



**Notice Inviting Tender (NIT)
(Only through GeM)**

For Selection of Agency for Printing of
NABARD Annual Report 2024-25

**National Bank for Agriculture and Rural Development
Department of Economic Analysis and Research
2nd Floor, 'B' Wing, C-24, 'G' Block
Bandra Kurla Complex, Bandra (East)
Mumbai – 400051**

Important Dates	
Date of issue of RFP document	25 June 2025
Last date for receiving queries by NABARD	As per the provisions in GeM Portal
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	16 July 2025
Date and time of opening of bids	As per GeM guidelines
Bid Validity	90 Days
Earnest Money Deposit	₹26,000/-

Disclaimer

This Request for Proposal (RFP) is not an offer by NABARD, but an invitation to receive responses from eligible interested agency/agencies for printing of NABARD Annual Report 2024-25. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by NABARD with the selected bidder. This document should be read in its entirety.

In the event of unforeseen circumstances, if NABARD assesses that a situation has arisen wherein it is not conducive for conducting the tender process, NABARD reserves the right to reschedule/modify/cancel the process at any stage without assigning any reason thereof. However, the relevant information in this regard will be posted on NABARD's website suitably.

This document is the property of NABARD. The use of the contents of this document, even by authorized personnel or agencies for any purpose other than the purpose specified herein, is strictly prohibited.

Official Correspondence Details

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For any clarification, please contact the following officials before the scheduled time through email with subject line 'Printing of NAR 2024-25– Tender Clarification'.

Contact Persons - NABARD	
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The Bank assumes no responsibility or liability for any costs you may incur in responding to this RFP, including attending meetings, visits, etc.

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Note: The word 'Agency/Agencies' has been used interchangeably with 'Bidder/Bidders' for the purpose of this document

1. Background

Annual Report of NABARD is the statutory requirement as per the provisions of Section 48 (5) of the National Bank for Agriculture and Rural Development Act, 1981. NABARD publishes Annual Report by highlighting the NABARD's efforts and interventions in the field of agriculture and rural development. Every year's report is available on www.nabard.org. **We print approximately 3700 copies of Annual Report in Hindi, English and Bilingual. The bilingual will comprise of both Hindi and English in one copy.**

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.

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 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. The Printer must be located in the proximity of Mumbai Suburban.
- iv. 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.

The annual turnover of the printer should be **at least ₹50 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 **₹5 lakh or above**. The printer should have experience of at least 3 years in the work of printing Annual 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 the 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.

- iii. To be eligible for Stage II, the agency needs to provide the following documents based on the information requested in Annexure III:
 - EMD Deposit Receipt
 - Provide address proof of offices located in India (Max 5)
 - A one-page certificate by the Chartered Accountant in the enclosed Proforma (Form A), indicating the Annual Income/Turnover for the mentioned years.
 - **Blacklisting Information:** If the agency has ever been blacklisted, provide details and supporting documents.
 - **Previous Experience:** Submit work orders and work completion certificates for past projects involving printing annual reports/publications.
 - **Technological Competence:** Provide a detailed write-up (max 500 words) on the agency's infrastructure and technological capabilities for printing large no. of annual reports.

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. 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 the Bank's website (www.nabard.org).
- iv. All Bidders must ensure that such clarifications/amendments have been considered by them before submitting the bid. The bank will not have any responsibility if some omission is made by any bidder.

5. Earnest Money Deposit:

An Earnest Money Deposit (EMD) for a sum of Rupees Twenty-Six Thousand only (Rs.26,000/-) is required to be deposited by all applicant Agencies using National Electronic Funds Transfer (NEFT) (**Advisory Bank on GeM: State Bank of India**).

Remittance to NABARD Account, details of which are as under:

NAME OF ACCOUNT	NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
BANK NAME	NABARD
BRANCH NAME	HEAD OFFICE, MUMBAI
IFS CODE	NBRD0000002
ACCOUNT NUMBER	NABADMN07

Alternatively, the bidder can also produce a **bank guarantee** for an equivalent amount towards EMD in the **specified Proforma (Annexure I)** for a **minimum period of six months**. Further,

