



RFP No. NB. DEAR/Impact Balance Sheet Report/01/2023-24

**National Bank for Agriculture and Rural Development
(NABARD)**

Request for Proposal (RFP)

for Selection of Agency for Printing

Impact Balance Sheet Report 2022-23

Only through GeM Portal



Department of Economic Analysis and Research (DEAR),

NABARD Head Office

**2nd Floor, B Wing, C-24, G Block,
Bandra Kurla Complex, Bandra (E)**

Mumbai – 400051

Important Dates	
Date of issue of RFP document	26.02.2024
Last date for receiving queries by NABARD	As per GeM Bid document
Clarifications to Bidders' queries to be issued by NABARD	on GeM portal
Last date and time for submitting detailed application, including General Profile/Information, Technical & Financial Bids/Proposals	07.03.2024
Date and time of opening of bids	As per GeM guidelines
Bid Validity	90 Days

**Disclaimer**

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Address for Communication

The Chief General Manager,
Department of Economic Analysis and Research (DEAR),
NABARD Head Office, 2nd Floor 'B' Wing,
Plot No. C-24, 'G' Block,
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**National Bank for Agriculture and Rural Development
(NABARD)**

**Bandra-Kurla Complex, Bandra East
Mumbai-400051**

RFP No. NB. DEAR/Impact Balance Sheet Report/01 /2023-24 dated 26 February 2024

Request for Proposal (RFP) for selection of Agency for printing of Impact Balance Sheet Report 2022-23

1. Background:

Impact Balance Sheet Report is a report that documents the impact of various initiatives, programmes, activities and funds of NABARD. We print 250 copies of the report in English.

2. General Terms and Conditions

2.1 Definitions

- i. In this Contract, the following terms shall be interpreted as indicated:
- ii. “The Bank”, “NABARD”, “Purchaser”, “Buyer” means National Bank for Agriculture and Rural Development (NABARD).
- iii. “Printer”, “Agency”, “Vendor”, “Supplier”, “Service Provider”, “Bidder”, “Tenderer”, “Recipient”, “Respondent” means the respondent to the RFP document.
- iv. “RFP”, “Tender”, “Bid document”, “Quotation Document” means the ‘Request for Proposal’ document.
- v. “Bid” may also be referred to as ‘Offer’.
- vi. “The Contract” means the agreement entered into between the Bank, represented by its designated officer and the Vendor, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- vii. “The Contract Price” means the price payable to the Vendor under the Contract for the full and proper performance of its contractual obligations.
- viii. “The Services” means those service obligations of the Vendor covered under the Purchase Contract.
- ix. All timings indicated in the RFP refer to Indian Standard Time only.

2.2 Use of Contract Documents and Information

- i. The Vendor shall not, without the Bank’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan or information furnished by or on behalf of the Bank in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- ii. The Vendor will treat as confidential all data and information about the Bank, obtained in the execution of its responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the Bank.



2.3 Right to Alter Quantities

The Bank reserves the right to alter the requirement specified in the RFP. The Bank also reserves the right to delete one or more items from scope of work specified in the RFP.

2.4 No Commitment to Accept Lowest or Any Offer

- i. The Bank reserves its right to reject any or all the offers without assigning any reason thereof whatsoever.
- ii. The Bank will not be obliged to meet and have discussions with any bidder and/or to entertain any representations in this regard.
- iii. The bids received and accepted will be evaluated by the Bank to ascertain the best and lowest bid in the interest of the Bank. However, the Bank does not bind itself to accept the lowest or any Bid and reserves the right to reject any or all bids at any point of time prior to the order without assigning any reasons whatsoever. The Bank reserves the right to retender.

2.5 Intellectual Property Rights

- i. In the event of any claim asserted by a third party of infringement of copyright, patent, trademark, industrial design rights, etc. arising from the use of the Goods/Services or any part thereof in India or abroad, the service provider shall act expeditiously to extinguish such claim. If the Supplier fails to comply and the Bank is required to pay compensation to a third party resulting from such infringement, the vendor shall be responsible for the compensation including all expenses, court costs and lawyer fees. The Bank will give notice to the service provider of such claim, if it is made, without delay.
- ii. The Bank will give notice to the vendor of any such claim without delay, provide reasonable assistance to the supplier in disposing of the claim, and shall at no time admit to any liability for or express any intent to settle the claim.

