



Printing of NABFINS Limited Calendars and Diaries for the year 2025

Reference No. NABFINS /Tender/011

date - 21-10-2024

NABFINS LIMITED

(A subsidiary of National Bank for Agriculture and Rural Development)

**#3072, 14th Cross, K.R. Road
Banashankari 2nd Stage
Bengaluru - 560 070
www.nabfins.org**

Important Bid details

Sl.No.	Particulars	Details
1	RFP Reference number	Reference No. NABFINS /Tender /011
2	Purpose	Printing of NABFINS Limited Calendars and Diaries for the year 2025
3	Tender document availability	www.nabfins.org
4	Application money (Nonrefundable)	Rs.1,180/- (Rupees One Thousand One Eighty Only) in the form of Demand Draft. Payable at Bangalore. To be attached along with the Technical bid favoring NABFINS Limited, Bengaluru
6	No. of Envelopes (Non-window & sealed) to be submitted	<p><u>Three Sealed Envelopes</u> Envelope 1 - containing Technical Bid along with Tender Fees of Rs.1180/- (DD). Envelope 2 - containing Commercial Bid. Envelope 3- containing Envelope 1 & 2 duly superscripted as “Printing of Diary and Calendar for NABFINS”</p> <p>All envelopes must also be superscripted with Name of the Bidder, address, contact number and Email ID as well.</p>
7	Tender release date	October 21, 2024
9	Date Pre-bid meeting	November 4 th , 2024
10	Last Date of Submission of Bids	On or before November 11 th , 2024 by 3.00 PM.
11	Date and Time of opening Of Technical Bids.	November 11 th , 2024 at 4.30.PM.
14	Bid Validity	30 days from the last date for submission of the bid or any extended period
15	Address for Submission /Opening of Bids / Presentation by bidders	The Deputy General Manager NABFINS Limited #3072, 14th Cross, K.R. Road, Banashankari 2nd Stage, Bengaluru - 560 070.
16	Contact person/s:	Mr. Ashwatha C, Senior Manager admin@nabfins.org Mob:8861205524

Dear Sir/Madam,

Printing of NABFINS Limited Calendars and Diaries for the year 2025 - Calling for Quotations.

NABFINS Limited is a public limited company registered under the Companies Act 2013 (hereinafter referred to as “NABFINS” or “the company”) having its Head Office at #3072, 14th cross, K R Road, Banashankari 2nd Stage, Bengaluru, Karnataka, India with branches and other setups in different cities across the country. For detailed information regarding the functions of the Company please visit the website www.nabfins.org.

1. We propose to print calendars and diaries for the year 2025. Our requirement for the purpose would be 600 Wall **calendars, 1400 Desk-calendar and 6000 diaries.** The printing has to be done in English. We invite sealed quotations from eligible, reputed printers located in India preferably having an office in Bengaluru.

2. The general terms and conditions for execution of the work are given in Annexure I. The detailed specifications related to the printing of the calendars are given in Annexure II and specifications related to diaries are given in Annexure III. Quotations may be submitted in the prescribed format as given in Annexure IV & V. All the proposals will be graded on technical and financial parameters as specified in the annexures.

3. It will be necessary to submit the art work for our approval. Similarly, copies of the cover pages, monthly leaves, inside pages, etc. also need to have our prior approval before the strike order for final printing is given. The entire work has to be completed, packaged and delivered at our NABFINS HO office latest by 13th December 2024. In case of delay, a penalty of ₹ 2000 per day will be levied for each day of delay.

4. Tender shall contain the following: (a) a copy of the tender document with a certificate issued by the printer accepting all the terms and conditions contained in the tender document (b) Quotation Part - I - **Technical Bid** as in ‘Proforma A & B’ of Annexure IV which shall be enclosed in a separate sealed envelope and superscripted as “Tender for Printing Calendars/Diaries 2025: Technical Bid” (c) Quotation Part - II - **Commercial Bid** as in ‘Proforma A & B’ of Annexure V which shall be enclosed in a separate sealed envelope and superscripted as “Tender for Printing Calendars/Diaries 2025: Commercial Bid”.

