



Important instructions for E-procurement

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 e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/her/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Price Bid 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 PRICE 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 mail confirming his/her/their registration through email which has/have been provided during filling the registration form. In case of any clarification, please contact RBI/MSTC (before the scheduled time of the e-tender).</p> <p>Contact person (RBI):</p> <ol style="list-style-type: none">1. Shri Suramya Mohan, Deputy General Manager at 022 – 22610360 (smohan@rbi.org.in)2. Smt Padma Ramachandran, Manager at 022-22610387 (pramachandran@rbi.org.in)3. Shri Darshan Shah, Assistant ,Mob-7506630941(darshans@rbi.org.in) <p>Contact person (MSTC Ltd):</p>

	<p>1. Ms. Archana Juneja, Asst. Mgr. Mobile no.-9990673698 Email id- archana@mstcindia.co.in</p> <p>2. Ms. Rupali Pandey, Asst. Mgr. Mobile no.- 9458704037 Email id- rpandey@mstcindia.co.in</p> <p>3. Mr. Abhishek Kr. Kanaujia, Executive Mobile no.-9953089772</p> <p>Centralised helpdesk for vendors: 033-22901004 Helpdesk at MSTC Mumbai for vendors: 022-22870471 / 22886266</p> <p>B) System Requirement:</p> <ul 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> <p><input type="checkbox"/> Tools => Internet Options =>Security => Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning “Enable Protected Mode”.</p> <p><input type="checkbox"/> 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> <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 Price Bid shall have to be submitted online at www.mstcecommerce.com/eprochome/rbi. Tenders will be opened electronically on specified date and time as given in the Tender.</p>
3	<p>All entries in the tender should be entered in online Price Bid 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 authorized and the vendor shall be receiving a system generated mail.</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 finalization 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>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>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 Technical bid. If this application is not run then the vendor will not be</p>

	<p>able to save/submit the Technical bid.</p> <p>After filling the Technical Bid, vendor should click 'save' for recording their Technical 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 Technical bid & Price bid have been saved, the vendor can click on the "Final submission" button to register their bid.</p> <p>Vendors are instructed to use "<i>Attach Doc button</i>" to upload documents. Multiple documents can be uploaded. No physical documents will be accepted.</p> <p>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>During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.</p> <p>The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p> <p>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 Bank will form a binding contract between Bank and the Vendor for execution of the job.</p> <p>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>Bank 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>No deviation of the terms and conditions of the tender document is acceptable.</p> <p>Submission of bid in the e-tender floor by any 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	Vendors are requested to read the vendor guide and see the video available on the MSTC website.

Printing, Dispatch and Delivery of Bank's Diaries – 2022. Empanelment for the year 2022-2023 and inviting commercial bids for the year 2022 by HRMD, RBI, Central Office, Mumbai

I. The following criteria will be binding on all the applicants:

1. The Reserve Bank of India intends to prepare a panel of reputed printers and suppliers of diaries who will be able to supply around 36000 diaries of size 23.5 cm x 17.5 cm or bigger as per specifications given by the Bank.
2. Intending applicants are required to comply with the standard KYC Norms and should upload copies of the Address Proof, Proof of Identity etc. and other details required in [Annex I](#).
3. While deciding upon the selection of printers and suppliers, emphasis will be given on the ability and competence to do good quality work in accordance with the specifications and within the time schedule.
4. The application form shall be signed by a person on behalf of the organisation, who is duly authorized to do so.
5. Application containing false or inadequate information/supporting documents is liable for rejection.
6. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.
7. Decision of the Bank in regard to selection of Printers for empanelment will be final and binding.
8. The Printer should have made profits in at least two of the last 3 financial years ending March 31, 2021.
9. The printer should have automated process, right from printing, cutting and stitching and binding and adequate infrastructure facilities to handle the job independently (no subcontracting is permitted)
10. The Printer should not have been blacklisted/delisted by any Government or Private Organization at any time since 1.1.2018.
11. Owner/Proprietor/Director of the firm should not be related to erstwhile Owner/Proprietor/Director of a firm blacklisted/delisted since 1.1.2018.
12. Information furnished in the application will be kept confidential.
13. Each part of the application viz. (i) Printer Information and (ii) Terms and Conditions of the Tender shall be signed by any one or more persons on behalf of the organization holding the Power of Attorney to do so.