2.6 Corrupt and fraudulent practice

As per Central Vigilance Commission (CVC) directives, it is required that Bidders/Suppliers/Contractors observe the highest standard of ethics during the execution of this RFP and subsequent contract(s). In this context, the bidders to note the following:

- i. **“Corrupt Practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of an official in the procurement process or in contract execution;
- ii. **“Fraudulent Practice”** means a misrepresentation of facts to influence a procurement process or the execution of contract to the detriment of the Bank 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;
- iii. **“Coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;
- iv. **“Undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the Bank with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- v. **“Restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process;



vi. The Bank reserves the right to declare a bidder ineligible for a period of three years to be awarded a contract, if at any time it determines that the bidder has engaged in corrupt or fraudulent practices in competing for or in executing the contract

2.7 Violation of terms

The Bank clarifies that the Bank shall be entitled to an injunction, restraining order, right for recovery, specific performance or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain the Bidder from committing any violation or enforce the performance of the covenants, obligations and representations contained in this RFP. These injunctive remedies are cumulative and are in addition to any other rights and remedies the Bank may have at law or in equity, including without limitation a right for recovery of any amounts and related costs and a right for damages.

2.8 Disclaimer

Subject to any law to the contrary, and to the maximum extent permitted by law, NABARD and its Directors, officers, employees, contractors, agents and advisers disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person / entity acting on or refraining from acting because of any information including forecasts, statements, estimates, or projections contained in this RFP document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of NABARD or any of its officers, employees, contractors, agents, or advisers. Bank may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information in this RFP. Bank has the right to continue with these activities, modify the sequence of activities, add new activities, or remove some of the activities, as dictated by the best interests of the Bank. Bank reserves the right to reject all or any of the proposals received in response to this RFP, without assigning any reasons whatsoever.

2.9 Costs to be borne by Respondents

All costs and expenses incurred by Respondents in any way associated with the development, preparation, and submission of responses, including but not limited to the attendance at meetings, discussions, demonstrations, presentations, visits, etc., and providing any additional information required by NABARD will be borne entirely and exclusively by the Respondent.

2.10 No Legal Relationship

No binding legal relationship will exist between any of the Respondents and NABARD until the execution of a contractual agreement.

2.11 Recipient Obligation to Inform Itself

The Recipient must conduct its own investigation and analysis regarding any information contained in this RFP document and the meaning and impact of that information.

2.12 Errors and Omissions

The Recipient should notify NABARD of any error, omission, or discrepancy found in this RFP document.



2.13 Acceptance of Terms

A Recipient will, by responding to NABARD for RFP, be deemed to have accepted the terms of this RFP including Introduction, Disclaimer, Schedules and Annexures to this RFP.

2.14 Parties in the RFP

The parties in the RFP may be referred to as below:

“The Bank”, “NABARD”, “Purchaser”, “Buyer” means National Bank for Agriculture and Rural Development (NABARD);

“Printer”, “Agency”, “Vendor”, “Supplier”, “Service Provider”, “Bidder”, “Recipient”, “Respondent” means the respondent to the RFP document.

2.15 Notification

NABARD will notify all short-listed Respondents on GeM Portal and NABARD website about the outcome of their RFP. NABARD is not obliged to provide any reasons for any such acceptance or rejection.

3. Eligibility/Pre-Qualification Criteria:

- i. The Printer should be a reputed and registered firm/concern, or a company registered under the Companies Act, 1956. The firm/company must be registered for GST. Attested copies of the certificates should be uploaded with the Technical Bid.
- ii. The Printer should have a valid Factory License. Attested copies of the certificate should be uploaded with the Technical Bid.
- iii. Quotation from firm(s) in which an employee of NABARD or any of his/her family members holds interest is not acceptable and will be rejected summarily.
- iv. The annual turnover of the printer should be **at least ₹8 lakh** during each of the preceding three financial years. The printer should have executed, in the last 12 months, at least two quotations of a similar nature with each of them amounting to **₹2 lakh or above**. The printer should have experience of at least 3 years in the work of printing reports of reputed organisations containing text write-up, pocket charts of high quality, photographs and statistical tables, etc. The printer should have full in-house Desk Top Publishing (DTP) set-up. The printer should have latest version of Computers and licensed software along with laser-jet colour printers and complete in-house printing facilities, besides high-speed Internet Connectivity. The printer should have facilities/arrangements for delivering copies of the publications in any part of the country, if needed.

4. Amendment to the bidding document

- i. At any time prior to the date of submission of Bids, the Bank, for any reason, may modify the Bidding Document, by amendment and placing the corrigendum in GeM Portal and on NABARD Website.



- ii. In order to allow prospective Bidders to get reasonable time to take the amendment into account for preparing their Bids, the Bank, at its discretion, may extend the deadline for the submission of Bids.
- iii. The amendment shall be posted on GeM Portal and on Bank's website (www.nabard.org).
- iv. All Bidders must ensure that such clarifications/amendments have been considered by them before submitting the bid. Bank will not have any responsibility in case some omission is made by any bidder.