- i. Earnest Money Deposit (EMD) is to be sent through online transfer (NEFT) not later than **02 (two) days** before the last date of submission of tender. The receipt of online transfer must be attached with Annexure I. Agencies should note that the EMD shall not bear any interest. The EMD shall be forfeited in the event of any sort of non-compliance with the terms of services agreed upon after award of Work Order.
- ii. The EMD submitted will be **returned as it is to all unsuccessful bidders within thirty (30) days** of the selection of the agency. NABARD will return the EMD to the successful bidder/agency to whom **Certificate of Acceptance (Annexure II)** is

issued once it furnishes the Performance Security in accordance with provision of the RFP and Certificate of Acceptance. All Agencies are required to scan & upload a copy of Bank Account details (cancelled cheque) and PAN card, along with **General Profile/Information (Annexure III)** to facilitate the return of EMD amount. The bidder should ensure that they meet all the eligibility/pre-qualification criteria given below before submitting the quotations.

- i. In the case of the successful bidder, the EMD will be treated as **Security Deposit** and will be retained for a period of six months or until satisfactory completion of the work order, whichever is later and thereafter payment will be made to the party. **No interest shall be payable for EMD/ Security Deposit.** In the case of Bank Guarantee, it will be revoked after the completion of the work order in all aspects and at the time of final settlement of the bill.
- ii. **Forfeiture of Security Deposit:** In case the selected printer is not able to execute the assigned job of printing and distribution of the publications of the desired quality and within the specified period, the Security Deposit will be forfeited in full. Such vendors are liable to be disqualified from participation in future quotations.
- iii. **Exemption for Micro and Small Enterprises (MSEs):**
 - a. MSEs would be entitled for exemption from furnishing earnest money deposit (EMD). In case of any issue on the subject matter, the MSEs may approach NABARD to resolve their grievances.
 - b. Agencies/ Bidders desirous of availing exemptions/ preference under above provisions should submit a copy of proof of Registration as MSEs/ and ownership of the same by SC/ST along with the tender.

6. Integrity Pact

As per the Central Vigilance Commission guidelines, all PSBs/Insurance Companies/Financial Institutions shall implement Integrity Pact (IP) in respect of all major procurements, which essentially envisages an agreement between the prospective vendors / bidders and the buyer (i.e., NABARD), committing the persons/officials of both the parties, not to exercise any corrupt influence on any aspect of the contract. It is a written agreement between the buyer and all bidders and stipulates rights and obligations to the effect that neither side will pay, offer, demand or accept bribes; collude with competitors to obtain the contract; or engage in such abuses while executing the contract. The purpose of the Pact is to make the procurement and contracting process fair and transparent. **A proforma of the same is furnished in Annexure XI.**

Integrity Pact is to be executed on non-judicial stamp paper of Rs.200/- as per format given, duly signed and stamped by the bidder. Non-submission of 'Integrity Pact' shall disqualify the prospective bidder at the initial stage

and their General Profile/Information, Technical / Financial bids shall not be evaluated. The IP also envisages appointment of Independent External Monitor (IEMs) persons having high integrity and reputations, who will examine any complaint received regarding tenders and submit their report to the Chief Executive and also to the CVO in case of suspicion of irregularities.

7. Performance Bank Guarantee

Within fifteen (15) days after the issue of Letter of Acceptance by NABARD, the tenderer shall furnish performance security to NABARD for an amount equal to two percent (2%) of the total estimated value of the Tender. This security shall remain valid up to sixty (60) days after the date of completion of all contractual obligations by the tenderer. The Performance Security shall be in the form of Bank Guarantee issued by a Scheduled Commercial bank in India, in the prescribed form as provided in **Annexure X** of this document. In case the successful bidder desires the EMD to be adjusted against the Performance Security, the Performance Security or Bank Guarantee for the balance amount shall be obtained.

8. 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 a close watch on the GeM portal during the intervening period before submitting a response to RFP.

9. How to Apply

- i. 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.
- ii. 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 IV** shall be submitted separately titled as **“Tender for Printing of NABARD Annual Report 2024-25: Technical Bid.”** It shall be submitted with **a set of samples of A4 size of (i) 300 GSM Art Card paper for**

cover page, and (ii) 101-110 GSM Matte Art 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 IV, shall be submitted separately titled as ‘Quotation for Printing NABARD Annual Report 2024-25– 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.

11. Methodology and Evaluation:

Stages	Evaluation Criteria
Stage I	In the Stage I, agencies shall be shortlisted, subject to eligibility criteria and EMD. ONLY the shortlisted Agencies will participate in Second Stage of the evaluation process
Stage II	Stage II will consist of evaluation of Technical Proposals (Annexure IV-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).
Stage-III	In the Stage-III, 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.

