivery of the advance copies**. The dispatch of the entire lot of Bulletin copies to local subscribers and to the courier should be completed within 7 days of supplying advance copies every month.

VII. Penalty and Payments

a) i) For failure to adhere to the time schedule/delivery/submission which might lead to delay in the release of Bulletin and supplying to local subscribers as well as courier, penalty at the rate of 5% per day of the total bill will be imposed.

ii) Also if there is any printing error like missing graph, text, page and/or poor printing quality etc., penalty at the rate of 5% of the total bill will be imposed.

iii) The printer would be required to supply reprints of selected articles/speeches/supplements published in the Bulletin, within a period of 10 days of Bulletin release date, in case of delay penalty at the rate of 5% per day of the total bill will be imposed.

iv) In case of failure to follow the above conditions, the Bank will have the option to impose a **penalty at the rate of** a maximum of 10 per cent of the total bill.

v) The amount of penalty so imposed will be deducted from the bill.

A1. Page making charges

The Printer should also quote rates for composing page making (as per Proforma B9) in Hindi (Hindi translated matter will be provided by Rajbhasha Cell DEPR) in respect of Bulletin to make the file ready in book format to be uploaded on the Banks website.

B. Financial Stability Report

The printer should also quote rates for composing page making as per Proforma B10 in Hindi in respect of Financial Stability Report to make file ready in book format to be uploaded on the Bank's website.

50. Acceptance of Terms and Conditions: The Printer should **specifically mention** that all the terms and conditions described above, including the penalty clauses, are unconditionally acceptable. The Bank reserves the right to accept/reject any/all the tenders.

51. Incomplete Tenders: The tenders, which do not contain all the information called for, are **liable to be rejected**.

52. Price Escalation Clause: All the prices quoted by the bidder shall be in Indian Rupees and shall be final and binding on them and **not subject to any price escalation during the year.**

53. Trade Discounts: All trade discounts offered by the Printer should be clearly indicated in the tender offer itself. Such discounts offered at a later date shall not be considered for evaluation of tender.

54. Force Majeure

The bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of *Force Majeure*. For purposes of this Clause, '*Force Majeure*' means an event beyond the control of the bidder and not involving the bidder's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, fires, floods and freight embargoes. If a *Force Majeure* situation arises, the bidder shall promptly notify the Bank in writing of such conditions and the cause thereof within twenty calendar days. Unless otherwise directed by the Bank in writing, the bidder shall continue to perform its obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *Force Majeure* event. In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, Reserve Bank of India and the vendor shall hold consultations with each other in an endeavour to find a solution to the problem. Notwithstanding the above, the decision of the Bank shall be final and binding on the vendor.

55. Contract Termination/Splitting/Rejection Clause: The Bank reserves the right to terminate the contract, split orders, accept or reject any quotation, alter any or all of the terms and conditions any time if the execution of work is unsatisfactory or the time schedule is not strictly adhered to. The decision of the Bank in respect of evaluation of bids and/or award of contract shall be final.

56. Authorised Officer: The General Manager (Administration), DEPR, Reserve Bank of India shall be the authorised officer with regard to the contract. The decision of the authorised officer shall be final and binding on the printer. The authorised officer shall hold all the meetings in Mumbai only.

57. The Printer may please note that the quotation accepted by the Bank will be final and binding for a period of 12 months. In case of any increase or decrease in the number of copies of any publication, the bill will be settled at cost per copy of the accepted quotation rates.

58. Exclusion of Tender Offers: Any attempt to negotiate directly or indirectly on the part of Tenderer with any official of the Bank to influence the acceptance of Tenders by any means shall render the tender liable for exclusion from consideration and may lead to blacklisting of the firm by the Bank.

59. Jurisdiction of Courts in case of dispute: All matters and disputes arising from, relating to or concerning the contract shall be subject to the jurisdiction of the courts in **Mumbai** to the exclusion of all other courts.

60. The Sexual Harassment of Women at workplace - (i) The Vendor shall be solely responsible for full compliance with the provisions of “the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Vendor and the Vendor shall ensure appropriate action under the said Act in respect to the complaint.

(ii) Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

(iii) The vendor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the vendor, for instance any monetary relief to Bank’s employee, if sexual violence by the employee of the vendor is proved.

(iv) The vendor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

(v) The vendor shall provide a complete and updated list of its employees who are deployed within the Bank’s premises

Certificate of Acceptance of Terms and Conditions

Certified that we have read and understood all the terms and conditions in the Tender Document and that our company/firm, namely, do hereby unconditionally accept all the Terms and Conditions set out in Paragraphs 1 to 60 of the Tender Document including the penalty clauses therein.

