



## ANNEXURE - I

### **GENERAL TERMS AND CONDITIONS:**

1. The successful bidder will be given Work Order on periodical basis in respect of publication of the various notices under SARFAESI Act in the leading newspapers as and when required. The matter to be advertised along with the names of the newspapers would be intimated along with the requisition.
2. The rates offered by the successful bidder will remain unchanged during the period of the Work Order. However, the benefit of downward rates, if any, is to be given to the Bank.
3. The rate to be offered should be all inclusive. However, GST as applicable will be extra. No other charges / taxes would be considered.
4. The Bank reserves the right to give a special work order to any other agency for any particular public notice during the period of the Work Order.
5. The Work Order may be cancelled at any time before the expiry of its term due to non-satisfactory performance of the agency or if it is felt necessary by the authority for the interest of the Bank.
6. Time is the essence of the work order. It is to be ensured that the matters are to be published in the newspapers on the day as per the requirement of the Bank.
7. The Tender will be opened on 09.04.2025 at 11:00 AM in the presence of bidders or their authorized representatives who may choose to be present. *Please Note - If the bidder/s or their authorized representative/s fail to be present during the opening of tender than bank will proceed for opening of tender even in their absence.*
8. Bank at its own discretion may cancel any or all the bids without assigning any reason thereof. Further, Bank retains the right to cancel the bid at a later date even after the contract is awarded.
9. No Brokers / Intermediaries shall be entertained. Canara Bank reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

**Contract Period: From 01-04-2025 to 31-03-2026**

**Payment Terms:** No advance payment will be made. Payment will be made after completion of the satisfactory service and submission of tax invoice / bill along with the original pages of the newspapers (All edition in Gujarat) containing the notices for which the bill is raised by the agency.

Internal



**Acceptance of Tender:** Bank does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire bids received without assigning any reason thereof.

**Incomplete and Conditional Bids** will be summarily rejected without assigning any reasons thereof.

**Period of Validity:** Bids shall remain valid for acceptance for a period as mentioned in our public notice.

The benefit of downward prices (revision on account of govt. financial policy, tax revision, etc.) should be given to the Bank, by the selected bidder. In case of any dispute, the decision of the Bank authority shall be final and binding on the bidders.

## Annexure - II

### Bidder's Eligibility Criteria

The bidder is required to have minimum 2 Years' experience in the same line of services. Supporting documents are to be provided.

The Bidder must have their operational setup at **Surat**.

The bidder must submit scanned copies of the following documents:

Certificate of Incorporation (in case of company) / partnership deed (in case of firm), etc.

Valid trade license

Service Tax Registration/GSTIN Certificate

Copy of the PAN Certificate

Income Tax Returns for the Last 3 Assessment Years.



**Annexure - III**

**FORMAT TO BE FILLED BY THE AGENCIES SUBMITTING TENDER IN RESPECT OF PUBLICATION OF VARIOUS TYPES OF ADVERTISEMENTS IN NEWSPAPERS**

Name of the Bidder:

Profile of the Bidder (may attach separate sheet):

Status of the Bidder:

(Attach relevant documents, if registered company/partnership/sole proprietary)

Details of key top official/authorized official:

**Name:**

**Designation E-mail id**

**Contact No. / Mobile No.**

**REGISTERED OFFICE ADDRESS:**

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.....

**SURAT OPERATIONAL SETUP ADDRESS: -**

.....  
.....

Income Tax Returns of the Assessment years 2023-24 & 2024-2025 (Attach scanned copies):

List of clients with addresses where similar work has been successfully executed and value of such work order (Attached scanned copies of work orders and completion certificates)

Income Tax Permanent A/c No. (Attach scanned copy):

GSTIN Registration No (Attach scanned copy):

Certify that all above information is correct to the best of my/our information, knowledge and belief.

**Signature of the Bidder**

**Date**

**Name**

**Designation Seal**

Internal



**ANNEXURE - IV**

**DECLARATION**

I,.....Son /Daughter of Sri .....  
, Proprietor/Partner/CEO/MD/Director/Authorized Signatory of M/s.....  
am competent to sign this declaration and execute this tender document.

I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Each page of the tender document and papers submitted by my Company/ Firm is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

I/ our Firm / Company am / is not currently debarred or blacklisted in BANK or in any national organization or educational institute/authority for any supplies, products or services.

**Signature of the Authorized Person**

**Date:**  
**Place:**

**Full Name:**  
**Company Seal:**

**Annexure - V**

**FORMAT FOR TARIFF FOR PUBLICATION IN ALL GUJARAT EDITION**

SR NO	NEWSPAPER	LANGUAGE	TARIFF IN RS PER SQ.CM (Excluding GST)
1	Divya Bhaskar	GUJARATI	
2	Gujarat Samchar	GUJARATI	
3	Sandesh	GUJARATI	
4	Financial Express	GUJARATI	
5	Gujarat Guardian	GUJARATI	
6	Financial Express	ENGLISH	
7	Business Standard	ENGLISH	
8	Times of India	ENGLISH	
9	Indian Express	ENGLISH	
10	Economic Times	ENGLISH	
11	Financial Express - Combo	(ENGLISH + GUJARATI)	

**\*NOTE: - DON'T ALTER THE FORMAT AND ANY SUCH MODIFICATIONS WILL NOT BE ACCEPTED.**

**Date:**  
**Place:**

**Full Name:**  
**Company Seal:**