

**RFP NO. BFSL:CO:CRM:18:01, Dated 4<sup>th</sup> May 2018**

**TECHNICAL OFFER (T.O)**

**PART "I"**

**PRE-QUALIFICATION APPLICATION**

To  
Head-Customer Service  
BOB Financial Solutions Ltd,  
Baroda House, 2<sup>nd</sup> Floor,  
Behind Dewan Shopping Centre,  
S. V. Road, Jogeshwari (W),  
MUMBAI – 400 102  
Tel No. 022 4206 8636

Dear Sir,

**Re: Technicals for:**

- a. Variable Data Printing/Stuffing /Sorting/ Insertion Activities for Credit Card Statements
- b. Printing of Stationery for Credit Card Statements
- c. Dispatch & RTO Management

Having examined the Pre-qualification document, we hereby submit all the necessary information and relevant documents for getting empanelled for captioned services as at ANNEXURE 'A'.

It is certified that the information furnished in this document is authentic. We hereby authorize BOB Financial Solutions Ltd to make independent enquiries to verify the information furnished by us.

We understand that BOB Financial Solutions Ltd reserves the right to reject any or all applications without assigning any reason thereof.

Date:

(Signature of authorized official including title and Capacity in which application is made with seal)

ENCL: ANNEXURE 'A' (4 PAGES)

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**ANNEXURE – 'A'**

**DETAILS OF ORGANISATION**

**I. General Information:**

1. Name and address of the Firm	
2. Contact Person :	
3. (a) Telephone :	(b) Mobile :
(c) Fax :	(d) E-mail:
4. Place of incorporation/registration	
5. Year of incorporation /registration :	
6. Type of organization (whether company/ sole proprietor/ partnership/ private, etc.)	
7. Main lines of business:	
8. Allied / Ancillary Business:	
9. Location of work place in Mumbai	
10. Whether premises is own/ leasehold/ rented, furnish details:	
11. Staff Strength as on 31.03.2018	
12. Proof of Authority as OSA/ Mailer by India Post as on date, if any	

**II. KEY PERSONNEL OF THE ORGANISATION:**

Name of Applicant:					
Sr No	Name	Designation	Since When	Qualification	Professional Experience

**III. Name and address of Owners/Partners/Directors:**

NAME	ADDRESS
1.	
2.	

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IV. Were you ever required to suspend the activity? If so, give details.

V. Have you ever left any services offered to you incomplete? (If so, give details and reasons for not executing the orders).

VI. Have your firm been debarred or Black listed for tendering in any organization? If so, give details.

**FINANCIAL STATEMENT:**

Name of Applicant:

**1. General:**

Name of Banker			
Address of Banker	Telephone	Contact person & Title	
	Fax	Mobile	
Financial Information	Previous three Financial Years (Rs. In lacs)		
	2015-16	2016-17	2017-18
1. Net Worth			
2. Working Capital			
3. Total Assets			
4. Current Assets			
5. Total liabilities			
6. Current liabilities			
7. Profits before taxes			
8. Profits after taxes			

Copies of the audited balance sheets with profit and loss accounts for the last 3 years to be attached. For 2017-18 audited/unaudited balance sheets with P & L to be provided (whichever is available).

**2. Turn-over:**

ANNUAL TURN OVER DATA FOR LAST THREE YEARS	
YEAR	TURNOVER IN RS. Lacs
2015-16	
2016-17	
2017-18	
Average Annual Turnover	

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Note: All individual companies must complete the information in this form. The information supplied should be the annual supply turnover in terms of the amount billed to clients for each year for works executed during each of the last 3 years.

**3. Source of Financing:**

SOURCE OF FINANCING	AMOUNT (Rs)
1.	
2.	
3.	

**1. Certificates:**

CERTIFICATE	YES	NO
Sales Tax registration, VAT, BST/CST Certificate/GST		
Valid ESIC , PF , Prof Tax Certificate, Income Tax PAN/ TIN		
ISO 9001:2015/ISO 27001:2013, CMMi level 3 compliant etc		

Note: Provide details & attach attested copies of items answered '**Yes**' above.

**2. Experience record in variable data printing/stuffing & Dispatch for top 4 customers:**

Sr No	Nature of work	Name of the Bank/Organisation	No of Articles printed/stuffed per day	Monthly Billing (Rs)

Note: Provide copies of Work orders and Proof of supply. Work orders and Proof of orders will be verified, if required

**3. Machines available for variable data printing including four colour/Laser print Monocolour, Autostuffing & franking.**

Sr No	Type of Machines/ Equipment	Year of Manufacture	Licensed capacity/ Month	Avg. Prints per day

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**ANNEXURE – 'A'**

**DECLARATION**

I / We, the undersigned, do hereby declare that the statements made in the pre-qualification application forms and in the required attachments are true and correct.

The undersigned hereby authorize (s) and request (s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the Bob Financial Solutions Ltd to verify this Statement or regarding my (our) competence and general reputation.

While submitting this bid, we certify that:

- 1) Price in the bid has been arrived at without agreement with any other bidder of this RFP for restricting competition.
- 2) We have not induced nor attempted to induce any other bidder to submit or not submit a bid for restricting competition.
- 3) The prices in the bid have not been disclosed and will not be disclosed to any other bidder of this RFP.
- 4) The rates quoted by us in the commercial bid, cover all the activities as defined in the RFP and subsequent pre-bid clarifications / modification/ revisions furnished by Bob Financial Solutions Ltd in writing, without any exception.
- 5) We agree to abide by this offer till 180 days from the date stipulated by Bob Financial Solutions Ltd for submission of bid, and our offer shall remain binding upon us and may be accepted by the Bob Financial Solutions Ltd any time before the expiry of that period.

We undertake to comply with the terms and conditions of the RFP and subsequent pre-bid clarification / modifications / revisions furnished by Bob Financial Solutions Ltd in writing.

We also accept that in the event of any information / data / particulars proving to be incorrect, Bob Financial Solutions Ltd will have the right to disqualify us from the bid/ cancel the order at any stage. We understand that Bob Financial Solutions Ltd may reject any or all of the offers without assigning any reason whatsoever.

\_\_\_\_\_  
(Signed by an Authorized Officer  
of the Company)

\_\_\_\_\_  
(Title of Officer)  
(Name of Firm)  
(Date)

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BOB Financial Solutions Ltd.  
Billing Dept

Confidential