



OPEN ADVERTISED BIDDING:
SUPPLY OF OFFICE STATIONERIES, PRE-
PRINTED STATIONERIES & OTHER
MISCELLANEOUS ITEMS

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A. Overview

MauBank Ltd invites proposal from eligible and qualified bidders for the supply of office stationeries, pre-printed stationeries and other miscellaneous items.

B. General Instruction to Bidders

1. Bidder shall not have Conflict of Interest

Bidders should mandatorily declare conflict of interest situations.

Bidders found to be in a conflict of interest situation, and which has not been disclosed, shall be disqualified. A Bidder may be considered to be in a conflict of interest with one or more parties in a bidding process if, including but not limited to; a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods and services that are the subject of the bid.

2. Fraud and Corruption

MauBank Ltd will reject a proposal if it determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or obstructive practices in competing for the procurement in question.

- “Corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- “Fraudulent practice” is any act or omission, including a misinterpretation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- “Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the action of a party;
- “Obstructive practice” acts intended to materially impede the exercise of the Bank inspection and audit rights.



3. Eligible Bidders

A Bidder that is under a declaration of ineligibility by the Government of Mauritius in accordance with applicable laws at the date of the deadline for bid submission or thereafter, shall be disqualified.

A Bidder who in the past failed to fulfill his contract with the Bank up to the level of our satisfaction shall be disqualified.

4. Sections of Bidding Documents

The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.

5. Amendment of Bidding Documents

At any time prior to the deadline for submission of bids, MauBank Ltd may amend the Bidding Documents by issuing addendum. Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all those who have obtained the Bidding Documents. In situations where, open advertising bidding method has been adopted, the Bank shall publish addendums in newspaper and Bank's Website to ensure all bidders have the same information and understanding. To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Bank may at its discretion extend the deadline for the submission of bids.

6. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, including any sample that may be required, and MauBank Ltd shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

7. Withdrawal, Substitution, and Modification of Bids

No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity period.

The withdrawal, substitution or modification of a bid after the deadline for submission of bids has expired will result in forfeiture of the bid security amount (If Any).



Bidder may withdraw its bid prior to the deadline for the submission of bids without forfeiting its bid security (If Any).

8. Confidentiality

Bidders should not divulge, discuss or disclose to any third party the existence of this request response or any information contained therein, other than a third party or parties selected by your company to assist you in the preparation of your proposal. Such third parties should be bound equally by a confidentiality agreement. Failing to abide to the above will lead to automatic disqualification.

Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process.

9. Clarification of Bids

To assist in the examination, evaluation, comparison and post-qualification of the bids, The Bank may at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by MauBank Ltd shall not be considered. The Bank's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors (if any) discovered in the Evaluation of the bids.

10. Correction of Arithmetic Errors

Provided that the Bid is responsive, MauBank Ltd shall correct arithmetical errors on the following basis:

- if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.



11. Requirement Interpretations

It is the bidder's responsibility to properly interpret and comprehend all the Bank's requirements prior to submitting the response.

12. Late Bids

MauBank Ltd shall not consider any bid that is received after the deadline and shall be declared late and rejected.

13. Right to accept or reject any /All Bids

MauBank Ltd reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

14. Mauritian Law

It is hereby agreed that all matters arising during the tendering exercise, shall be governed by the Laws of Mauritius, and it is agreed that both Bidder and Bank shall submit to the exclusive jurisdiction of the Courts of Mauritius.

C. Bid Data Sheet

1. Bank Requirement

Pre-Printed Stationeries (Printing Services)

No.	Family	Item Name	Approximate Yearly Consumption
1	Accounts Opening Forms	Communication Agreement	10,000
2	Accounts Opening Forms	CRS Individual	10,000
3	Accounts Opening Forms	FATCA Individual	10,000
4	Accounts Opening Forms	Product Form (052)	10,000