Date:

Signature of Authorised Signatory

Place:

(Name of Company/Firm)

Seal of Company/firm

Technical Bid

1.	Company/Firm Name:	
2.	Registration Number and Date of Registration:	
3.	Current GST Number (Enclose copy of Certificate):	
4.	Factory License Number (Enclose copy of Certificate)	
5.	Address for Communication (with Fax and email)	
6.	Import License Number, if any	
7.	Annual Turnover as per the Income Tax returns of last three years (in Rs. Lakh) @	2018-19 2019-20 2020-21
8.	Profit of the company/firm (Audited) (not of group) (Relevant returns such as Income tax returns, GST, etc. should be enclosed in support of turnover/profit, etc.)	
9.	Latest clearance certificate of income Tax, GST and Work contract Tax as applicable	
10.	Contract amount of at least three previous work orders *	1. 2. 3.
11.	List of major clients during the last two years	
12.	Number of operators for composing and editing	a) English: b) Hindi: c) Bilingual:
13.	Computer Facilities a) Number of Server: b) Number of Desk Top/Laptop Systems: c) Number of Laser Jet and other advanced Printers: <i>of which</i> colour printers d) Internet Connectivity (Specify Details):	Number Type/Model
14.	Image Setters	
15.	Image Processors	

16.	Colour Management Software	
17.	Colour Proofer	
18.	Computer to plate with processor	
19.	Radius Monitor	
20.	Scanners	
21.	Automatic 4 colour Printing Machine	
22.	Automatic Folding Machine	
23.	Binding Machine (Perfect Binding)	
24.	Centre Pinning	
25.	Lamination Machine	
26.	Earnest Money Deposit	Drawee Bank: Demand Draft No. and date
27.	Bank Guarantee	Details: <u>Bank/Branch</u> <u>Bank Guarantee No:</u> <u>Date</u> <u>Amount</u> <u>Period</u>
28.	Names and Addresses of the bidder's Banks:	
29.	Any other special feature that the printer would like to mention:	

@ Minimum Turnover needs to be **Rupees 5 cr.** Please enclose copies of Annual audited Balance Sheet and Profit and Loss Account for the last three years indicated in items 7 and 8.

* At least one of which amounting to Rs. **40 lakh or two of which amounting to Rs. 25 lakh each or three of which amounting to Rs. 20 lakh each.** Please enclose a copy of the contract award.

No employee of the Bank or any of his/her family members holds any interest in (Insert name of company/firm)

Certified that the above particulars are true.

Date:

Signature of the Authorised Signatory

Place:

(Name of Company/Firm)

Seal of Company

Proforma of Bank Guarantee

The General Manager (Administration)
Department of Economic and Policy Research
Reserve Bank of India, Central Office Building
Fort, Mumbai

Place:
Date:

Dear Sir,

Printing and Supply of RBI Publication - 2022

WHEREAS

1. The Reserve Bank of India, Central Office at Shahid Bhagat Singh Road, Mumbai (hereinafter called the 'the Bank') has invited tenders for the work '**Printing and Supply of RBI Publications - 2022**' (hereinafter referred to as 'the printing') on the terms and conditions mentioned in the tender document.
2. As per the terms and conditions for invitation of tenders the tenderer can also furnish a Bank Guarantee for a sum of Rs.2,00,000/- (Rupees Two Lakh only) as Earnest Money Deposit in lieu of a Demand Draft for an equivalent amount.
3. M/s _____, (hereinafter called as Tenderer), who are our constituents, intend to submit their tender for the said printing and have requested us to furnish guarantee to the Bank in respect of the said sum of Rs. 2,00,000/- (Rupees Two Lakh only).

NOW THIS GUARANTEE WITNESSETH

1. We _____ (bank) do hereby agree with and undertake to the Reserve Bank of India, their Successors, Assigns that in the event of the Reserve Bank of India coming to the conclusion that the Tenderer have not performed their obligations under the said conditions of the tender or have committed a breach thereof, which conclusion shall be binding on us as well as the said Tenderer, we shall on demand by the Reserve Bank of India, pay without demur to the Reserve Bank of India, a sum of ₹2,00,000/- (Rupees Two Lakh only) or any lower amount that may be demanded by the Reserve Bank of India. Our guarantee shall be treated as equivalent to the Earnest Money Deposit for the due performance of the obligations of the Tenderer under the said conditions, provided, however, that our liability against such sum shall not exceed the sum of Rs. 2,00,000/- (Rupees Two Lakh only).
2. We also agree to undertake to and confirm that the sum not exceeding Rs. 2,00,000/- (Rupees Two Lakh only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the Reserve Bank of India on receipt of a notice in writing stating the amount is due to them and we shall not ask for any further proof or evidence and the notice from the Reserve Bank of India shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by the Reserve Bank of India within a period of one week from the date of receipt of the notice as aforesaid.
3. We confirm that our obligation to the Reserve Bank of India under this guarantee shall be independent of the agreement or agreements or other understandings between the Reserve Bank of India and the Tenderer.

