



PRINTING & DELIVERY OF DIARY & WALL CALENDARS for 2020

ABOUT REPCO HOME FINANCE LTD (RHFL):

Repco Home Finance Ltd (RHFL) is a professionally managed housing finance company head quartered in Chennai, Tamil Nadu. We are registered as a housing finance company with the National Housing Bank (NHB) and for printing & delivering the Diaries & Calendars for Year 2020, RHFL invites applications from well established, resourceful and experienced Printers. The Printers, who meet the eligibility criteria and the RHFL's evaluation, will be awarded the work order.

PRE-QUALIFICATION CRITERIA

1. Partnership Firm/ Public or Private limited Company / Private Companies, those have completed at least 5 years of business after the date of incorporation of business.
2. The printer should have done similar work in the past for reputed organizations.
3. The applicants must have their Corporate Office / branch office in Chennai.
4. The participating Printer should submit a declaration that they have not been blacklisted by any organization elsewhere within a period of FIVE years ie 01-08-2018 to 31-07-2019 and also on the date of submitting the technical / commercial proposals. Any Printer who has been blacklisted and has appealed against the blacklisting and is awaiting a final verdict will be considered ineligible to participate in this process.
5. The participating printers must have valid Registration of GST and PAN. Copies of the same should be enclosed

REQUIREMENT DETAILS

1. The Company has its presence in 12 States + 1 UT (as on 31st July 2019) and the Printer should possess adequate facility to Print & Deliver the requisite quantum of Diaries and calendars in the stipulated language and should be supplied to the location as per below tabulation

| LANGUAGE | REQUIRED NUMBER OF WALL CALENDARS | DELIVERY LOCATION |
|-----------------------------|-----------------------------------|------------------------------|
| English | 15000 | 12 RHFL States + 1 UT |
| Telugu | 4500 | Andhra Pradesh, Telangana |
| Gujarati | 2000 | Gujarat |
| Hindi | 500 | Jharkhand, MP, Rajasthan |
| Kannada | 5000 | Karnataka |
| Malayalam | 1500 | Kerala |
| Marathi | 5000 | Maharashtra |
| Oriya | 250 | Odisha |
| Tamil | 22000 | TN & Pondy |
| Bangla | 400 | West Bengal |
| Total Wall Calendars | 56,150 | |
| LANGUAGE | REQUIRED NUMBER OF DIARIES | DELIVERY LOCATION |
| <i>English</i> | 7500 | 12 RHFL States + 1 UT |

2. The technical specification for Diaries and Calendars is specified below

| S. No | Particulars | Height | Width | Paper Quality | Specifications | Remarks | Quantity (approx) |
|-------|---|-----------|-----------|---------------|----------------|--|-------------------|
| 1 | Diary | 24 cm | 17.5 cm | 80 GSM | Maplitho | Front wrapper multi color with case binding 80 bound, first 16 pages RHFL sheets, 2 dates per sheet. | 7,500 |
| 2 | Monthly Calendar - 9 Languages - Telugu/Gujarati/Hindi/Kannada/Malayalam/Marathi/Oriya/Tamil/Bangla | 20 Inches | 15 Inches | 120 GSM | Maplitho | 6 Sheets - Multicolor Front & Back | 41,150 |
| 3 | Monthly Calendar / English | 20 Inches | 15 Inches | 120 GSM | Maplitho | 6 Sheets - Multicolor Front & Back | 15,000 |

PARTICIPATION METHODOLOGY:

Interested Printers are advised to go through the entire document before submission of their proposals to avoid any chance of elimination. The eligible Printers desirous of taking up the project are invited to submit their technical and commercial proposal in response. The criteria and the actual process of evaluation of the responses and

subsequent selection of the successful printer will be entirely at RHFL's discretion. Quotations are sought from the printers who have the necessary experience, capability and expertise to provide RHFL the proposed solution adhering to RHFL's requirements outlined in this document.

