

Kerala Gramin Bank
General Administration Wing
Head Office
A K Road, Malappuram Kerala, India - 676505
Ph: 0483 – 2734847
Mob : 9400999901, 9400999889
Email: gawing.kgb@keralagbank.com

TENDER NOTICE

Notice Inviting Online tender through GeM Portal for Printing of Bank's Weekly Planner for the Year 2025

Tender No: 11/2024

Kerala Gramin Bank invites Tender from reputed Printers for **printing and supplying of Weekly Planner (Quantity 2500)** as per the details given hereunder and subject to terms and conditions given below as per **Annexure I.**

Availability of Tender
From 14.10.2024

Last date of Submission of Tender
25.10.2024 till 11:00 AM

e- Tender Notice for Printing & Supply of Bank's Wall Calendar

Interested Agencies qualifying the criteria in Section 3 of this document are requested to visit GeM portal www.gem.gov.in to participate in the tender process. Interested agencies can download the NIT/Bid document/corrigendum/clarifications from GeM portal or Banks website www.keralagbank.com under the tender section

The Bid is to submit only through GeM portal. Vendors are required to register themselves online with www.gem.gov.in

Bids made strictly as per provisions of the RFP/NIT document should be submitted online through GeM portal.

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 Weekly Planner. 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 which will direct to GeM portal, Vendors are required to register themselves online

at GeM Portal.

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.

SI No	Event Description	Particulars
1	Category of Tender	Open
2	Mode of submission	Online through GeM Portal
3	Date of publishing Tender Notice	14.10.2024, on GeM Portal
4	Last date for receiving queries	21.10.2024 up to 05:00 PM
5	Pre-bid Meeting (online. Link will be provided in Bank's website)	22.10.2024 11:00 AM
6	Response to Pre-Bid queries	22.10.2024
7	Issue of Addendum /Revised Tender document (If required)	22.10.2024
8	Last date for submission of Bid /Bid due date	25.10.2024 till 11:00 AM
11	Opening of Technical Bids	25.10.2024 at 11:30 AM at Bank's Head Office (subject to availability of Tender Committee members)
12	Information regarding Financial Evaluation of Bids	E-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-Harikrishnan K (9400999889)
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 GeM. 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 25.10.2024 till 11:00 AM will not be considered for valuation.
- 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 **Weekly/Monthly Planners/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. 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 online at GeM portal. Tenders will be opened electronically 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 in online 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	E-tender cannot be accessed after the due date and time mentioned in NIT.
5	Bidding in e-tender: <ul style="list-style-type: none">• The process involves Electronic Bidding for submission of Technical and Financial Bid.• During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.• The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.• All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of supply.• Bank reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.• No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.
6	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
7	No deviation to the technical and Financial terms & conditions are allowed.
8	The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.

6. IMPORTANT INSTRUCTIONS:

1. **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 GeM 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 31.03.2025 or caution deposit to the tune of **Rs. 5,000/- (Rupees Five thousand only)**
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 uploaded in 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 2021-22, 2022-23 and 2023-24 and copy of audited balance sheet, if applicable
 - f. Copy of Registration
 - g. Udyam Registration Certificate, if applicable
 - h. 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.

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 planner to be printed & submitted in hardcopy for verification to Bank's Head Office.

The duly completed tender proposals bids (as per the format given below) must be uploaded on online portal mentioned above on or before the last date of submission of tenders.

The tenders will be opened at 11:30 AM on 25.10.2024 at Bank's Head office.

The details of the Weekly Planner with specification is detailed as below:-

Item	Item Specification	Quantity
Weekly Planner	<p>Size (in cm): 19 (w) x 25 (h) Paper: 100 GSM good quality Maplitho Paper in the inside 300 GSM Glossy cover at the front and back (glossy both inside and outside)</p> <p>Front Cover – artwork in CMYK Front Inside – Blank (white) Page 1 – Personal Info Page 2 – Calendar 2025 and Calendar 2026 Page 3 – Notes (single colour) Page 4 to 59 – Planner (sample design attached) Page 60 to 62 – Notes (single colour) Back inside – Blank (white) Back cover – Blank (white)</p> <p>Total – 66 pages including cover pages (62 inside pages in 100 GSM Maplitho + 4 cover pages in 300 GSM glossy paper, both inside and outside)</p> <p>Stitching: Centre Stapled</p>	<p>2500 To be packed in packet of 50 Planners</p>

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**"
- Sample of Weekly/Monthly Planner or 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, email- gawing.kgb@keralagbank.com
4. Quantity of Weekly Planner may increase or decrease.
5. Tenders will be opened on 25.10.2024 at 11:30 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 Weekly Planner 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 60 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 Weekly Planner) as per the specifications mentioned in our tender notice.
11. If after the delivery, it is discovered that the paper quality and specifications of Weekly Planner 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 Weekly Planner at the Head Office of the Bank in Malappuram, Kerala.
15. Delivery date is the date of delivery of Weekly Planner 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 Weekly Planner 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 Weekly Planner delivered at our Head Office as per our instruction.
20. Please also note that Weekly Planner 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** after the approval of Final Copy.

21. 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.
22. Applicable purchase preference will be provided to MSMEs.

23. 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.

24. 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.

25. 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. The Bid documents which are not opened for any reasons as elaborated in other sections of this RFP will be returned to the Bidders.

26. 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

27. 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

28. 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 @	2021-2022: 2022-2023: 2023-2024:
7.	Maximum no. of copies printed for a single client in a year	Weekly Planner: 2021-2022: 2022-2023: 2023-2024:
8.	List of major clients during the last two years	
9.	List of clients to whom Planners/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 Planners/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,

(Authorized Signatory)

Name

Date


Seal of the firm

my week

month: dates:

 **MONDAY**

 **TUESDAY**

 **WEDNESDAY**

 **THURSDAY**

 **FRIDAY**


 **WEEKEND** 

NOTES

my week

month: dates:

 **MONDAY**

 **TUESDAY**

 **WEDNESDAY**

 **THURSDAY**

 **FRIDAY**

 **WEEKEND** 

NOTES



WEEKLY | 20 PLANNER | 25



കേരള ഗ്രാമീൺ ബാങ്ക്
Kerala Gramin Bank

(A Government owned scheduled bank sponsored by Canara Bank)