5	Accounts Opening Forms	Profile Form Customer	10,000
6	Accounts Opening Forms	Terms & Conditions	10,000
7	Bands	Note Bands	3,000,000
8	Control Forms	Letterheads	400,000
9	Envelopes	A3 Envelopes- Plain	20,000
10	Envelopes	A4 Envelopes- Plain with Pattern	30,000
11	Envelopes	A4 Envelopes- Window with Pattern	15,000
12	Envelopes	A5 Envelopes- Plain with Pattern	25,000
13	Envelopes	A5 Envelopes- Window with Pattern	25,000
14	Envelopes	ATM Envelopes	10,000
15	Envelopes	DL Envelopes- Plain with Pattern (115MM x 230MM)	50,000
16	Envelopes	DL Envelopes- Window with pattern	600,000
17	Forms	Cash Deposit with cover	15,000
18	Forms	Cash Deposit without cover	25,000
19	Forms	Cheque Deposit with cover	15,000
20	Forms	Cheque Deposit without cover	25,000
21	Forms	Withdrawal- Bank	25,000
22	Forms	Withdrawal- Post Office	10,000
23	Other Items	ATM Journal	8,000
24	Other Items	ATM Receipts	1,000
25	Other Items	Complimentary Cards	5,000
26	Other Items	Coin Bags	15,000
27	Other Items	Denomination Tags	35,000
28	Other Items	Payroll/Customer ID Cards	25,000
29	Other Items	Loan Separator A4 (7 colored Bristol sheets)	10,000
30	Registers	Debit Card Register	30
31	Registers	Cheque Book Register	30
32	Registers	Credit Card Register	30
33	Registers	Key register	75
34	Registers	Visitors Book	75
35	Registers	Vault Register	75
36	Statements	Statement- A4	500,000
37	Statements	Statement Guarantor	100,000
38	Vouchers	Credit Voucher (Booklet of 50 pages - 3 plies – NCR)	500
39	Vouchers	Debit Voucher (Booklet of 50 pages - 3 plies – NCR)	500
40	Vouchers	Voucher Bags	10,000
41	Vouchers	Mail Sheet	500

Office Stationeries

No.	Family	Item Name	Approximate Yearly Consumption
1	Adhesive & Tapes	Blue Tack	75
2	Adhesive & Tapes	Double Sided Tape	50
3	Adhesive & Tapes	Gluestick-Steadler	400
4	Adhesive & Tapes	Liquid Glue	300
5	Adhesive & Tapes	Packing tape	600
6	Adhesive & Tapes	Rafia roll 1 Kg	50
7	Adhesive & Tapes	White Rafia roll	400
8	Adhesive & Tapes	Rubber Band	600 Pkt of 100 unit
9	Adhesive & Tapes	Cello Tape Medium	75
10	Adhesive & Tapes	Cello Tape Small	75
11	Adhesive & Tapes	Thump (puneuse)	20 boxes of 20 unit
12	Assembling	Clip Board - Black	30
13	Assembling	Heavy Duty Stapler	5
14	Assembling	Heavy Duty Staples	25
15	Assembling	Stapler	150
16	Assembling	Staples small (Rexel)	3000 boxes
17	Assembling	Staples remover	200
18	Assembling	Arrow Sticky Note	500
19	Assembling	Calculator – 12 digits dual power	100
20	Assembling	Counter Pen	4,000
21	Assembling	Double Clips 41 mm	100
22	Assembling	Double Clips 51 mm	100
23	Assembling	Damper	150
24	Assembling	Duster	35
25	Assembling	Heavy Duty Punch	7
26	Assembling	Key Tags	400
27	Assembling	Plastic Folders (Thick)-Loose Sheet Protector A4	400 pks of 100
28	Assembling	Punch	50
29	Assembling	Sticky Note	40
30	Assembling	Transparencies (box)	10
31	Assembling	Treasury Tag	20 boxes of 100
32	Battery	Maxell Lithium CR2032 (3V)	20
33	Battery	Cell 23AE- A23/V23GA/MN21 -12 v	20
34	Battery	AA Battery (Alkaline)	500
35	Battery	AAA Battery (Alkaline)	400
36	Battery	D 1.5 Volt	20
37	Battery	Cell LR 43 -1.5 V	20
38	Battery	Pile Care	10
39	Binder Clips	19 mm	100
40	Binder Clips	25 mm	100
41	Binder Clips	32 mm	100