5. Marking

- i. The Bid document, wherever uploaded as a separate file in the GeM Portal, shall have all pages signed by the Bidder representative in whose favour Power of Attorney is issued to bind the Bidder to the Contract.
- ii. Relevant documents must be submitted as proof wherever necessary.
- iii. Responses should be concise and to the point. Submission of irrelevant documents must be avoided.
- iv. If the bids do not contain all the information required or is incomplete, the proposal is liable to be rejected.

6. Hosting of RFP

- i. The RFP is hosted on NABARD website www.nabard.org and GeM Portal.
- ii. NABARD reserves the right to change the dates mentioned above.
- iii. Changes and clarification, if any, related to RFP will be posted on GeM portal and notified on www.nabard.org
- iv. **Bidders must keep close watch on the GeM portal during the intervening period before submitting response to RFP.**

7. How to Apply

A two-stage bidding process will be followed for the purpose of selection of the vendor/bidder. Eligible Service Providers/Vendors can apply online at GeM Portal. No other mode of submission of proposals shall be accepted. Please note that proposals submitted through hardcopy, fax, or e-mail shall be rejected. The bidder must peruse the entire information furnished in the RFP including scope, detailed requirements, functional and technical specifications, annexures/appendices and other terms and conditions to submit their response.

The bidder must submit the response to the bid in two parts –

- i. Technical Bid indicating the response to the scope of work provided in this RFP as per Proforma 'A', of Annexure III. It shall be submitted with a set of samples of A4 size of (i) 300 GSM Art Card paper for cover page, and (ii) 100 GSM Berga Image Paper for inner pages, with perfect binding of the Report. The agency should also submit any 3 sample reports printed by them in the last 3 years in hard copy to the address of the Bank given in the RFP. It should NOT contain any price information.



- ii. Financial Bid furnishing all the relevant information as per Proforma 'B' of Annexure III, shall be submitted separately titled as 'Quotation for Printing Impact Balance Sheet Report 2022-23 – Financial Bid'.

The bid either technical or Financial, submitted cannot be withdrawn/modified after submission.

NOTE: - The General Information, Technical Bid & Financial Bid cannot be revised once the Final Submission button has been clicked by the bidder.

8. Methodology and Evaluation:

Agency Selection Process in Brief	
Stages	Evaluation Criteria
Stage I	In the first stage, agencies shall be shortlisted, subject to eligibility criteria. ONLY the shortlisted Agencies will participate in Stage-II of the evaluation process
Second Stage	Stage-II will consist of evaluation of Technical Proposals (Annexure III-Proforma A) and awarding a 'Technical Score' (ST) to the Technical Proposals submitted by the Agencies shortlisted in Stage-I. Only those Agencies whose Technical Proposals score seventy (70) marks or more out of hundred (100) marks shall qualify for further consideration and shall be ranked from highest to the lowest based on their technical score (ST).
Third Stage	In the third stage, the financial evaluation of technically qualified bids will be carried out.
Final Selection	GeM portal automatically selects the L-1 offer out of the technically qualified bidders for award of contract.

Prior to evaluating the Proposals, NABARD will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:

- i. it is received in the specified format;
- ii. it is received by the due date including any extension thereof;
- iii. it contains all the information, including supporting documents (complete in all respects) as requested in the RFP;
- iv. it must be absolute and shall not contain any condition or qualification; and
- v. it is not non-responsive in terms hereof.

NABARD reserves the right to reject any Proposal, which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by NABARD in respect of such Proposals.



NABARD shall not entertain any query or clarification from Agencies who fail to qualify at any stage of Selection Process.

Further, NABARD may seek any additional information/documents from the Agencies at any time before the selection of the Agency. Failure to provide the additional information sought by NABARD within the stipulated time limit may lead to the rejection of the Agencies.

In case it is found during the evaluation or at any time before issue of Certificate of Acceptance that one or more of the eligibility conditions have not been met by the Agency or the Team has made material misrepresentation or has given any materially incorrect or false information, the Agency shall be disqualified forthwith if not yet awarded the assignment. If the Agency has already been issued the Certificate of Acceptance the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by NABARD without it being liable in any manner whatsoever to the Agency.

NABARD reserves the right to verify all statements, information, and documents submitted by the Agency in response to the RFP, at any stage of the selection process. Failure of NABARD to undertake such verification shall not relieve the Agency of its obligations or liabilities hereunder nor will it affect any rights of NABARD thereunder.

