The Gujarat State Cooperative Agriculture and Rural Development Bank Ltd.
Kheti Bank
489, Ashram Road, Opp. Nehru Bridge Corner, Ahmedabad-09.

E-TENDER NOTICE AND BID DOCUMENT | Design, printing, finishing, packing and supply of Diaries and Wall Calendars for 2027

Tender No.: Stationary/1/2026 | Revised draft for management approval

1. Notice Inviting Tender

Kheti Bank invites online two-cover bids (Technical Bid and Financial Bid) from capable printing/manufacturing and supply agencies for the following items. This revised draft supersedes inconsistent specifications in the earlier draft, subject to formal issue by the Bank.

Code	Item	Quantity
A	Regular-size hardcover diary	5,000
B	12-page monthly wall calendar	5,000
C	Single-sheet 12-month wall calendar	5,000

Tender particulars	Requirement
Non-refundable tender fee	₹1,500 + 18% GST = ₹1,770
Refundable EMD	₹15,000
Online submission deadline	24 November 2026, 6:00 PM IST (confirm before issue)
Complete delivery	11 December 2026 (single consistent date; confirm before issue)
Delivery destination	Bank Head Office, Ahmedabad, Gujarat
Bid validity	60 days from submission deadline
Payment instructions	Designated e-tender portal / Bank-confirmed ICICI account

	details; do not remit to unspecified account

2. Scope, design and management approval

Vendor shall develop at least three distinct premium design concepts and supply digital mock-ups and material/finish samples. Final design, photographs, Bank branding, content, Gujarati/English language use, layout and colour shall be approved exclusively by Bank management. No bulk printing before approval of final physical sample and press-ready proof. No unilateral price change; variations require prior written approval.

All artwork, unpublished Bank data, directory information and proofs are confidential. No portfolio/social-media publication or reuse without written permission. Approved editable source artwork and print-ready files shall be handed over to the Bank.

3. Item A — Regular-size hardcover diary (5,000)

Parameter	Mandatory baseline / separately quoted alternative
Trim size	Regular diary size: 145 × 210 mm (approximately A5); tolerance ±2 mm. All bidders to price same size.
Pages	Two separate rates: 256 interior pages and 320 interior pages.
Writing paper	80 GSM natural-shade uncoated woodfree baseline; 90 GSM alternative as separate rate.
Interior printing	1+1 colour baseline; 2+2 colour alternative separately.
Contents	Calendar, Bank information, branch directory, approved government/agricultural reference information; supplied/approved by Bank.
Cover	2.5–3.0 mm greyboard, printed

	157–170 GSM art-paper wrap; PU/leatherette separately.
Binding	Section-sewn hardcover with reinforced endpapers, head/tail bands and ribbon marker; glue-only binding not accepted without written approval.
Packing	Individual protective wrapping, safe cartons and delivery included.
Finishing	Quality lamination baseline; foil, emboss/deboss and raised spot UV each separately quoted where offered.

4. Item B — 12-page monthly wall calendar (5,000)

Fixed finished page size: 12 × 18 inches (305 × 457 mm), portrait, ±3 mm. Twelve separate monthly leaves, full-colour 4+0 printing on 170 GSM art paper baseline, with suitable top binding and durable hanger. A separate alternative quotation line shall be provided for 200 GSM paper at the same size. Each month shall display legible Gujarati dates, festivals/holidays and Bank-approved messages. Proof of all 12 months is mandatory. Binding, hanger and protective packing are included in quoted rates.

5. Item C — Single-sheet 12-month wall calendar (5,000)

All twelve months must appear clearly on one sheet with legible dates, Bank branding and approved content. Quote BOTH fixed sizes in separate price lines: (i) 20 × 30 inches (508 × 762 mm) and (ii) 24 × 36 inches (610 × 914 mm), each ±3 mm. Baseline paper: 250 GSM coated art card, 4+0 full-colour printing, protective satin/matte coating and reinforced hanging eyelet/top hanger. 300 GSM alternative must be quoted in separate lines for each size. Premium spot UV/foil is optional and must be separately priced. Flat protective packing included.

6. Print quality, artwork and proofs

Submit press-ready PDF/X-4 or approved equivalent and editable artwork with linked assets; CMYK colour-managed output; photographs at least 300 PPI at final size; vector logos and calendar grids; suitable bleed, safe margins and hanger clearance. Submit colour proof, full-size calendar proofs and diary cover/binding sample. Finished products must match approved samples in GSM, colour, readability, binding, finish and durability.

7. Eligibility and production arrangements

Bidder shall provide legal registration, PAN, GST, authorised signatory details and signed tender acceptance. Minimum ten years relevant diary/calendar or comparable commercial printing/supply experience; evidence of two satisfactorily completed similar Bank supply orders within the preceding three financial years, or equivalent evidence where accepted under Bank procurement rules.