METHOD OF SUBMISSION

An A-4 large size cover containing the following Technical and Commercial details should be submitted as specified under

1. Technical details clearly describing the company profile, past work history with client list along with testimonials/samples of similar work done for other reputed institution and other documents/proofs enlisted under " Pre Qualification Criteria" should be submitted in a sealed envelope super scribing the envelope with "TECHNICAL PROPOSAL FOR PRINTING & DELIVERING OF DIARIES & CALENDARS FOR YEAR 2020"
2. The Commercial proposal detailing the strategies/methodologies for the requirements specified under "REQUIREMENT DETAILS" should be submitted in a sealed envelope super scribing the envelope with "COMMERCIAL PROPOSAL FOR PRINTING & DELIVERING OF DIARIES & CALENDARS FOR YEAR 2020"

Both the sealed envelopes should be submitted in a large size sealed envelope super scribing with "EXPRESSION OF INTEREST FOR PRINTING & DELIVERING OF DIARIES & WALL CALENDARS FOR YEAR 2020"

The last date for submission of the same is 09.09.2019 till 4.00pm by Speed Post/Courier. Proposals can also be dropped in the box available at the Corporate Office within the working hours on or before 09-09-2019, 4.00 pm.

Application received after this date and time will not be accepted.No Quotes will be accepted by E-Mail/by hand. Application completed in all respect should be addressed to:

**GM (Business Development)
Repco Home Finance Ltd.,
III Floor, Alexander Square,
#2, Sardar Patel Road, Guindy,
Chennai - 600 032.**

In case of any clarification, Mr.M Kanagasabai, Deputy General Manager (BDD) may be contacted at 044-42106650 on any working day between 10 am and 5 pm or visit our office in person with prior appointment or email to kanagasabai@repcohome.com

SELECTION OF PRINTER:

Preliminary Scrutiny:

The Company will scrutinise the technical proposals received to determine whether they are complete in all aspects as per our requirement mentioned, whether the documents have been properly signed, whether items are offered as per the requirements and whether technical documentation as required to evaluate the offer has been submitted.

1. Prior to detailed evaluation, the Company will determine the substantial responsiveness of each proposal to this Tender. Substantial responsiveness means that the proposal conforms to all terms and conditions, scope of work and technical specifications and proposal is submitted without any deviations.
2. Proposals will be rejected if only one (i.e. Technical proposal or Commercial proposal) is received.

Clarification of Offers:

During the process of scrutiny, evaluation and offers, the Company may, at its discretion, seek clarifications from all the printers/any of the printers on the offer made by them. The Printers has to respond to the company and submit the relevant proof /supporting documents required against clarifications, if applicable. The request for such clarifications and the Printer's response will necessarily be in writing and it should be submitted within the time frame stipulated by the Company.

The Company may, at its discretion, waive any minor non-conformity or any minor irregularity in the offer. Company's decision with regard to 'minor non-conformity' is final and the waiver shall be binding on all the printers and the Company reserves the right for such waivers.

Evaluation

After the closing date, the Company will evaluate the proposal submitted by the Printers. The proposal will be evaluated by a Committee of officers of RHFL. If warranted, the company may engage the services of external consultants for evaluation of the proposal. It is Company's discretion to decide at the relevant point of time.

1. The envelope containing the Technical proposal will be unsealed first. The envelope containing the Commercial proposal will be unsealed only if the Technical proposal submitted by the Printer is in line with the specification details as mentioned in "REQUIREMENT DETAILS" and also the submission of necessary documentary proof / details for the requirements mentioned in

“PRE-QUALIFICATION CRITERIA” & Point No. (1) under “METHOD OF SUBMISSION “

2. If the cover does not contain Technical and Commercial proposals in separate sealed envelopes, then the same will not be considered and the cover will be returned back to the Printer.
3. The offer in commercial proposal must be made in Indian Rupees only and also strictly as per the details available under “**REQUIREMENT DETAILS**”
4. The commercial should contain percentage of applicable tax explicitly.
5. The Price Validity should be at-least for a minimum period of 180 days from 01.09.2019.