9. Stage-I: Evaluation of Eligibility Criteria

In the first stage (Stage-I), eligible agencies according to the eligibility criteria provided in the RFP and after verifying the EMD is in order. The information submitted by the agency should provide details to facilitate evaluation of the proposal for all criteria/ parameters covered in Annexure-IV. Agencies should ensure that they upload the required documents as a part of their proposals. Non-compliance of any of the Eligibility criteria will entail rejection of the offer summarily. The evaluation committee reserves the right to verify /evaluate the claims made by the vendor independently. Any discrepancy could lead to censuring / blacklisting of the bidder. Any decision in this regard shall be final and binding upon the bidder. **ONLY** the shortlisted agencies will participate in Stage-II of the evaluation process.

10. Stage-II: Evaluation of Technical Bids

In the second stage, the 'Technical Proposals' of Agencies shortlisted at Stage-I will be evaluated. Each evaluated Proposal will be given a technical score. The technical proposal submitted by the Agency should provide details (including all supporting documents) to facilitate evaluation of the proposal for all criteria/ parameters covered in Annexure-III Proforma A.

The Chairman of the Committee, who is the CGM of the Department of Economic Analysis and Research (DEAR) on his own or in consultation with the members can co-opt any other expert to help in the evaluation as a full-fledged member at any time till the completion of the assignment. NABARD shall evaluate the Proposals based on the supporting documents & documentary evidence received (other than Financial Bids) and the Technical Bids made by the shortlisted agency/agencies. Inability to submit requisite supporting documents or documentary evidence may lead to rejection of the Proposal. Scores will be assigned based on the assessment of the bids for each of the evaluation criteria. **The financial**



bids will be opened only for those agencies who fulfil minimum score criteria as per the tentative schedule given in this document.

Based on the submissions given, a maximum of 100 marks will be allocated for each technical bid. Only the technical bids will be evaluated at this stage. Bidders scoring less than 70 marks (cutoff score) out of 100 marks in the technical evaluation shall not be considered for further selection. Once the evaluation of technical proposals is completed, the bidders who score more than the prescribed cut off score will only be considered for the next stage of the selection process.

The Technical Proposal shall not include any financial information relating to the Financial Proposal.

11. Stage III: Evaluation of Financial bids

Agencies shall submit the financial proposal as per Annexure-III Proforma B, clearly indicating the total cost of the assignment in both figures and words, in Indian Rupees. In the event of any difference between figures and words, the amount indicated in words shall be taken into account. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall be considered.

While submitting the Financial Proposal, the Agency shall ensure the following:

- i. All the costs associated with the assignment shall be included in the Financial Proposal. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered nonresponsive and liable to be rejected.
- ii. The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per applicable laws.
- iii. NABARD will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the Agency to be compensated and the liability to fulfil its obligations as per the mentioned terms within the total quoted price shall be that of the Agency.

12. Combined Technical and Financial Evaluation

- i. Bids received will be evaluated on Least Cost Method Evaluation (LCS). Least Cost Selection is a method of selection of service provider, where a minimum qualifying mark criterion is declared by buyer in the Bid Document, along with the evaluation methodology. Financial bid of only technically qualified bidders is opened. L-1 offer out of the technically qualified bidders is selected for award of contract.
- ii. Those agencies which score above 70 (Seventy) marks in the technical evaluation will be considered for financial evaluation. The technical parameters, on which the agencies will be marked, is given



in Annexure IV. The Selected Agency having the highest combined, shall be treated as the first ranked Agency. NABARD may also maintain a reserve list of Agencies, which may be used in case the first ranked Agency withdraws or fails to comply with the requirements.

- iii. The bidders are advised to refer to the checklist (Annexure V) and confirm that the Quotation submitted strictly complies with all the above instructions. **Quotations, which are not in conformity with the instructions, are summarily liable for rejection.**
- iv. Quotations submitted by E-mail or in any other manner, other than the above specified, will not be considered and no correspondence will be entertained in that regard. The Technical Bid of only those Printers, whose EMD is found to be in order will be opened. On the basis of the given technical parameters and inspection of printing facilities, if considered necessary, the valid Technical Bids will be evaluated and short-listed. The Financial Bid of only those Printers who have been short-listed as above will be opened. Financial Bids, which are not as per Proforma B of Annexure III or incomplete in any respect, shall be rejected summarily.

