

“This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected Procuring Entity’s registered suppliers/ service providers. Unsolicited offers are liable to be ignored. However, suppliers/ service providers who desire to participate in such tenders in future may apply for registration with Procuring Entity as per procedure.”

## Limited Tender Form

Name of the Procuring Entity: **EXPORT-IMPORT BANK OF INDIA**

<b>Firm's Reference</b>			<b>Date</b>	
<b>Firm Registration No. (if any)</b>			<b>PAN (attach photocopy)</b>	
TIN/ GST#		LIMITED TENDER FORM	Name & Address:	
Phone			<b>Export-Import Bank of India</b> <b>21<sup>st</sup> Floor, Centre One Building, World Trade Centre Complex, Cuffe Parade, Mumbai – 400005.</b>	
Fax				
Email				
Name of Firm: M/s:		Enquiry No. and Date	CCG/01/2025-26, December 6, 2025	
		Date of Tender Opening	December 10, 2025	
		The tender will be opened at 4.30 pm on the date of tender opening above, at the address mentioned above.		
<p><b>Please submit on or before 4.00 pm on the date of tender opening, your quotation for the following services, in accordance with the terms and conditions printed overleaf,– Enquiry No: CCG/01/2025-26, December 6, 2025, Date of Tender Opening – December 10, 2025.</b></p> <p><b>Yours Sincerely</b> <b>Procuring Officer</b></p>				
<b>Services and Activities Schedule:</b> All Rates in Figures and in Words in Rupees				
SR. NO.	DESCRIPTION OF SERVICES / ACTIVITIES	QTY.	RATE (PER UNIT)	AMOUNT (Rs.) (Excl. of taxes)
1.	Calendar- Hindi	2500 (2000 offset + 500 digital)		
	Calendar- English	4500 (4000 offset + 500 digital)		
	*Detailed printing specifications are enclosed			
	<b>TOTAL</b>			

	<b>GST @ 18%</b>			
	<b>GRAND TOTAL</b>			
<b>Delivery Schedule:- .....</b>				
<b>Enclosed Performance Standards /Special Conditions of Contract:</b>				
<p>1/ we engage to delivery of Service(s) to your office and comply the following:</p> <ol style="list-style-type: none"> <li>1. Services and Activities schedule and Performance indicated.</li> <li>2. Special conditions of Contract for this tender.</li> <li>3. Terms and conditions printed overleaf.</li> <li>4. General conditions of contract (signed at the time of vendor registration).</li> <li>5. I/we confirm that set off for the GST, etc. Paid on the inputs have been taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under GST, etc.</li> <li>6. This offer is valid for 90 (ninety) days from the date of opening of the tender.</li> <li>7. An undertaking that we have not been debarred by the Procuring Entity (Government/ Department/ CPSE) that has issued this Limited Tender Enquiry. An undertaking that we have not been debarred by Department of Expenditure (DoE), Ministry of Finance, Government of India.</li> <li>8. That the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking.</li> </ol>				
Signature & Seal Place & Date:			Name of Authorised Signatory:	
Address:			Tel. No./ Fax. No./ Mobile No. Email Id:	

#### **TERMS AND CONDITIONS OF LIMITED TENDER**

1. The quotation must be in the form furnished by procuring entity and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered. Quotation written in pencil will not be considered.
2. Quotation will be opened on due date at 4.30 pm at the indicated venue in presence of the bidders or their representatives who may wish to be present.
3. The Procuring Entity reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
4. Participation in this tender is by invitation only and is limited to the selected procuring entity's registered service providers. Unsolicited offers are liable to be ignored. However, service providers who desire to participate in such tenders in future may bring it to the notice of procuring entity and apply for registration as per procedure.
5. Manufacturer's name and country of origin of services offered must be clearly specified. Please quote whether your organisation is large scale industry or small-scale industry. If you have NSIC/ MSE/ MSI Certificate, please attach it to the quotation. Mention your registration details. Purchase Preference and restriction policies of the Government of India shall be applicable in this Tender.

6. Complete details and performance standards if any, must accompany the quotation. If you have got any counter offer as suitable to the Services required by us, the same may be shown separately.
7. All Services delivered are subject to inspection/ review and approval before acceptance.
8. The Procuring Entity reserves the right to modify the quantity specified in this enquiry.
9. The prices quoted should be firm till the services are completed. Please quote the rates in words and figures. Price quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.
10. Payment of GST is primarily the responsibility of the service provider and will not be paid unless the percentage value is clearly mentioned in the quotations. If no indication regarding GST is recorded in the quotation, the GST will be considered as included.
11. In case your quotation is accepted, and order is placed on you, the services against the order should be completed within the period stipulated in the order. The Procuring Entity reserves the right to recover any loss sustained due to delayed delivery by way of penalty. Failure to perform Services within the stipulated period shall entitle Procuring Entity for the imposition of penalty without assigning any reasons @ 1/2% (half percent) of the total value of the services covered in order as penalty per day subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on valid ground before expiry of delivery period.
12. If the deliveries are not maintained and due to that account Procuring Entity is forced to obtain services at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting service provider.
13. Dispute clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at (indicate Place) only.
14. Our normal payment terms are 100% (hundred percent) within 30 (thirty) days on receipt and acceptance of services at our site.

Updated specifications:

Printing of Exim Bank's Desk Calendar 2026					
<b>Size</b>	<ul style="list-style-type: none"> <li>Calendar Size: 5.5" x 8.5"</li> <li>Jacket Size: 15" x 21"</li> </ul>				
<b>Pages</b>	14 Sheets (28 pages)				
<b>Paper</b>	<ul style="list-style-type: none"> <li>Calendar: 260 gsm in size; Modigliani Candido, 4+4 colors</li> <li>Jacket: 300 gsm White Back Board, 4+4 colors</li> <li>Stand: 1.5 mm Millboard, no printing, White Maplitho 120 gsm paper for stand. <b>(RECYCLED PAPER)</b></li> </ul>				
<b>Execution Instructions</b>	<ul style="list-style-type: none"> <li>Calendars of 14 sheets with wiro binding on the top side</li> <li>Galley stand with white paper pasted</li> <li>Calendar inserted into jacket</li> <li>Holiday stickers (to be procured / printed by printing agency) to be inserted in the calendars</li> <li>Holiday stickers on PVC/Silicon material</li> <li>Each calendar to be packed in jacket and final master carton packing</li> <li>Small circular stickers of 'H' &amp; 'E' (for Hindi and English calendars) to be printed and pasted on the envelopes for identification.</li> <li>UV printing</li> </ul>				
<b>Quantity</b>		Language	Quantity	Mode of printing	Delivery date
		English	500	Digital	19.12.2025
		English	4000	Offset	22.12.2025
		Hindi	500	Digital	19.12.2025

		Hindi	2000	Offset	22.12.2025	
<b>Artwork</b>	Ready to print file to be provided by Exim Bank					