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

E-TENDER NOTICE AND BID DOCUMENT

Design, printing, premium finishing, packing and supply of diaries and wall calendars for the year 2027

Tender No.: Stationary/1/2026

1. Notice Inviting Tender

Gujarat State Co-operative Krushi and Gramin Vikas Bank Ltd. (Kheti Bank) invites online bids from experienced and competent printing/manufacturing agencies for the design development, proofing, printing, premium finishing, packing and delivery of the following items. Bids shall be submitted under a two-cover system: Technical Bid and Financial Bid.

Item	Description	Quantity
A	Premium hardcover executive diary	5,000 copies
B	Twelve-page monthly wall calendar	5,000 copies
C	Single-sheet wall calendar displaying all 12 months	5,000 copies
	TOTAL	15,000 copies

Particular	Requirement
Tender fee (non-refundable)	INR 1,500 + 18% GST (INR 270) = INR 1,770
Earnest Money Deposit (EMD; refundable subject to tender conditions)	INR 15,000
Last date and time for online submission	24 November 2026, up to 6:00 PM IST
Last date for complete delivery	11 December 2026
Delivery destination	Bank Head Office, Ahmedabad, Gujarat
Bid validity	60 days from bid submission deadline
Tender portal / payment details	ICICI bank:

The bidder shall include all costs necessary to complete the assignment by the delivery deadline. The Bank may issue clarifications or corrigenda through the designated e-tender portal.

2. Scope of Work and Design Approval

- Develop at least three distinct premium design concepts, supported by digital mock-ups and actual samples of proposed materials and finishes. The Bank may select, combine, modify or reject any proposed design.
- The final dimensions, cover design, title pages, internal layout, colour palette, photographs, illustrations, content arrangement and placement of the Bank's identity shall be decided exclusively by the Bank's management. These details shall not be treated as pre-approved merely because indicative options appear in this tender.
- Designs should reflect the Bank's heritage, farmer-focused mission and branch network; Gujarati-first content with English where approved. No bidder shall presume approval of any slogan, anniversary emblem or visual theme.
- The bidder shall maintain strict confidentiality of all artwork, title-page designs, unpublished content, branch data, proofs and management instructions. No publication, reuse, portfolio display or social-media disclosure without prior written consent.
- Bulk production shall commence only after the Bank signs off the final physical sample and press-ready proof. Any material change affecting cost must be supported by a written, pre-approved variation; no unilateral price revision is permitted.

3. Item A — Premium Executive Diary (5,000 Copies)

Parameter	Minimum requirement / quotation option
Format	Premium portrait hardcover executive diary; indicative A4 (210 × 297 mm, ±2 mm) for comparable quotation. Final size subject to management approval and written confirmation.
Pages	Separate prices for 256 and 320 interior pages; dated/undated format as approved.
Writing paper	80 GSM premium natural-shade woodfree uncoated paper; quote 90 GSM alternative. Target opacity at least 90%; smooth, pen-friendly surface.
Writing legibility	Clearly readable handwriting with ballpoint, gel and fountain pens; suitable line spacing and contrast; no objectionable feathering, bleed-through or show-through. Samples may be tested by the Bank.
Interior printing	1+1 colour base; separate price for 2+2 colour.

Interior content	Approved annual calendar, Bank information, directory of 179 branches, government schemes and useful agricultural reference pages. Content supplied/approved by Bank.
Board and wrap	2.5–3.0 mm greyboard; 157–170 GSM printed art-paper wrap (4+0); quote premium PU/leatherette separately.
Binding	Smyth/section-sewn signatures with hardcover casing; reinforced endpapers, head/tail bands and satin ribbon marker. Glue-only perfect binding not acceptable without written approval.
Endpapers	140–170 GSM printed or dyed stock, front and back.
Accessories and packing	One ribbon marker included; separately price pen loop, magnetic flap and elastic; individually shrink-wrapped or recyclable protective sleeve.