13. Specifications regarding the printing of the Impact Balance Sheet Report 2022-23

- i. Impact Balance Sheet Report 2022-23 will be brought out in English only.
- ii. The quality of paper and printing should be as specified in Scope of Work (Annexure-VI).
- iii. The matter for printing will be provided by e-mail in ready-to-print PDF format.
- iv. The first print proof shall have to be made available to the bank within **2-3** days from the date the material is given to the printer on a medium.
- v. The corrected print proof shall have to be made available to the Bank for approval within **2** days of the corrections in the proof given to the printer. Laser print out should be given for all progressive corrections till they are finally approved. Such repeat proofs may go up to 5 to 6 for some chapters. **No separate charges** shall be payable for the submission of colour proof. All the original artwork/matter supplied by the Bank should be returned to the Bank after printing of the publication.
- vi. **At least 25 duly bound final printed copies must be delivered at our H.O., Mumbai within 4 days from the date of handing over the final corrected proof with layout, duly approved.**
- vii. The copies to be delivered to outside destinations would be packed by the printer based on the list of addresses indicating the number of copies provided by NABARD. The packing of the copies to be delivered to outside stations would be done by the printer. The packing charges may be quoted per box for wooden/corrugated separately. The outstation packets will be delivered by the printer to NABARD Head Office at BKC, Mumbai without any charges. The printer will deliver the remaining copies to the Bank's Head Office at Mumbai for which no charges will be paid. **If delivery of copies to outstation places is done by the printer, actual courier charges would be reimbursed separately.**



- viii. The printer's bill would be settled only after confirmation of receipt of IBSR copies from ROs/TEs of NABARD. **The printer's claim would be settled based on the number of copies received in good condition without any defects by ROs/TEs/HO of NABARD.**

14. Validity of Proposal

The proposal should be valid for a period not less than **ninety (90) days** from the due date for receiving the proposal.

15. Late Proposals

If any proposal/application is received by NABARD after the specified time on the due date, it shall not be eligible for consideration and **shall be summarily rejected**. Any alteration / modification in the Proposal or additional information or material supplied after the due date, unless the same has been expressly sought for by NABARD shall be disregarded.

16. Clarifications

To facilitate evaluation of Proposals, NABARD may, at its sole discretion, seek clarifications from any Agency regarding its Proposal. Such clarification(s) shall be provided within the time specified by GeM portal for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing. If the Agency does not provide clarifications sought above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, NABARD may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding.

17. Right to reject any or all Proposals

Notwithstanding anything contained in this RFP, NABARD reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof. NABARD's decision in this regard is final.

Further, NABARD reserves the right to reject any Proposal if:

- a) At any time, a material misrepresentation is made or discovered
- b) The Agency does not provide, within the time specified by NABARD, the supplemental information sought by NABARD for evaluation of the Proposal.
- c) In case it is found during the evaluation or at any time before issue of Certificate of Acceptance that one or more of the eligibility conditions have not been met by the Agency or the Team has made material misrepresentation or has given any materially incorrect or false information, the Agency shall be disqualified forthwith if not yet appointed as the Agency. If the Agency has already been issued the Certificate of Acceptance the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by NABARD without it being liable in any manner whatsoever to the Agency.



18. Pre- bid queries

Agencies may seek clarification on this RFP document. Any request for clarification must be sent to the e-mail ID: impactbalancesheet@nabard.org, on or before 1st March 2024. The queries should be pertinent to this RFP document only. All pre-bid queries should be received on the prescribed format given in Annexure VII.

19. Addendum to RFP

NABARD also reserves the sole right for carrying out any amendments/modifications/changes including any addendum to this RFP. Such amendments/modifications/changes including any addendum to this RFP shall be notified on GeM portal/NABARD website and these will be binding on all the bidders.

20. Terms of Payment

Payment of the amount prescribed in the letter of award shall be made one time **only after** the completion of the entire work to the satisfaction of NABARD.

21. Notification of Award

A Certificate of Acceptance shall be issued, in duplicate, by NABARD to the Selected Agency as per the above evaluation process and notify all other agencies on GeM, who have submitted proposals about the decision taken. ***The Bank is not obliged to provide any reasons for any such acceptance or rejection.*** The decision of the Bank shall be final, conclusive and binding on all the bidders/parties directly or indirectly connected with the bidding process and the same shall not be questioned/challenged.

The Agency shall, within fifteen (15) days of the receipt of the Certificate of Acceptance, sign and return the duplicate copy of the Certificate of Acceptance in acknowledgement thereof. In the event the duplicate copy of the Certificate of Acceptance duly signed by the Successful Agency is not received by the stipulated date, NABARD may, unless it consents to extension of time for submission thereof, appropriate the Earnest Money Deposit of such tenderer, and the next highest-ranking tenderer from the Reserve List of Agencies may be considered.

Any change of address of the company/ partnership firm/ proprietary firm should be promptly notified to the Chief General Manager, Department of Economic Analysis and Research, National Bank for Agriculture and Rural Development, 4th Floor, 'C' wing, Plot No. C-24, G-Block, Bandra-Kurla Complex, Bandra (E), Mumbai –400051 (Telephone: +91 22 26539521; email: dear@nabard.org).

