

**Kerala Gramin Bank
General Administration Wing
Head Office
A K Road, Malappuram Kerala, India - 676505**

**Mob : 9400999901, 9400999888
Email: gawing.kgb@keralagbank.com**

TENDER NOTICE

Notice Inviting tender for Printing of Bank's Diary for the Year 2026

Tender No: 04/2025

Kerala Gramin Bank invites Tender from reputed Printers for **printing and supplying of Diary 2026** as per the details given hereunder and subject to terms and conditions given below.

Availability of Tender
From: 01.08.2025

Last date of Submission of Tender
22.08.2025 till 5:00 PM

Tender Notice for Printing & Supply of Bank's Diary for 2026

Interested Agencies qualifying the criteria in Section 3 of this document are requested to participate in the tender process through conventional mode. Interested agencies can download the NIT/Bid document/corrigendum/clarifications from Banks website www.keralagbank.com under the tender section

Bids made strictly as per provisions of the RFP/NIT document should be submitted in hardcopy to the address mentioned.

1. Disclaimer

- a) This Request for Proposal (RFP) is not an offer by the Kerala Gramin Bank, but an invitation to receive response from eligible interested bidders for printing & supply of bank's Diary 2026. This document should be read in its entirety.
- b) Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.
- c) KERALA GRAMIN BANK, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.
- d) KERALA GRAMIN BANK also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP.
- e) KERALA GRAMIN BANK may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
- f) Every effort is being made to keep Kerala Gramin Bank's Website up to date and running smoothly 24X7, However Kerala Gramin Bank takes no responsibility, and will not be liable for, the website being temporarily unavailable due to any technical issues at any point of time. In that event Kerala Gramin Bank will not be liable or responsible for any damages or expenses arising for any difficulty, or error, imperfection or inaccuracy with this website, it includes all associated service, or due to such unavailability of the website or any part there of any contents or any associated services.
- g) The issue of this RFP does not imply that Kerala Gramin Bank is bound to select a Bidder or to appoint the selected Bidder, as the case may be, for the insurance policy and Kerala Gramin Bank reserves the right to reject all or any of the Proposals without assigning any reason whatsoever. No correspondence shall be entertained in this regard.
- h) The "Request for Proposal" (RFP) for the project is available on: bank's website.

2. The proposed evaluation schedule is tabulated below. However, the bank, at its discretion can change the schedule without assigning any specific reason for the same.

| Sl No | Event Description | Particulars |
|--------------|----------------------------------|-----------------------------|
| 1 | Category of Tender | Open |
| 2 | Mode of submission | Online– Two envelope system |
| 3 | Date of publishing Tender Notice | 01.08.2025 |

| | | |
|----|--|---|
| 4 | Last date for receiving queries | 08.08.2025 up to 05:00 PM |
| 5 | Prebid Meeting (online. Link will be provided in Bank's website) | 11.08.2025 11:00 AM |
| 6 | Response to Pre-Bid queries | 12.08.2025 |
| 7 | Issue of Addendum /Revised Tender document (If required) | 12.08.2025 |
| 8 | Last date for submission of Bid /Bid due date | 22.08.2025 5:00 PM |
| 11 | Opening of Technical Bids | 22.08.2025 at 05:30 PM at Bank's Head Office (subject to availability of Tender Committee members) |
| 12 | Information regarding Financial Evaluation of Bids | Financial Bid of the technically qualified bidders shall be opened at a later date with prior intimation. |
| 14 | Contact details | 1- Jayalakshmi Madhavan (9400999901) 2-Pavithra V (9400999888) |
| 15 | RFP related communication E-mails Ids | gawing.kgb@keralagbank.com |

- a) No Bid or part of Bid shall be submitted vide E-mail or in any other form other than in sealed envelopes. Any financial bid subjected directly or through email will be rejected summarily and will lead to the disqualification of the bidder
- b) Bids received later than the prescribed date and time i.e. by 22.08.2025 5:00 PM will not be considered for evaluation.
- c) If the last day of submission of Bid is declared as a holiday by any circumstances beyond the control of Kerala Gramin Bank, the next working day will be deemed to be the last day for submission of the Bid.
- d) Further, in case Kerala Gramin Bank does not function on the aforesaid date due to unforeseen circumstances or holiday, then the Bid will be opened on the next working day subject to availability of all the Technical Committee members; unless otherwise such change may be notified to all bidders.

3. Qualifying Criteria

- The bidder must be having own printing facility. Proof to be submitted
- The bidder must have experience in printing and supplying **Dairies** to reputed firms in last three years. Details of such orders along with Sample copies to be submitted along with Technical Bid

4. Scope of Content

- The design concept will be provided by the Bank to the successful bidder. The bidder needs to design the content strictly adhering to the design concept provided by Bank.