The detailed evaluation criteria for Stage I, Stage II and Stage III are given in the following sections.

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.

NABARD retains the right to modify the criteria or weights based on the views of the Selection Committee. 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.

12. Stage-I: Evaluation of Eligibility Criteria

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 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.

13. Stage-II: Evaluation of Technical Bids

In the second stage (Stage-II), 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-IV Proforma A.

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.

14. Stage III: Evaluation of Financial bids

Agencies shall submit the financial proposal as per Annexure-IV 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 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 consider 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 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.

15. 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. The technical parameters, on which the agencies will be marked, is given in Annexure V. The Selected Agency having the highest combined score, 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 VI) 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 Fax/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. Based on 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 IV or incomplete in any respect, shall be rejected summarily.

- v. The printers who have qualified in the Technical Bid and Financial Bid will be informed over telephone/email. In case any clarification is required for filling up tender documents, the bidders may contact **Shri Vinay Jadhav, Assistant Manager on 022-26539924 or Ms. Nancy Singh, Assistant Manager on 022-26539971.**
- vi. **Instructions for filling up Proforma A and B of Annexure IV:** The Quotation should be submitted strictly as per **Proforma A and B**. Proforma should be **either typed or written legibly in English**. Alterations, if any, in the Quotation should be **attested properly** by the person signing the same. Quotations with alterations, which are not authenticated as above, will result in rejection of the quotation. **Over-writing** in the Quotation may render it invalid.
- vii. The technical bid will be evaluated by an internal committee based on the quality of previous work and other criteria.

16. Specifications regarding the printing of the Annual Report 2024-25

- i. **Annual Report 2024-25 will be brought out in three versions – Bilingual, English and Hindi.**
- ii. **The quality of paper and printing should be as specified in Scope of Work (Annexure-VII).**
- 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.
- 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. Digital 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.
- vi. **At least 145 duly bound final printed copies (100 English and 45 Hindi) must be delivered at our H.O., Mumbai within 5 days from the date of handing over the final corrected proof.**
- vii. **At least 110 final printed copies of Annual Report 2024-25 (55 English and 55 Hindi) to be delivered to NABARD, New Delhi Regional Office on an urgent basis within 5 days from the date of handing over the final corrected proof with layout, duly approved.**
- viii. 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 printer will deliver the packed boxes 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.

- ix. The printer's bill would be settled only after confirmation of receipt of AR 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.**

17. 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.

18. 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.

19. 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 NABARD 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.

20. 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.

21. Pre- bid queries

Agencies may seek clarification on this RFP document. Any request for clarification must be posted in the 'representation' section on GeM portal or sent to the, on or before the last date stipulated by the GeM portal for the same. The queries should be pertinent to this RFP document only. All pre-bid queries should be received in the prescribed format given in Annexure VIII. Accordingly, a meeting to clarify pre-bid queries could be conducted online via MS TEAMS. The link for joining the pre-bid meeting is given as under:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_Yjk1NmQ3NzgtNzNlZSooNTAyLTkoMDctMjE3ZGE4ZjhjMWMz%40thread.v2/o?context=%7b%22Tid%22%3a%228e65dc63-2925-44dc-9c02-98c3f05069ec%22%2c%22Oid%22%3a%22b4e1823a-faf2-4b9c-8ce4-a298aef85c29%22%7d

Meeting ID: 439 471 786 403 5

Passcode: pF7kf9KK

22. 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.

23. Terms of Payment

- i. Payment will be made only after the entire work is completed to NABARD's satisfaction. The actual payment will be calculated on a pro rata basis according to the actual work done.
- ii. An increase in pages of up to 10% across each of the three editions will not qualify for a cost revision.
- iii. Prices quoted by the bidders should be inclusive of all local taxes, GST, duties, levies, & transportation costs.
- iv. Once a contract price is arrived at, the same should remain firm and should not be subject to escalation during the performance of the contract.
- v. Bidder will be entirely responsible for all applicable present and future duties, levies, charges, license fees etc. in connection with delivery of services.
- vi. Any increase in the rates of applicable taxes or impact of new taxes imposed by the central or state governments, after the submission of commercial bid shall be borne by NABARD and any subsequent reduction in the rates of applicable taxes or impact of new taxes shall be passed on to NABARD. This will remain applicable throughout the contract period.
- vii. No other cost whatsoever will be paid by NABARD.