22. Penalties

In case of failure to adhere to the time schedule indicated, the Bank will have the option **to impose a penalty at the rate of 2.5% for each week's delay** or part thereof, subject to **a maximum of 10 per cent of the total bill**. The amount of penalty so imposed will be deducted from the bill for printing the report.



23. Information Ownership

All information processed, stored, or transmitted by service provider belongs to NABARD. The service provider understands that civil, criminal, or administrative penalties may apply for failure to protect information appropriately.

24. Publicity

Any publicity by the service provider in which the name of NABARD is to be used should be done only with the explicit written permission of NABARD

25. Non-Disclosure Information

The selected service provider shall not, without NABARD's prior written consent, disclose any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of NABARD in connection therewith, to any person other than a person employed by the service provider in the performance of the work assigned to them. The selected service provider shall be required to sign a Non-Disclosure Agreement/Confidentiality Undertaking with NABARD as per the prescribed format provided in Annexure VIII.

26. Other Terms and Conditions

- i. In case the printer fails to adhere to the stipulated time schedule, then NABARD reserves the right to get executed the urgent amount of work through other sources under intimation to the printer and recover/deduct the charges thereof from the amount payable to the printer at the time of settlement of bill. This, however, will be without prejudice to NABARD's right to recover the same through the other mode of legal recovery as deemed fit.
- ii. NABARD shall have access for examining the final layout with appropriate colour combination on the computer before final print order.
- iii. Copies that do not conform to the approved proof/layout even on a single page shall be rejected.
- iv. The printing work is expected to commence by the second/third week of March 2024.
- v. The rates quoted by the printer will be valid for a period of 180 days from the day of acceptance of the job contract by the printer or final settlement of the bill, whichever is later.
- vii. NABARD attaches considerable importance to the quality and timeframe for completion of the job. **NABARD reserves the right to reject any or all the quotations without assigning any reason thereof.**
- viii. The Printer should specifically mention that all the terms and conditions described above are unconditionally acceptable.



- ix. Tenders that do not contain all the information called for are liable to be rejected. All the prices quoted by the bidder shall be in INR (₹) and shall be final and binding on them and not subject to any price escalation. All trade or cash discounts offered by the Printer should be clearly indicated in the tender offer itself. Such discounts offered at a later date after submitting the bids shall not be considered for evaluation of the tender.
- x. NABARD reserves the right to terminate the contract, split orders, accept or reject any quotation, alter any or all the terms and conditions any time if the execution of work is unsatisfactory or the time schedule is not strictly adhered to. The decision of the Bank in respect of evaluation of bids and/or award of contract shall be final.
- xi. Any attempt to negotiate directly or indirectly on the part of the bidder with any official of the Bank to influence the acceptance of quotations by any means shall render his/her quotation liable for exclusion from consideration and may lead to blacklisting of the firm by the Bank.
- xii. **Two sets each of Sample Papers of A4 size** of the following along with **copies of last three reports** printed should be sent to the address given here, **within 5 days of the submission of bid, failure of which will deem the bid invalid.**
- 300 GSM Art Card for Cover Page.
 - 101-110 GSM Berga Image Paper for Inside Page.

Address: The Chief General Manager,
Department of Economic Analysis and Research (DEAR),
NABARD Head Office
2nd Floor, B Wing, C-24, G Block,
Bandra Kurla Complex, Bandra (E)
Mumbai – 400051

27. Other Information

- i. In case of any conflict between instructions contained in this RFP and that of guidelines in GeM Portal, the former shall prevail.
- ii. All payments to the winning bidder as per terms of agreement shall be effected via electronic transfer directly by NABARD and not through GeM.



ANNEXURE – I

CERTIFICATE OF ACCEPTANCE

Certified that we have read and understood all the terms and conditions in the Request for Proposal (RFP) Document and that our company/firm, namely, do hereby unconditionally accept all the Terms and Conditions of the Quotation Document including the penalty clauses therein and submit the proposal. We submit the following enclosures. (Checklist for submission of quotation)

Date:

Signature of the Authorised Signatory

(Name of company/firm)

Place:

Seal of Company



ANNEXURE – II

GENERAL PROFILE/ INFORMATION

The information provided by the organisations in this section will be used to evaluate the Agencies in the first stage and ONLY the shortlisted Agencies will proceed to Stage-II. Agencies are advised to provide all supporting documents indicated below and strictly adhere to all other instructions.