5. Quantity Variation

- Bank reserves the right to vary the quantity up to 10% while issuing the work order

6. Important Instructions for e-procurement

Bidders are requested to read the terms and conditions of this tender before submitting their online tender.

| | |
|---|--|
| 1 | The Techno-commercial Price Bid have to be submitted in sealed envelope. Tenders will be opened on specified date and time as given in the Tender. <u>NO TENDERS/ BIDS THROUGH ANY OTHER MEDIUM WILL BE ACCEPTED BY THE BANK</u> |
| 2 | All entries in the tender should be entered Technical & Financial Formats without any ambiguity. |
| 3 | Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid. |
| 4 | Any order resulting from this tender shall be governed by the terms and conditions mentioned therein. |
| 5 | No deviation to the technical and Financial terms & conditions are allowed. |
| 6 | The tender inviting authority has the right to cancel this tender or extend the due date of receipt of bid(s) without assigning any reason thereof. |

7. IMPORTANT INSTRUCTIONS:

1. **MSEs are exempted for submission of EMDs. The firms are required to submit Udyam Registration Certificate with Technical Bid in support of seeking exemptions.**
2. The mode of submission of tender is through manual mode only, tender submitted in any mode other than specified will not be entertained by the Bank.
3. The participating bidder must have valid GST Registration.
4. The bidder should have GST and income tax registration number (PAN). Bidder should submit valid documentary proof of details of GST and income tax registration number (PAN).
5. The firm must not have been blacklisted by any bank, Financial Institution. (An affidavit is to be submitted by the participating firm to this effect.)
6. The Bank reserves the right to accept or reject in part or full, any or all the offers without assigning any reasons thereof.
7. Bank reserves the right to accept or reject any or all tender/s without assigning any reasons whatsoever and the said decision shall be final and binding upon the bidders.
8. In case of any doubt, decision of the tender committee will be final and binding.
9. The rates quoted are F.O.R. at various Regional Offices/Administrative Offices.
10. In case of any dispute, the matter will be referred to the General Manager, Kerala Gramin Bank. For litigation, if any arising thereof, the competent court (local) alone shall have jurisdiction.
11. The successful bidder shall submit Performance Bank Guarantee from a scheduled commercial Bank valid till **31.03.2026** or caution deposit to the tune of 5% of the contract value.
12. No advance will be paid to any vendor.
13. Please check our website regularly for latest updates regarding this tender till the completion of tender process.
14. **Documents to be submitted for Technical Bid:**
 - a. General Profile of the company.
 - b. Contact Person with their contact numbers and email addresses.
 - c. Latest copy of requisite certificates.
 - d. GST certificate.
 - e. Turnover during 2022-23, 2023-24 and 2024-25 and copy of audited balance sheet, if applicable
 - f. Copy of Registration
 - g. Udyam Registration Certificate, if applicable
 - h. EMD of requisite amount in a sealed envelope super scribed as "EMD for Diary 2026"
 - i. Copy of work Order(s) along with satisfactory completion certificate(s)/payment(s) received from client(s).

Please note that in case if any of the above listed documents are found not enclosed in the technical bid submitted by the bidders, their bid will be technical disqualified.

Non submission of EMD on or before the last date at Bank's Head Office will result in technical disqualification of the bidder.

15. The bid evaluation committee of Kerala Gramin Bank shall conduct the evaluation on the basis of the submitted Technical Bid. However, Kerala Gramin Bank may seek clarification on the information submitted by the bidder, if required.

16. Specimen of Diary to be printed & submitted in hardcopy for verification to Bank's Head Office.

The duly completed tender proposal bids (as per the format given below) must be submitted in sealed envelopes to the address mentioned above on or before the last date of submission of tenders.

The tenders will be opened at 5:30 PM on 22.08.2025 at Bank's Head office.

The details of the Diary with specification are detailed as below:

| Item | Item Specification | Quantity |
|---|--|--------------|
| Normal Diary | Size (in cm): Crown ¼ [170 mm (W) x 230 mm (H)] Type: One day a page, Saturday and Sunday clubbed, contains Bank's writeup and other information in 20 pages in B/W Paper: 70 GSM Maplitho, B/W – Inner pages Outer Cover: Hardbound, 130 GSM Art Paper, Multicolour, Matt Lamination with Gold Foiling | 30000 |
| Executive Diary | Size (in cm): Crown ¼ [188 mm (W) x 252 mm (H)] Type: One day a page, Saturday and Sunday clubbed, contains Bank's writeup and other information in 20 pages in Multicolour with Card placing space inside front cover Paper: 70 GSM Maplitho, B/W – Inner pages Outer cover: in good quality Rexin (preferably in GREEN colour) with Bank's logo and Name printed in Golden Colour | 1100 |
| Good Quality Marker Twain in both models in GREEN colour Inside content and design are same for both items | | |