NABARD shall not make any payment in advance to the agency. Payments, subject to satisfaction of the printing of the report, shall be made after submission of number of copies specified for printing of NABARD Annual Report (NAR) 2024-25 (English, Hindi & Bilingual copy) to the NABARD on the terms and conditions laid down in this RFP.

24. 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, 2nd Floor, 'B' wing, Plot No. C-24, G-Block, Bandra-Kurla Complex, Bandra (E), Mumbai -400051 (Telephone: +91 22 26539575; email: dear@nabard.org).

25. 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 Annual Report.

26. 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.

27. 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.

28. 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 IX.

29. Compliance with all Applicable Laws

The selected agency shall undertake to observe, adhere to, abide by, comply with and notify NABARD about all applicable laws pertaining to or applicable to the selected agency.

30. Compliance in obtaining approvals / permissions / licenses

The selected agency shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc., as may be necessary or required for any of the purposes of printing of NABARD Annual Report (NAR) 2024-25 (English , Hindi, & bilingual) or for the conduct of their own business under any applicable law, Government Regulation/Guidelines and shall keep the same valid and in force during the contract period.

31. Indemnity

The Agency assumes responsibility for and shall indemnify and keep NABARD, its directors, employees and advisors, harmless from all liabilities, claims, costs, expenses, taxes and assessments including penalties, punitive damages, attorney's fees and court costs which are or may be required to be paid by reasons of (i) violation of any applicable National, State or Local law or (ii) any breach of the agency's obligation under these general conditions or (iii) for which the agency has assumed responsibilities under the contract including those imposed under any contract, local or national law or laws, or in respect to all salaries, wages or other compensation to all persons employed by the agency in connection with the performance of any system covered by the contract or (iv) acts or omissions of the agency which amount to negligence or willful misconduct; or (v) any losses arising out of or in relation to any accident or injury sustained or suffered by the agency's personnel employed/ engaged working for the agency or by any other third party resulting from or by any action, omission, or operation conducted by or on behalf of the agency.

In the event that NABARD receives notice of the assertion of any claim or the commencement of any action by a third-party (a "Third-Party Claim"), NABARD shall notify the agency in writing of such Third-Party Claim (such notice, a "Notice of Claim") within 10 (ten) Business Days of receipt of notice thereof; provided that the failure or delay in notifying the selected agency of such Third- Party Claim will not relieve the selected agency of any liability it may have towards NABARD. The Selected agency shall assume the defence or prosecution of such Third-Party Claim and any litigation resulting therefrom with counsel acceptable to NABARD at the sole cost and expense of the selected agency.

The agency shall execute, deliver such other further instruments to comply with all the requirements of such laws and regulations as may be necessary thereunder to conform and effectuate the contract and to protect NABARD during the tenure of contract.

The indemnification is only a remedy for NABARD. The selected bidder is not absolved from its responsibility of complying with the statutory obligations. Indemnity would be

limited to the court awarded damages and shall exclude indirect, consequential, and incidental damages. However, indemnity would cover damages, loss or liabilities suffered by NABARD on account of claims made by third parties or regulatory authorities.

12. All documents submitted in response to this RFP shall be accepted through GeM portal only. While submitting the documents, the agency must adhere to the pro forma of each document specified in the annexures attached to this RFP. All fields in the documents annexed should be duly filled in by the authorized executive of the agency and should not be left blank unless specified otherwise.

13. Regarding any clause mentioned in the RFP, the interpretation of NABARD shall be final and binding on the agency.

32. Governing law

The contract shall be governed by the laws of India in force from time to time. The courts of Mumbai shall have exclusive jurisdiction in all matters or disputes arising under or in respect of this contract.

33. Dispute resolution

Disputes or differences whatsoever arising out of or relating to the construction, meaning, scope, operation or effect of the Bid shall be resolved amicably between Bidder's representative and NABARD's representative. In case of failure to resolve the disputes and differences amicably within 30 days of the receipt of notice by the other party, then the same shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996 and the award made in pursuance thereof shall be final, conclusive and binding on the parties. The venue of the arbitration shall be at Mumbai and the language of arbitration proceedings shall be in English.

