



बैंक ऑफ महाराष्ट्र
Bank of Maharashtra
ONE FAMILY ONE BANK

Bank of Maharashtra
Marketing & Publicity Department,
Central Office, 'Lokmangal' 1501, Shivaji Nagar
Pune – 411 005

Ref No.: RFP 01/DIA/2010

Date: 23/10/2009

TENDER NOTIFICATION FOR SUPPLY OF DIARIES

Sealed tenders are invited from the interested eligible printers / manufacturers for the printing /manufacturing of Diaries for the year 2010, as per the following schedule:

Tender Reference number	Diary - 01/2009-10
Cost of Tender Copy	Rs 2,000/-
Date of commencement of sale of tender document	23.10.2009
Last Date of sale of tender document	06.11.2009
Last Date and Time for receipts of tender offers	06.11.2009 Up to 11.00 a.m.
Time and Date of Opening of technical bids	06.11.2009 At 12.00 p.m.
Time and Date of Opening of commercial bids	06.11.2009 At 4.00 p.m.
Place of Opening tender	Bank of Maharashtra Marketing & Publicity Department Central Office, 1501, Lokmangal, Shivaji Nagar, Pune – 411 005.
Address for Communication	As above
Contact Telephone Numbers	Phone : 020 - 25536682 020 - 25510757 Fax : 020 - 25520473

TECHNICAL SPECIFICATION

1) EXECUTIVE DIARY - ONE DAY A PAGE DIARY :

Specifications	Executive Diary
Size Page Cover	24 cms X 17.5 cms 24.5 cms X 18.5 cms
Quantity	2,000
Format	(i) Layout of one page per day (Sat-Sun on one page) (ii) Time to be printed on left side of every date page (iii) Bank's logo to be printed in lighter shade on every page (iv) Action plan printed at the beginning of every month (v) A multi colour sheet containing write ups/ advertisements on Bank's products (back to back) to be inserted at the beginning of every month (vi) End papers with multi colour designs
No of Pages	Approximately 384 (+/- 4 pages) pages including (i) Write up on the Bank and other information. (ii) Action plan printed at the beginning of every month (iii) Separators 24 multicolour pages on Indian art paper with Bank's ads. (iv) 313 date pages (v) Pages for notes at the end
Paper	(i) 130 GSM Indian Art paper for cover

	(ii) 170 GSM Indian Art paper for end papers (iii) 90 GSM Indian Art paper for 12 separators (iv) 70 GSM sunshine paper for initial write up, action plan and date pages
Printing	(i) Multi colour printing on cover, endpapers and separators on Indian Art paper (ii) Single colour offset printing on date pages
Cover	4 colour printing on 130 GSM Indian Art paper with matt lamination.
Binding	Automatic Machine Binding, Hard bound section sewn with 1.8 mm Kappa Board with head & tail band lined with crepe.
Design	Cover design and matter for partitions to be provided by you.
Others	(i) Book mark – 2" X 5" with silk white ribbon
Packing	Individual shrink wrap & suitable quantity in 5 ply corrugated boxes strapped for roadworthy transport in India in bundles.
Delivery	(i) To be sent to various places as per Annexure III (ii) To be completed within 30 days from the date of order confirmation

2) CUSTOMER DIARY - ONE DAY A PAGE DIARY :

Specifications	Customer Diary
Size	21.0 cms X 14.5 cms
Page Cover	21.5 cms X 15.0 cms
Quantity	20,000
Format	(i) Layout of one page per day (Sat-Sun on one page). (ii) Time to be printed on left side of every date page (iii) Bank's logo to be printed in lighter shade on every page (iv) Action plan printed at the beginning of every month (v) A multi colour sheet containing write ups/ advertisements on Bank's products (back to back) to be inserted at the beginning of every month (vi) End papers with multi colour designs
No of Pages	Approximately 372 (+/- 4 pages) pages including (i) Write up on the Bank and other information. (ii) Action plan printed at the beginning of every month (iii) Separators 24 multicolour pages on Indian art paper with Bank's ads. (iv) 313 date pages (v) Pages for notes at the end
Paper	(i) 130 GSM Indian Art paper for cover (ii) 170 GSM Indian Art paper for end papers (iii) 90 GSM Indian Art paper for 12 separators (iv) 70 GSM sunshine paper for initial write up and date pages
Printing	(i) Multi colour printing on cover, endpapers and separators on Indian Art paper (ii) Single colour offset printing on date pages
Cover	4 colour printing on 130 GSM Indian Art paper with matt lamination.
Binding	Automatic Machine Binding, Hard bound section sewn with 1.8 mm Kappa Board with head & tail band lined with crepe.
Design	Cover design and matter for partitions to be provided by you.
Others	Book mark – 2" X 5" with silk white ribbon
Packing	Individual shrink wrap & suitable quantity in 5 ply corrugated boxes strapped for roadworthy transport in India in bundles.
Delivery	(i) To be sent to various places as per Annexure III (ii) To be completed within 30 days from the date of order confirmation