INSTRUCTIONS TO PARTICIPATING BIDDERS

Technical Bid:-

- Technical Details as per **Proforma-A**
- The copy of GST certificate
- Attested copies of Certificate of Registration.
- Details of Proprietor / List of Partners and Directors.
- Attested copies of Certificate of Factory License
- Acceptance Letter as per "**Annexure III**"
- EMD of Rs 25,000 /- in a separate sealed envelope. **Udyam Adhaar certificate is accepted but must be enclosed in a separate envelope and must be a part of technical bid only.**
Only Udyam Adhaar certificate valid up to 31.03.2026 or after will be entertained
- Sample of Dairy from any previous work preferably with same specifications
- Documentary evidence in support of Proforma A
- Bidders must submit supporting documents for the detail mentioned in Proforma A.

OTHER TERMS & CONDITIONS

1. Tenders containing false and/or inadequate information are liable for rejection.
2. The Bank depending on the response to this notice will decide the criteria for selection and Bank's decision in this regard shall be final. No correspondence in this regard shall be entertained.
3. Clarifications, if any required, may be obtained from the **Assistant General Manager, General Administration Wing, Kerala Gramin Bank, Head Office, Malappuram – 676505**, Mob: 9400999901, 9400999888 email- gawing.kgb@keralagbank.com
4. Bank reserves the right to vary the quantity of Diary by 10%
5. Tenders will be opened on 22.08.2025 at 05:30 AM at bank's Head Office of the Bank (subject to availability of Tender Committee).
6. Decision of the Bank with regards to finalization of printers for printing of Diary will be final. Bank is not bound to assign any reason thereof.
7. Tender with counter condition will not be entertained.
8. Tender will be valid for at least 180 days from the opening of financial bid.
9. It may be noted that once the order is accepted, the successful tenderers will be bound to execute it within the period specified and no request for increase in rate subsequently or any excuse for not executing the order on whatsoever grounds will be entertained. Bank will not pay any advance to any bidder/supplier against its order (if any) placed.
10. It is presumed that rates quoted are **including GST** (for the Diary) as per the specifications mentioned in our tender notice.
11. If after the delivery, it is discovered that the paper quality and specifications of Diary are not exactly in accordance with our specification/quality stipulated and/or with data discrepancy, such supply will be rejected at the suppliers' cost.
12. In case of failure/delay in supply either fully or partially, the Bank will be at liberty to get the same printed through other sources at its sole discretion or the difference in cost, if any, will be recoverable from defaulting party.
13. In case of delay, the Bank reserves its right to impose penalty @ 0.5% per week of the billed amount maximum up to 10% of the billed amount.
14. Successful delivery stands the delivery of Diary at the Head Office of the Bank in Malappuram, Kerala.
15. Delivery date is the date of delivery of Diary certified by the Head Office
16. In case the date of delivery of items (as described above) is beyond the stipulated date, the executing firm will be imposed with penalty as stated above.
17. Printed material must be properly delivered at our Head Office as per our instructions.
18. The Bank need not necessarily accept the lowest tender and the decision of the Bank in this regard will be final. Bank reserves the right to ask for the Bank (performance) guarantee, for the proper execution of the order.
19. Bidder who does not deliver the Diary within the prescribed time will be liable for penalty, all damages/detriment or losses to the Bank and in case, despite warning, they continue to be late in deliveries, they will forfeit all rights to claim any payment from the bank and may be disqualified for further inquiries/entrustment of work. No extra charges will be payable by the bank for Diary delivered at our Head Office as per our instruction.
20. **The bidder will have to submit an EMD (earnest money deposit) of Rs.25,000/- in the form of Demand Draft/Pay Order favouring Kerala Gramin Bank and payable at Malappuram** at Banks Head Office on or before the last date and time of the bid submission. This amount is payable by Demand draft / pay order at the time of submitting the tender. Upon finalization of the process and award of the contract EMD in respect of unsuccessful bidders will be returned within 30 days from the date of opening of the financial bid. No interest will be paid on the earnest money so deposited. The EMD so deposited will be entertained as security deposit for the delivery period. Bank reserves its right to deduct penalty from the EMD so deposited.

EMD of the successful bidder will be liable to forfeiture, if the bidder fails to honor the offer in accordance with the terms of tender.

21. Please also note that Diary are required to be delivered to the Bank's Head Office, Regional offices and Administrative Offices (List and quantity will be provided separately to the successful Bidder) within **15 days** from the date of issuing the work order.
22. This letter is neither an order nor an assurance to award the job to you. The Bank reserves its right to reject any or all the tenders received without assigning any reasons. The Bank reserves the right to cancel the order at any point of time.
23. Applicable purchase preference will be provided to MSMEs.