Work/Service under the contract shall be continued by successful bidder during the arbitration proceedings unless otherwise directed in writing by NABARD. Save as those which are otherwise explicitly provided in the contract, no payment due, or payable by NABARD, to Vendor /Service Provider shall be withheld on account of the ongoing arbitration proceedings, if any, unless it is the subject matter, or one of the subject matters thereof.

34. Other Terms and Conditions

- i. Notwithstanding the provision in Clause 24 above 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 to examine 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 first week of July 2025.
- 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.
- vi. 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.**
- vii. The Printer should specifically mention that all the terms and conditions described above are unconditionally acceptable.
- viii. 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.
- ix. 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.
- x. 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.
- xi. **Two sets of Sample Papers of A4 size** of the following along with **copies of last three Annual 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 Matt Art 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

35. 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 the terms of the agreement shall be affected via electronic transfer directly by NABARD and not through GeM.
- iii. 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.
- iv. Relevant documents must be submitted as proof wherever necessary.
- v. Responses should be concise and to the point. Submission of irrelevant documents must be avoided.
- vi. If the bids do not contain all the information required or is incomplete, the proposal is liable to be rejected.

ANNEXURE I: PROFORMA OF EMD/BANK GUARANTEE

Place:

Date:

The Chief General Manager
 NABARD
 Department of Economic Analysis and Research
 Bandra-Kurla Complex,
 Bandra (East), Mumbai 400 051

Dear Sir,

Printing, Supply and Packing of NABARD Annual Report 2024-25

WHEREAS

1. The NABARD, Head Office at Bandra-Kurla Complex, Bandra (East) Mumbai (hereinafter called the 'the Bank') has invited quotations for the work **"Printing, Supply and Packing of NABARD Annual Report 2024-25"** (hereinafter referred to as 'the printing') on the terms and conditions mentioned in the tender documents.
2. It is one of the terms of invitation of tenders that the tenderer shall furnish a Bank Guarantee for a sum of ₹26000/- (Rupees Twenty Six Thousand only) as Earnest Money Deposit in lieu of a Demand Draft for an equivalent amount.
3. M/s. _____ (hereinafter called as Tenderer), who are our constituents intend to submit their tender for the said printing and have requested us to furnish guarantee to the bank in respect of the said sum of ₹26000/- (Rupees Twenty Six Thousand only).

NOW THIS GUARANTEE WITNESSETH

1. We _____ (Bank) do hereby agree with and undertake to NABARD, their Successors, Assigns that in the event of the NABARD coming to the conclusion that the Tenderer have not performed their obligations under the said conditions of the tender or have committed a breach thereof, which conclusion shall be binding on us as well as the said Tenderer, we shall on demand by NABARD, pay without demur to NABARD, a sum of ₹26000/- (Rupees Twenty Six Thousand only), or any lower amount that may be demanded by NABARD. Our guarantee shall be treated as equivalent to the Earnest Money Deposit for the due performance of the obligations of the Tenderer under the

said Conditions, provided, however, that our liability against such sum shall not exceed the sum of ₹26000/- (Rupees Twenty Six Thousand only).

2. We also agree to undertake to and confirm that the sum not exceeding ₹26000/- (Rupees Twenty Six Thousand only), as aforesaid shall be paid by us without any demur or protest, merely on demand from NABARD on receipt of a notice in writing stating the amount is due to them and we shall not ask any further proof or evidence and the notice from NABARD shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by NABARD within a period of one week from the date of receipt of the notice as aforesaid.
3. We confirm that our obligation to NABARD under this guarantee shall be independent of the agreement or agreements or other understandings between NABARD and the Tenderer.

This guarantee shall not be revoked by us without prior consent in writing of NABARD. We hereby further agree that –

a) Any forbearance or commission on the part of NABARD in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said tender and/or hereunder or granting of any time or showing of any indulgence by NABARD to the Tenderer or any other matters in connection therewith shall not discharge us in any way our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Tenderers of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding ₹26000/- (Rupees Twenty-Six Thousand only).

b) Our liability under these presents shall not exceed the sum of ₹26000/- (Rupees Twenty Six Thousand only).

c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents in tendering for the said printing or their obligations thereunder or by dissolution or change in the constitution of our said constituents.

d) This guarantee shall remain in force upto _____ provided that if so desired by NABARD, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

e) Our liability under this presents will terminate unless these presents are renewed as provided hereinabove on the _____ or on the day when our said constituents comply with their obligations, as to which a certificate in writing by NABARD alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed

against us within three months from that date or any extended period, all the rights of NABARD against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

Yours faithfully

For and on behalf of

_____ Bank

Authorized official.