II. FINANCIAL BID

- i. The offer must be made in Indian Rupees only, excluding GST, etc. No price variation, except GST, will be permitted.
- ii. Diaries have to be delivered by the vendor to all the Bank's offices in Mumbai and all other centres of the Bank. Delivery in Mumbai and Navi Mumbai will have to be made free of cost. Courier charges for Bank's other centres will be reimbursed on actual basis only on production of PoDs in support of the same.

- iii. Reputed courier service should be used by the vendor for transportation of diaries. If the delay in production/printing of diaries is attributed to the vendor, due to which the consignments are sent by air, even then the Bank will pay only normal courier charges.
 - iv. The offer should hold good for a period of 60 calendar days from the date of the opening of financial bid.
 - v. The Bank may place additional order of up to 25 percent of the existing order at the same rates and which should be dispatched within 21 days of placing the order.
- Note:** Financial bid of only those printers who are found eligible for empanelment would be opened after giving due notice.

III. Execution of work

- i. Completion of the entire job (including delivery within Mumbai / Navi Mumbai and dispatch to outstation centres) within 60 calendar days of issue of workorder or such extended period as may be granted by the Bank.
- ii. Copy of all the printing material should be presented well in advance for approval prior to final printing of the diaries.
- iii. The delivery will have to be arranged at Mumbai, Navi Mumbai and other locations as mentioned in [Annex III](#). The number of diaries to be delivered per location will be informed at the time of giving final approval for printing.
- iv. If the work is not found to be of good quality and there is a variation from the specifications given, then Bank will have the right to make suitable deductions as per point number 11 below from the payable amount, including forfeiture of the EMD.
- v. Base material including cover, paper etc should be procured promptly, so that the entire work is completed within prescribed timelines.

IV. Payment procedure

- i. No advance payment will be made for executing the work order.
- ii. Payment would be made after the delivery of the diaries at specified locations in good condition, on production of supporting evidence of delivery and on satisfactory completion of the work. Income Tax etc. will be deducted at source (TDS) from the bills as required under I.T. Act.
- iii. No interest charges or any other charges shall be payable except the rate quoted for the required number of diaries.
- iv. No escalation in the rates will be accepted/ entertained.

V. TERMS AND CONDITIONS OF THE TENDER

1. Earnest Money Deposit: Payment of an amount of Rs.3,00,000/- (Rupees Three Lakh only) towards EMD may be made by NEFT.
 - (a) The EMD of other Printers, who are not empaneled / selected for the printing the diary for 2022, will be returned without any interest within 15 working days from the date of opening of the Commercial Bids.
 - (b) In the case of the successful bidder, the EMD will be treated as Security Deposit and will be retained till satisfactory completion of the contract. No interest shall be payable for EMD.
 - (c) Forfeiture of Security Deposit: In case the selected vendor is not able to execute the assigned job of printing, supply and distribution of the diaries in full or part thereof or withdraws before termination of the contract period, the Security Deposit will be forfeited in full.
2. Acceptance of Terms and Conditions:

The Printer should specifically mention (as per format in [Annex II](#)) that all the terms and conditions described in the tender including the penalty clauses and dispatch and delivery before the stipulated timelines are unconditionally acceptable. 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 received without assigning any reason whatsoever
3. Each page of the offer should be signed by the bidder. Any correction to be duly authenticated by the bidder.
4. The offer and finished product should be as per our specifications only and no conditional offer shall be accepted.
5. No alterations either in quality or quantity of the items ordered or in the period of execution or enhancement in the rate of articles shall be allowed unless previously ratified by the Bank, in writing.
6. The bidder should specify the full address of the Unit.
7. Bidder is required to submit final proof of diary for approval to Human Resource Management Department, Without Reserve Section, Central Office, RBI, Mumbai. If it is found that the

vendor is unable to submit sample of diary for approval after submission of two consecutive proofs, or if, it is found that the vendor is unable to carry out the instructions given, the order may be withdrawn by the Bank, in which case, the Bank shall not be liable for payment of damages or compensation but the bidder shall, in such an event, be liable to make good any extra charges that the Bank may incur in getting the job done by another vendor/bidder. All deliveries must be made as per our instructions given in the Printing Order.