This guarantee shall not be revoked by us without prior consent in writing of the Reserve Bank of India.

We hereby further agree that -

- a) Any forbearance or commission on the part of the Reserve Bank of India in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said tender and/or hereunder or granting of any time or

showing of any indulgence by the Reserve Bank of India to the Tenderer or any other matters in connection therewith shall not discharge us in any way our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Tenderers of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding Rs.2,00,000/- (Rupees Two Lakh only).

b) Our liability under these presents shall not exceed the sum of Rs.2,00,000/- (Rupees Two Lakh only).

c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents in tendering for the said printing or their obligations thereunder or by dissolution or change in the constitution of our said constituents.

d) This guarantee shall remain in force upto _____ provided that if so desired by the Reserve Bank of India, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

e) Our liability under this presents will terminate unless these presents are renewed as provided hereinabove on the _____ or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the Reserve Bank of India alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within three months from that date or any extended period, all the rights of the Reserve Bank of India against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

Yours faithfully,

For and on behalf of

_____ Bank

Authorised official

(NB: This guarantee will require stamp duty as applicable in the state where it is executed and shall be signed by the official whose signature and authority shall be verified).

PROFORMA B

Quotation – Commercial Bid Part B1
RBI ANNUAL REPORT

Rate per page

Lot No	Item	No. of Pages	Rate per page	Additional Copies English
1	RBI Annual Report (Yearly English 1500 and Bilingual 150)			
	a) English version	324		
	b) Bilingual version	648		
	Composing and Printing including Cost of Paper (100 gsm matt art Paper)			
	Text/Tabular Matter (8/10 points) in one colour (i.e., black) (per page)			
1.1	a) English	247		
1.2	b) Bilingual	494		
	Text/Tabular Matter (8/10 points) for every additional colour up to four colours (per page)			
1.3	a) English (3 colours)	246		
1.4	b) Bilingual (3 colours)	492		
	Cost of Blank Page			
1.5	a) English	3		
1.6	b) Bilingual	6		
	Printing Pocket-Graphs by Offset Process			
	Printing text matter including pocket graphs in one colour (per page)			
1.7	a) English	74		
1.8	b) Bilingual	148		
	Every additional colour up to four colours			
1.9	a) English (3 colours)	74		
1.10	b) Bilingual (3 colours)	148		
	Cover and Binding (per lot)			
	Cost of Blank Paper (350 gsm Yugo Art card for Cover)			
1.11	a) English	Per Lot		
1.12	b) Bilingual	Per Lot		
	Printing on Cover and Spine (per lot)			

	A) In one colour			
1.13	a) English	Per Lot		
1.14	b) Bilingual	Per Lot		
	B) Every additional colour (For 3 Colours)			
1.15	a) English (3 colours)	Per Lot		
1.16	b) Bilingual (3 colours)	Per Lot		
	Lamination of Cover (Front and Back) (per copy)			
1.17	a) English	1500		
1.18	b) Bilingual	150		
	Binding of Publications			
	A) Cost of Perfect Binding (per copy)			
1.19	a) English	1500		
1.20	b) Bilingual	150		
	B) Service charges (per copy)			
1.21	a) English	1500		
1.22	b) Bilingual	150		
	Total cost			
	a) English			
	Plus GST	12%		
	Total Estimated Cost of English			
	b) Bilingual			
	Plus GST	12%		
	Total Estimated Cost of Bilingual			
	Total Estimated Cost (English and Bilingual)			

Date:

Signature of Authorised Signatory

Place:

(Name of Company/Firm)

Seal of Company

Quotation – Commercial Bid Part B2
Monetary Policy Report – Half Yearly Rate per page

Lot No	Item	No. of Pages	Rate per page	Additional Copies English
2	Monetary Policy Report (Half Yearly English 400 Bilingual 40)			
	a) English version	110		
	b) Bilingual version	220		
	Composing and Printing including Cost of Paper (100 gsm matt art Paper)			
	Text/Tabular Matter (8/10 points) in one colour (i.e., black) (per page)			
2.1	a) English	84		
2.2	b) Bilingual	168		
	Text/Tabular Matter (8/10 points) for every additional colour upto four colours ((per page)			
2.3	a) English (3 colours)	76		
2.4	b) Bilingual (3 colours)	152		
	Cost of Blank Page			
2.5	a) English	4		
2.6	b) Bilingual	8		
	Printing Pocket-Graphs by Offset Process			
	Printing text matter including pocket graphs in one colour (per page)			
2.7	a) English	22		
2.8	b) Bilingual	44		
	Every additional colour upto four colours			
2.9	a) English(3 colours)	22		
2.10	b) Bilingual(3 colours)	44		
	Cover and Binding (per lot)			
	Cost of Blank Paper (350 gsm Yugo Art card for Cover)			
2.11	a) English	Per Lot		
2.12	b) Bilingual	Per Lot		
	Printing on Cover and Spine (per lot)			
	A) In one colour			