(NB: This guarantee will require stamp duty as applicable in the state, where it is executed and shall be signed by the official whose signature and authority shall be verified).

ANNEXURE II: 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 Authorized Signatory

(Name of the company/firm)

Place:

Seal of Company

ANNEXURE III: 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.

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

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		

2. 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: 2022-23, 2023-24 and 2024-25 (₹ 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/Department, State Govt. or any Public Sector Undertaking? (YES/NO)		If the response is 'Yes', provide details thereof.

3. Previous Experience

- i. Mention the previous experience of the agency in printing Annual 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

4. Infrastructure/Technological Competence (to be uploaded): Write about the infrastructure/ technological capabilities of your Agency/organisation to handle large-scale surveys (max 500 words).

ANNEXURE III B: 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)
2022-23	
2023-24	
2024-25	

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.

ANNEXURE IV: PROFORMA 'A'

QUOTATION PART I: TECHNICAL BID

1.	Company/Firm Name:	
2.	Registration Number and Date of Registration:	
3.	GST Number	
4.	Current Sales Tax/VAT Number (Enclose copy of Certificate):	
5.	Factory License Number (Enclose copy of Certificate):	
6.	Address for Communication (with Fax and e-mail):	
7.	Import License Number, if any	
8.	Annual Turnover as per the Income Tax returns of last three years (₹ lakh) @	2022-23 2023-24 2024-25
9.	Profits after Tax in last three years (₹ lakh)@	2022-23 2023-24 2024-25
10.	Contract amount of at least two previous work orders*:	1. 2.
11.	List of major clients during the last five years	
12.	Number of operators for composing and editing	a) English: b) Hindi: c) Bilingual:

13.	Computer Facilities: Number of Desk Top Systems: Number of Laser Jet/other advanced Printers: of which colour printers d)Internet Connectivity (Specify Details): Available/Not Available	Number	Type/Model
		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) work executed over the last two years.		
26.	Earnest Money Deposit (₹26000/-)	Drawee Bank: Demand Draft No. and date	
27.	Bank Guarantee	Details: Bank/Branch: Bank Guarantee No. Date: Amount: Period:	
28.	Name and Addresses of the bidder's banks:		
29.	Any other special feature that the printer would like to mention:		

*@: Minimum Turnover needs to be **at least ₹50 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 ₹ **5 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)

Seal of Company

ANNEXURE IV: PROFORMA 'B'

QUOTATION PART II: FINANCIAL BID

I. Printing of ANNUAL REPORT 2024-25 (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 3,700 copies (Bilingual-100, Hindi- 100, English-3,500) on Art Card 300 GSM		
ii	Processing and printing charges for Cover with embossing per lot of 3,700 copies in 4 colours both sides with inside printing of Graph/Photograph		
iii	Cost of lamination (matte/gloss for per lot of 3,700 copies)		
A	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 Annual Report.			
a.	Printing of text and tabular matter in one formae (4 pages each) including cost of paper (size – 8.5" by 11") for 3,700 copies (English, Hindi and Bilingual version) on 101-110 GSM Matte Art Paper - Text including photographs/graphs in 4 colour printing		
b.	Perfect Binding of the report English and Hindi versions Bilingual version		

B	Total (a+b)		
Consolidated quote for A and B.	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 *

(i) Per box for Wooden

(ii) Per box for Corrugated

**refer to point viii - page no 22*

Date:

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

Place:

Seal of Company

ANNEXURE V: TECHNICAL BID EVALUATION

Sr.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 Fax 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 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) Lamination Machine	30	
4.	Previous Experience: 3 Annual Report work 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: Hindi, English and bilingual	10	

ANNEXURE VI: CHECK LIST FOR SUBMISSION OF QUOTATION

A. EMD

- Demand Draft/Bank Guarantee for the equivalent amount towards Earnest Money Deposit
- An advance receipt proforma duly attested with Revenue Stamp for return Demand Draft of EMD and
- A copy of the Quotation Document duly certified by the Printer accepting the terms and conditions of the Quotation Document.

B. Technical Bid in Proforma - A of Annexure IV in the Quotation Document should be uploaded along with the following attested copies:

- Attested copies of Certificate of Registration.
- List of Partners and Directors.
- Attested copies of Certificate of Factory License.
- Attested copies of Certificate of State and/or Central Sales Tax Registration along with VAT Number Identification.
- Attested copies of Certificate of Import License.
- Details of two latest orders of similar kinds of work amounting to ₹5 lakh or more.
- Copies of last three Annual Reports printed.