42	Binder Clips	41 mm	100
43	Binder Clips	51 mm	100
44	Books	Bloc Note	2,000
45	Books	Carbon Paper (Pelican)	10 Boxes
46	Books	Dispatch Book	200
47	Books	Hard Cover-A4 4 Quire	200
48	Books	Hard Cover-full scrap 4 Quire	200
49	Books	Spiral Notebook A4	500
50	Books	Spiral Notebook- Small	500
51	Compact Disc	CD Casing	100
52	Compact Disc	DVD	200
53	Compact Disc	VCD	100
54	Compact Disc	CD writer (Marker) 1	300
55	Cutting Supplies	Letter Opener	50
56	Cutting Supplies	Scissor- Medium Size	200
57	Desk	Document tray- 3 Level	100
58	Desk	Eraser	200
59	Desk	Highlighter	500
60	Desk	Pen Black	5,000
61	Desk	Pen Blue	5,000
62	Desk	Pen Holder	50
63	Desk	Pencil	1,000
64	Desk	Plastic Ruler- 15 cm	50
65	Desk	Plastic Ruler- 30 cm	100
66	Desk	Pen Red	1,000
67	Desk	Sharpener	200
68	Files	Box Files	200
69	Files	Conference Folders (Project file)	200
70	Files	L-shape Folders	4,000
71	Files	Magazine files (Vertical)	150
72	Files	Pack Files AF1	500
73	Files	Pack Files AF2	400
74	Files	14 A4 Pocket File my clear bag	75
75	Files	30 A4 Pocket File my clear bag	75
76	Files	Pack files A4	75
77	Files	Pocket File Carton	3,000
78	Files	Perforated Plastic Folders (Thick)	700 pks of 100
79	Files	Ring File A4	75
80	Files	Spiral Files	5,000
81	Files	Zip Folders	75
82	Marker	Permanent Black	500
83	Marker	Permanent Blue	500
84	Marker	Permanent Red	500
85	Marker	Whiteboard Black	300
86	Marker	Whiteboard Blue	300
87	Marker	Whiteboard Green	300

88	Marker	Whiteboard Red	300
89	Paper	A3- 80 gsm	40 Reams
90	Paper	A4- 80 gsm	8000 Reams
91	Paper	A4- 90 gsm	40 Reams
92	Paper	Binding Paper Cover- Color will be communicated	1000 Units
93	Paper	Flip Chart	40
94	Paper Clips	Paper Clips large	300
95	Paper Clips	Paper Clips medium	300
96	Paper Clips	Paper Clips small	300
97	Reglettes	3 mm	200
98	Reglettes	5 mm	200
99	Reglettes	7 mm	200
100	Reglettes	9 mm	200
101	Reglettes	12 mm	200
102	Separator	A4 Carton	1000 Units
103	Separator	A4 PVC coloured	100 PKS
104	Separator	A4 PVC Numeric	100 PKS
105	Separator	Separators A5	100 PKS
106	Spiral Binding	6 mm	200
107	Spiral Binding	8 mm	200
108	Spiral Binding	10 mm	200
109	Spiral Binding	12 mm	200
110	Spiral Binding	14 mm	200
111	Spiral Binding	16 mm	200
112	Spiral Binding	18 mm	200
113	Spiral Binding	20 mm	200
114	Spiral Binding	22 mm	200
115	Spiral Binding	25 mm	200
116	Stamps	Stamp Pad Ink: Blue	500
117	Stamps	Stamp Pad	200

Other Miscellaneous Items

No.	Item Name	Approximate Yearly Consumption
1	Lead Seals	25,000
2	Archive Boxes (400MM x 400MM x 300MM)	2,500
3	Plastic Double Lock (23cm x 33cm)	30,000
4	Plastic Double Lock (18cm x 25cm)	20,000
5	Jumbo Rolls Big Core	2,200
6	Jumbo Rolls Small Core	800
7	Toilet Tissue Papers (Pack of 12)	800
8	Hand Towels (C folds - 400 sheets)	3,500

2. Eligibility Criteria

#	Criteria	Remarks
1	The bidder has to submit an undertaking that no Government / organizations have blacklisted them.	Undertaking by Bidder to be provided
2	The bidder should not outsource the contract to subcontractor. The bidder should deploy & manage the project with its own certified resources.	Undertaking to be submitted
3	The bidder quoting for pre-printed stationeries should have a minimum of three years' experience and should demonstrate technical capability for fulfilling the contract if awarded to them	1. List of companies and references where similar task has been carried out (along with contact value) in the past three years.