4. Premium Finishing and Advanced Print Effects

- High-definition four-colour offset printing or qualified equivalent digital printing, with printer-profiled colour management; 25–32 micron soft-touch, anti-scuff matte lamination or approved equivalent.
- Raised UV / 3D Spot UV / Scodix-type tactile enhancement or demonstrably equivalent process. Provide a physical sample with nominal raised relief in the 100–250 micron range; avoid obscuring fine Gujarati lettering.
- Registered metallic hot/digital foil (champagne gold, copper or Bank-approved alternative), micro embossing/debossing and selective iridescent/holographic foil or radial light-ray effects. Supply angle-dependent physical samples.
- Quote separately for optional cast-and-cure holographic texture, pearlescent spot varnish, colour-shifting foil, microtext foil, laser die-cut window, edge gilding, and NFC/QR features. No optional feature is automatically included unless selected in the approved BOQ.
- Foil adhesion, registration, rub resistance, laminate integrity and durability shall be demonstrated on approved samples. Excessive full-cover holographic glare is not acceptable.
- State the actual machinery/process and any specialist subcontractor used for UV, foil, embossing or related finishing. Brand-specific equipment is not mandatory where an approved equivalent achieves the same result.

5. Item B — Twelve-Page Monthly Wall Calendar (5,000 Copies)

- Twelve separate monthly pages, with legible Gujarati/English dates, month names, festivals, holidays and Bank-approved information.
- Provide sample-based quotations for proposed premium sizes, paper GSM, printing, coating, binding and hanging arrangements. The Bank will confirm the final size, paper and construction in writing before production.
- High-resolution full-colour printing, robust hanging arrangement and protective packing are mandatory. Dates and text must remain clearly legible.
- Bidders must identify all assumptions and quote each size/material option separately so the Bank can compare like-for-like proposals.

6. Item C — Single-Sheet Twelve-Month Wall Calendar (5,000 Copies)

Parameter	Requirement
Format	All 12 months visible on one sheet; quote 24 × 36 inches (610 × 914 mm) and 20 × 30 inches (508 × 762 mm) separately; final selection by management.
Substrate	250–300 GSM premium coated art card; quote 200–250 GSM synthetic/tear-resistant alternative separately.
Printing	4+0 high-resolution offset, 175–200 LPI or equivalent.
Layout	Large legible numerals; Gujarati month names, differentiated Sundays/holidays, approved Bank branding and branch-network message; QR branch locator only if official URL supplied.
Finishing	Anti-scuff matte or satin aqueous coating; selective raised UV and metallic foil confined to approved header/emblem areas, not the date grid.
Hanging	Reinforced metal eyelet with patch or top metal hanger; provide physical sample and weight/load test.
Packing	Flat protective cartons preferred; rolled packing only with written approval following curl/crack test.

7. Artwork, Proofing and Technical Quality

- Deliver print-ready PDF/X-4 (preferred), CMYK with embedded output ICC profile, and editable Adobe Illustrator/InDesign files with all linked assets. Outline live fonts only in final press files.
- Photographs must be at least 300 PPI at final print size; fine line art at least 600 PPI; logos, calendar grids, foil, UV and ray elements in vector form. Upscaling shall not be misrepresented as native detail.
- Provide minimum 3 mm bleed (5 mm for large calendars where required), at least 8 mm safe margin and at least 15 mm clearance around hanging holes. Keep die, foil, emboss and raised-UV layers separate as spot-colour vector layers.
- Provide colour-managed contract proof, digital 3D mock-up, full-size calendar proof, and 1:1 embellished diary cover sample. The bidder is responsible for trapping, overprint, imposition and preflight.
- Use only original or properly licensed photography/illustration; the supplier is responsible for rights clearance and third-party intellectual-property claims.