3) OFFICER DIARY - ONE DAY A PAGE DIARY :

Specifications	Officer Diary
Size Page	21.0 cms X 14.5 cms
Cover	21.5 cms X 15.0 cms
Quantity	5,000
Format	(i) Layout of one days per page(Sat-Sun on one page) (ii) Time to be printed on left side of every date page (iii) Bank's logo to be printed in lighter shade on every page (iv) Action plan printed at the beginning of every month
No of Pages	Approximately 416 (+/- 4 pages) pages including (i) Write up on the Bank and other information (ii) Action plan printed at the beginning of every month (iii) 313 date pages (iv) Pages for notes at the end
Paper	(i) 350 GSM Indian Art card for cover. (ii) 70 GSM sunshine paper for initial write up and date pages
Printing	(i) Multi colour printing on cover, endpapers and partitions on Indian Art paper (ii) Single colour offset printing on date pages
Cover	4 colour matter printed on 350 GSM Indian Art card with matt lamination.
Binding	Perfect binding with section sewing.
Design	Cover design and matter for partitions to be provided by you.
Others	Book mark – 2" X 5" with silk white ribbon
Packing	Individual shrink wrap & suitable quantity in 5 ply corrugated boxes strapped for roadworthy transport in India in bundles.
Delivery	(i) To be sent to various places as per Annexure III (ii) To be completed within 30 days from the date of order confirmation

4) POCKET DIARY - ONE WEEK ON TWO PAGES DIARY :

Specifications	Pocket Diary
Size Page	15.0 cms X 8.5 cms
Cover	15.0 cms X 8.5 cms
Quantity	15,000
Format	(i) Layout of one week on two pages. (ii) Time to be printed on left side of every date page
No of Pages	120 pages (+/- 4 pages) including (i) Write up on the Bank and other information (ii) 104 date pages (iv) Pages for notes at the end
Paper	(i) 210 GSM Indian Art Card (ii) 70 GSM sunshine paper for initial write up and date pages
Printing	(i) Multi colour printing on cover with matt lamination. (ii) Single colour offset printing on write up & date pages
Cover	4 colour matter printed on 210 GSM Indian Art Card with matt lamination.
Binding	Perfect binding
Design	Cover design and matter for partitions to be provided by you
Packing	To be packed in craft paper housed in ply cartons and strapped for roadworthy transport in India in bundles.
Delivery	(i) To be sent to various places as per Annexure III (ii) To be completed within 30 days from the date of order confirmation

**Bank of Maharashtra
Marketing & Publicity Department,
Central Office, 'Lokmangal' 1501, Shivaji Nagar Pune – 411 005**

Terms & Conditions of Tender Notice Dated 1st Sep, 2009

1.0.0 The quantities mentioned are approximate and may vary at the time of placing the order. No Compensation will be paid on account of varying quantity.

2.0.0 Tenderer should not be supplier but should be Printer / Manufacturer of Diaries, having latest technology. Evidence to that effect is to be enclosed with the Tender Application.

3.0.0 Upcountry Tenderer should have its full fledged office/branch/representative office in Mumbai/Pune

3.0.1 The last years Turnover of the tenderer should be more than Rs. 1 crore

4.0.0 Tenderer should have excellent track record and should have satisfactorily executed the order of at least one client for more than 27,000 diaries for the year 2008 or 2009. **Certificates and copies of Work Order** from the respective clients for the related work done during the year 2008 or 2009 is to be enclosed to the tender application. (Envelope No.1)

5.0.0 Conditional offers are liable to be rejected.

6.0.0 The Bank will not make any advance payment. However, bills, if otherwise in order, could be paid promptly on confirmation of receipt of specified number of diaries in good condition from 34 Administrative offices of the bank as per our dispatch schedule. Income Tax etc. will be deducted at source (TDS) from the final bills as required under I.T. Act.

