

EXPRESSION OF INTEREST FOR EMPANELMENT OF PRINTING AGENCIES

I. EMPANELMENT OF PRINTING AGENCIES: Export-Import Bank of India ('the Bank') invites sealed Expression of Interest ('the Application') from interested Mumbai-based Printing Agencies, having at least 3 years of experience for empanelment with the Bank.

II. PRE-QUALIFICATION CRITERIA FOR EMPANELMENT:

The Agencies should have:

- (a) presence with a full-fledged office in Mumbai;
- (b) been in existence for the last 3 years, i.e. the date of incorporation of the Agency should not be later than 31st March 2016; and
- (c) Experience of working with Financial Institutions (FI) (sample/proofs to be enclosed).
- (d) Experience in translation / typesetting to multiple languages

III. TERMS & CONDITIONS FOR EMPANELMENT:

- a) The agencies should not be disqualified/ blacklisted by Reserve Bank of India, Indian Banks' Association and/or by any other Bank. The promoters and / or directors of the agency should have a clean track record. A declaration by the Agency to that effect is to be enclosed with the Application.
- b) The Bank reserves the right to reject all or any application/proposal without assigning any reason thereof.
- c) Conditional or Incomplete Applications for empanelment are liable to be rejected.
- d) The agencies are expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to the Bank's interest. Agencies will maintain confidentiality on matters disclosed till proper instruction is issued. The Bank reserves the right to impose penalty in case of any violation of the above.
- e) Minimum of three and maximum of five Agencies will be empanelled for a period of three years subject to the satisfaction of the Bank after the period of one year. If the empanelled Agency's services do not meet the Bank's expectations, the Bank will have the right to terminate the services of the Agency and appoint the next short-listed Agency without any obligation or without assigning any reasons to anyone and the Bank shall not be held liable for any losses or damages caused by such action.

IV. PAYMENT

- a) The payment will be on project basis, assigned to the agency that provides the lowest quotation.
- b) No advance payment shall be made to the agency.
- c) All applicable taxes including Income Tax etc. will be deducted at source as required under Income Tax Act, 1961 and other relevant provisions of Law as applicable.

V. JURISDICTION

In case of any dispute or difference arising between the parties under this Application and arising/ relating to this Application shall be governed by and construed in accordance with the laws of India and the parties hereto irrevocably submit to the exclusive, jurisdiction of the Courts in MUMBAI to try any suit, proceeding in connection herewith in that behalf.

VI. SUBMISSION OF APPLICATIONS FOR EMPANELMENT

The applications must be submitted in sealed cover, superscribed "EoI for Empanelment of Printing Agency" addressed to General Manager, Corporate Communications Group, Export-Import Bank of India, Floor 21, World Trade Centre Complex, Centre One Building, Cuffe Parade, Mumbai - 400005 on or before **5 PM on May 14, 2019**.

VII. DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION FORM

- a) Declaration by the agency as stipulated in Clause III (a). Format as per Annexure I.
- b) Proof of existing clients from FI sector with references who can be contacted for validation.
- c) Copy of PAN Card, GST Number and Service Tax registration certificate of the Agency.

VIII. SELECTION PROCEDURE- FOR EMPANELMENT

The agencies which fulfill the criteria at (II & III) above would be evaluated according to following criteria as per marks apportioned. These parameters do not carry equal weightages:

1. Detailed profile of the agency: (relevant credentials to be attached, format is at Annexure II)
2. List of Financial Institution (FI) clients handled.
3. Quality of Printing Jobs done for existing clients (samples to be attached)

4. Exim Bank's past experience
5. Proximity to Exim Bank's Head Office in Mumbai
6. Experience with Translation / typesetting in Multiple Languages

Please Note: Selection of the agency/agencies will be done strictly on the criteria given above. The Bank reserves the right to select or reject any or all the agencies. The Bank's decision will be final in selection of the agency/agencies. The agency selected by the Bank will be informed accordingly.

ANNEXURE I

Declaration

I /We do hereby certify that:

- (i) Our Agency has not been disqualified / blacklisted by Reserve Bank of India, Indian Banks' Association, any other Bank and/or Company;
- (ii) No litigation is being pursued against the Agency or its promoters and / or directors;
- (iii) The Agency and its promoters / directors have not defaulted with any of its lenders and no dues or demands are pending against them;

The information as provided above is correct and true in all respect. In case of furnishing any false information or suppression of any material information, the application shall be liable for rejection besides penalty can be imposed, if it deemed fit.

Signature

Name and Designation of Authorized Signatory

Name of the Agency

Seal

Date:

Place:

(In case the Agency is unable to make this declaration, please provide information regarding the reason for disqualification by RBI / IBA/ any other institution and the reason(s), thereof.)

ANNEXURE II

APPLICATION FOR EMPANELMENT

1. NAME OF THE AGENCY:
2. OFFICE ADDRESS IN MUMBAI:
3. PHONE :
4. FAX :
5. E-MAIL :
6. TOTAL NUMBER OF STAFF:
7. NUMBER OF IN-HOUSE DTP OPERATORS:
8. WHETHER CAPABLE OF WORKING IN MULTIPLE LANGUAGES (OTHER THAN ENGLISH): (YES/ NO)
9. NAMES OF COMPUTER SOFTWARES AVAILABLE FOR PROCESSING HINDI TEXT:
10. ATTACH FOUR SAMPLES OF PRINT JOBS DONE FOR CLIENTS:
(One Brochure, One booklet of 16 pages or more,
One Annual Report, One Greeting Card):
11. NAMES OF EXISTING CLIENTS FROM THE FI SECTOR:
12. AGENCY STRUCTURE:
 - a. (Whether Partnership Firm or Sole Proprietorship Firm or Private Limited/Limited Company etc.)
13. NAME OF DIRECTORS / PARTNERS/ PROPRIETORS ETC.:
 - a. (Along with PAN Card)
14. DATE OF INCORPORATION:

15. TURNOVER OF THE AGENCY DURING PAST 2 YEARS

- 2017 – 2018:
- 2018 – 2019:

16. GST NO.: (Please attach the copy)

17. PAN NO. OF THE FIRM: (Please attach the copy)

18. DETAILS REGARDING ANY CIVIL SUIT/LITIGATION IN THE CONTRACTS EXECUTED BY THE AGENCY DURING THE LAST 5 YEARS. GIVE DETAILS IF ANY: