



**Printing and Supply of Karnataka Gramin Bank  
Wall Calendars for the year 2024**

**KARNATAKA GRAMIN BANK**  
**HEAD OFFICE, BALLARI**  
**General Administration Wing**  
**Phone No.: 9880242585**  
**Head Office Ballari:**  
**E-mail: [psitw.stock@kgbk.in](mailto:psitw.stock@kgbk.in)**

**Important Disclaimer:**

While the document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by Karnataka Gramin Bank or any of its employees, in relation to the accuracy or completeness of this document and any liability thereof expressly disclaimed. This Notice Inviting Tender (NIT) is not an offer by Karnataka Gramin Bank but an invitation to receive response from eligible interested service providers for printing Karnataka Gramin Bank wall calendars, for the year 2024. No contractual obligation whatsoever shall arise from the NIT process unless and until a formal contract is signed and executed by Karnataka Gramin Bank with the Service providers. This document should be read in its entirety.

## **Notice Inviting Tender**

**For**

**Printing and Supply of Karnataka Gramin Bank Wall Calendars for the  
year 2024**

Karnataka Gramin Bank a Regional rural Bank desires to print 1,50,000 wall calendars, for the year 2024. Bank invites estimates from eligible service providers. For a detailed description of the job, please see Tenders section of our Bank website [www.karnatakagraminbank.com](http://www.karnatakagraminbank.com). The last date for submission of tenders is 20<sup>th</sup> October 2023.

### Tender Time Schedule

Date of Advertisement	06.10.2023
Last Date and Time for receipts of Proposals	20.10.2023 (05.00 PM)
Time & Date of Opening of technical bids	21.10.2023 (11:00 AM)
Issuing of work order	21.10.2023
Last date of delivery/dispatch of calendars and diaries	01.12.2023

### Tender Details

All prospective service providers interested to bid must send their quotations in sealed tender covers to **THE GENERAL MANAGER, KARNATAKA GRAMIN BANK, GENERAL ADMINISTRATION WING, HEAD OFFICE, # 32, SANGANAKAL ROAD, GANDHI NAGARA, BALLARI-583103**. The service provider shall submit two separate bids for the Technical Bid and Financial bids. The details are given below:

Tender Reference No and Date	Ref. No. KGB. 246/2023-24, dated 06.10.2023
	Printing and Supply of Wall Calendars, for the year 2024

### Note: -

- Before bidding, the service providers are requested to carefully examine the NIT document and the terms and conditions specified therein. Service providers should notify Bank of any error, omission or discrepancy found in this NIT document before last date i.e., 20<sup>th</sup> October 2023 and time i.e., 05.00 pm. If any service provider requires any clarification on this NIT, they may notify bank through bank's mailing address [psitw.stock@kgbk.in](mailto:psitw.stock@kgbk.in).
- Karnataka Gramin Bank will makes no warranty, express or implied, and shall incur no liability whatsoever under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this NIT. Bank may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this NIT.
- All costs and expenses (whether, in terms of time or money) incurred by the service providers in any way associated with the development, preparation and submission of responses, including but not limited to attendance at meetings, discussions, demonstrations and for providing any additional information required by Karnataka Gramin Bank will be borne entirely and exclusively by the service providers.

- The service providers must conduct their own investigation and analysis regarding any information contained in the NIT document and the meaning and impact of that information.
- All bids (Technical & Financial) must be submitted at the same time within the time specified above.
- The bank reserves the right to accept or reject in part or full any or all the offers without assigning any reasons whatsoever.
- No further discussion/interface will be entertained with service providers whose bids have been technically disqualified.
- Financial Bids will be opened on 21.10.2023 and Service providers' representatives who wish to attend the financial bids opening may write to Bank. No separate intimation will be given in this regard to the service providers for deputing their representatives. The representative/s has/have to submit an authority letter duly signed by the service provider, authorizing him/her to represent and attend the bid opening on behalf of the service provider.