C. Financial Bid in Proforma - B of Annexure IV in the Quotation Document should be uploaded.

D. **Two sets each of Sample Papers of A4 size** of the following along with copies of last three Annual Reports printed should be sent to the address given here:

- 300 GSM Yugo Art Card for Cover Page.
- 101-110 GSM Matt Art 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

ANNEXURE VII: SCOPE OF WORK

Paper Quality and Printing Specifications

Quantity: Total 3,700 copies (Bilingual- 100, Hindi- 100, and English- 3,500)

General: The NABARD Annual Report 2024-25 would be like the Annual Report 2023-24 in general appearances.

Design: The Annual Report will be printed as per the design prepared and supplied by NABARD.

Size:

- The size of the Annual Report will be approximately the same as that of the previous year (2023-24), i.e., 11" x 8½".
- The number of pages will be around **560 i.e., 140 formae** of 4 pages each for bilingual copies and **280 pages (approx 70 formae** of 4 pages) each for Hindi and English copies.
- **The numbers of pages given are approximation only and may undergo increase or decrease.**

Contents:

- A. Running matter in Hindi would be printed first followed by English in the case of bilingual copies,
- B. Ready-to-print material in PDF format will be provided by NABARD.

Paper Quality:

Cover Page: Best quality Art Card of 300 GSM 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 101-110 GSM Matte Art Paper.

The Annual Report will contain approximately 75 photographs and 75 graphs.

Printing:

A. Process – Offset Printing

B. Colour – Four colours of approximately 520 pages for bilingual copies and 280 pages each for English and Hindi copies.

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

ANNEXURE VIII: 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 IX: CONFIDENTIALITY UNDERTAKING

Ref No: _____ Date: --/--/2025

The Chief General Manager
 National Bank for Agriculture and Rural Development
 Department of Economic Analysis and Research, 2nd floor, BWing
 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 NABARD Annual Report**, 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 RFP 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:

ANNEXURE X: PERFORMANCE BANK GUARANTEE FORMAT

(To be executed on a non-judicial stamped paper of appropriate value)

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

WHEREAS (name and address of the Printing Agency/Vendo) (hereinafter called –the Printing Agency) has undertaken, in pursuance of RFP/contract no..... dated to offer “**Printing, Supply and Packing of NABARD Annual Report 2024-25**”.

AND WHEREAS it has been stipulated by you in the said contract that the Printing Agency shall furnish you with a Bank guarantee by a scheduled commercial Bank recognised by you for the sum specified therein as security for compliance with its obligations in accordance with and due performance of the contract;

AND WHEREAS we have agreed to give the Printing Agency such a Bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Printing Agency, up to a total of (amount of the guarantee in words and figures), and we hereby irrevocably and absolutely undertake to pay you immediately, upon your first written demand declaring the Printing Agency to be in default under the contract, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Printing Agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the Printing Agency shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

The Guarantor Bank represents that this Bank Guarantee has been established in such form and with such content that is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein.

The Bank Guarantee shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank or the Printing Agency.

The Bank further undertakes not to revoke this Guarantee during its currency except with the previous express consent of NABARD in writing. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this Guarantee for and on behalf of the Bank.

This guarantee shall be valid up to and including the day of, 20.....
(Signature with date of the authorised officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

ANNEXURE XI: PROFORMA OF INTEGRITY PACT

INTEGRITY PACT

On non-judicial stamp paper of ₹200

Between

National Bank for Agriculture and Rural Development (NABARD)

hereinafter referred to as “**The Principal**”

And

.....hereinafter referred to as “**The Bidder/Contractor**”

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for conducting the design work of NABARD Annual Report 2024-25. The Principal values full compliance with all relevant laws of the land, rules, regulation, and economic use of resources and of fairness /transparency in its relations with its Bidder(s) and/or Contractor(s). In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Principal

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -

- a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will, in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
- c. The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there is a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 – Commitments of the Bidder(s)/Contractor(s)

(1) The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) / Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution:

a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non- submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.

c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/ Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.

e. The Bidder(s) /Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

(2) The Bidder(s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 – Disqualification from tender process and exclusion from future contracts

If the Bidder(s) /Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form which put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s) /Contractor(s) from the tender process.