8. Successful bidder would also have to sign a formal contract of agreement with the Bank on stamp paper of requisite denomination for undertaking the work.
9. Liquidated damages for delayed supplies - If the bidder fails to comply with the provisions of the Clause regarding complete delivery on or before the specified date or within such extended time as the Bank may grant at its discretion, the printer shall be liable for a penalty of 1% of the Tender Cost per day for the delayed period (maximum for 15 days) as liquidated damages to the Bank.

In addition to above, Bank may also decide to delist the printer concerned from the panel and the decision of the Bank will be final and binding on all concerned. In case of delay beyond fifteen days, the Bank reserves the right to reject the delivery.

10. Recovery towards short supplies / damaged supplies - In case of short supplies / damaged supplies, recovery towards such short supplies / damaged supplies will be made from the payment due to the bidders. Recovery will be calculated as per the quoted price of Diaries. In addition, the bidder shall also be liable to pay damages and compensation as decided by the Bank for the loss of image and goodwill of the Bank, as mentioned in Point No. 11 below.

11. Penalty for deviation in the specifications – If, after the supply is delivered, it is found that the supply does not conform to the specifications i.e. quality of the paper/board, quality of printing, binding, finishing, packaging, etc. is not as per tender such supply may be rejected at the bidder's cost and the total amount for the rejected supply shall be recovered from the bidder. In the event of non-compliance with the specifications and tender conditions, or in case of any complaint about the quality of the diaries leading to loss of image and goodwill of the Bank, the bidder shall be liable to pay damages and compensation as decided by the Bank up to 10% of the total order value. Further, Bank, after providing reasonable opportunity to the bidder concerned to present his case, may decide to delist the bidder concerned from the panel and the decision of the Bank shall be final and binding on the bidder.

12. 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. 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 45 days, 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.
13. Items rejected as damaged after the receipt will have to be taken back by the bidders at their risk and cost. Such damaged lot should be shredded and treated as scrap.
14. The Bank reserves the right to reject any offer in part or full without assigning any reason. In the event of the Bank accepting a part of any item of the bidder's offer, rate as quoted in the tender for the entire lot shall be considered as valid.
15. No order or billing payment on any sister concern/associate company will be released by the Bank. Outsourcing/subcontracting/sub tendering of the printing/binding work will not be permitted.
16. To assist in the scrutiny, evaluation and comparison of financial offers, Bank may at its discretion, ask some or all vendors for clarification of their offers. The request for such clarifications and the responses will necessarily be in writing and shall not amount to acceptance of the bid/tender by the Bank.
17. No Commitment to Accept Lowest or Any Tender: Bank shall be under no obligation to accept the lowest or any of the offer received in response to this tender notice and shall be entitled to reject any or all offers including incomplete offers, without assigning any reason whatsoever. Bank reserves the right to make any changes in the terms and conditions of the tender which

would be intimated only through the website of the Bank and of MSTC. The Bank will not be obliged to meet and have discussions with any bidder and/or to consider any representations.

18. Order Cancellation

a) Bank reserves its right to cancel the order in the event of non-delivery of material (diaries) within the specified time limit. Further, Bank shall not be liable to pay any amount and the supplier shall not be entitled to recover from the Bank any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time the Bank shall be entitled to recover the loss which the Bank may incur on account of non - delivery or late delivery or on account of placing orders with other suppliers and recover from the printer / supplier the difference between the price at which it has been agreed to supply and the price at which the Bank is forced to place fresh orders.

b) The work order can also be cancelled for any serious discrepancy in the diaries printed. Bank's decision on seriousness of the discrepancy will be final in addition to the cancellation of release order. Bank reserves the right to appropriate the damages from the Security Deposit of the bidder.