Specifications for printing and supply of KARNATAKA GRAMIN BANK wall calendars, desk calendars for the year 2024

Sl. No.	Item	Quantity
1	Printing of Karnataka Gramin Bank Wall calendar	1,50,000

1. The calendars are to be printed in English. Sealed quotations are invited from eligible, reputed printers located who have executed similar type of job for PSUs, RRB's and other Banks earlier.
2. The general terms and conditions for execution of the work are given in Annexure 1. The detailed specifications related to the printing of wall calendars are given in Annexure 2.
3. It will be necessary to submit the artwork (print-ready file) for our approval before printing. Similarly, copies of the cover pages need to have our prior approval before the strike order for final printing is given. The entire work has to be completed, packaged, labelled for dispatches and delivered to our Head Office and 19 regional Offices address which will be shared latest by 1<sup>st</sup> December 2023. In case of delay, a penalty of ₹ 5,000 plus applicable GST 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' of Annexure 2 shall be submitted separately titled as "Tender for Printing Wall Calendars 2024: Technical Bid".
- (c) Quotation Part - II - Financial Bid as in 'Proforma A of Annexure 2 shall be submitted separately titled as "Tender for Printing Wall Calendars 2024: Commercial Bid".
5. Quotations, as per details given above may be submitted by 17.00 hours on or before 20<sup>th</sup> October 2023.
6. Eligibility Criteria: The bids will be evaluated for the eligibility criteria as per Annexure 2. Those service providers who do meet the requirements/furnish information will be disqualified. The eligible service providers will be considered for technical evaluation.
7. Technical evaluation: On the basis of the given technical parameters, samples submitted, if considered necessary, the opened Technical Bids will be evaluated. Bidders who qualify in the Technical Bid will be considered for evaluation in Financial Bid.
8. Financial evaluation: The Financial Bids of only those service providers who qualify in technical evaluation will be opened. Thereafter, the bidder with the lowest quote in the Financial Bid will be awarded the work. Financial Bids, which are not furnished as per Proforma A or incomplete in any respect, shall be rejected summarily.
9. The tender should be submitted strictly as per the Proforma. 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. Overwriting on the tender may render the tender as invalid at the discretion of the Bank.
10. It has been decided that only experienced and reputed agencies with experience of having carried out bulk printing of at least 20,000 wall calendars for reputed firms/Govt. organizations/Commercial Banks, Regional rural banks etc., should be entrusted with the work of printing wall calendars. The printers are requested to submit sample wall calendars produced by them in the last two years. Only those calendar printers making 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 experience.
11. The agency should have the capability to print publications in English/Kannada/Hindi. For this, the printer is required to have appropriate latest software and computer capability. The agency would also have to

ensure that PC operators are adequately proficient in English, for speedy and timely completion of the work. Printers having prior experience of printing of similar work would be preferred.

12. All the material sent to agency shall be treated as confidential and should not be disclosed in any manner to any unauthorized person. 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 agency at his own cost.
13. Bank reserves the right to accept/reject any or all quotations in full or part at its discretion without assigning any reason thereof and the Bank's decision in this regard shall be final.
14. We look forward to high quality work to be executed within a stipulated time schedule.
15. How to apply? Please submit your proposal in a sealed cover to The General Manager, Karnataka Gramin Bank, General Administration Wing, # 32, Sanganakal Road, Gandhi Nagara, Ballari-583103. The service provider shall submit two separate bids for the Technical Bid and Financial bid.
  - (a) The bank reserves the right to change the dates mentioned above or in the NIT, which will be communicated through the Bank's website.
  - (b) The service provider shall ensure compliance of Central Vigilance Commission guidelines (CVC) issued/to be issued from time to time pertaining to the work covered under this NIT.
  - (c ) All invoices should be made in the name of General Manager, Karnataka Gramin Bank.

## **16. Terms of Payment**

Following would be the payment schedule for each Phase:

On completion of entire work to the satisfaction of bank	100%
--	------

## **17. Penalties**

All calendars should be properly packed and dispatched latest by 1<sup>st</sup> December 2023 as per our mailing instructions which will be made available in due course by KARNATAKA GRAMIN BANK. Penalty will be levied @ ₹ 05,000 per day for delay beyond 01.12.2023.

