



Premises & Procurement Division,

**Repco Towers,
33, North Usman Road,
T.Nagar, Chennai – 600 0017.
www.repcobank.co.in**

Tender Notification for Printing & Supply of Bank's Wall Calendar for the year 2026

Last Date for Submission: 25.09.2025

TENDER NOTICE FOR SUPPLY OF BANK'S WALL CALENDARS 2026

Repco Bank, Government of India Enterprise, invites Sealed Bids from reputed printers from open market for printing and supply of Bank's Wall Calendars for the year 2026 strictly as per following terms, conditions and specifications in **Annexure – I**

- The Bidders should have minimum annual turnover of Rs.2 Crores in the last three financial years, i.e., 2022-23, 2023-24 & 2024-25 (Copy of Audited Financial Statement required to be submitted as proof. In case audited financial statements not available for 2024-25, then Provisional Financial statement (Balance Sheet, Profit and Loss account etc.) for the year 2024-25 shall be submitted) & should have earned Net profit in any two of last three financial years.
- The Bidders should have at least three years of experience in Calendar making (Copies of Orders or any other documents may be submitted as proof)
- The Bidders should have own printing facilities with High quality offset printers having minimum four colour sheet fed offset printing machines and automatic units and also having minimum floor area of 2,000 Sq. ft set up having in house arrangement for tin mounting at any locations in Tamil Nadu.
- Bank reserves right to visit the press at mutually convenient date & time at Bank's cost.
- The Bidders must submit samples of their earlier work of Calendar making, having printer's line showing their name.
- Bank reserves right to increase/decrease the quantity to be printed at any time and without assigning any reason whatsoever.
- Tenders received after due date and time will not be considered. It is entirely the bidder's responsibility to ensure that their tenders are delivered to the bank on or before the due date.
- There should not be any cutting or over writing on tender while quoting the rates.
- The Bank reserves the right to accept or reject any/all tenders in whole or in part without assigning any reason whatsoever.
- The Bank reserves the right to distribute the job to more than one Printer on L-1 rates as per the requirement of the Bank.
- Sub tendering of the Job will not be allowed.
- Standing terms and conditions of the Bank in force from time to time shall apply

- The tenderers are requested to call on our office for getting the sample/clarifications regarding specifications etc., if any, on any working day before closing date of the tender
- No deviation in quality/specification of materials will be permitted.
- **Since it is bank's very prestigious job & it also reflects on the image of the bank, as such utmost care is to be taken to maintain high quality and timely delivery. Any such deviation in specification affecting its quality is liable for rejection of the Job including settlement.**
- Rejected goods will be removed from the Bank's premises by Printers immediately within 24 hours failing which these will be disposed of by the bank at printer's cost and no claim for the same shall be entertained. Bank will not be held responsible in any respect.
- If quantity found less in any packet supplied by the printer, the payment will be made accordingly along with additional penalty of 10% of the cost of calendars of the lot.
- Bid should be submitted in sealed envelope super scribing the tender Number and name.
- Bid should contain Technical as well as Commercial Bids, **both in separate sealed envelopes** duly super scribed for distinguishing between the Technical and Commercial bid.
- Bid should be enclosed with application fee of ₹ 2,360/- (non refundable - Inclusive of GST) in the form of a Demand Draft in favour of **Repco Bank, payable at Chennai** and an earnest money of ₹ 1,00,000/- (Rupees One Lakh only) in the form of Demand draft in favour of **Repco Bank payable at Chennai**. Bid without application money and EMD will be rejected. The EMD will be returned back to unsuccessful bidders after completion of Tender Process. The EMD of the successful bidder will be retained as security deposit and will be released after one month of Delivery of the Calendars to all the locations.
- **All the pages of this tender document must be signed (initials) by the Authorized Signatory along with Company seal by accepting all the terms & conditions in the tender document**

Commercial bid must contain rates only as requisite and nothing else. **The rate should be quoted including GST and other charges.**

- i. Sealed bids super scribing the Tender name, Reference Number and Date should reach at the above address within the stipulated date and time.
- ii. Bank reserves the right to reject any bid in case of any deficiency/ discrepancy in the bid without prior notice to the printers.
- iii. Bank at its own discretion may modify its requirement or cancel the tender after giving prior notice to the vendors.

- iv. After opening of bids if the lowest bidder backs out then Bank may disqualify their name at its own discretion and forfeit the bid security/EMD.
- v. The proof of calendar in hard copy should be got approved from Procurement Division, Repco Bank before printing.

Penalty Clause:

The Calendars shall be delivered to all 109 locations **on or before 1st December 2025**. In the event of a delay in delivery beyond the stipulated date, a penalty shall be levied as follows:

1% of delayed supplied quantities for 1st week & subsequent delay charge will be 2% of delayed quantities per week.