Section 4 – Compensation for Damages

(1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.

(2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 – Previous transgression

(1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.

(2) If the Bidder makes an incorrect statement on this subject, he can be disqualified from the tender process.

Section 6 – Equal treatment of all Bidders / Contractors/ Subcontractors

(1) In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.

(2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors

(3) The Principal will disqualify from the tender process all bidders who do not sign the Pact or violate its provisions.

Section 7 – Criminal charges against violating Bidders(s) / Contractor(s) / Subcontractor(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8 – Independent External Monitor

(1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively whether and to what extent the parties comply with the obligations under this agreement.

The Independent External Monitor (IEM) appointed for NABARD is

Shri Jagdeep Kumar Ghai, P&TA, FS (Retd) Flat 1032, A Wing, Vanashree Society, Sector 58 A&B, Palm Beach Road, Nerul,
Navi Mumbai, Maharashtra – 400 706 Email: jkghai@gmail.com

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders /Contractors as confidential. He / she reports to the Chairman, NABARD.

(3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.

(4) The monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s)/ Sub-contractor(s) with Confidentiality. The Monitor has also signed declarations on 'Non-disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, NABARD and recuse himself/herself from that case.

(5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project, provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

(6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

- (7) The monitor will submit a written report the Chairman, NABARD within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposal for correcting problematic situations.
- (8) If the Monitor has reported to the Chairman, NABARD, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman NABARD has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word '**Monitor**' would include both singular and plural.

Section 9 – Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharge/determined by the Chairman of NABARD.

Section 10 – Other provisions

- (1) This agreement is subject of Indian Law, Place of performance and jurisdiction is the Head Office of the Principal, i.e. Mumbai.
- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.
- (6) In the event of any contradiction between the Integrity Pact and its Annexure, if any, the Clause in the Integrity Pact will prevail.



(For & On behalf
of the Principal)

(For & on behalf of the Bidder/contractor)

(Office Seal)

(Office Seal)

Place: Date:

Witness 1:

Name: _____
Address: _____

Witness 1:

Name: _____
Address: _____

Witness 2:

Name: _____
Address: _____

Witness 2:

Name: _____
Address: _____

ANNEXURE XII: NON-BLACKLISTING / NON –DEBARMENT DECLARATION

(On the Organization's letterhead)

Part A. In the case of a Proprietary Concern: I hereby declare that neither I in my personal name or in the name of my Proprietary Concern M/s. _____ which is submitting the accompanying Bid nor any other concern in which I am Partner nor any partnership firm in which I am involved as a Managing Partner have been placed on blacklist/debarred since 01.04.2019 declared by any Bank, Financial Institution, Govt.'s Vendor Blacklist or debarred except as indicated below:

(Here give particulars of blacklisting/debarment and in absence thereof state “NIL”)

Part B. In the case of a Partnership Firm: We hereby declare that neither we, M/s. , submitting the accompanying Bid/Tender nor any partner involved in the management of the said firm either in his individual capacity or as proprietor or managing partner of any firm or concern have or has been placed on blacklist/debarred since 01.04.2019 declared by any Bank, Financial Institution, Govt's Vendor Blacklist or debarred, except as indicated below :

(Here give particulars of blacklisting/debarment and in the absence thereof state “NIL”)

Part C. In the case of Company: We hereby declare that we have not been placed on any blacklist/debarred since 01.04.2019 declared by any Bank, Financial Institution, Govt's Vendor Blacklist or debarred, except as indicated below:

(Here give particulars of blacklisting/debarment and in the absence thereof state “NIL”)

Part D: In the case of a Proprietary Concern/ Partnership Firm/ Company that had entered into contract with NABARD earlier: We hereby declare that we have satisfactorily completed all of the earlier contracts with NABARD and we have not been placed on any blacklist/debarred since 01.04.2019 declared by any Bank, Financial Institution, Govt's Vendor Blacklist or debarred, except as indicated below:

(Here give particulars of all earlier contracts with NABARD and in the absence thereof state “NIL”)

* We hereby declare that we have not withdrawn any bid after being selected as L1.

It is also understood that if this declaration is found to be false in any particular, NABARD shall have the right to reject my/our bid, and if the bid has resulted in a contract, the contract is liable to be terminated.

Place: Signature of Bidder: _____

Date: Name of Signatory: _____