## **18. Right of the Bank to accept or reject the bid**

- (a) Bank reserves the right to accept/reject any or all offers submitted in response to this without assigning any reason whatsoever.
- (b) Bank reserves the right to shortlist the service provider based on the requirement of the Bank and may call service providers for a presentation or otherwise before an evaluation committee, at service provider's cost.
- (c) Bank shall be entitled to terminate the agreement with the service provider at any time giving 15 days prior written notice to the service provider if the service provider breaches its obligations under the NIT or the subsequent agreement and if the breach is not cured within 10 days from the date of notice by Bank.

## **19. Indemnity**

The selected service provider shall indemnify, protect and save the Bank against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any law pertaining to patent, trademarks, copyrights, Intellectual Property Rights (IPR) etc.

## **20. Negligence**

In connection with the work or contravenes the provisions of General Terms, if the selected service provider neglects to execute the work with due diligence or expedition or refuses or neglects to comply with any reasonable order given to him in writing by Bank, in such eventuality, Bank may after giving notice in writing to the selected service provider calling upon him to make good the failure, neglect or contravention complained of, within such times as may be deemed reasonable and in default of the said notice, Bank shall have the right to cancel the contract holding the selected service provider liable for the damages that Bank may sustain in this behalf. Thereafter, Bank is to be compensated for good the failure at the risk and cost of the selected service provider.

## **21. Pricing**

It is absolutely essential for the service provider to quote the lowest price at the time of making the offer in its own interest. In the event of Bank is not satisfied with the Price Discovery in this process, bank reserves the right to initiate the tendering process again through Limited or Open tender.

## **22. Corrupt and Fraudulent Practices**

- a) As per Central Vigilance Commission (CVC) directives, it is required that service providers/suppliers/contractors observe the highest standard of ethics during the procurement and execution of such contracts in pursuance of this policy:

- "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of values to influence the action of an official in the procurement process or in contract execution AND
- "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of the Bank and includes collusive practice among service providers (prior to or after offer submission) designed to establish offer prices at artificial non-competitive levels and to deprive the Bank of the benefits of free and open competition.

### 23. Signing of the Bid

The bid shall be signed by a person or persons duly authorized by the service provider with signature duly attested. In the case of a body corporate, the bid shall be signed by the duly authorized officers and supported by internal corporate authorizations.

### 24. Costs of Preparation & Submission of Bid

The service provider shall bear all costs for the preparation and submission of the bid. Bank shall not be responsible or liable for reimbursing/compensating these costs, regardless of the conduct or outcome of the bidding process.

### 25. Confidentiality of the Bid Document

The service provider, irrespective of his/her participation in the bidding process, shall treat the details of the documents as secret and confidential.

### 26. Certificate of Acceptance & Checklist

The service provider is expected to sign the certificate of acceptance as per Annexure 03 and submit the tender documents as per the checklist in Annexure 04.

## Annexure I

### GENERAL TERMS AND CONDITIONS

#### Printing and Distribution of Karnataka Gramin Bank Calendars 2024

- i. Sample calendar should be approved before printing/manufacturing.
- ii. The order can be increased or reduced at the quoted rate.
- iii. All calendars should be properly packed and dispatched latest by 01<sup>st</sup> December 2023 as per our mailing instructions, which will be made available in due course by the Bank. Penalty will be levied @ ₹.5,000 per day for delay beyond 01.12.2023.
- iv. Specified number of calendars will have to be delivered to our Head office and all our Regional Office at no extra cost.
- v. Calendars meant for dispatch to Head Office/Regional Offices are to be packed and labelled with address as per the numbers, which will be indicated by the bank.
- vi. No cost in respect of damage/mutilated calendars will be reimbursed.
- vii. No advance payment will be made by the Bank. Income tax, etc. will be deducted at source (TDS) as required under I.T. Act at applicable rates.
- viii. Any delay in adhering to the prescribed delivery schedule or failure to supply requisite number of calendars of agreed quantity and specifications would entitle the Bank to cancel the order. In such an event, Bank shall not be liable to pay any amount and the supplier shall not be entitled to recover from Karnataka Gramin Bank any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time Karnataka Gramin Bank shall be entitled to recover the loss which it 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 Karnataka Gramin Bank will be forced to place fresh orders.