3. Supplier's Response

Response Content

The response should be as clear and concise. To facilitate consistent evaluation and understanding of the response, we request that the following guidelines be adhered to:

- Avoid referring to Internet links. All information should be provided in your response, else will be considered as incomplete.
- The response should be structured as per Annexure 1. You are requested to follow the proposed structure. Failure to do so will carry negative markings in the final evaluation.
- Proposal should include documents as per Annexure 2
- You may add any other details that you consider will bring value to your proposal and will benefit the bank.



- No “refer to data sheet or link” will be accepted, kindly response to queries in a clear and concise way.

D. Specific Terms and Conditions

- Bids should be sent via a password-protected email to the Procurement department with subject “**OAB-SUPPLY OF (Office Stationeries/Pre-Printed Stationeries/ Other Miscellaneous Items)** ” by latest **Friday, 22 April 2022 at 13:00 pm.**

Your email should be strictly address to the procurement department on the following email-
procurement@maubank.mu

The password to open the proposal should only be shared with the bid opening committee on **BidOpeningCommittee@maubank.mu** just before the closure date and time (i.e. at latest **13.15 pm** on **Friday, 22 April 2022**)

If email (s) are not password protected, MauBank Ltd will assume no responsibility for the premature opening of the bid.

- Bid shall remain valid for a period of **120** days after the bid submission deadline. The Bank shall reject a bid valid for a shorter period as non-responsive.
- The contract will be for a period of two years starting upon signature of contract.
- The prices quoted by the Bidder shall conform to the requirements specified below:
 - Prices quoted by the Bidder shall be fixed during the Bidder’s performance of the Contract (two years) and not subject to variation on any account in respect of changes in production costs, freight, taxes, etc.
 - All costs associated with the supply of items, such as transportation to the MauBank store in Yukondale (Plain Lauzun) and/or Ebene, packing, handling, storage, and any other charges, shall be included in the prices.
- To assist bidders in preparing their bids, an approximate yearly consumption has been included in the table of requirement under Section C. The quantity is based on last year’s usage and is subject to variation. The Bank shall at its discretion prepare requirements which will be communicated to you as and when items are being required.
- A prospective bidder requiring any clarification on the bidding documents should contact through an official e-mail to procurement Department on **procurement@maubank.mu** at least **7 days**



before the bid submission deadline. If the Bank determines that it is necessary to amend the bidding document due of a clarification, it shall do so in accordance with internal procedure.

- Shortlisted bidders shall upon request from the Bank be required to provide samples of items quoted for further evaluation.
- With regards to the supply of pre-printed stationeries, artworks will be provided by the Bank upon request from interested bidders. All requests should be sent on procurement@maubank.mu at least **7 days** before the bid submission deadline.
- All deliveries must be completed within a reasonable timeframe; that is, for: -
 - Office Stationeries- Within one week after submission of Purchase order
 - Miscellaneous Items - Within one week after submission of Purchase order
 - Pre-printed Stationeries- Within two to three weeks after submission of purchase order

Failure to deliver on time results in negative marks when suppliers are evaluated internally, and persistently poor performance may result in contract termination.

