

“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**

Firm's Reference			Date	
Firm Registration No. (if any)			PAN (attach photocopy)	
TIN/ GST#		LIMITED TENDER FORM	Name & Address:	
Phone			Export-Import Bank of India	
Fax			21st Floor, Centre One Building, World Trade Centre Complex, Cuffe Parade, Mumbai - 400005.	
Email				
Name of Firm: M/s:		Enquiry No. and Date	CCG/02/2025-26, December 6, 2025	
		Date of Tender Opening	December 10, 2025	
		The tender will be opened at 5.30 pm on the date of tender opening above, at the address mentioned above.		
<p>Please submit on or before 5.00 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/02/2025-26, December 6, 2025, Date of Tender Opening - December 10, 2025.</p> <p>Yours Sincerely Procuring Officer</p>				
Services and Activities Schedule: 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.	Diary	1050 (350 in each variety of ajrakh cloth material)		

2.	Laptop Sleeve	600 (200 in each variety of ajrakh cloth material)		
	*Detailed procurement specifications of diaries and laptop sleeves are enclosed			
	TOTAL			
	GST @ 18%			
	GRAND TOTAL			
Delivery Schedule:-				
Enclosed Performance Standards /Special Conditions of Contract:				
<p>1/ we engage to delivery of Service(s) to your office and comply the following:</p> <ol style="list-style-type: none"> 1. Services and Activities schedule and Performance indicated. 2. Special conditions of Contract for this tender. 3. Terms and conditions printed overleaf. 4. General conditions of contract (signed at the time of vendor registration). 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. 6. This offer is valid for 90 (ninety) days from the date of opening of the tender. 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. 8. That the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking. 				
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 5.30 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.

Procurement specifications:

Customised Diary - 2026

1. Outside Fabric- Ajrakh cloth (Minimum 3 different variety of ajrakh cloth material is required)
2. Pen loop/holder
3. Yellow inner papers.

4. Date / / (left hand side) and small Exim Logo, black & white (right hand side) on the inner papers.
5. Cover Page 2026 and Exim Logo, black & white
6. Calendar Page for 2026 and 2025/2027
7. Our Global Footprint (Exim Bank's Office addresses)
8. Curved/round spine side of the diary with Exim Logo and Officers name
9. Inside Fabric- Blue Leather
10. Quantity – 1050 (350 in each variety of ajrakh cloth material)
11. Height: 8 and half inches, Width: 6 inches

Customised Laptop Sleeve

1. Fabric- Ajrakh cloth (Minimum 3 different variety of ajrakh cloth material is required)
2. Sections for mobile holder/card holder/pen holder
3. Quantity – 600 (200 in each variety of ajrakh cloth material)
4. Height: 11 inches, Width :14 and half inches

IMPORTANT: The 'Customised Diary' and 'Customised Laptop Sleeve' should be made from same variety of ajrakh cloth.