8. Eligibility and Mandatory Technical Documents

- The bidder must be a legally registered firm/company with valid PAN and GST registration. Provide registration, PAN, GST certificate, authorised signatory proof and contact details.
- Minimum ten years'of inhouse print production experience as of tender publication date in premium diary/calendar printing, finishing or comparable commercial print supply.
- Qualified staff in designing, printing, fabrication departments, provide details along with qualification in the respected field.
- In-house equipment for production of printing, binding & fabrication. Provide proofs of machinery and technical details for assessment. Submit documents such as invoices as proof of ownership of all machinery.
- In-house at least one brand new 4 color or more offset machine not older than 5 years(manufacturing date post 2021)
- Provide documentary evidence of at least two satisfactorily completed similar supply orders of Bank during the preceding three financial years, with work orders and completion/supply certificates.
- Submit details of available machinery, in-house and outsourced processes, production capacity, key personnel, sample work, design portfolio and subcontractors. Outsourcing does not relieve the prime bidder of contractual responsibility.
- Provide available turnover/financial statements for the preceding three financial years;
- The bidder must have a **minimum average annual turnover of ₹1,00,00,000 (Rupees One Crore Only)** during the last three completed financial years, i.e., FY 2023–24, FY 2024–25 and FY 2025–26.
- The bidder shall submit the following documents as proof of financial eligibility:

- Audited Balance Sheets and Profit & Loss Statements for the last three financial years.
- Annual Turnover Certificate issued by a practising Chartered Accountant, bearing a valid UDIN.
- Copies of Income Tax Returns for the relevant financial years.
- Bidders failing to meet the prescribed minimum average annual turnover requirement shall be considered technically ineligible, subject to applicable procurement rules.
- Submit signed clause-by-clause technical compliance statement, signed tender acceptance, non-blacklisting/debarment declaration, tender-fee and EMD payment proof, and proposed sample/finish descriptions.
- No prices shall appear in the Technical Bid. The Bank may seek clarifications and verify documents and samples. Only technically responsive bids proceed to financial evaluation.

9. Bid Submission and Evaluation

Cover 1 – Technical Bid: all eligibility documents, compliance statement, portfolio, production capability and sample details, with no financial prices. Cover 2 – Financial Bid: the prescribed BOQ with item-wise unit prices, GST and total delivered prices. Uploads and payment shall follow the designated e-tender portal instructions.

To preserve fair comparison while management retains control over final artwork and dimensions, the Bank shall compare bids using the same published baseline configurations and quantities. Optional upgrades and alternate sizes shall be evaluated separately and shall not silently alter the baseline L1 ranking. Any post-award selection outside the priced baseline requires written scope and price approval. The Bank may assess technical responsiveness and sample quality before opening financial bids.

10. Price Schedule / BOQ (to be completed in the Financial Bid only)

Code	Item / priced configuration	Quantity	Unit price (INR)	Total excl. GST (INR)
A1	Diary 256 pages, 80 GSM, 1+1, printed hardcover	5,000		
A2	Diary 320 pages, 80 GSM, 1+1, printed hardcover (alternate)			
A3	90 GSM / 2+2 / PU cover /			

	accessories: each upgrade separately			
A4	Raised UV, foil, emboss, light-ray and advanced finishes: each separately			
B1	12-page monthly wall calendar: bidder-stated size/GSM and construction	5,000		
C1	Single-sheet 24 × 36 in, 250–300 GSM art card	5,000		
C2	Single-sheet 20 × 30 in (alternate)			
C3	Synthetic substrate and other premium upgrades separately			

For every priced line: show design/proofing, printing, finishing, packing, freight, loading/unloading, applicable GST and total landed cost at the Bank Head Office, Ahmedabad. The Bank shall publish or confirm the baseline BOQ for financial ranking before bid opening. Optional/alternate lines must not be added to the evaluated total unless expressly specified in the published BOQ.

11. Tender Fee, EMD and Bid Validity

- Non-refundable tender fee: INR 1,500 plus 18% GST (INR 270), total INR 1,770. Refundable EMD: INR 15,000. Payment mode and proof shall follow portal instructions.
- EMD of unsuccessful bidders shall be returned in accordance with the Bank's applicable procedure, without interest unless otherwise required. For the successful bidder, release/adjustment shall follow completion of required contract formalities.

- EMD may be forfeited, subject to applicable law and due process, for withdrawal during bid validity, material misrepresentation or refusal to accept the awarded order on the accepted terms.
- Bids shall remain valid for 60 days from the submission deadline. No advance payment is contemplated.
- Bank Details :

Particular	**Amount / Condition**
ICICI bank Account No.	0295505005623
IFSC	ICIC 0000295
Branch	S.G.Road,Ahmedabad

12. Work Order, Samples, Delivery and Acceptance

- The successful bidder shall acknowledge the work order in writing within two working days of receipt and present the required physical material/finish samples within two working days of work-order issue, unless otherwise instructed in writing.
- All 5,000 diaries, 5,000 monthly calendars and 5,000 single-sheet calendars—15,000 finished items in total—must be delivered to the Bank Head Office, Ahmedabad, on or before 11 December 2026. Partial delivery does not extend the deadline.
- The supplier shall plan proofing, approval and production to meet this fixed delivery date. Bank approval of designs shall not be presumed. Any change to the delivery date must be authorised in writing by the Bank.
- Prices include protective packing, cartons marked with item/quantity/batch, transport, loading, unloading and safe delivery to the designated location.
- Acceptance is subject to quantity verification, visual inspection, paper/GSM checks, print and handwriting legibility, binding, hanging-system integrity and UV/foil adhesion against the signed sample. Defective or short-supplied goods shall be replaced at the supplier's cost within three calendar days of written notice, without prejudice to the delivery and penalty provisions.

13. Delay, Defects, Liquidated Damages and Risk Purchase

- For delay beyond 11 December 2026, liquidated damages may be recovered at 0.5% per week or part thereof of the value of the delayed/undelivered portion, subject to an overall cap of 10% of the contract value. This is without prejudice to other contractual remedies, subject to applicable law.
- The Bank may reject substandard, damaged, short-supplied or nonconforming items, require replacement at no extra charge and withhold payment for rejected goods. There shall be no acceptance by mere physical receipt.
- In the event of material default, failure to replace defective goods, or prolonged delay, the Bank may terminate the affected work and procure the balance from another source at the

defaulting supplier's risk and cost, after written notice and reasonable opportunity to respond, subject to applicable law.

- Any permitted deductions may be adjusted against payable invoices or recoverable security. Penalties shall not be imposed arbitrarily; the supplier shall receive written particulars of the alleged breach and an opportunity to submit its explanation.
- Force majeure relief, if applicable, requires prompt written notice, evidence and written determination by the Bank. Ordinary production delays, vendor capacity constraints or subcontractor issues shall not automatically qualify.

14. Payment, Confidentiality and Management Decision

- Payment shall be processed after complete satisfactory delivery, inspection, acceptance and receipt of a valid GST invoice, according to the Bank's normal payment procedure. No extra charges are payable without prior written approval.
- All Bank-supplied content, designs, proofs and final editable artwork shall be delivered to the Bank and shall not be reused or disclosed without written permission. The supplier shall keep them confidential during and after the assignment.
- The decision of the Bank's management on final size, layout, title pages, artwork, colours, finishing effects, approved samples, conformity and acceptance shall be final for administration of this tender, subject to applicable law and procurement rules.
- The Bank reserves the right, subject to applicable procurement rules, to seek clarification, reject nonresponsive bids, accept or reject any or all bids, or cancel the tender process. The Bank is not bound to accept the lowest quoted price where technical conditions are not met.
- Any disputes shall be subject to the jurisdiction of the competent courts at Ahmedabad, Gujarat, subject to applicable law.

15. Bidder Declaration

We confirm that we have examined and accepted the tender terms; that the documents, technical information, quotations and samples submitted are true and complete; that we possess the capacity to complete the entire supply by 11 December 2026; and that we will preserve the confidentiality of the Bank's materials and comply with the Bank-approved final proofs and specifications.

Name of bidder: _____

GSTIN: _____ PAN: _____

Authorised signatory: _____ Date: _____

Signature and seal: _____

For Gujarat State Co-operative Krushi and Gramin Vikas Bank Ltd. (Kheti Bank)

Authorised Officer