2.13	a) English	Per Lot		
2.14	b) Bilingual	Per Lot		
	B) Every additional colour (For 3 Colours)			
2.15	a) English (3 colours)	Per Lot		
2.16	b) Bilingual (3 colours)	Per Lot		
	Lamination of Cover (Front and Back) (per copy)			
2.17	a) English	400		
2.18	b) Bilingual	40		
	Binding of Publications			
	A) Cost of Perfect Binding (per copy)			
2.19	a) English	400		
2.20	b) Bilingual	40		
	B) Service charges (per copy)			
2.21	a) English	400		
2.22	b) Bilingual	40		
	Total cost			
	a) English			
	Plus GST	12%		
	Total Estimated Cost of English			
	b) Bilingual			
	Plus GST	12%		
	Total Estimated Cost of Bilingual			
	Total Estimated Cost (English and Bilingual)			

Date:
Signatory

Signature of Authorised

Place:

Seal of Company

(Name of Company/Firm)

Quotation – Commercial Bid Part B3
Report on Trend and Progress of Banking in India

Rate per page

Lot No	Item	No. of Pages	Rate per page	Additional Copies English
3	Report on Trends and Progress of Banks (Yearly English 550 and Bilingual 50)			
	a) English version	190		
	b) Bilingual version	380		
	Composing and Printing including Cost of Paper (100 gsm matt art Paper)			
	Text/Tabular Matter (8/10 points) in one colour (i.e., black) (per page)			
3.1	a) English	116		
3.2	b) Bilingual	232		
	Text/Tabular Matter (8/10 points) for every additional colour upto four colours ((per page)			
3.3	a) English(3 colours)	98		
3.4	b) Bilingual(3 colours)	196		
	Cost of Blank Page			
3.5	a) English	4		
3.6	b) Bilingual	8		
	Printing Pocket-Graphs by Offset Process			
	Printing text matter including pocket graphs in one colour (per page)			
3.7	a) English	70		
3.8	b) Bilingual	140		
	Every additional colour upto four colours			
3.9	a) English(3 colours)	70		
3.10	b) Bilingual(3 colours)	140		
	Cover and Binding (per lot)			
	Cost of Blank Paper (350 gsm Yugo Art card for Cover)			
3.11	a) English	Per Lot		
3.12	b) Bilingual	Per Lot		
	Printing on Cover and Spine (per lot)			
	A) In one colour			

3.13	a) English	Per Lot		
3.14	b) Bilingual	Per Lot		
	B) Every additional colour (For 3 Colours)			
3.15	a) English (3 colours)	Per Lot		
3.16	b) Bilingual (3 colours)	Per Lot		
	Lamination of Cover (Front and Back) (per copy)			
3.17	a) English	550		
3.18	b) Bilingual	50		
	Binding of Publications			
	A) Cost of Perfect Binding (per copy)			
3.19	a) English	550		
3.20	b) Bilingual	50		
	B)Service charges (per copy)			
3.21	a) English	550		
3.22	b) Bilingual	50		
	Total cost			
	a) English			
	Plus GST	12%		
	Total Estimated Cost of English			
	b) Bilingual			
	Plus GST	12%		
	Total Estimated Cost of Bilingual			
	Total Estimated Cost (English and Bilingual)			

Date:

Place:

Signature of Authorised Signatory

(Name of Company/Firm)

Seal of Company

Quotation – Commercial Bid Part B4

Financial Stability Report

Rate per page

Lot No	Item	No. of Pages	Rate per page	Additional Copies
4	Financial Stability Report (Half Yearly English 550)			
	a) English version	110		
	Composing and Printing including Cost of Paper (100 gsm matt art Paper)			
4.1	Text/Tabular Matter (8/10 points) in one colour (i.e., black) (per page)	64		
4.2	Text/Tabular Matter (8/10 points) for every additional colour upto four colours ((per page)(3 colours)	64		
4.3	Cost of Blank Page	2		
4.4	Printing Pocket-Graphs by Offset Process			
4.5	Printing text matter including pocket graphs in one colour (per page)	44		
4.6	Every additional colour upto four colours(3 colours)	44		
	Cover and Binding (per lot)			
4.7	Cost of Blank Paper (350 gsm Yugo Art card for Cover)	Per Lot		
	Printing on Cover and Spine (per lot)			
4.8	A) In one colour	Per Lot		
4.9	B) Every additional colour (For 3 Colours)	Per Lot		
	Lamination of Cover (Front and Back)			
4.10	A) Rate for lamination of the Cover (per copy)	550		
	Binding of Publications			
4.11	a) Cost of Perfect Binding (per copy)	550		
4.12	Service charges (per copy)	550		
	Total cost			
	Plus GST	12%		
	Total Estimated Cost			

Date:

Signature of Authorised Signatory

Place:

(Name of Company/Firm)

Seal of Company

**Quotation - Commercial Bid Part B5
RBI Monthly Bulletin**

Lot No	Item	Rate Per Page		
		No. of Pages	Rate per page	Additional Copies
5	Monthly Bulletin (Monthly 800 copies)	150		
	Composing and Printing including Cost of Paper (100 gsm matt art Paper)			
5.1	Text/Tabular Matter (8/10 points) in one colour (i.e., black) (per page)	100		
5.2	Text/Tabular Matter (8/10 points) for every additional colour upto four colours ((per page) (3 colours)	10		
5.3	Cost of Blank Page	5		
5.4	Printing Pocket-Graphs by Offset Process			
5.5	Printing text matter including pocket graphs in one colour (per page)	45		
5.6	Every additional colour upto four colours (3 colours)	45		
	Cover and Binding (per lot)			
5.7	Cost of Blank Paper (350 gsm Yugo Art card for Cover)	Per Lot		
	Printing on Cover and Spine (per lot)			
5.8	A) In one colour	Per Lot		
5.9	B) Every additional colour (For 3 Colours)	Per Lot		
	Lamination of Cover (Front and Back)			
5.10	A) Rate for lamination of the Cover (per copy)	800		
	Binding of Publications			
5.11	a) Cost of Perfect Binding (per copy)	800		
5.12	Reprints Cost per page (70 gsm Indian maplitho paper) (including cost of paper)			
i)	20 copies	Per Lot		
ii)	50 copies	Per Lot		
iii)	100 copies	Per Lot		
iv)	200 copies	Per Lot		

5.13	Reprint Covers (170 gsm Indian Art Card with the design same as that of Bulletin's Cover, Front and Back)			
i)	20 copies	Per Lot		
ii)	50 copies	Per Lot		
iii)	100 copies	Per Lot		
iv)	200 copies	Per Lot		
5.14	Service charges (per copy)	800		
	Total cost			
	Plus GST	12%		
	Total Estimated Cost			

***800 copies of each of the Annual Report, Financial Stability Report and Report of Trend and Progress of Banking would be printed as supplement of RBI Monthly Bulletin in various months. Rate per page and other applicable rates of these supplements would be same as that of Monthly Bulletin.**

Date:

Signature of Authorised Signatory

Place:

(Name of Company/Firm)

Seal of Company

**Quotation – Commercial Bid Part B6
Handbook of Statistics on Indian States**

Rate per page

Lot No	Item	No. of Pages	Rate per page	Amount	Additional Copies
6	Handbook of Statistics on India States (Yearly 300 copies) English version	500			
	Composing and Printing including Cost of Paper (100 gsm matt art Paper)				
6.1	Text/Tabular Matter (8/10 points) in one colour (i.e., black) (per page)	308			
6.2	Text/Tabular Matter (8/10 points) for every additional colour upto four colours ((per page)(3 colours)	288			
6.3	Cost of Blank Page	2			
6.4	Printing Pocket-Graphs by Offset Process				
6.5	Printing text matter including pocket graphs in one colour (per page)	190			
6.6	Every additional colour upto four colours(3 colours)	168			
	Cover and Binding (per lot)				
6.7	Cost of Blank Paper (350 gsm Yugo Art card for Cover)	Per Lot			
	Printing on Cover and Spine (per lot)				
6.8	A) In one colour	Per Lot			
6.9	B) Every additional colour (For 3 Colours)	Per Lot			
	Lamination of Cover (Front and Back)				
6.10	A) Rate for lamination of the Cover (per copy)	300			
	Binding of Publications				
6.11	a) Cost of Perfect Binding (per copy)	300			
6.12	Service charges (per copy)	300			
	Total cost				
	Plus GST	12%			
	Total Estimated Cost				

Date:

Signature of Authorised Signatory

Place:

(Name of Company/Firm)