7.0.0 No other charges shall be payable except for the rate quoted for the quantity mentioned.

8.0.0 No modification in the rates will be accepted / entertained except in case of changes made and agreed by the Bank.

9.0.0 Delivery as per schedule (Annexure III) should be completed within 30 days from the date of the order or 20 days from the date of approval of finished sample whichever is earlier. It will be tenderer's responsibility to provide the finished sample along with copy of proof of all the printing material for approval, within 7 days from the receipt of art work and printing material from the Bank, failing which the work order may be cancelled. In the event of any delay in adhering to the time schedule for printing & delivering by the specific date, the tenderer shall be liable for the payment of 1% of tender value for per day of delay subject to 10% of tender value for the delayed period as liquidated damage to the Bank. The day will be reckoned at the end of working hours including part thereof shall be a full day.

10.0.0 If the work is not found to be of good quality then the Bank will have the right to make suitable deductions from the payable amount or material delivered will be rejected without paying any price / compensation. The decision of the Bank in this regard will be final.

11.0.0 Any delay beyond one week in adhering to the prescribed delivery schedule or failure to supply requisite number of diaries of agreed quality and specifications would entitle the Bank to cancel the order. In such an event, the 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.

12.0.0 The Earnest Money Deposit (EMD) of Rs 50,000/- (Rupees Fifty Thousand only) by Demand Draft or Pay Order favoring Bank of Maharashtra payable at Pune is to be submitted along with the Tender Form and is refundable only on the non-acceptance of the offer. Quotation submitted without EMD will not be entertained.

13.0.0 If the contract is awarded then the Security Deposit @ 10 % of the total cost of contract is to be deposited immediately in the form of Pay Order or Demand Draft favoring Bank of Maharashtra payable at Pune or by Bank guarantee, which will be retained by the Bank till the satisfactory completion of the work. The Bank reserves the right to forfeit the amount in case contractor fails to execute the order.

14.0.0 Tender Form will be available with the Assistant General Manager, Marketing & Publicity Department, Bank of Maharashtra, Central Office, Pune – 411005 on payment of fee of Rs. 2,000/- (non refundable) payable by Pay Order or Demand Draft favoring Bank of Maharashtra payable at Pune.

14.1.0 Tender Form will also be available on Bank's website, www.bankofmaharashtra.in which can be downloaded and submitted to the Assistant General Manager, Marketing & Publicity Department, Bank of Maharashtra, Central Office, Pune – 411005 along with form charges of Rs. 2,000/- (non refundable) by way of Pay Order/Demand Draft favoring Bank of Maharashtra payable at Pune.

15.0.0 The Bank will reject the incomplete tenders

16.0.0 The Tender will be decided on the total amount of all types of diaries

17.0.0 THE TENDERERS MUST SUBMIT THEIR OFFER IN TWO SEPARATE SEALED ENVELOPES AS UNDER:

17.1.0 The Envelopes should be addressed and submitted to the Assistant General Manager, Marketing & Publicity Department, Bank of Maharashtra, Central Office, Pune – 411005

17.2.0 ENVELOPE 1: To be superscribed as 'TECHNICAL BID - DIARIES' (ANNEXURE I) and shall contain only the following information:

17.2.1 Tenderer's Bio-data in the enclosed format, along with the latest audited financial statement as of March 2009.

17.2.2 It should be duly signed by authorized persons with date and seal of the company.

17.2.3 Certificates and copies of work order from the respective clients for the related work done during the 2008 or 2009 is to be enclosed.

17.2.4 Account Payee Demand Draft or Pay Order of Rs.50,000/- (Rupees Fifty Thousand only) favoring Bank of Maharashtra payable at Pune towards the Earnest Money Deposit (EMD).