PERFORMA A

Annexure 2

**SPECIFICATIONS FOR WALL CALENDARS**

(1) Wall Calendars - Quantity: 1,50,000 Nos.

(a) Total of 1,50,000 calendars in 17.5” x 10.75” size with four color printing and logo of our Bank in multi-color on 80 GSM Maplitho paper. 6 Sheets Back to Back printing in 12 pages.

(b) The artwork will be shared along with hard copy print outs.

(c) After preparing and setting the complete artwork of the calendar, proof of calendar needs to be submitted for our approval.

(d) Final printing of the entire calendar is to be done by offset process.

**Please present a dummy calendar with the above specifications for evaluation in Technical Bid.**

—

PERFORMA A

Annexure 2

**Part I: Technical Bid Wall Calendar 2024**

1.	Company/Firm Name	
2.	Registration Number, TAN and Date of Registration	
3.	GST Number (enclose copy of certificate)	
4.	Factory License Number (enclosed copy of certificate)	
5.	Address for Communication (with Phone 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 @	2020-21: 2021-22: 2022-23 (provisional balance sheet may be furnished, if not audited)
7.	Profits after Tax in last three years (in Rupees Lakhs) @	2020-21: 2021-22: 2022-23 (provisional balance sheet may be furnished, if not audited)
8.	Contract amount of at least THREE previous work orders and payments made there against (at least 20,000 copies each)*	1. 2. 3.
9.	Maximum no. of copies printed for a single client in a year	Calendars:
10.	List of major clients during the last three years	
11	1-2 Samples of calendars printed by you in the past.	Samples to be submitted along with the bid.

@ Minimum Turnover needs to be ₹ 50.00 Lakhs in a year. The agency should be in profit without accumulated losses. Please enclose copy of Annual audited Balance Sheet and Profit and Loss Account for the three years.

Each amounting to ₹ 10 lakh or more. Please enclose a copy of the contract award and payment received there against for the three orders.

Certified that the above particulars are true.

Date:      Signature of Authorised Signatory

Place: (Name of company/firm)

Seal of Company/firm

PERFORMA A

Annexure 2

**Part II: Financial Bid**

**Printing of Karnataka Gramin Bank Wall Calendars 2024**

Type	Item	Unit Cost (exclusive of GST)	Cost	GST	Total Cost
Wall Calendars	Cost of Printing and supply of 1,50,00 Calendars with specifications as given in annexure 2				

Delivery to Head office, Ballari and 19 regional offices will have no extra cost as per condition of Annexure I.

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

Date:

Signature

Place:

Seal of Company/firm

Annexure 3

**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:  
Place:

Signature of Authorised Signatory  
(Name of company/firm)

Seal of Company/firm

Annexure 4

**CHECK LIST FOR SUBMISSION OF TENDER**

**Printing of Bank's Calendars 2024**

**Technical Bid in Proforma - A**

Annexure 2 of the Tender Document duly filled along with attested copies of:

- 1.1 Certificate of Registration
- 1.2 List of Partners and Directors
- 1.3 Attested copy of Certificate of Factory License
- 1.4 Attested copy of GST Certificate along with Registration under Works Contract
- 1.5 Attested copies of Certificate of Import License
- 1.6 Details of three latest orders of similar kind of works
- 1.7 Audited balance sheets for 2020-21, 2021-22 and 2022-23: (provisional if accounts are yet to be finalized)
- 1.8 3 Samples of wall calendars printed by you in the past.
- 1.9 Dummy wall calendars as per specifications.

**Financial/Commercial Bid as in Annexure 6**

- 2.1 Annexure 6 of the Tender Documents duly filled in.