



Printing of NABFINS Limited Calendars and Diaries for the year 2027

Reference No. NABFINS /Tender/006

date - 16-09-2026

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 /006
2	Purpose	Printing of NABFINS Limited Calendars and Diaries for the year 2027
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	<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” All envelopes must also be superscripted with Name of the Bidder, address, contact number and Email ID as well.
7	Tender release date	16-09-2026
9	Date Pre-bid meeting	28-09-2026
10	Last Date of Submission of Bids	06-10-2026 Time 17:30
11	Date and Time of opening Of Technical Bids.	07-10-2026 Time 15:00
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 2027 - 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 2027. Our requirement for the purpose would be **Wall calendars 650, Desk-calendar 1850 and diaries- 6900**. 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. The artwork covers pages, Monthly leaves, inside pages and all other Print mate must be submitted for NABFINS approval before final printing. Once the final approval communicated, the entire printing work, packing and delivery of the material to the NABFINS Head office must be completed within 15 to 20 days. Any delay beyond the stipulated delivery period will attract a penalty of Rs 2000 per day 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 2027: 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 2027: 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 17.30 hours on or before 06-10-2026
- 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 firm's/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 2027
Annexure II: Specifications for Wall Calendars 2027
Annexure II (A): Specifications for Desk Calendars
Annexure III: Specifications for Diaries 2027
Annexure- IV: Preform of Integrity Pact Annexure
V: Proforma of Quotation: Technical Bid Annexure
VI: Proforma of Quotation: Commercial Bid

GENERAL TERMS AND CONDITIONS

Printing and Supply of NABFINS Limited Calendars and Diaries 2027

- 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 shall be properly packed and delivered to NABFINS Ltd HO within 15 to 20 days from the date of final approval. Any delay beyond the stipulated delivery period shall attract a penalty of Rs 2000 per day of each days of delay until the complete delivery is made
- 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: 650 Nos.

- (a) Total of 650 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 wiros 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: 1850 Nos.

Total of 1850 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 color 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: 6900 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 debossing & round corner
- Duplex board for leather sheet backing.

The tentative content for the diary is mentioned below: -

- i. 16 pages printed in four color on 130 GSM art paper with the following information
- ii. Three years' calendars - 2026,2027 & 2028
- 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 color 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 color properly fixed in each diary.

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

Annexure- IV : Preform of Integrity Pact

Integrity Pact

On non-judicial stamp paper of ₹200

Between

NABFINS Limited (NABFINS)

Hereinafter referred to as **“The Principal”**

And

... hereinafter referred to as **“The Bidder/Contractor”**

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for supply and installation of furniture to NABFINS Ltd. The Principal values full compliance with all relevant laws of the land, rules, regulation, and economic use of resources and of fairness /transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 - Commitments of the Principal

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -

a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will, in particular, before and during the tender process, provide

to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

c. The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees, which is a criminal offence under the IPC/PC Act, or if there is a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 - Commitments of the Bidder(s)/Contractor(s)

(1) The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) / Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution:

a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non- submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.

c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/ Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.

e. The Bidder(s) /Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

(2) The Bidder(s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 - Disqualification from tender process and exclusion from future contracts

If the Bidder(s) /Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form, which put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s) /Contractor(s) from the tender process.

Section 4 - Compensation for Damages

(1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.

(2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and

recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 - Previous transgression

(1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.

(2) If the Bidder makes an incorrect statement on this subject, he can be disqualified from the tender process

Section 6 - Equal treatment of all Bidders / Contractors/ Subcontractors

(1) In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.

(2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors

(3) The Principal will disqualify from the tender process all bidders who do not sign the Pact or violate its provisions.

Section 7 - Criminal charges against violating Bidders(s) / Contractor(s) / Subcontractor(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8 - Independent External Monitor

(1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

The Independent External Monitor (IEM) appointed for NABFINS is

Shri Otem Dai, IAS (Retd, Gute Gomro, C-Sector, Papum Pare District, Itanagar 791111, Arunachal Pradesh Email Id: otemdai@hotmail.com

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders /Contractors as confidential. He / she reports to the Chairman, NABFINS.

(3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.

(4) The monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s)/ Sub-contractor(s) with Confidentiality. The Monitor has also signed declarations on 'Non-disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, NABFINS and recuse himself/herself from that case.

(5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project, provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

(6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

(7) The monitor will submit a written report the Chairman, NABFINS within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposal for correcting problematic situations.

(8) If the Monitor has reported to the Chairman, NABFINS, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman NABFINS has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

(9) The word 'Monitor' would include both singular and plural.

Section 9 - Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharge/determined by the Chairman of NABFINS.

Section 10 - Other provisions

(1) This agreement is subject of Indian Law, Place of performance and jurisdiction is the Head Office of the Principal, i.e. Bangalore.

(2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made by all partners or consortium members.

(3) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(4) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.

(5) In the event of any contradiction between the Integrity Pact and its Annexure, if any, the Clause in the Integrity Pact will prevail.

(For & On behalf)

(For & on behalf of the Bidder/contractor) of the Principal)

(Office Seal)

(Office Seal)

Place: Date:

PROFORMA – A

Quotation Part I: Technical Bid – Diaries & Calendar 2027

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>2023-24:</u> <u>2024-25:</u> <u>2025-26:</u> (Provisional if accounts are yet to be finalized)
7.	Self-attested copy of Goods and Service Tax Registration No.	
8.	Details of Diaries and Calendars work for the last three years, including work orders and work completion certificates, are enclosed for your reference.	
9.	Necessary licenses for establishment of the agency (attach copy of licenses if any)	
10.	Integrity Pact Submission	
11.	If an MSME, (Enclose copy)	

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

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 2027**

Type	Item	Rate Per Copy (exclusive of GST)	GST	Total Cost
Wall Calendars	Cost of Printing 650 wall calendars with specification given in Annexure II			
Desk Calendar/Table Calendar	Cos of Printing 1850 desk calendar with specification given in Annexure II(a)			

Amount in words: _____

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 - BQuotation Part II: Financial Bid**Printing of NABFINS Limited Diaries 2027**

Type	Item	Rate Per Copy (exclusive of GST)	GST	Total Cost
Diaries	Cost Of Printing 6900 Diaries with specification given in Annexure III			

Amount in words: _____

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 Authorized Signatory

Place:

(Name of company/firm)

Seal of Company/firm

CHECK LIST FOR SUBMISSION OF TENDER Printing of NABFINS Limited's Calendars and Diaries 2027

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 2023-24, 2024-25 and 2025-26: **(Provisional if Accounts are yet to be finalized)**
- 1.7 1-2 Samples of calendars and diaries printed by you in the past.
- 1.8 Tender document should take printout and put the seal and signature in all pages

2. Financial/Commercial Bid as in Annexure V

Annexure V of the Tender Documents duly filled in.