E. Annexures

Annexure 1

Office Stationeries

No.	Family	Item Name	Unit Price Inclusive OF VAT	Remarks/Make
1	Adhesive & Tapes	Blue Tack		
2	Adhesive & Tapes	Double Sided Tape		
3	Adhesive & Tapes	Gluestick-Steadler		
4	Adhesive & Tapes	Liquid Glue		
5	Adhesive & Tapes	Cello Tape Medium		
6	Adhesive & Tapes	Packing tape		
7	Adhesive & Tapes	Rafia roll - 1 Kg		
8	Adhesive & Tapes	Rubber Band		
9	Adhesive & Tapes	White Rafia roll		
10	Adhesive & Tapes	Cello Tape (Small)		
11	Adhesive & Tapes	Thump		
12	Assembling	Black Clip Board		
13	Assembling	Heavy Duty Stapler		
14	Assembling	Heavy Duty Staples		
15	Assembling	Stapler		
16	Assembling	Staples small (Rexel)		
17	Assembling	Staples remover		
18	Assembling	Arrow Sticky Note		
19	Assembling	Calculator		
20	Assembling	Counter Pen		
21	Assembling	Double Clips 41 mm		
22	Assembling	Double Clips 51 mm		
23	Assembling	Damper		
24	Assembling	Duster		
25	Assembling	Heavy Duty Punch		
26	Assembling	Key Tags		
27	Assembling	Plastic Folders (Thick)-Loose Sheet Protector A4		
28	Assembling	Punch		
29	Assembling	Sticky Note		
30	Assembling	Transparencies (box)		
31	Assembling	Treasury Tag		
32	Battery	Maxell Lithium CR2032 (3V)		
33	Battery	Cell 23AE- A23/V23GA/MN21 -12 v		
34	Battery	AA Battery		
35	Battery	AAA Battery		
36	Battery	D 1.5 Volt		
37	Battery	Cell LR 43 -1.5 V		
38	Battery	Square ones		
39	Binder Clips	19 mm		

40	Binder Clips	25 mm		
41	Binder Clips	32 mm		
42	Binder Clips	41 mm		
43	Binder Clips	51 mm		
44	Books	Bloc Note		
45	Books	Carbon Paper (Pelican)		
46	Books	Dispatch Book		
47	Books	Hard Cover-A4 4 Quire		
48	Books	Hard Cover-full scrap 4 Quire		
49	Books	Spiral Notebook A4		
50	Books	Spiral Notebook- Small		
51	Compact Disc	CD Casing		
52	Compact Disc	DVD		
53	Compact Disc	VCD		
54	Compact Disc	CD writer (Marker) 1		
55	Cutting Supplies	Letter Opener		
56	Cutting Supplies	Scissor- Medium Size		
57	Desk	Document tray- 3 Level		
58	Desk	Eraser		
59	Desk	Highlighter		
60	Desk	Pen Black		
61	Desk	Pen Blue		
62	Desk	Pen Holder		
63	Desk	Pencil		
64	Desk	Plastic Ruler- 15 cm		
65	Desk	Plastic Ruler- 30 cm		
66	Desk	Pen Red		
67	Desk	Sharpener		
68	Files	Box Files		
69	Files	Conference Folders (Project file)		
70	Files	L-shape Folders		
71	Files	Magazine files (Vertical)		
72	Files	Pack Files AF1		
73	Files	Pack Files AF2		
74	Files	14 A4 Pocket File my clear bag		
75	Files	30 A4 Pocket File my clear bag		
76	Files	Pack files A4		
77	Files	Pocket File (Carton)		
78	Files	Perforated Plastic Folders (Thick)		
79	Files	Ring File A4		
80	Files	Spiral Files		
81	Files	Zip Folders		
82	Marker	Permanent Black		
83	Marker	Permanent Blue		
84	Marker	Permanent Red		
85	Marker	WhiteBoard Black		
86	Marker	WhiteBoard Blue		
87	Marker	WhiteBoard Green		
88	Marker	WhiteBoard Red		