1. Identifying Details

Sr.No.	Particulars	Details	Supporting documents to be uploaded
i.	Name of the agency		
ii.	Name of the Authorised Contact Person of Agency		
iii.	Contact Number of Authorised Contact Person		
iv.	Agency's Email Id for Correspondence from NABARD		
v.	Correspondence Address		
vi.	EMD Deposit Date (DD-MM-YYYY)		
vii.	EMD Deposit UTR No.		EMD Deposit Receipt

2. Agency's Bank Account Details

i.	Name of the Bank (with which Agency's Account exists)		
ii.	Account Name		
iii.	Agency's Bank Account Number		
iv.	IFSC		
v.	Agency's PAN		



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3. General Information

Sr. No.	Particulars	Details	Supporting documents to be uploaded
i.	Agency Registered under which Act? (e.g., Societies Registration Act, 1860; Indian Trust Act, 1882, etc.)		A copy of Registration/ Incorporation Certificate
ii.	Number of Offices in India (Including Head Office, State Offices, Field Offices, etc.)		Provide address proof of offices located in India (Max 5)
iii.	Average Annual Turnover/ Income of the Agency of last 3 years: 2020-21, 2021-22 and 2022-23 (₹ crore)		A one-page certificate by the Chartered Accountant in the enclosed Proforma (Form A), indicating the Annual Income/Turnover for the mentioned years.
iv.	Whether the organisation has ever been blacklisted by a Union Ministry/Deptt., State Govt. or any Public Sector Undertaking? (YES/NO)		If the response is 'Yes', provide details thereof



4. Previous Experience

- i. Mention the previous experience of the agency in printing Reports/Publications of esteemed institutions _____
- ii. Along with each of the previous experience listed above, the Agency is required to upload/attach the following 2 documents:
 - (a) Work Order
 - (b) Work Completion Certificate



Form A: CHARTERED ACCOUNTANT'S CERTIFICATE

(On letterhead of the Chartered Accountant's Firm)

The following details of (M/s) _____ given in the table below are certified correct based on the verification of original documents and supporting information:

Year	Income/ Turnover (₹ crore)
2020-21	
2021-22	
2022-23	

Name and Signature (with stamp):

Membership number:

Name of the Firm:

FRN of the Firm:

Note: The detailed Balance Sheet of the Agency may be verified at a later stage by NABARD.



		Number	Type/Model
14.	Image Settlers		
15.	Image Processors		
16.	Plate Processors		
17.	Colour Management Software		
18.	Colour Proofer		
19.	Radius Monitor		
20.	Scanners		
21.	Automatic 4 colour Printing Machine		
22.	Automatic Folding Machine		
23.	Binding machine (Perfect Binding)		
24.	Lamination Machine		
25.	Samples of similar (Annual Report, Sustainability Report) work executed over the last two years.		
26.	Name and Addresses of the bidder's banks:		
27.	Any other special feature that the printer would like to mention:		

@: Minimum Turnover needs to be **at least ₹8 lakh**. Please enclose copy of Annual audited Balance Sheet and Profit and Loss Account for the three years indicated at sr.no. 8 and 9.

*: Each amounting to ₹ **2 lakh or more**. Please enclose a copy of the contract award.

Certified that the above particulars are true.

Date:

Signature of the Authorised Signatory
(Name of company/firm)

Place:

Seal of Company



PROFORMA 'B'

QUOTATION PART II: FINANCIAL BID

I. Printing of Impact Balance Sheet Report 2022-23 (Applicable taxes may be specified, separately)

A. Cover pages

Sr. No.	Item	Rate per Unit (in ₹)	Total Amount (in ₹)
i	Card charges per lot of 250 copies 300 GSM Art Card		
ii	Processing and printing charges for Cover with embossing per lot of 250 copies in 4 colours both sides with inside printing of Graph/Photograph		
iii	Cost of lamination (matte/gloss for per lot of 250 copies)		
	Total (i+ii+iii)		

B. Inner Pages (quote should be on 4-page formae basis)

Printing in 4 colours on white/tinted background, from completed Artwork. About 75 colour Photographs and 75 Graphs will be printed in the Impact Balance Sheet Report 2022-23

Sr. No.	Item	Rate per Unit (in ₹)	Total Amount (in ₹)
a.	Printing of text and tabular matter per formae (4 pages each) including cost of paper (size – 8.5" by 11") for 250 copies on 100 GSM Berga Image Paper - Text including photographs/graphs in 4 colour printing		
b.	Perfect Binding of the report		
	Total (a+b)		

A consolidated quote may be given for A and B.



Payment will be made for inner pages as per actual numbers for which quotes may be given on per formae basis.