17.2.5 If tender form is downloaded from website, form charges of Rs. 2,000/- (non refundable) to be paid by DD / PO while submitting the tender form to the Assistant General Manager, Marketing & Publicity Department, Bank of Maharashtra, Central Office, Pune – 411005

17.2.6 Details of financial quotation **should not** be included in this envelope.

17.3.0 ENVELOPE 2: To be superscribed as '**PRICE BID - DIARIES**'. It shall contain only the following:

17.3.1 Complete Quotation in the enclosed format (**See ANNEXTURE II**) with samples of the following material mentioning the GSM thickness and Brand duly signed by authorized person and stamped :-

17.3.2 Quotation should be submitted **inclusive of all taxes, levies, VAT, Excise, Sales tax, service tax, courier charges etc**

17.3.3 Quotation should be duly signed by authorized persons with date and seal of the company.

18.0.0 Short-listing of application will be done on the basis of the following criteria:

18.1.0 Tenderer must have its full fledged office/branch/representative office in Mumbai/Pune

18.2.0 Infrastructure facilities to handle the job independently (no subcontracting permitted). The Tenderer should have a minimum of Two Hi speed automatic section sewing machines and case should be done on Automatic Case Machine to maintain the quality [proof to be submitted]

18.3.0 Tenderer for diaries should have excellent track record and should have satisfactorily executed the order at least one client for more than 27,000 diaries for the year 2008 or 2009. **Certificates and copies of Work Order** from the respective clients for the related work done during the year 2008 or 2009 is to be enclosed to the tender application. (Envelope No.1)

18.4.0 Having made continuous profit during the last three years and total turnover of last year should be more than Rs. 1 crore.

19.0.0 Any dispute arising will be subject to the Jurisdiction of the Courts at Pune.

20.0.0 The Tender shall be submitted to:

Assistant General Manager
Marketing & Publicity,
Bank of Maharashtra
Central Office, Pune - 411005

so as to reach him by **11.00 a.m. on 06/11/2009.**

21.0.0 Envelope - I containing 'Technical bid' will be opened **at 4.00 p.m. on 06/11/2009** at Marketing & Publicity Department, Bank of Maharashtra, Central Office,

Pune – 411005. (In the presence of applicants or their authorized representatives whosoever wish to be present).

22.0.0 Bank of Maharashtra reserves the right to amend, modify, add or delete, accept or reject in part or full any conditions or specifications or quantity or the offers without assigning any reason thereof. The decision of the Bank will be final.

TECHNICAL BID

Assistant General Manager
Marketing & Publicity,
Bank of Maharashtra
Central Office, Pune – 411005.

1. Name of the Printer :
2. Address & Telephone number) : i) Reg/Head Office
ii) Factory / Press
iii) Mumbai/Pune Office
3. Name of Proprietor/Partners/Directors:
4. Name of the authorized contact person & Telephone Number : (i) Place of Printing
(ii) At Mumbai/Pune
5. Date of Establishment :
6. Infrastructure:
 - i) Qualified Personnel :
 - ii) Other Staff :
 - iii) Details of Machinery : a) Printing
b) Binding
c) 2 Hi Speed Automatic Sewing Machine: Available/ No
d) Automatic Case making Machine: Available/ No
e) Others
7. Other Details
 - 1) Income Tax No. :
 - 2) Sales Tax No :
 - 3) VAT/Works contract Tax No :
 - 4) Service Tax No :
8. Nature of Main Activities :
9. Turnover Details :

(Rs. in lakh)

Year	Gross Turnover	Net profit
2007-2008		
2008-2009		

9.1 The tenderer last years total Turnover should be more than Rs. 1 Crore. Please enclose Proof

10. Principal Banker & their address :

11. List of major corporate clients / PSUs etc:

Name of client	Quantity of Diaries supplied	
	2008	2009

11.1 Attach separate sheet if required;

11.2 A minimum print order of 27,000 diaries for a single client should be undertaken in 2008 or 2009

11.3 Certificates and Copies of relevant work orders of the clients for 2008 or 2009 are to be enclosed:

12.i) DD No. -----drawn on _____ dated _____
for Rs. 50,000/- is enclosed for **E.M.D.**

ii) DD no.----- drawn on _____ dated _____
for Rs. 2,000/- is enclosed towards tender form

13. Declaration: Self declaration on the firm/company's letter head that there are no outstanding Income Tax / Sales Tax due.

14. Any other information :

Yours faithfully,

(Signature of the Authorized person)

Full name of the Authorized person

Designation:

Seal of the firm and date

PRICE BID

Assistant General Manager
Marketing & Publicity,
Bank of Maharashtra
Central Office, Pune – 411005

Dear Sir,

Sub: Tender for Printing of Diaries for the year 2010.