89	Paper	A3- 80 gsm		
90	Paper	A4- 80 gsm		
91	Paper	A4- 90 gsm		
92	Paper	Binding Paper Cover- Colour will be communicated upon Order		
93	Paper	Flip Chart		
94	Paper Clips	Paper Clips large		
95	Paper Clips	Paper Clips medium		
96	Paper Clips	Paper Clips small		
97	Reglettes	3 mm		
98	Reglettes	5 mm		
99	Reglettes	7 mm		
100	Reglettes	9 mm		
101	Reglettes	12 mm		
102	Separator	Separator A4 Carton		
103	Separator	Separator A4 PVC coloured		
104	Separator	Separator A4 PVC Numeric		
105	Separator	Separator A5		
106	Spiral Binding	6 mm		
107	Spiral Binding	8 mm		
108	Spiral Binding	10 mm		
109	Spiral Binding	12 mm		
110	Spiral Binding	14 mm		
111	Spiral Binding	16 mm		
112	Spiral Binding	18 mm		
113	Spiral Binding	20 mm		
114	Spiral Binding	22 mm		
115	Spiral Binding	25 mm		
116	Stamps	Stamp Pad Ink: Blue		
117	Stamps	Stamp Pad		

Other Miscellaneous Items

z	Item Name	Unit Price Inclusive OF VAT	Remarks
1	Lead Seals		
2	Archive Boxes (400MM x 400MM x 300MM)		
3	Plastic Double Lock (23cm x 33cm)		
4	Plastic Double Lock (18cm x 25cm)		
5	Jumbo Rolls Big Core		
6	Jumbo Rolls Small Core		
7	Toilet Tissue Papers (Pack of 12)		
8	Hand Towels		

Pre-Printed Stationeries

No.	Family	Item Name	Minimum Order	Unit Price Incl of Vat
1	Accounts Opening Forms	Communication Agreement		
2	Accounts Opening Forms	CRS Individual		
3	Accounts Opening Forms	FATCA Individual		
4	Accounts Opening Forms	Product Form (052)		
5	Accounts Opening Forms	Profile Form Customer		
6	Accounts Opening Forms	Terms & Conditions		
7	Bands	Note Bands		
8	Control Forms	Letterheads		
9	Envelopes	A3 Envelopes- Plain		
10	Envelopes	A4 Envelopes- Plain with Pattern		
11	Envelopes	A4 Envelopes- Window with Pattern		
12	Envelopes	A5 Envelopes- Plain with Pattern		
13	Envelopes	A5 Envelopes- Window with Pattern		
14	Envelopes	ATM Envelopes		
15	Envelopes	DL Envelopes- Plain with Pattern		
16	Envelopes	DL Envelopes- Window with pattern		
17	Forms	Cash Deposit with cover		
18	Forms	Cash Deposit without cover		
19	Forms	Cheque Deposit with cover		
20	Forms	Cheque Deposit without cover		
21	Forms	Withdrawal- Bank		
22	Forms	Withdrawal- Post Office		
23	Other Items	ATM Journal		
24	Other Items	ATM Receipts		
25	Other Items	Complimentary Cards		
26	Other Items	Coin Bags		
27	Other Items	Denomination Tags		
28	Other Items	Payroll/Customer ID Cards		
29	Other Items	Loan Separator A4 (7 colored Bristol sheets)		
30	Registers	Debit Card Register		
31	Registers	Cheque Book Register		
32	Registers	Credit Card Register		
33	Registers	Key register		
34	Registers	Visitors Book		
35	Registers	Vault Register		
36	Statements	Statement- A4		
37	Statements	Statement Guarantor		
38	Vouchers	Credit Voucher		
39	Vouchers	Debit Voucher		
40	Vouchers	Voucher Bags		
41	Vouchers	Mail Sheet		



We, the undersigned, declare that we shall abide by the terms and conditions specified in section D of the Bidding Documents.

Signed:

[insert signature of person whose name and capacity are shown]

In the capacity of:

[insert legal capacity of person signing the Bid Submission Form]

Name:

[insert complete name of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of:

[insert complete name of Bidder]

Dated on:

[insert date of signing]



Annexure 2

Checklist of documents to be provided along with financial proposal

1	Documentations	Yes	No
1.1	Company Profile	✓	
1.2	Certificate of Incorporation	✓	
1.3	BRN Certificate	✓	
1.4	VAT Registration Certificate	✓	
1.5	Trade License	✓	
1.6	List of Directors and list of shareholders	✓	
1.7	List of references of business carried out over the last three years in Banking institutions or financial organizations and list of referrals with valid contact details	✓	
1.8	Structure of Organization	✓	