Award of Work

1. On completion of evaluation process of Indicative Technical & Commercial proposals, offer will be issued to the lowest Printer post negotiation, if required.
2. The work order shall, be awarded and the order shall be placed on selected lowest Printer after careful assessment through presentation. Company may release the order either in Full or in part or place more than one order towards the contract based on project plan.
3. The selected Printer shall submit the acceptance of the order within seven days from the date of receipt of the order. No conditional or qualified acceptance shall be permitted. The effective date for start of provisional contract with the selected Printer shall be the date of acceptance of the order by the Printer.
4. Company reserves its right to consider at its sole discretion the late acceptance of the order by selected Printer
5. The Shortlisted Printer/s will be required to customize as per requirement of the Company at the rates not higher than the agreed rate finalized.
6. The Company shall be under no obligation to accept the lowest or any other offer received in response to this tender and shall be entitled to reject any or all offers without assigning any reason whatsoever. Further, the company can scrap the project at any time without assigning any reason whatsoever. Canvassing in any form will lead to disqualification.

7. The decision of RHFL in the selection of agencies will be final and binding.

GENERAL TERMS & CONDITIONS

1. This Tender is not an offer by RHFL, but an invitation to receive responses from the eligible Printers. No contractual obligation whatsoever shall arise from this process unless and until a formal contract is signed and executed by duly authorized official(s) of RHFL with the selected Printer.
2. The purpose of this Tender is to provide the Printer(s) with information to assist preparation of their technical / commercial proposals. RHFL may in its absolute discretion update, amend or supplement the information in this document.
3. RHFL, its employees and advisers make no representation or warranty and shall have no liability to any person, including any applicant or Printer under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of this document and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this process.
4. RHFL, also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Printer upon the statements contained in this Tender.
5. The issue of this tender does not imply that RHFL is bound to select a Printer or to appoint the selected Printer for the Project
6. Failure to furnish any or all information required by the document or to submit a proposal not substantially responsive to the Tender in all respect will be at the Printer's risk and may result in rejection of the proposal.

SPECIFIC TERMS & CONDITIONS

1. Packaging and delivery of finished items to designated locations are responsibility of the Printer.
2. The first proof of all items shall be submitted within 7 days from issuance of Work order. All other subsequent proofs, if required, shall be forwarded to us within 3 days of intimation (in writing / mail) from our side. The delivery should take place within 25 days of the final strike order in Tamil Nadu branches and within 30 days for outside Tamil Nadu Branches. Branch Location (12 States/ 1 UT) can be obtained from the company.

3. Non-compliance with the above quality specification and / or timeline will attract penalty @Rs.10000/- (lump sum) for each item and Rs.2500/- per day (of delay) respectively.

RESOLUTION OF DISPUTES

All disputes and differences of any kind whatsoever, arising out of or in connection with this Offer or in the discharge of any obligation arising under this Offer (whether during the course of execution of the order or after completion and whether beyond or after termination, abandonment or breach of the Agreement) shall be resolved amicably. In case of failure to resolve the disputes and differences amicably the matter may be referred to a sole arbitrator mutually agreed upon after issue of at least 30 days' notice in writing to the other party clearly setting out there in the specific disputes. In the event of absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrators; one to be nominated by each party and the said arbitrators shall appoint a presiding arbitrator. The provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern the arbitration. The venue of arbitration shall be Chennai, INDIA

Legal Disputes and Jurisdiction of Courts

The Company Clarifies that the Company shall be entitled to an injunction, restraining order, right for recovery, specific performance or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain Printer/prospective Printer from committing any violation or enforce the performance of the covenants, obligations and representations contained in this Tender. These injunctive remedies are cumulative and are in addition to any other rights and remedies the Company may have at law or in equity, including without limitation a right for recovery of any amounts and related costs and a right for damages.

All disputes and controversies between RHFL and Printer shall be subject to the exclusive jurisdiction of the courts in Chennai and the parties agree to submit themselves to the jurisdiction of such court as this Tender/contract agreement shall be governed by the laws of India.

DISCLAIMER:

RHFL reserves the right not to consider the proposals submitted by any Printer without assigning any reason whatsoever. Bringing any outside influence will lead to disqualification.

GRIEVANCE MECHANISM:

Any Printer participating in this process but aggrieved by the decision of the Company may submit his/her representation in writing (within 10 days of completion of the process) to:

The Chief Development Officer,
REPCO HOME FINANCE LTD,
Third Floor, Alexander Square,
New No: 2, Sardar Patel Road, Guindy,
Chennai - 600 032.