5. **Sealed Quotations, as per details given above (point no.4) may be submitted in sealed covers addressed to The Deputy General Manager, NABFINS Limited, #3072, 14th Cross, K. R. Road, Banashankari 2nd Stage, Bengaluru - 560 070, Karnataka, India by 15.00 hours on or before November 11th, 2024.**

6 Technical Bid Opening: On the basis of the given technical parameters and samples submitted, if considered necessary, the opened Technical Bids will be evaluated and shortlisted. Financial/Commercial Bid Opening: The Financial/Commercial Bid of only those Printers who have been shortlisted in technical bid as above will be opened. Financial /Commercial Bids, which are not as per Proforma A/B or incomplete in any respect, shall be rejected summarily.

7. The tender should be **submitted strictly as per the Proforma A and B as in Annexure IV & V of the Tender Document**. Proforma should be either typed or written legibly in English. Alterations, if any, in the Tender should be attested properly by the person signing the same. Tenders with alteration, which are not authenticated as above, may result in rejection of the tender. Over-writing in the tender may render the tender as invalid at the discretion of NABFINS Limited.

8. It has been decided that only experienced and reputed printers with experience of having carried out bulk printing for reputed firms/Govt. organizations/Commercial Banks, etc. should be entrusted with the work. Excise registered units may submit the relevant documents. The diary makers are requested to submit sample diaries made with P.U. covers produced by them in the last two years. Firms who qualify in the technical round will be eligible for participation in the financial bid. We have therefore specified that **the bidders should provide copies of at least 3 work orders of this nature and amount handled in the past along with payment there against as proof of this experience**.

9. The printer should have the capability to print publications in English. For this, the printer is required to have appropriate latest software and computer capability. The printer would also have to ensure that PC operators, adequately proficient in English, are available with them for speedy and timely completion of the work. Printers having prior experience of printing of similar work would be preferred.

10. All the material sent to the printer shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances. Strict adherence to time schedule in respect of these publications is necessary. Printed copies, with defective printing or of inferior quality cover page/paper/impressions/binding shall be rejected and shall have to be replaced immediately by the printer at his own cost.

11. NABFINS Ltd reserves the right to accept/reject any or all quotations in full or part at its discretion without assigning any reason thereof and the decision of NABFINS Ltd in this regard shall be final.

Yours faithfully,

Sd/-
Deputy General Manager

Encl:

Annexure I: Printing and Supply of NABFINS Limited's Calendars and Diaries 2025

Annexure II: Specifications for Wall Calendars 2025

Annexure II (A): Specifications for Desk Calendars

Annexure III: Specifications for Diaries 2025

Annexure IV: Proforma of Quotation: Technical Bid

Annexure V: Proforma of Quotation: Commercial Bid

GENERAL TERMS AND CONDITIONS

Printing and Supply of NABFINS Limited Calendars and Diaries 2025

- i. Sample calendar and diary should be approved before printing/manufacturing.
- ii. The order can be increased or reduced by 5% for supply at the quoted rate.
- iii. All calendars and diaries should be properly packed and delivered to NABFINS Ltd HO latest by 13th December 2024. Penalty will be levied @ 2000 per day for delay beyond 13th December 2023.
- iv. Specified number of calendars and diaries will have to be delivered to our NABFINS Ltd HO, Bengaluru office at no extra cost. If NABFINS Limited instructs to pack and dispatch the items to various branches Pan India the dispatch cost may be indicated.
- v. No cost in respect of damage/mutilated calendars or diaries will be reimbursed.
- vi. No advance payment will be made by NABFINS Limited. TDS, GST etc. will be deducted as required under various Acts at applicable rates.
- vii. Any delay in adhering to the prescribed delivery schedule or failure to supply requisite number of calendars and diaries of agreed quantity and specifications would entitle NABFINS Limited to cancel the order. In such an event, NABFINS Limited shall not be liable to pay any amount and the supplier shall not be entitled to recover from NABFINS Limited any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time NABFINS Limited shall be entitled to recover the loss which NABFINS Limited may incur on account of non-delivery or late delivery or on account of placing order with other suppliers and recover from the printer/supplier the difference between the price at which it has been agreed to supply and the price at which NABFINS Limited is forced to place fresh orders.