19. The clarifications / interpretations provided by the Bank shall be final.

20. In case of any disputes, the venue and jurisdiction of the arbitration shall be Mumbai.

Description, Scope and Specifications of Work

Job Name	PRINTING, DISPATCH AND DELIVERY OF DIARIES – 2022
Quantity	36,000
Size	23.5 cm x 17.5 cm (inside pages) and 24 cms x 18 cms (cover)
Paper, colour and shade	<i>Single colour on 80 gsm maplitho paper in natural shade – “A Grade” (equivalent to ITC Paper)</i>
lines on Inside pages	<i>Colour of lines on inside pages should be dark brown</i>
Total number of pages	<i>Approx. 196 Pages (98 Sheets) per diary</i>
Cover	Cover should be hardbound with PU/PVC material (ULC-542) from BN cover materials or equivalent. Colour-Pale cream Binding with Gold foiling/Gold embossed. UV printing of image in colours of the flag as provided by the Bank on LHS top corner of the cover.
Binding	Binding on Automatic/Semi-automatic Case-in machine - Hard case binding wrapped on 1.8 mm Kappa board.
Box (Individual Diary Box)	The Box should be in 350 GSM duplex printed & Laminated board of superior quality material and approved colour. RBI's name in Hindi and English, its logo and year 2022 should be printed / embossed impressively in Gold foil, on the Box.
Packing material	Packing Individual shrink wrap & suitable quantity in 5 ply corrugated boxes strapped for roadworthy transport in bundles.

Note:

1. Paper should be procured by the printer.
2. Responsibility of the accuracy for printing the diaries as per the specification given by the Bank will be that of printer only.
3. The job would cover all the works relating to printing and delivery of diaries.
4. Single colour offset printing on all pages are required.
5. Board with head & tail band lined with crepe.
6. Matching colour fine quality silk ribbon.

(i) Page description:

- a) Personal Memoranda containing details such as Name, address, phone number etc. – -- 1 page
- b) Calendar for three years 2021, 2022 and 2023 – 2 pages
- c) General information pertaining to the Bank to be printed in Hindi and English. The material to be printed will be provided by the Bank and changes / correction therein will have to be carried out by the printer / supplier after which neat, clean and clear proof/s thereof will have to be submitted by the firm till finally approved by the Bank.
Approx – 16 pages
- d) Monthly Planners (Month at a glance) per month 2 pages - 24 pages
- e) Note pages (as per format) - approx 153 pages

- (ii) Additionally, eight end pages of 120 gsm Maplitho paper on which printing is to be done on four pages in matching pastel colour. *The printing on these pages should be very subtle and light shade (similar to a watermark).*
- (iii) Golden gilding on three sides of each diary: The Text Pages will have three sided mirror finish GOLD EDGE GUILDING ON AUTOMATED OSCHNER 2000 or similar machine with good quality.
- (iv) Binding by automatic or semi-automatic machines – Sections sewn and hardbound with good quality binding material. *It should be ensured that the diary should not appear to be wrinkled when opened.*
- (v) Good quality marking silk ribbon of matching colour properly fixed in each diary. *The tip of the ribbon should be properly stitched/welded so that no loose ends remain.*
- (vi) Names of Top Management will be required to be embossed on approximately 200 diaries without any additional cost. Names of top management will be provided by the Bank.

Delivery

1. At various offices as per [Annex III](#)
2. Entire process of printing, dispatch and delivery to be completed within 60 days from the date of order confirmation.