We hereby offer to execute the subject work as specified in the Tender Reference No. Tender 02/2009 -10 dated 21st Oct 2009, we unconditionally agree to abide by the Terms & Conditions specified therein and to undertake the subject work at the rates quoted by us and to commence and complete the said work within the prescribed time schedule.

TENDER FOR PRINTING OF DIARIES FOR THE YEAR 2010

1) EXECUTIVE DIARY - ONE DAY A PAGE DIARY :

Specifications	Executive Diary
Size	24 cms X 17.5 cms
Page Cover	24.5 cms X 18.5 cms
Quantity	2,000
Format	(i) Layout of one page per day (Sat-Sun on one page) (ii) Time to be printed on left side of every date page (iii) Bank's logo to be printed in lighter shade on every page (iv) Action plan printed at the beginning of every month (v) A multi colour sheet containing write ups/ advertisements on Bank's products (back to back) to be inserted at the beginning of every month (vi) End papers with multi colour designs
No of Pages	Approximately 384 (+/- 4 pages) pages including (i) Write up on the Bank and other information. (ii) Action plan printed at the beginning of every month (iii) Separators 24 multicolour pages on Indian art paper with Bank's ads. (iv) 313 date pages (v) Pages for notes at the end
Paper	(i) 130 GSM Indian Art paper for cover (ii) 170 GSM Indian Art paper for end papers (iii) 90 GSM Indian Art paper for 12 separators (iv) 70 GSM sunshine paper for initial write up, action plan and date pages
Printing	(i) Multi colour printing on cover, endpapers and separators on Indian Art paper (ii) Single colour offset printing on date pages
Cover	4 colour printing on 130 GSM Indian Art paper with matt lamination.
Binding	Automatic Machine Binding, Hard bound section sewn with 1.8 mm Kappa Board with head & tail band lined with crepe.
Design	Cover design and matter for partitions to be provided by you.
Others	(i) Book mark – 2" X 5" with silk white ribbon
Packing	Individual shrink wrap & suitable quantity in 5 ply corrugated boxes strapped for roadworthy transport in India in bundles.
Delivery	(i) To be sent to various places as per Annexure III (ii) To be completed within 30 days from the date of order confirmation

2) CUSTOMER DIARY - ONE DAY A PAGE DIARY :

Specifications	Customer Diary
Size	21.0 cms X 14.5 cms
Page Cover	21.5 cms X 15.0 cms
Quantity	20,000
Format	(i) Layout of one page per day (Sat-Sun on one page). (ii) Time to be printed on left side of every date page (iii) Bank's logo to be printed in lighter shade on every page (iv) Action plan printed at the beginning of every month (v) A multi colour sheet containing write ups/ advertisements on Bank's products (back to back) to be inserted at the beginning of every month (vi) End papers with multi colour designs
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Cover	4 colour printing on 130 GSM Indian Art paper with matt lamination.
Binding	Automatic Machine Binding, Hard bound section sewn with 1.8 mm Kappa Board with head & tail band lined with crepe.
Design	Cover design and matter for partitions to be provided by you.
Others	Book mark – 2" X 5" with silk white ribbon
Packing	Individual shrink wrap & suitable quantity in 5 ply corrugated boxes strapped for roadworthy transport in India in bundles.
Delivery	(i) To be sent to various places as per Annexure III (ii) To be completed within 30 days from the date of order confirmation

3) OFFICER DIARY - ONE DAY A PAGE DIARY :

Specifications	Officer Diary
Size	21.0 cms X 14.5 cms
Page Cover	21.5 cms X 15.0 cms
Quantity	5,000
Format	(i) Layout of one days per page(Sat-Sun on one page) (ii) Time to be printed on left side of every date page (iii) Bank's logo to be printed in lighter shade on every page (iv) Action plan printed at the beginning of every month
No of Pages	Approximately 416 (+/- 4 pages) pages including (i) Write up on the Bank and other information (ii) Action plan printed at the beginning of every month (iii) 313 date pages (iv) Pages for notes at the end
Paper	(i) 350 GSM Indian Art card for cover (ii) 70 GSM sunshine paper for initial write up and date pages