Seal of Company

Quotation – Commercial Bid Part B7
STATE FINANCES: A STUDY OF BUDGETS

Lot No	Item	No. of Pages	Rate per page	Additional Copies
7	State Finances: A Study of Budgets (Yearly 400 copies) English version	350		
	Composing and Printing including Cost of Paper (100 gsm Indian Maplitho Paper)			
7.1	Text/Tabular Matter (8/10 points) in one colour (i.e., black) (per page)	322		
7.2	Text/Tabular Matter (8/10 points) for every additional colour up to four colours ((per page)(3 colours)	256		
7.3	Cost of Blank Page	2		
7.4	Printing Pocket-Graphs by Offset Process			
7.5	Printing text matter including pocket graphs in one colour (per page)	26		
7.6	Every additional colour up to four colours(3 colours)	26		
	Cover and Binding (per lot)			
7.7	Cost of Blank Paper (350 gsm Yugo Art card for Cover)	Per Lot		
	Printing on Cover and Spine (per lot)			
7.8	A) In one colour	Per Lot		
7.9	B) Every additional colour (For 3 Colours)	Per Lot		
	Lamination of Cover (Front and Back)			
7.10	A) Rate for lamination of the Cover (per copy)	350		
	Binding of Publications			
7.11	a) Cost of Perfect Binding (per copy)	350		
7.12	Service charges (per copy)	350		
	Total cost			
	Plus GST	12%		
	Total Estimated Cost			

Date:

Signature of Authorised Signatory

Place:

(Name of Company/Firm)

Seal of Company

Quotation - Commercial Bid Part B8
RBI Occasional papers
for about 150 pages brought out twice in a year

Rate per page

Lot No	Item	No. of Pages	Rate per page	Additional Copies
8	Occasional Papers (Half Yearly 300 copies) English version	150		
	Composing and Printing including Cost of Paper (100 gsm matt art Paper)			
8.1	Text/Tabular Matter (8/10 points) in one colour (i.e., black) (per page)	128		
8.2	Text/Tabular Matter (8/10 points) for every additional colour up to four colours ((per page) (3 colours)	115		
8.3	Cost of Blank Page	2		
8.4	Printing Pocket-Graphs by Offset Process			
8.5	Printing text matter including pocket graphs in one colour (per page)	20		
8.6	Every additional colour up to four colours (3 colours)	20		
	Cover and Binding (per lot)			
8.7	Cost of Blank Paper (350 gsm Yugo Art card for Cover)	Per Lot		
	Printing on Cover and Spine (per lot)			
8.8	A) In one colour	Per Lot		
8.9	B) Every additional colour (For 3 Colours)	Per Lot		
	Lamination of Cover (Front and Back)			
8.10	A) Rate for lamination of the Cover (per copy)	300		
	Binding of Publications			
8.11	a) Cost of Perfect Binding (per copy)	300		
8.12	Service charges (per copy)	300		
	Total cost			
	Plus GST	12%		
	Total Estimated Cost			

Date:

Signature of Authorised Signatory

Place:

(Name of Company/Firm)

Seal of Company

Quotation - Commercial Bid Part B9
RBI Monthly Bulletin Hindi page making charges for about 150 pages
Rate per page

Lot No	Item	No. of Pages	Rate per page
9	RBI Monthly Bulletin Hindi page making	150	
9.1	Composing Charges for Text Matter (per page)	67	
9.2	Composing Charges for Tabular Matter (per page)	33	
9.3	Composing Charges for Text & Tabular Matter (per page)	5	
9.4	Composing charges for Pocket Graph (per page)	45	
	Total cost		
	Plus GST	18%	
	Total Estimated Cost		

Date:

Signature of Authorised Signatory

Place:

(Name of Company/Firm)

Seal of Company

Quotation - Commercial Bid - Part B10
Financial Stability Report Hindi web page making charges
Rate per page

Lot No	Item	No. of Pages	Rate per page
10	FSR Hindi page making	110	
10.1	Composing Charges for Text Matter (per page)	47	
10.2	Composing Charges for Tabular Matter (per page)	28	
10.3	Composing Charges for Text & Tabular Matter (per page)	5	
10.4	Composing charges for Pocket Graph (per page)	30	
	Total cost		
	Plus GST	18%	
	Total Estimated Cost		

Date:

Signature of Authorised Signatory

Place:

(Name of Company/Firm)

Seal of Company

**Quotation – Commercial Bid Part B11
Report on Currency and Finance**

Lot No	Item	No. of Pages	Rate per page	Additional Copies
7	Report on Currency and Finance (Yearly 500 copies) English version	208		
	Composing and Printing including Cost of Paper (100 gsm matt art Paper)			
7.1	Text/Tabular Matter (8/10 points) in one colour (i.e., black) (per page)	126		
7.2	Text/Tabular Matter (8/10 points) for every additional colour up to four colours ((per page) (3 colours)	124		
7.3	Cost of Blank Page	2		
7.4	Printing Pocket-Graphs by Offset Process			
7.5	Printing text matter including pocket graphs in one colour (per page)	80		
7.6	Every additional colour up to four colours(3 colours)	80		
	Cover and Binding (per lot)			
7.7	Cost of Blank Paper (350 gsm Yugo Art card for Cover)	Per Lot		
	Printing on Cover and Spine (per lot)			
7.8	A) In one colour	Per Lot		
7.9	B) Every additional colour (For 3 Colours)	Per Lot		
	Lamination of Cover (Front and Back)			
7.10	A) Rate for lamination of the Cover (per copy)	500		
	Binding of Publications			
7.11	a) Cost of Perfect Binding (per copy)	500		
7.12	Service charges (per copy)	500		
	Total cost			
	Plus GST	12%		
	Total Estimated Cost			

