

PART "I"**PRE-QUALIFICATION APPLICATION**

To

Senior Manager (General Administration)
BOBCARDS LTD.
Baroda House, 2nd Floor,
Behind Dewan Shopping Centre,
S. V. Road, Jogeshwari (W),
MUMBAI – 400 102

Dear Sir,

Re: Request For Proposal No. BCL:CO:CC:15:01

Empanelment of Vendors for Supply, Printing & Personalisation Of Chip Based EMV Credit Cards, Welcome Kit Administration as also other related works from time to time.

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

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

We understand that BOBCARDS 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.: 1) Part II to V, duly filled in the prescribed form along with necessary proof.
2) Application Fee.
3) Copy of Partnership Deed or Registration Certificate.(as applicable)
4) Balance Sheets and Profit & Loss Accounts for last 3 years.
5) Sales Tax Registration, (Value Added Tax) Certificate, factory license, etc.
6) Any other relevant document

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 31.03.2015	

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.		

IV. Structure and Organization (Furnish the required details, wherever applicable):

- Were you ever required to suspend / terminate the similar activity/ services before completion of the tenure of the contract by any organisation? If so, give details.
- Have you ever left any services offered to you incomplete? (If so, give details and reasons for not executing the orders).
- Have your firm been debarred or Black listed for tendering in any organization? If so, give details.

FINANCIAL STATEMENT:

Name of Applicant:

1. General:

Banker	Name of Banker		
Address of Banker	Telephone	Contact person and Title	
	Fax	Mobile	
Financial information	Previous four financial years (Rs. In lacs)		
	2012-13	2013-14	2014-15
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. 2014-15 unaudited if audited reports not available yet.

2. Turn-over:

ANNUAL TURN OVER DATA FOR LAST THREE YEARS	
YEAR	TURNOVER IN RS. LACS.
2012 - 2013	
2013 - 2014	
2014 - 2015	

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		
Valid ESIC , PF , Prof Tax Certificate, Income Tax PAN/ TIN		
Any Other additional relevant certificate such as PCI/ PA-DSS etc.		
Visa/ MasterCard/ NPCI any other network certification (mention if under certification)		

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

2. Experience record in providing similar services to top 5 Customers:

Sr. No	Nature of work	Name of the Bank/ Organisation	Services being provided and volumes
1			
2			
3			
4			
5			

Note: Provide copies of Work orders and clear Proof of supply confirming they meet the eligibility criterion mentioned in the RFP. Work orders and Proof of orders will be verified, if required.

3. Equipment available for undertaking the contract:

Sr. No	Equipment detail (make, model, year etc.)	Number of machines	Daily capacity	Any other detail
1				
2				
3				
4				
5				

4. Eligibility Criteria compliance and attach necessary proof for reply with 'YES'

Note:

I	Financial and other Requirement to be met by the Prime Bidder	Supporting required	Supporting Submitted
1	Should be a Government Organization/ PSU/ PSE or a partnership/ proprietorship/ public/ private limited company duly registered with taxation and other authorities in India	Certificate of Incorporation/ Certificate of commencement and other relevant documents	
2	The bidder or bidder's holding company should have minimum annual average turnover of Rs.5.00 crores in the last 2 financial years i.e. 2013-14 & 2014-15 from the business of bank card plastic supply and personalisation and administration from Indian operations. The copies of audited Profit & Loss accounts and Balance Sheets with auditor's note to be submitted.	Audited Financial statements for the financial years 2013-14 and 2014-15 AND CA Certificate	
3	The bidder should be profit making institution for at least last 3 years with a positive networth. A copy of audited balance sheets and profit & loss for the immediate previous two years must be submitted with the technical offer.	Audited Financial statements for the financial years 2012-13, 2013-14 and 2014-15 AND CA Certificate	
4	The bidder should have at least 1 years of experience in supply and Personalization of EMV chip based Credit/ Debit banking Cards of Visa/ MasterCard network and should have supplied and personalised at least 1,00,000 EMV based chip cards of Visa/ MasterCard of at least 3 different variants/ organizations network till 30.06.2015 in India.	Copy of relevant documents	
5	Bidder should have executed satisfactory supplies of a minimum of 20 lakhs EMV/ magstripe cards to any public sector banks/ Private sector Banks/ Card Management service provider in India during the preceding financial year and documentary proof relating to execution of the order is to be enclosed to the application.	Copy of relevant documents	
6	A VISA and MasterCard certified EMV card vendor having necessary in-house infrastructure for manufacture & personalization of EMV credit cards, as on the date of this RFP	Copy of relevant certifications	
7	The Bidder should not have been blacklisted, disallowed to continue work or engaged other vendor after placing work order for the reasons attributable to bidder by any Government department/ PSU/ PSE/ Banks in India at the time of submitting the tender.	Self-declaration as per part II, point IV above	

DECLARATION

I / We, the undersigned, do hereby declare that the statements made in the pre-qualification questionnaire 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 BOBCARDS to verify this Statement or regarding my (our) competence and general reputation.

While submitting this bid, we certify that:

- 1) We have not induced nor attempted to induce any other bidder to submit or not submit a bid for restricting competition.
- 2) We agree to abide by this offer till 90 days from the date stipulated by BOBCARDS for submission of bid, and our offer shall remain binding upon us and may be accepted by the BOBCARDS 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 BOBCARDS in writing.

We also accept that in the event of any information / data / particulars proving to be incorrect, BOBCARDS will have the right to disqualify us from the bid/ cancel the order at any stage.

We understand that BOBCARDS 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)