Printing	(i) Multi colour printing on cover, endpapers and partitions on Indian Art paper (ii) Single colour offset printing on date pages
Cover	4 colour matter printed on 350 GSM Indian Art card with matt lamination.
Binding	Perfect binding with section sewing.
Design	Cover design and matter for partitions to be provided by you.
Others	Book mark – 2" X 5" with silk white ribbon
Packing	Individual shrink wrap & suitable quantity in 5 ply corrugated boxes strapped for roadworthy transport in India in bundles.
Delivery	(i) To be sent to various places as per Annexure III (ii) To be completed within 30 days from the date of order confirmation

4) POCKET DIARY - ONE WEEK ON TWO PAGES DIARY :

Specifications	Pocket Diary
Size	15.0 cms X 8.5 cms
Page Cover	15.0 cms X 8.5 cms
Quantity	15,000
Format	(i) Layout of one week on two pages. (ii) Time to be printed on left side of every date page
No of Pages	120 pages (+/- 4 pages) including (i) Write up on the Bank and other information (ii) 104 date pages (iv) Pages for notes at the end
Paper	(i) 210 GSM Indian Art Card (ii) 70 GSM sunshine paper for initial write up and date pages
Printing	(i) Multi colour printing on cover (ii) Single colour offset printing on write up & date pages
Cover	4 colour matter printed on 210 GSM Indian Art Card with matt lamination.
Binding	Perfect binding
Design	Cover design and matter for partitions to be provided by you
Packing	To be packed in craft paper housed in ply cartons and strapped for roadworthy transport in India in bundles.
Delivery	(i) To be sent to various places as per Annexure III (ii) To be completed within 30 days from the date of order confirmation

(Amount in Rs.)

Type of Diaries	Rate per Diary	Quantity	Total Amount	Rate per diary for (+/-) 4 pages
Executive Diary		2,000		
Customer Diary		20,000		
Officer Diary		5,000		
Pocket Diary		15,000		
Total		42,000		

(Inclusive of all taxes, levies, VAT, Excise, Sales tax, service tax, courier charges etc).

We understand that the Bank reserves the right to reject any or all the quotations received without assigning any reason. We agree to deposit 10 % of the contract value as Security Deposit if any work is awarded to us. We also agree that the Security deposit amount along with the Earnest Money Deposit (EMD) will be retained by the Bank till the satisfactory completion of the Job and the final settlement of the bills. We also agree that the Bank reserves the right to forfeit the Security deposit amount and the Earnest Money

Deposit (EMD) if we fail to fulfill the Terms of contract. This will be in addition to any other penalty imposed by the Bank. As per the terms of the contract we have enclosed an Account Payee Demand Draft / Pay Order for Rs.50,000/- towards Earnest Money Deposit (EMD) in favor of Bank of Maharashtra payable at Pune in Envelope No.1.

Yours faithfully,

(Signature of the Authorized person)

Full name of the Authorized person

Seal of the firm and date

Proforma for the Bank Guarantee for Security Deposit

BANK GUARANTEE FORMAT

Guarantee for Payment of Security Deposit

Bank Guarantee no. :
Date :
Period of Bank Guarantee : Valid up to
Amount of Bank Guarantee : Rs.

To,
Bank of Maharashtra,
Marketing & Publicity Department
1501, Lokmangal,
Shivajinagar, Pune 411005.

THIS DEED OF GUARANTEE made at thisday of between Bank of a banking company having its office at hereinafter referred to as 'the Bank' of the One Part and Bank of Maharashtra a New Bank constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 having its Head Office at 'Lokmangal' , 1501 Shivajinagar, Pune 411 005, hereinafter called the Beneficiary, of the other Part.

1. Whereas the Beneficiary had invited tenders for printing diaries for the year 2010 vide tender No. 02/10 published in newspapers and also put on Bank's website
2. One of the terms of the tender is that tenderer are required to give a Demand Draft drawn in favor of beneficiary and payable at Pune, (valid for 180 days from the due date of the tender) for Rs. /- (Rs. only) as Earnest money Deposit (EMD) along with their offer. The Beneficiary may accept Bank Guarantee in lieu of EMD for an equivalent amount issued by any Public Sector Bank, valid for 6 months from the date of issue.
3. M/s hereinafter referred to as the said 'Agencies' have given their offer for printing & supply of Diaries/Diaries for the year 2009 for the Beneficiary and the said agencies are required to deposit the said amount of earnest money (or security deposit) or to furnish bank guarantee.
4. At the request of the said M/s. the Bank has agreed to furnish guarantee for payment of the said amount of earnest money (or security deposit) in the manner hereinafter appearing :

NOW THIS DEED WITNESSETH that pursuant to the said tender and in consideration of the premises the Bank doth hereby guarantee to and covenant with the Beneficiary that the Bank shall, whenever called upon by the Beneficiary in writing and without demur and notwithstanding any objection raised by the said agencies, pay to the Beneficiary the said amount of Rs. /- (Rupees ---- only) payable by the said Agencies under the said Contract.