Financial Bid

Financial Bid to be submitted online	Quantity (Nos)	Rate per Diary # (Rs) (exclusive of applicable GST)	Total Cost (Rs) #
	(A)	(B)	C=(A) X (B)
	36,000		

Any deviation in furnishing the quotes, as directed, would make the bid liable for rejection by the Bank and the Bank's decision in this regard shall be final and binding on the bidder. In case of arithmetic error in quotation submitted by the bidder, the rate per diary quoted will be considered as the basis for calculating total cost.

The rates quoted should be exclusive of GST. No additional payment other than GST will be payable by the Bank for printing the Calendar.

Note: -Courier charges for centres outside Mumbai and Navi Mumbai will be paid separately as per actuals. No charges shall be made towards delivery in Mumbai and Navi Mumbai.

The material for information pages of the Bank's diary and the image to be printed on the cover shall be provided by the Bank to the successful bidder.

The financial bid should be submitted online by the vendor along with Certificate of Acceptance on Company letterhead as per [Annex II](#).

Printing, Dispatch and Delivery of Bank's Diaries, 2022: Empanelment for the year 2022- 2023 and inviting commercial bid for diary for the year 2022 by HRMD, RBI, Central Office, Mumbai**Technical Bid:****Printer Information:**

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information (All documents to be uploaded)

1.	Oganization/Company/Firm Name :
2.	Type of organization, whether Proprietorship, Partnership, public/ private limited company etc.
3.	Registration Number, Date of Registration : and Registration Authority (please attach copy of certificate of registration)
4.	Experience (in years) of printing (should : be minimum 3 years as on April 1, 2021)
5.	Factory License Number (please attach : copy of valid factory license)
6.	Contact details including address of : registered office for communication, phone number(s) and email ID
7.	Annual Revenue of last three financial : F.Y. 2018-19 F.Y. 2019-20 F.Y. 2020-21 years to be minimum Rs 1 crore per year; please attach CA certificate/audited documents in support of claim
8.	Profit of the company/firm (Audited) (not of : F.Y. 2018-19 F.Y.2019-20 F.Y. 2020-21 group) - CA certified or audited copy of P/L statement to be furnished for each of the years
9.	Details of two previous work orders amounting to Rs 20 lakh or more won : since 1.4.2018. (please attach copy of work orders)
10.	Solvency certificate for at least Rs. 50.00 lakh issued on or after date of tender notification (please attach copy)
11.	An amount of Rs 3,00,000/- (Three lakhs only) transferred by NEFT towards EMD : (Please mention UTR No).
12.	GST Number and Income Tax Number (PAN):

13.	Name of Proprietor/Partners/ Directors in the organization
14.	Whether de-barred / delisted from any contract / panel at any time since 1.4.2018: (Yes / No)

Signature of the applicant with seal of the firm / company

Certificate of Acceptance on Company letterhead

“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 Term and Conditions set out in the Tender Document including the penalty clauses and agree to print, dispatch and ensure delivery of diaries at all locations specified by the Bank within 60 calendar days of work order given by the Bank or such extended period as granted by the Bank in writing.

It is further certified that no employee of the Reserve Bank of India or any of his / her family member(s) holds / hold interest in the Company.”

Date:

Signature of Authorized Signatory

Place:

(Name of company/firm)

Seal of Company/firm

Printing of Bank's Diaries - 2022 - Outstation Centres for dispatch
(i.e., centres other than Mumbai and Navi Mumbai)

Sr. No.	Office / Department
1.	Ahmedabad
2.	Agartala
3.	Aizawl
4.	Bangalore
5.	Bhopal
6.	Bhubaneswar
7.	Chandigarh
8.	Chennai
9.	Chennai office and RBSC
10.	Dehradun
11.	Guwahati
12.	Gangtok
13.	Hyderabad
14.	IDRBT(Hyderabad)
15.	Imphal
16.	Jaipur
17.	Jammu
18.	Kanpur
19.	Kochi
20.	Kolkata
21.	Lucknow
22.	New Delhi
23.	Nagpur
24.	Panaji
25.	Patna
26.	Pune, CAB
27.	Raipur
28.	Ranchi
29.	Shimla
30.	Shillong
31.	Thiruvananthapuram