Date:
Place:

Signature of Authorised Signatory
(Name of Company/Firm)

**Quotation – Commercial Bid Part B12
Report on Municipal Finance**

Lot No	Item	No. of Pages	Rate per page	Additional Copies
7	Report on Municipal Finance (Yearly 500 copies) English version	300		
	Composing and Printing including Cost of Paper (100 gsm matt art Paper)			
7.1	Text/Tabular Matter (8/10 points) in one colour (i.e., black) (per page)	176		
7.2	Text/Tabular Matter (8/10 points) for every additional colour up to four colours ((per page) (3 colours)	174		
7.3	Cost of Blank Page	2		
7.4	Printing Pocket-Graphs by Offset Process			
7.5	Printing text matter including pocket graphs in one colour (per page)	122		
7.6	Every additional colour up to four colours (3 colours)	122		
	Cover and Binding (per lot)			
7.7	Cost of Blank Paper (350 gsm Yugo Art card for Cover)	Per Lot		
	Printing on Cover and Spine (per lot)			
7.8	A) In one colour	Per Lot		
7.9	B) Every additional colour (For 3 Colours)	Per Lot		
	Lamination of Cover (Front and Back)			
7.10	A) Rate for lamination of the Cover (per copy)	500		
	Binding of Publications			
7.11	a) Cost of Perfect Binding (per copy)	500		
7.12	Service charges (per copy)	500		
	Total cost			
	Plus GST	12%		
	Total Estimated Cost			

Date:

Signature of Authorised Signatory

Place:

(Name of Company/Firm)

Seal of Company

**Quotation – Commercial Bid Part B13
Report on External sector**

Lot No	Item	No. of Pages	Rate per page	Additional Copies
7	Report on External sector (Yearly 500 copies) English version	200		
	Composing and Printing including Cost of Paper (100 gsm matt art Paper)			
7.1	Text/Tabular Matter (8/10 points) in one colour (i.e., black) (per page)	118		
7.2	Text/Tabular Matter (8/10 points) for every additional colour up to four colours ((per page) (3 colours)	116		
7.3	Cost of Blank Page	2		
7.4	Printing Pocket-Graphs by Offset Process			
7.5	Printing text matter including pocket graphs in one colour (per page)	80		
7.6	Every additional colour up to four colours (3 colours)	80		
	Cover and Binding (per lot)			
7.7	Cost of Blank Paper (350 gsm Yugo Art card for Cover)	Per Lot		
	Printing on Cover and Spine (per lot)			
7.8	A) In one colour	Per Lot		
7.9	B) Every additional colour (For 3 Colours)	Per Lot		
	Lamination of Cover (Front and Back)			
7.10	A) Rate for lamination of the Cover (per copy)	500		
	Binding of Publications			
7.11	a) Cost of Perfect Binding (per copy)	500		
7.12	Service charges (per copy)	500		
	Total cost			
	Plus GST	12%		
	Total Estimated Cost			

Date:

Signature of Authorised Signatory

Place:

(Name of Company/Firm)

Seal of Company

**Quotation – Commercial Bid Part B14
RBI ANNUAL REPORT (Digital print)**

Rate per page

Lot No	Item	No. of Pages	Rate per page	Additional Copies English
1	RBI Annual Report (Yearly English 30 and Bilingual 2)			
	a) English version	324		
	b) Bilingual version	648		
	Composing and Printing including Cost of Paper (100 gsm matt art Paper)			
	Text/Tabular Matter (8/10 points) in one colour (i.e., black) (per page)			
1.1	a) English	247		
1.2	b) Bilingual	494		
	Text/Tabular Matter (8/10 points) for every additional colour up to four colours (per page)			
1.3	a) English (3 colours)	246		
1.4	b) Bilingual (3 colours)	492		
	Cost of Blank Page			
1.5	a) English	3		
1.6	b) Bilingual	6		
	Printing Pocket-Graphs			
	Printing text matter including pocket graphs in one colour (per page)			
1.7	a) English	74		
1.8	b) Bilingual	148		
	Every additional colour up to four colours			
1.9	a) English (3 colours)	74		
1.10	b) Bilingual (3 colours)	148		
	Cover and Binding (per lot)			
	Cost of Blank Paper (350 gsm Yugo Art card for Cover)			
1.11	a) English	Per Lot		
1.12	b) Bilingual	Per Lot		
	Printing on Cover and Spine (per lot)			
	A) In one colour			