SPECIFICATIONS FOR CALENDARS

(1) Wall Calendars - Quantity: 600 Nos.

- (a) Total of 600 calendars in 22” (Height) x 17” (Width) size with Multi color printing with following specification.
- i. 6 sheets with both side printing in four colors and aqua coating
 - ii. 170 GSM Sinarmas matt paper for the 6 leaves.
 - iii. 8 mm loop wiro binding in white powder coated 2 mm metal rod having curve at the center for hanging with back support of 500 GSM white duplex board of 3”x7” size. Full rod should be used for hanging the calendar.
 - iv. Red color to mark holidays only for Sundays & 3 National Holidays.
- (b) Cost of paper to be indicated separately for the brand of paper as indicated above. The sample paper must indicate the GSM, brand of the paper, name of the manufacturer, etc.
- (c) The artwork which needs to be further designed will be given by NABFINS Limited.
- (d) After preparing and setting the complete art work of the calendar, proof of calendar needs to be submitted for our approval.
- (e) Final printing of the entire calendar is to be done by offset process.

SPECIFICATIONS FOR DESK- CALENDARS

Desk Calendar - Quantity: 1400 Nos.

Total of 1400 desk calendars 9” (Width) X 7” (height) size with four color printing on 300 GSM Art card gloss paper providing for:-

- i. 14 sheets printing in four colour on both sides
- ii. 300 GSM art card gloss paper for all the 14 leaves
- iii. Galley Stand with 3” base fabricated with 2mm kappa board covered with laminated 130 GSM art paper
- iv. Finish: Wiro binding on 9 inch side
- v. Each calendar to be inserted in to 4 color printed carton fabricated from 350 GSM FBB board. The carton will be matt laminated.
- vi. The artwork will be shared via online sharing platform.
- vii. After preparing and setting the complete artwork of the desk calendar, proof of calendar need to be submitted for our approval.
- viii. Final printing of the entire desk calendar is to be done by offset process.

SPECIFICATIONS FOR DIARIES

(1) Diary - Quantity:6000 Nos.

- Size : 21 x 14.5 cm
- 200 pages inside - 70 gsm , NS maplitho- white paper
- Inner color pages - 12 page color - 4/4 color - 170 gsm art card
- End papers -8 pages- 210 gsm art card - 4/4 color
- Leather finish binding with debosing & round corner
- Duplex board for leather sheet backing.

The tentative content for the diary is mentioned below: -

- i. 16 pages printed in four colour on 130 GSM art paper with the following information
- ii. Three years' calendars - 2024,2025 & 2026
- iii. 1-2 pages of general information pertaining to NABFINS Limited and other utility services printed in English (material will be provided by NABFINS Limited). Designing/page layout to be done and thereafter a neat, clean and clear proof to be submitted for approval by NABFINS Limited.
- iv. 4 pages with alphabetical index for writing names, addresses, telephone numbers, e-mail, etc.
- v. The actual colour will be decided in consultation with NABFINS Limited
- vi. Cover Material: Linen texture imported PU. NABFINS logo & 2024 on cover and website and social media addresses of NABARD on back cover.
- vii. Binding with 1.4 mm Kappa board - sections sewn, hard case binding with square back.
- viii. Good quality marking thread of matching colour properly fixed in each diary.

Note: Please present a dummy diary with the above specifications for evaluation in Technical Bid.

PROFORMA – A

Quotation Part I: Technical Bid – Calendar 2025

1.	Company/Firm Name	
2.	Registration Number, TAN and Date of Registration	
3.	GST number (enclose copy of certificate)	
4.	Factory License Number (if applicable)	
5.	Address for Communication (Contact No and E-mail)	
6.	Annual turnover (₹ in Lakhs) as per the Income Tax returns of last three years as shown in the audited balance sheet @	<u>2021-22:</u> <u>2022-23:</u> <u>2023-24:</u> (Provisional if accounts are yet to be finalised)
7.	Profits after Tax in last three years (in Rupees Lakhs) @	<u>2021-22:</u> <u>2022-23:</u> <u>2023-24:</u> (Provisional if accounts are yet to be finalised)
8.	Contract amount of at least THREE previous work orders and payments made there against (preferably of this quantity)*	1. 2. 3.
9.	Maximum no. of copies printed for a single client in a year	
10.	List of major clients during the last two years	

@ Minimum Turnover needs to be **₹10 Lakh in a year**. Please enclose copy of Annual Audited Balance Sheet and Profit and Loss Account for the three years indicated in items 6 and 7.