C. Cost of packing charges on actual basis

(i) Per box for Wooden

(ii) Per box for Corrugated

Date:

Signature of the Authorised Signatory
(Name of company/firm)

Place:

Seal of Company



ANNEXURE – IV

TECHNICAL BID EVALUATION

S.No.	Criteria	Maximum Score	Bidders' response
1.	Necessary Documents: Current GST Number (Enclose copy of Certificate) Factory License Number (Enclose copy of Certificate) Address for Communication (with contact number and e-mail) Import License Number, if any Annual Turnover as per the Income Tax returns of last three years (₹ lakh) @	10	
2.	Computer Facilities: Number of Server Computers Number of Desk Top Systems Number of Laser Jet/other advanced Printers of which colour printers Internet Connectivity	20	
3.	Printing Facilities: Image Settlers Image Processors Plate Processors Colour Management Software Colour Proofer Radius Monitor Scanners Automatic 4 colour Printing Machine Automatic Folding Machine Binding machine (Perfect Binding)	30	



	Lamination Machine		
4.	Previous Experience: 3 Reports printed for Govt organisations executed over the last three years (samples should be submitted in hardcopy to NABARD).	30	
5.	Number of operators for composing and editing: English	10	



ANNEXURE - VI

SCOPE OF WORK

Paper Quality and Printing Specifications

Quantity: Total 250 copies

General: The Impact Balance Sheet Report 2022-23 would be like the Sustainability Report 2021-22 in general appearances.

Design: The Impact Balance Sheet Report 2022-23 would be printed as per the design prepared and supplied by NABARD.

Size:

- The size of the Impact Balance Sheet Report 2022-23 will be approximately the same as that of the previous edition of NABARD Sustainability Report (2021-22) i.e., 11" x 8½".
- The number of pages will be around **90 i.e., approx. 22 formae** of 4 pages each.
- **The numbers of pages given are approximation only and may undergo increase or decrease.**

Contents:

- A. Ready-to-print material in PDF format will be provided by NABARD.

Paper Quality:

Cover Page: Best quality 300 GSM Art Card on which four colour printing will be incorporated and laminated/matte finished. The cover page will contain embossing in its design.

Inner Pages: Best quality 100 GSM Berga Image Paper.

Printing:

A. Process – Offset Printing

B. Colour – Four colours of approximately 90 pages.

Quotation not furnished with the paper samples and sample copies of similar documents printed by the printer would be rejected.



**ANNEXURE - VII
PRE-BID QUERIES FORM**

Clarifications required:

(Clarification/queries to be submitted in word document in the following format)

Sr.No.	Clause No. and Page No.	Text as per RFP	Clarifications sought



ANNEXURE VIII
CONFIDENTIALITY UNDERTAKING

Ref No: _____ Date:--/--/2024

The Chief General Manager
National Bank for Agriculture and Rural Development
Department of Economic Analysis and Research,
2nd floor, B Wing
C-24, 'G' Block, Bandra-Kurla Complex
P.B. No. 8121, Bandra (East)
Mumbai - 400 051

Dear Sir,

We acknowledge that during bidding for Notice Inviting Tender for printing Impact Balance Sheet Report 2022-23, we shall have access to and be entrusted with the Confidential Information. In this letter, the phrase “Confidential Information” shall mean information (whether of a commercial, technical, scientific, operational, administrative, financial, marketing, business, or intellectual property nature or otherwise), whether oral or written, relating to NABARD and its business that is provided to us pursuant to this Undertaking.

In consideration of you providing opportunity to us to bid, and for this purpose making Confidential Information available to us, we agree to the terms set out below:

1. We shall treat all Confidential Information as strictly private and confidential and take all steps necessary (including but not limited to those required by this Undertaking), to preserve such confidentiality.
2. We shall use the Confidential Information solely for the preparation of our response to the NIT and not for any other purpose.
3. We shall not disclose any Confidential Information to any other person or firm, other than the following: -
 - With your prior written consent, such consent not to be unreasonably withheld;
 - To the extent that such disclosure is required by law;



• To the extent that such disclosure is required by any Rule or requirement of any regulatory authority with which we are bound to comply; and

• To our professional advisors for the purposes of seeking advice. Such professional advisors will be informed of the need to keep the information confidential.

4. We shall not disclose or divulge any of the Confidential Information to any other client of _____ (name of service provider / implementation partner)

5. This Undertaking shall continue perpetually unless and to the extent that you may release it in writing, and we shall be liable for any breach of the terms and conditions contained herein.

6. This Undertaking shall be governed by and construed in accordance with Indian Law and any dispute arising from it shall be subject to the exclusive jurisdiction of the Mumbai courts.

Yours Sincerely.

Signature and Stamp of Company

Authorised Signatory

Designation:

Date: