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KARNATAKA GRAMEENA BANK

Printing and Supply of Annual dated Diaries and Undated Journal Diaries for Karnataka Grameena Bank for the year 2027

KARNATAKA GRAMEENA BANK

HEAD OFFICE, BALLARI

General Administration Wing

Mobile No. :9845679197

Head Office:Ballari.

E-mail: psitw.stock@karnatakagb.bank.in

Important Disclaimer:

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Notice Inviting Tender

For

Printing and Supply of Annual dated Diaries and Undated Journal Diaries for Karnataka Grameena Bank for the year 2027

Vide KGB/HO/GA/DIARIES/28/2026-27, dated 28.09.2026

Karnataka Grameena Bank a Regional Rural Bank desires to print 900 quantities Annual Dated Diaries and 3100 quantities of Undated Journal Diaries, for the year 2027. Bank invites bids from eligible service providers. For a detailed description of the job, please see Tenders section of our Bank website www.karnatakagb.bank.in com. The last date for submission of tenders is 22nd October 2026.

Tender Time Schedule

Date of Advertisement	28.09.2026
Date of Pre-Bid Meeting	07.10.2026 only in Physical at Head Office, Ballari in the below mentioned address.
Last Date and Time for receipts of Proposals	22.10.2026 (17.00 hours)
Time & Date of Opening of Technical bids	23.10.2026 (11:00 hours)
Time & Date of Opening of Financial bids	Subsequent to Technical bid
Last date for dispatch of Annual Dated Diaries and Undated Journal Diaries	10.12.2026

Tender Details

All prospective service providers interested to bid must send their bids in sealed tender covers to **THE GENERAL MANAGER, KARNATAKA GRAMEENA 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/HO/GA/DIARIES/28/2026-27, dated 28.09.2026
	Printing and Supply of Annual Dated Diaries and Undated Journal Diaries, for the year 2027

Note: -

1. 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 pre-bid meeting i.e., 06th October 2026 and time i.e., 05.00 pm to psitw.stock@karnatakagb.bank.in. If any service provider requires any clarification on this NIT, they may notify bank through bank's through the aforesaid email address.

2. Karnataka Grameena 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.

3. 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 Grameena Bank will be borne entirely and exclusively by the service providers.

4. 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.

5. All bids (Technical & Financial) must be submitted at the same time within the time specified above.

6. The bank reserves the right to accept or reject in part or full any or all the offers without assigning any reasons whatsoever.

7. No further discussion/interface will be entertained with service providers whose bids have been technically disqualified.

8. Financial Bids will be opened subsequent to Technical evaluation and only qualified bidders representatives who wish to attend the financial bids opening are allowed to take part in Financial Bid. If the Financial Bid happens to be opened on later dates same will be informed to the bidders present on the day of Technical Bid. No separate intimation will be given in this regard to the bidders for deputing their representatives.

   The representative/s has/have to submit an authority letter duly signed by the bidder, authorizing him/her to represent and attend the bid opening on behalf of the bidder.

9. **Earnest Money Deposit (EMD) Amount :** All tenderers offering their quotation to this tender of Printing and Supplying of Annual Dated Diaries and Undated Journal Diaries for the year 2027, should remit EMD amount of ₹20,000.00 by way of a bank Demand draft drawn in favor of Karnataka Grameena Bank or Bank Guarantee of equivalent amount from any RRB/ Scheduled Commercial Bank. Vendors Registered as MSMEs with Organizations such as KVIC, Kendriya Bhandar / NSIC are exempted from remitting EMD amount. EMD will be refunded in full to the unsuccessful bidders immediately/after finalization of the supply order. In case of successful bidder, this amount shall be refunded after submission of the security deposit.

10. **SECURITY DEPOSIT:** The successful L-1 bidder is required to provide the Security Deposit of 10 percent of the L-1 amount quoted (Cost of Unit multiplied with no. of units) before issuance of final purchase order. The Security deposit can be remitted either by drawing a bank Demand draft in favor of Karnataka Grameena Bank or Bank Guarantee of equivalent amount from any RRB other than Karnataka Grameena Bank/ Scheduled Commercial Bank in favour of Karnataka Grameena Bank. Security deposit will be returned to the vendor after successful execution of the work without any remarks. In case of any damage or shortage in the dispatches made, appropriate amount or total amount will be forfeited based on the damage occurred and reputational loss faced by the Bank.

Specifications for printing and supply of Karnataka Grameena Bank Annual Dated Diaries and Undated Journal Diaries for the year 2027

Sl. No.	Item	Quantity
1	Printing of Karnataka Grameena Bank Annual Dated Diaries for 2027	**900**
	Printing of Karnataka Grameena Bank Undated Journal Diaries for 2027	**3100**
	Total	**4000**

* For more details about design and make, refer **Annexure-2**

1. Sealed quotations are invited from eligible and reputed service providers who have previously executed similar jobs for PSUs, RRBs, and other banks.

2. The general terms and conditions for execution of the work are given in Annexure 1. The detailed specifications related to make and design pertaining to Annual Dated Diaries and Undated Journal Diaries are given in Annexure 2.

3. It will be necessary to submit the artwork (print-ready version) for our approval before printing. Similarly, copies of the Monthly section divider need to have our prior approval before the strike order for final printing is given, for the case of Annual Dates Diaries. This apart, creatives to be printed on the Monthly section divider will be shared by the Bank for the L- 1 vendor emerged in the tender process.

4. The entire work has to be completed, packaged, labelled for dispatches and delivered to our Head Office at Ballariand 29 Regional Officeaddresses spread across Karnataka state with no extra costs. The list of Regional Offices with addresses will be shared to the vendor latest by 1st December 2026.

   In case of delay in dispatch of Annual Dated Diaries and Undated Journal Diaries by the L-1 vendor, a penalty of ₹ 5,000/- plus applicable GST per day will be levied for each day of delay.

5. Tender shall contain the following:

   A. A copy of the tender document with a certificate issued by the service providers accepting all the terms and conditions contained in the tender document.

   B. Quotation Part - I - Technical Bid as in Annexure 3of 'Proforma A' shall be submitted separately titled as "Tender for Printing and Supplying of Annual Dated Diaries and Undated Journal Diaries for the year2027: Technical Bid".

   C. Quotation Part - II - Financial Bid as in Annexure 4of 'ProformaB shall be submitted separately titled as "Tender for Printing and Supplying of Annual

Dated Diaries and Undated Journal Diaries for the year 2027: Commercial Bid".

6. Quotations, as per details given above may be submitted by 17.00 hours on or before 22thOctober 2026.

7. Eligibility Criteria: The bids will be evaluated for the eligibility criteria as per Annexure 3. Those service providers who do not meet the requirements/furnish information will be disqualified. The eligible service providers will be considered for technical evaluation.

8. 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.

   In the case of samples, bidders should provide ready to use diaries of both versions from their previous works. This apart, it is suggested that either ready to use diaries or materials in separate suggested by the Bank in the Annexure - 2, for the making of Annual Dated Diaries and Undated Journal Diaries, may be presented for scrutiny.

9. 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 B or incomplete in any respect, shall be rejected summarily.

10. The tender should be submitted strictly as per the Proforma. Proforma should be either typed or written legibly in English. Minor Alterations, if any in the Technical Bid should be attested properly by the person signing the same, no altercations shall be allowed in the Financial Bid. 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.

11. It has been decided that only experienced and reputed service providers with experience of having carried out bulk printing of at least 2000 Annual Dated Diaries and Undated Journal Diaries in English for reputed firms/Govt. organizations/Commercial Banks, Regional rural banks etc., should be entrusted with the work of printing Annual Dated Diaries and Undated Journal Diaries. The service providers are requested to submit sample Annual Dated Diaries and Undated Journal Diaries produced by them in the last two years. Only those service providers making firms who qualify in the technical bid 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 against their work as proof of experience.

12. The service provider should have the capability to print publications in English. For this, the service providers is required to have appropriate latest software and computer capability. The service provider would also have to ensure that

PC operators are adequately proficient in Kannada & English, for speedy and timely completion of the work. Service providers having prior experience of printing of similar work would be preferred.

13. All the material sent/shared to service provider 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 service provider at their own cost.

14. **How to apply?**

Please submit your proposal in a sealed cover to The General Manager, Karnataka Grameena Bank, General Administration Wing, # 32, Sanganakal Road, Gandhi Nagar, Ballari-583103. The service provider shall submit two separate bids i.e., 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 Grameena Bank mentioning our Bank GST number **29AAOAK6959P1ZB**.

15. Terms of Payment

Following would be the payment schedule for each Phase:

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

16. Penalties

All Annual Dated Diaries and Undated Journal Diaries should be properly packed and dispatched latest by 10thDecember 2026 as per our mailing instructions with no extra costs which will be communicated in due course by KARNATAKA GRAMEENA BANK. Penalty will be levied @ ₹5,000/- plus applicable GST per day for delay beyond 10.12.2026.

17. 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 will black list the Service Providers based on any shortcoming in the accepted / finalized count, quality, etc., during the Tender bid.
c. 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.
d. 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 resolved within 10 days from the date of notice by Bank.

18. 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.

19. 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.

20. 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.

21. Corrupt and Fraudulent Practices

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

b. "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

c. "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.

22. 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 officials and supported by internal corporate authorizations. Further, all the tender documents and supporting documents of the tender bid submitted should be signed by affixing seal without fail.

23. 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.

24. 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.

25. Certificate of Acceptance & Checklist

The service provider is expected to sign the certificate of acceptance as per Annexure 05 and submit the tender documents as per the checklist in Annexure 06.

-SD-

GENERAL MANAGER

Annexure I

GENERAL TERMS AND CONDITIONS

Printing and Distribution of Karnataka Grameena Bank Annual Dated Diaries and Undated Journal Diaries for the year2027

1. Samples of Annual Dated Diaries and Undated Journal Diaries should be approved before printing/manufacturing.

2. The order can be increased or reduced at the quoted rate.

3. Specified number of Annual Dated Diaries and Undated Journal Diariesshould be delivered to our Head office and all our Regional Office at **no extra cost.**

4. Annual Dated Diaries and Undated Journal Diariesmeant to be dispatched to Head Office/Regional Offices are to be packed and labelled with address as per the quantity, which will be communicated in due course by the bank.

5. No cost in respect of damage/mutilated Annual Dated Diaries and Undated Journal Diaries will be reimbursed.

6. 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.

7. Any delay in adhering to the prescribed delivery schedule or failure to supply requisite number of Annual Dated Diaries and Undated Journal Diaries 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 service provider shall not be entitled to recover from Karnataka Grameena Bank any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time Karnataka Grameena 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 service provider and recover from the service providers the difference between the price at which it has been agreed to supply and the price at which Karnataka Grameena Bank will be forced to place fresh orders.

8. Quantity of Annual Dated Diaries and Undated Journal Diaries to be dispatched to Head Office, Ballari and 29 Regional Offices i.e., Ballari, Bidar, Bengaluru, Chitradurga, Chamarajanagara, Chikkamagaluru, Davanagere, Hassan, Kalaburgi, Kolar, KoppalMysuru, Madikeri, Mandya, Raichur, Shivamogga, Tumakuru, Vijayanagara, Yadgir, Bagalkot, Belagavi, Chikkodi, Dharwad, Gadag, Gokak, Haveri, Kumta, Mangaluru, and Vijayapura which are located within Karnataka state to be communicated in due course

9. The Vendor shall provide such packing to the diaires, as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperature, salt and precipitation during transit and open storage. Size and weights of packing case shall take

into consideration, where appropriate, the remoteness of the Products final destination and the absence of heavy handling facilities at all transit points.

10. Supplies involving Inferior quality Diaries of any or both the types, or diaries with specifications different from those specified or improper packing/damaged diaries may be rejected. If inferior quality diaires are found/detected in the supplies made, penalty will be imposed on the entire supply made or the entire lot will be rejected at the discretion of the Bank and at the risk, responsibility and cost of the vendor.

Likewise, diaires received in damaged condition may not be accepted and entire cost may have to be borne by the vendor. Recurrence of such instances may render the vendor liable for being removed from the tender and will be blacklisted apart from levy of penalty etc. In any disputes as regards quality/quantity of diaries/ packing material, the decision of the Bank will be final.

However, the Bank shall inform the Vendor within 72 hours the receipt of supplies involving Inferior quality diaries, diaries with specifications different from those specified or improper packing/damaged diaries failing which, the Vendor shall not be held responsible for the same. Not with standing what is stated above, if the goods are delivered in damaged condition or the specifications / quality varies than the stipulated one, the bank reserves the right to use / reject as it may deem fit. Further, proportionate payment with usual deduction may be made as per banks discretion in such cases.

Annexure 2

SPECIFICATIONS FOR ANNUAL DATED DIARIES AND UNDATED JOURNAL DIARIES

Sl. No.	Model	Case / Board Size	Book Block	Material and Color	Type of paper	Specifications
1	Annual Dated Diaries for 2027	24.5 CMs x 18.5 CMs	23.8 CMs x 17.25 CMs	Faux Leather Material With Reddish brown color	75 GSM Cream white Color paper	Page –a- day diary. 31 horizontal lines per page with single color printing of pages. Sewn binding should be made. Name and logo of the Bank should be printed in Gold foiled printing at the bottom and aligned to the centre. Year 2027 should be debossed on the top, aligned to centre. Monthly wise breakup sheets with Sinarmas 90 GSM art paper each holding two different creatives pertaining to the Bank. (Creatives will be provided by the Bank) A Book mark ribbon with brown colored Nylon/Lenin make and with a metal end to the flap.
2	Undated Journal Diaries for 2027	21.8 CMs x 15.3 CMs	21 CMs x 14.8 CMs	Faux Leather Material With Matt Navy Blue leather	75 GSM Cream white Color Paper	200 pages (100 sheets) diary. 31 horizontal lines per page with single color printing of pages. Sewn binding should be made. Name and logo of the Bank should be printed in Gold foiled printing at the bottom and aligned to the centre. Year 2027 should be debossed on the top, aligned to centre. A Book mark ribbon with navy blue colored Nylon/Lenin make and with a metal end to the flap

Reference Images:

Sl. No.	Name	Image
1	Annual Dated Diary for 2027	
2	Undated Journal Diary for 2027	

Please present a dummy Annual Dated Diary **and** Un-dated Journal Diary **with the above specifications for evaluation in Technical Bid**

PROFORMA-A

Annexure 3

Part I: **Technical Bid** for Printing and Supply of Annual Dated Diaries and Undated Journal Diaries for the year 2027

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 @	2023-24: 2024-25: 2025-26 (provisionalbalance sheet may be furnished, if not audited)
7.	Profits after Tax in last three years (in Rupees Lakhs) @	2023-24: 2024-25: 2025-26(provisional balance sheet may be furnished, if not audited)
8.	Contract amount of at least THREE previous work orders and payments made against the orders. (at least 2000 copies each)*	1. 2. 3.
9.	Maximum no. of copies printed for a single client in a year	Annual Dated Diaries and Undated Journal Diaries:
10.	List of major clients during the last three years	

11	1-2 Samples of Annual Dated Diaries and Undated Journal Diaries 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 service provider 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 against themfor the three orders.

Certified that the above particulars are true.

Date: Signature of Authorized Signatory

Place:

(Name of company/firm)

Seal of Company/firm

PROFORMA – B

Annexure 4

Financial Bid

Printing of Karnataka Grameena Bank Annual Dated Diaries and Undated Journal Diaries for the year 2027

Sl. No.	Item	Unit Cost (exclusive of GST& inclusive of Shipping)	No. of Units	Cost	% of GST	GST Amount in total	Total Cost
1	Annual Dated Diaries with specifications as given in annexure 2						
2	Undated Journal Diaries with specifications as given in annexure 2						

Amount in words……

……rupees only.

Delivery to Head office, Ballari and 29 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 5

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 Authorized Signatory Place:

(Name of company/firm)

Seal of Company/firm

Annexure 6

CHECK LIST FOR SUBMISSION OF TENDER

Printing of Bank's Annual Dated Diaries and Undated Journal Diaries for the year 2027

Technical Bid in Proforma – A

Annexure 3 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 GST Certificate along with Registration under Works Contract

1.4 Attested copy of Certificate of Factory License

1.5 Attested copies of Certificate of Import License

1.6 Audited balance sheets for 2023-24: 2024-25: 2025-26(provisional, if accounts are yet to be finalized)

1.7 Details of three latest orders of similar kind of works

1.8 Samples of Annual Dated Diaries and Undated Journal Diaries printed by you in the past 3 years.

1.9 Dummy / Sample Annual Dated Diaries and Undated Journal Diaries as per specifications.

2. **Financial/Commercial Bid Proforma – B as in Annexure 4**

2.1 Annexure 4 of the Tender Documents duly filled in.