1.13	a) English	Per Lot		
1.14	b) Bilingual	Per Lot		
	B) Every additional colour (For 3 Colours)			
1.15	a) English (3 colours)	Per Lot		
1.16	b) Bilingual (3 colours)	Per Lot		
	Lamination of Cover (Front and Back) (per copy)			
1.17	a) English	30		
1.18	b) Bilingual	2		
	Binding of Publications			
	A) Cost of Perfect Binding (per copy)			
1.19	a) English	30		
1.20	b) Bilingual	2		
	B) Service charges (per copy)			
1.21	a) English	30		
1.22	b) Bilingual	2		
	Total cost			
	a) English			
	Plus GST	12%		
	Total Estimated Cost of English			
	b) Bilingual			
	Plus GST	12%		
	Total Estimated Cost of Bilingual			
	Total Estimated Cost (English and Bilingual)			

Date:

Signature of Authorised Signatory

Place:

(Name of Company/Firm)

Seal of Company

Quotation – Commercial Bid Part B15
Report on Trend and Progress of Banking in India (Digital Print)
Rate per page

Lot No	Item	No. of Pages	Rate per page	Additional Copies English
3	Report on Trends and Progress of Banks (Yearly English 13 and Bilingual 2)			
	a) English version	190		
	b) Bilingual version	380		
	Composing and Printing including Cost of Paper (100 gsm matt art Paper)			
	Text/Tabular Matter (8/10 points) in one colour (i.e., black) (per page)			
3.1	a) English	116		
3.2	b) Bilingual	232		
	Text/Tabular Matter (8/10 points) for every additional colour upto four colours ((per page)			
3.3	a) English (3 colours)	98		
3.4	b) Bilingual (3 colours)	196		
	Cost of Blank Page			
3.5	a) English	4		
3.6	b) Bilingual	8		
	Printing Pocket-Graphs			
	Printing text matter including pocket graphs in one colour (per page)			
3.7	a) English	70		
3.8	b) Bilingual	140		
	Every additional colour upto four colours			
3.9	a) English (3 colours)	70		
3.10	b) Bilingual (3 colours)	140		
	Cover and Binding (per lot)			
	Cost of Blank Paper (350 gsm Yugo Art card for Cover)			
3.11	a) English	Per Lot		
3.12	b) Bilingual	Per Lot		
	Printing on Cover and Spine (per lot)			
	A) In one colour			
3.13	a) English	Per Lot		

3.14	b) Bilingual	Per Lot		
	B) Every additional colour (For 3 Colours)			
3.15	a) English (3 colours)	Per Lot		
3.16	b) Bilingual (3 colours)	Per Lot		
	Lamination of Cover (Front and Back) (per copy)			
3.17	a) English	13		
3.18	b) Bilingual	2		
	Binding of Publications			
	A) Cost of Perfect Binding (per copy)			
3.19	a) English	13		
3.20	b) Bilingual	2		
	B)Service charges (per copy)			
3.21	a) English	13		
3.22	b) Bilingual	2		
	Total cost			
	a) English			
	Plus GST	12%		
	Total Estimated Cost of English			
	b) Bilingual			
	Plus GST	12%		
	Total Estimated Cost of Bilingual			
	Total Estimated Cost (English and Bilingual)			

Date:

Place:

Signature of Authorised Signatory

(Name of Company/Firm)

Seal of Company

Annex I

CHECK-LIST FOR SUBMISSION OF TENDER

Printing and Supply of Publications by RBI for the year 2022

1. (a) Demand Draft/Bank Guarantee for the equivalent amount towards Earnest Money Deposit (b) an advance receipt proforma duly attested with Revenue Stamp for return Demand Draft of EMD and (c) a copy of the Tender Document duly certified by the Printer accepting the terms and conditions of the Tender Document.

2. Attested copies of the following documents should be sent to us by 1700 hours of December 03, 2021:
 - 2.1 Attested copies of Certificate of Registration.
 - 2.2 List of Partners and Directors.
 - 2.3 Attested copies of Certificate of Factory License.
 - 2.4 Attested copies of Certificate of GST Registration.
 - 2.5 Attested copies of Certificate of Import License.
 - 2.6 Details of at least one order of similar kind of work amounting to Rs. 40 lakh or two orders amounting to Rs. 25 lakh each or three orders amounting to Rs. 20 lakh each.

3. **Two sets each of Sample Papers of A4 size** of the following:
 - a) 350 gsm Art Card for Cover Page.
 - b) 100 gsm matt art paper with four-colour printing of text/graph/tables back-to-back (please mention the manufacturing company and name of the paper used).
 - c) 70 gsm Indian Maplitho Paper (for Bulletin Reprints).
 - d) 170 gsm Indian art card for cover (Bulletin Reprints)