AND IT IS AGREED and declared by the bank that the liability of the Bank to pay the said amount whenever called upon by the Beneficiary shall be irrevocable and absolute and the Bank will not be entitled to dispute or inquire into whether the Beneficiary has become entitled to forfeit the said amount as earnest money (or as security deposit) under

the terms of the said contract or not and entitled to claim the same or not or whether the said Agencies have committed any breach of the said contract or not or whether the Beneficiary is entitled to recover any damages from the said Agencies for breach of terms thereof or not.

Any such demand made by the Beneficiary shall be binding and conclusive as regards amount due and payable by the Agencies to the Beneficiary. And the Bank undertakes to pay unconditionally on written demand without demur and the claim of beneficiary shall be conclusive and binding as to the amount specified therein.

AND it is further agreed and declared by the Bank that any waiver of any breach of any term of the said contract or any act of forbearance on the part of the Beneficiary or any time given by the Beneficiary to the Agencies for carrying out and completing the work under the said contract or any modifications made in the terms and conditions of the said contract or any other act or omission on the part of the Beneficiary which could have in law the effect of discharging a surety, will not discharge the Bank.

AND it is agreed and declared that this guarantee will remain in force until the time fixed in the said contract for completion of the said work or until the expiration of any extended time for such completion and shall be valid for a period of six months from the date hereof i.e. the guarantee shall be valid up to -----

AND it is agreed and declared that this Guarantee will be irrevocable and enforceable even if the Agency's company goes into liquidation or there is any change in the constitution of the said Company or management of the said Company and shall ensure to the benefit of its successors and assigns and shall be binding on the successors and assigns of the Bank.

Notwithstanding anything contained herein:

- a. The liability of the Bank under this Bank Guarantee shall not exceed Rs. _____
_____. (Rupees _____).
- b. This Bank Guarantee shall be valid up to _____.
- c. Bank is liable to pay guaranteed amount or part thereof under this Bank Guarantee only and only if beneficiary serve upon as a written claim or demand on or before _____ (date of expiry of the Guarantee).

IN WITNESS WHEREOF the Bank has put its seal the day and year first hereinabove written.

Signed, sealed and delivered by Mr.

For and on behalf of the Guarantor Do so and
to affix the seal of the Bank, in the presence of

Annexure III

LIST OF ADMINISTRATIVE OFFICES

Assistant General Manager BANK OF MAHARASHTRA Ahmedabad Region, Mavlankar Haveli, Vasant Chowk, Bhadra, Ahmedabad 380 001.	Regional Manager BANK OF MAHARASHTRA Ahmednagar Region, Gurukul, 2nd Floor, Lal Taki Road, Ahmednagar 414 001.
Regional Manager, BANK OF MAHARASHTRA Akola Region, "Abhang", Gawande's Bunglow, Khedkar Nagar, Sudhir Colony Road, Akola 444 001.	Assistant General Manager BANK OF MAHARASHTRA Amravati Region, Opp. Atul Mangal Karyalay, Lahanuji Nagar, Amravati 444 001
Assistant General Manager BANK OF MAHARASHTRA Aurangabad Region, Mahabank Bhavan C-3, N-1 Town Centre, CIDCO, Aurangabad 431 003.	Assistant General Manager, BANK OF MAHARASHTRA Bangalore Region, 15, Police Station Road, Basawangudi Bangalore 560 064
Assistant General Manager BANK OF MAHARASHTRA Bhopal Region, 1/14 Prashasanik Zone, Arera Hill, Jail Road, Bhopal 462 011.	Assistant General Manager BANK OF MAHARASHTRA Kolkata Region, McLeod House, 1st Floor, 3, N.S. Road, Kolkata 700 001.
Regional Manager BANK OF MAHARASHTRA Chandrapur Region, Ghanashyam Bhavan, opposite Police H.O. Mul Road, Chadrapur-442401	Assistant General Manager BANK OF MAHARASHTRA Chennai Regional Office, 04, Sivagnanam Rd., T Nagar, Chennai 600 017
Assistant General Manager BANK OF MAHARASHTRA Chandigarh Region, SCO 88-89, Sector - 17 C, Chandigarh 160 017.	Deputy General Manager BANK OF MAHARASHTRA Delhi Region, 6/30 - 31 W.E.A. Ajmal Khan Road, Karolbagh, New Delhi 110 005.
Assistant General Manager BANK OF MAHARASHTRA Goa Region, Dattaprasad Building, 1st Floor, M.G. Raod, Panaji, Goa 403001.	Assistant General Manager BANK OF MAHARASHTRA Hyderabad Region, 4-03-379, 2nd Floor, Bank Street, Sultan Bazar, Hyderabad 500 001.
Regional Manager BANK OF MAHARASHTRA Indore Region, Maharashtra Sahitya Sabha Bhavan, 688, M.G.Road, Indore 452 007.	Regional Manager BANK OF MAHARASHTRA Jabalpur Region, Muthye Building Opp. Telephone Exchange 1st Floor, Wright Town Jabalpur 480 002.
Regional Manager BANK OF MAHARASHTRA Jalgaon Region, Khandesh Mill Shopping Complex, Building No.7, 1st Floor, P.Box.no.88,	Assistant General Manager BANK OF MAHARASHTRA Kolhapur Region, Rukmini, Plot No. 7 Surve Colony, New Shahapuri,