24. **Resolution of disputes and Arbitration**

The Bank and the concerned bidder shall make every effort to resolve any disagreement or dispute amicably, arising in connection with the agreement, by direct and informal negotiation between the designated Officer of the Bank and designated representative of the concerned bidder. If designated Officer of the Bank and representative of concerned bidders are unable to resolve the dispute within a reasonable period as deemed fit by the Bank, they shall immediately escalate the dispute to the senior authorized personnel designated by the Bank and concerned bidder respectively. In the case of lapse of a reasonable period as deemed fit by the Bank, after the commencement of such negotiations when both the parties are unable to resolve contractual dispute amicably, the Bank can refer the dispute or disagreement to formal arbitration by appointing a sole Arbitrator under the provisions of Arbitration & Conciliation Act, 1996. The venue for such Arbitration shall be Kochi.

25. **Applicable law and jurisdiction of court**

The agreement with the bidders shall be governed in accordance with the Laws of India for the time being in force and will be subject to the exclusive jurisdiction of Courts at Malappuram, with the exclusion of all other Courts.

26. **Right to content of the Bids**

All the responses, Bids, accompanying documentation, correspondence by the Bidders etc., once opened and the reports resulting out of the activities of the bidding process will become the property of Bank and will not be returned to the Bidders, except the EMD of the unsuccessful bidders. The Bid documents which are not opened for any reasons as elaborated in other sections of this RFP will be returned to the Bidders.

27. Bank is not restricted in its rights to use or disclose any or all of the information contained in the Bid, and can do so without compensation to the Bidder. Bank shall not be bound by any language in the Bid indicating the confidentiality of the Bid by the Bidder or any other restriction on its use or disclosure
28. The information provided by the Bidders in response to the RFP, including any clarifications provided by the Bidder against the queries from Bank during the bidding process, is deemed to be valid till the end of the contract period, in case the contract is awarded to the Bidder

29. **Fraudulent and Corrupt Practice**

Bank will reject a Bid for award if it determines that the Bidder recommended for award has engaged in corrupt, fraudulent or coercive practices in competing for, or in executing, the project(s)

"Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of the project and includes collusive practice among Bidders (prior to

or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the Bank of the benefits of free and open competition

"Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of project execution

"Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.

Assistant General Manager

Proforma -A

| | | |
|----|--|--|
| 1. | Company/ Firm Name | |
| 2. | Registration Number, Tan and Date of Registration | |
| 3. | Current GSTIN (enclose copy of certificate) | |
| 4. | Factory License No. (enclose copy of certificate) | |
| 5. | Address for communication (with Fax and email) Contact person | |
| 6. | Annual Turnover (Rs in Lakhs) in as per the Income Tax returns of last three years as shown in the audited balance sheet @ | 2022-2023: 2023-2024: 2024-2025: |
| 7. | Maximum no. of copies printed for a single client in a year | Diary: 2022-2023: 2023-2024: 2024-2025: |
| 8. | List of major clients during the last two years | |
| 9. | List of clients to whom Dairies were printed in the past three years, along with quantity (sample copies to be enclosed) | Year Firm No. of copies |
| 9. | 1-2 Samples of Dairies printed by you in the past. (preferable of same specification) | Samples to be uploaded along with the bid document. |

@ Please enclose copy of Annual audited Balance Sheet and Profit and Loss Account for the three years indicated in items 6.

It is certified that the above particulars are true.

Date:
Place:

Signature of Authorized Signatory

(Name of company/firm)
Seal of Company/firm

Annexure-II

(On company's Letter Head only)

CERTIFICATE OF ACCEPTANCE

Certified that we have read and understood all the terms and conditions in the Tender Document and that our company/firm, namely, do hereby unconditionally accept all the Term and Conditions set out in the Tender Document and annexures including the penalty clauses therein."

Date:

Signature of Authorized Signatory Place:
(Name of company/firm)

Seal of Company/firm

Annexure-III

Affidavit of Undertaking by Bidder for not being blacklisted

(to be adequately stamped)

I/We _____ s/o _____ Director/prop of
M/s _____ having its Registered Office at
_____ (herein after referred as Bidder) hereby affirm/s on oath, that:

As on date of submission of tender, we are not blacklisted by the Government/ any of the State Governments in India or any Financial Institution in India.

We are not involved in any legal case that may affect the solvency / existence of our firm or in any other way that may affect capability to provide / continue the services to bank.

There are no pending cases against us involving cheating/fraudulent activities.

We are not a defaulter in repayment of installment against credit with any Bank.

Yours faithfully,

(Authorised Signatory)

Name

Date

Seal of the firm