Minimum average annual turnover ₹1 crore for FY 2023–24, 2024–25 and 2025–26, evidenced by audited statements, CA certificate with UDIN and applicable ITRs, subject to procurement rules. Submit non-blacklisting declaration, technical compliance, samples, machinery/capacity details and payment proofs.

8. Submission and evaluation

Cover 1: technical and eligibility documents, signed compliance, portfolio, samples and production plan; NO prices. Cover 2: item-wise financial BOQ, GST and total delivered prices. Only technically responsive bids proceed to financial opening. Rates for alternative specifications shall be entered in separate lines and shall not be merged. The Bank shall specify the evaluated baseline combination in the published BOQ; alternatives are not added to L1 unless expressly notified. Award is subject to applicable procurement rules and management approval.

9. Financial Bid — separate rate lines (INR)

Complete each rate line independently. Every unit rate shall include design, proofing, printing, finishing, binding/hanger as applicable,

packing, freight, loading and unloading to Ahmedabad Head Office; GST shall be shown separately. Alternatives are NOT cumulative: select only one configuration per item for any evaluated total.

Code	Exact priced specification	Qty	Unit rate ₹	Total excl. GST ₹	GST ₹
A1	Diary 145×210 mm, 256 pp, 80 GSM, 1+1, printed hardcover	5,000	_____	_____	_____
A2	Diary 145×210 mm, 320 pp, 80 GSM, 1+1, printed hardcover	5,000	_____	_____	_____
A3	Diary 145×210 mm, 256 pp, 90 GSM, 1+1, printed hardcover	5,000	_____	_____	_____
A4	Diary 145×210 mm, 320 pp, 90 GSM, 1+1, printed hardcover	5,000	_____	_____	_____
A5	Additional rate for 2+2 interior printing, 256 pp	5,000	_____	_____	_____
A6	Additional rate for 2+2 interior printing, 320 pp	5,000	_____	_____	_____
A7	Additional rate for PU/leatherette	5,000	_____	_____	_____

	cover				
A8	Additional rate for raised UV / foil / emboss (each separately in attachment)	5,000	_____	_____	_____
B1	12-page calendar 12×18 in, 170 GSM	5,000	_____	_____	_____
B2	12-page calendar 12×18 in, 200 GSM	5,000	_____	_____	_____
C1	Single-sheet calendar 20×30 in, 250 GSM	5,000	_____	_____	_____
C2	Single-sheet calendar 24×36 in, 250 GSM	5,000	_____	_____	_____
C3	Single-sheet calendar 20×30 in, 300 GSM	5,000	_____	_____	_____
C4	Single-sheet calendar 24×36 in, 300 GSM	5,000	_____	_____	_____

For each line bidder shall also specify total including GST in a signed supplementary BOQ if portal columns do not accommodate it. The Bank must identify one baseline per item before financial bid opening (suggested A1 + B1 + C1).

10. Tender fee, EMD and validity

Tender fee ₹1,500 plus GST ₹270, non-refundable; EMD ₹15,000, refundable subject to conditions. Upload evidence of payment as directed by portal. Unsuccessful bidders' EMD returned per Bank procedure. EMD forfeiture, subject to applicable law and due process, may apply for withdrawal during validity, material misrepresentation or refusal to accept awarded terms. Bids valid 60 days. No advance payment contemplated.

11. Work order, delivery and acceptance

Successful bidder shall acknowledge work order within two working days and submit physical samples within two working days unless Bank instructs otherwise. Complete delivery of 5,000 diaries, 5,000 monthly calendars and 5,000 single-sheet calendars to Ahmedabad Head Office by 11 December 2026, subject to confirmation before publication. Partial delivery does not extend deadline. Goods must be packed, labelled and safely unloaded. Bank shall inspect quantities, paper, print, finish, binding and hanger against signed samples; defective/short goods replaced within three calendar days of notice at vendor cost.

12. Delay, default and remedies

For delay beyond the confirmed delivery date, liquidated damages may be recovered at 0.5% per week or part thereof of the delayed/undelivered portion, capped at 10% of contract value, subject to applicable law. Bank may reject nonconforming goods, withhold payment for rejected items and, after notice and opportunity to respond, procure defaulted work at supplier risk and cost. Force majeure requires prompt notice and evidence; ordinary capacity or subcontractor delays do not automatically qualify.

13. Payment, confidentiality and decisions

Payment after complete satisfactory delivery, inspection, acceptance and valid GST invoice under Bank procedures. No extra charges without written approval. Bank owns supplied content and approved final editable artwork. Bank may seek clarifications, reject nonresponsive

bids, accept/reject bids or cancel tender subject to procurement rules. Ahmedabad courts shall have jurisdiction subject to law.

14. Bidder declaration

We confirm that all technical details and rates are true; we accept the tender terms; we have disclosed production/subcontracting arrangements; and we can complete the approved supply by the confirmed deadline.

Bidder name: _____ GSTIN: _____ PAN: _____

Authorised signatory: _____ Date: _____

Signature & seal: _____

For Kheti Bank — Authorised Officer: _____