Nehru Chowk, Jalgaon 425 001.	P.Box No. 250,Kolhapur 416 001.
Assistant General Manager BANK OF MAHARASHTRA Latur Region, 28/77, Kirti Mansion, Kamdar Road, Adat Bazar Hanuman Chowk, Latur 413 512.	Assistant General Manager BANK OF MAHARASHTRA Lucknow Region, Plot No 12, Mahanagar North Hsg Co-op Society, Sector - 9, Vikas Nagar, Lucknow. U P.
Deputy General Manager BANK OF MAHARASHTRA Mumbai City Region, Janamangal, 2nd Floor, 45/47 Mumbai Samachar Marg Fort, Mumbai 400 023.	Assistant General Manager BANK OF MAHARASHTRA Jaipur Region F-104, Riddhi Siddhi Apt., Subhash Marg, Jaipur- 302 001
Assistant General Manager BANK OF MAHARASHTRA Nagpur Region, Mahabank Building, Abhyankar Road, Sitaburdi, Nagpur 440 012.	Deputy General Manager BANK OF MAHARASHTRA Nasik Region, Griha Nirman Bhavan Old Agra Road, Post Box No.140 Nasik 422 002.
Deputy General Manager BANK OF MAHARASHTRA Pune City Region, 'Yashomangal', F.C.Road, Shivajinagar, Pune-411005	Deputy General Manager BANK OF MAHARASHTRA Pune Rural Region, 2nd Floor, Kesari Maratha Trust Complex, N.C. Kelkar Rd. 568, Narayan Peth, Pune 411 030.
Regional Manager BANK OF MAHARASHTRA Raigad Region, Mahabank Bhavan B-37, Wagle Ind. Estate, Thane 400604.	Regional Manager BANK OF MAHARASHTRA Raipur Regional Office Chawla Complex, Sai Nagar, Raipur 491 001.
Regional Manager BANK OF MAHARASHTRA Ratnagiri Region Gajanan Saraswati Smruti, Subhash Road, P.B.No.6 Ratnagiri 415612	Assistant General Manager BANK OF MAHARASHTRA Satara Region, Jeevan Tara, L.I.C. Regional Office Building, Opp. Collector Office,Koregaon Rd, Satara 415 001
Assistant General Manager BANK OF MAHARASHTRA Solapur Region, Plot No. 94, Gaikwad Bldg. Morarji Peth, Solapur Pune Road Solapur 413 002	Deputy General Manager BANK OF MAHARASHTRA Thane Region, Mahabank Bhavan B-37, Wagle Ind. Estate, Thane 400604
Assistant General Manager Marketing & Publicity Department, BANK OF MAHARASHTRA HO 'Lokmangal' 1501, Shivajinagar, Pune 411 005.	General Manager Treasury & International Banking Division, Domestic Section 2 nd Floor, 23, Maker Chamber III, Nariman Point, Mumbai-400 021