Certified that the above particulars are true.

Date:

Signature of Authorised Signatory

Place:

(Name of company/firm)

Seal of Company/firm

PROFORMA – B
Quotation Part I: Technical Bid – Diary 2025

1.	Company/Firm Name	
2.	Registration Number, TAN and Date of Registration	
3.	GST Number (enclose copy of certificate)	
4.	Factory License Number (if applicable)	
5.	Address for Communication (Contact No and E-mail)	
6.	Annual Turnover (₹ in Lakhs) in as per the Income Tax returns of last three years as shown in the Audited balance sheet @	<u>2021-22:</u> <u>2022-23:</u> <u>2023-24:</u> (Provisional if accounts are yet to be finalised)
7.	Profits after Tax in last three years (in Rupees Lakhs) @	<u>2021-22:</u> <u>2022-23:</u> <u>2023-24:</u> (Provisional if accounts are yet to be finalised)
8.	Contract amount of at least THREE previous work orders and payments made there against (preferably of this quantity)*	1. 2. 3.
9.	Maximum no. of copies printed for a single client in a year	
10.	List of major clients during the last two years	

@ Minimum Turnover needs to be ₹ 10 lakh in a year. Please enclose copy of Annual audited Balance Sheet and Profit and Loss Account for the three years indicated in items 6 and 7.

Certified that the above particulars are true.

Date:

Signature of Authorised Signatory

Place:

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

PROFORMA - A

Quotation Part II: Financial Bid

Printing of NABFINS Limited Calendars 2025

Type	Item	Rate Per Copy (exclusive of GST)	Cost	GST	Total Cost
Wall Calendars	Cost of Printing 600 wall calendars with specification given in Annexure II				
Desk Calendar/Table Calendar	Cos of Printing 1400 desk calendar with specification given in Annexure II(a)				

Delivery in Bengaluru will have no extra cost as per condition (IV) of Annexure I.

I/We agree to undertake the work subject to terms and conditions stipulated in Annexure I by the NABFINS Limited at the rate quoted above.

SIGNATURE

(With name and seal of the firm)

Date:

PROFORMA - B

Quotation Part II: Financial Bid

Printing of NABFINS Limited Diaries 2024

Type	Item	Rate Per Copy (exclusive of GST)	Cost	GST	Total Cost
Diaries	Cost of Printing 6000 diaries with specifications given in Annexure III				

Delivery in Bengaluru will have no extra cost as per condition (IV) of Annexure I.

I/We agree to undertake the work subject to terms and conditions stipulated in Annexure I by the NABFINS Limited at the rate quoted above.

SIGNATURE

(With name and seal of the firm)

Date:

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 Authorised Signatory

Place:

(Name of company/firm)

Seal of Company/firm

CHECK LIST FOR SUBMISSION OF TENDER Printing of NABFINS Limited's Calendars and Diaries 2024

1. Technical Bid in Proforma - A

Annexure IV of the Tender Document duly filled along with attested copies of:

- 1.1 Self-Attested copies of Certificate of Registration
- 1.2 Self-Attested copies of Certificate of Factory License if Applicable
- 1.3 Self -Attested copies of Certificates of GST registration
- 1.4 Attested copies of Certificate of Import License if Applicable
- 1.5 Details of three latest orders of similar kind of work.
- 1.6 Audited balance sheets for 2021-22, 2022-23 and 2023-24: **(Provisional if accounts are yet to be finalised)**
- 1.7 1-2 Samples of calendars and diaries printed by you in the past.

2. Financial/Commercial Bid as in Annexure V

Annexure V of the Tender Documents duly filled in.