The deliveries of Bank's Wall Calendars to be made directly to the Bank's branches and Head office (109 Locations) and payment will be made only after full and final delivery of Calendars. No advance payment will be made before full and final delivery of the Calendars.

In Case of any dispute, the decision of the Managing Director of the Bank shall be final and binding on bidders.

Technical & Commercial Bids will be **opened at 03:00 PM on 26.09.2025**. The bidder or his representatives (Should be accompanied by ID Card) may present during the opening bids. The bids will be opened even in the absence of bidder

Important Dates and events:

Sl No.	Particulars	Date/ event detail
1	Final Date of Delivery of Calendars	1 st December 2025
2	Last Date of Submission of Bids	25.09.2025 before 05:00 PM
3	Bid opening Time	26.09.2025 at 03:00 PM.
4	Application cost (non-refundable)	Rs 2,360/- (incl. of GST)
5	EMD amount	Rs 1,00,000/-
6	Refund of EMD	Successful bidders: The EMD will be retained as security deposit and will be released after one month from Delivery of the Calendars to all the locations Unsuccessful bidders: Within 30 days from the date of opening of commercial bid.
7	Penalty for delay of delivery	1% of delayed supplied quantities for 1st week & subsequent delay charge will be 2% of delayed quantities per week.

Sd/-
General Manager (PPD)

Annexure - I

Specification for Bank's Wall Calendar for the Year 2026

1	Size	50 x 37 Cms
2	Paper	70 GSM thick Maplitho Paper
3	Printing	Four Colour – Offset Printing in single side of every sheet as per specimen. Proof of specimen has to be got approval from our Procurement Division.
4	Binding	Grey Tin Mounting Hanging type with Silken thread & one hole on the top of the paper
5	Capacity	12 (twelve) sheets in one calendar
6	Quantity (Language wise)	<div>Tamil - 1,45,500 Nos</div> <div>English - 750 Nos</div> <div>English - 3,000 Nos (with Kerala State Holidays)</div> <div>Telugu - 13,750 Nos</div> <div>Kannada - 12,000 Nos</div> <div>Total - 1,75,000 Nos</div>
7	Packing	The package to be covered fully by thick wrapper to keep the Calendars intact & the bundles should be placed in corrugated boxes at the rate of 250 Calendars in each box.
8	Delivery	Directly to the Bank's branches and Head office (109 Locations). List of branches and its address are available in our Bank's website (www.repcobank.co.in).

ANNEXURE - II

**COVERING LETTER FOR TECHNICAL BID
(TO BE SUBMITTED ON PRINTER'S LETTERHEAD)**

Reference No.

Date :

The General Manager
Premises & Procurement Division,
Repco Bank, Repco Towers,
33, North Usman Road,
T.Nagar, Chennai – 600 017.

Dear Sir,

Re: Tender for Printing of Calendars 2026 – Technical Bid

We hereby submit the details of Technical Bid as per Annexure III for printing of Calendars for the year 2026.

We enclose a DD for ₹ 1,00,000/- towards EMD drawn on.....DD
No _____ Bank _____ Branch _____

We declare that our firm / company have not been blacklisted by any government or Private organizations.

We hereby declare that the statements made in this Bid are true, complete and correct to the best of my / our knowledge and belief. I / We understand that in the event of any information being false or incorrect and not satisfying the eligibility criteria according to the requirements of the Bank our bid is liable to be rejected at any stage.

We agree that the bank will retain the Earnest Money Deposit (EMD) and no interest will be paid on it till the satisfactory completion of the Job and the final settlement of the Bills. We also agree that the bank reserves the right to forfeit the Earnest Money Deposit (EMD) if we fail to fulfill the terms and conditions. This will be in addition to any other penalty imposed by the bank.

We unconditionally agree to abide by the Terms and Conditions as specified by the Bank.

Yours Faithfully,

Seal of the Firm / Company

Signature of the Authorized Person

Place :

Date :

ANNEXURE –III

FORMAT FOR TECHNICAL BID
(TO BE SUBMITTED ON PRINTER'S LETTERHEAD)
Common Format for Printing & Supply of calendars 2026

To

The General Manager
Premises & Procurement Division,
Repco Bank, Repco Towers,
33, North Usman Road,
T.Nagar, Chennai – 600 017.

Sl.No	Particulars	Details to be filled in by the Agency		
1	Name of the bidder			
2	Regd. office/Business address of the bidder			
3	Date of Incorporation/Constitution (Enclose Registration Certificate copy) 1. GST registration copy in case of proprietor/partnership firm 2. Certificate of Incorporation in case of companies.			
4	PAN/TAN Nos. of the Agency			
5	GST Registration No.			
6	Income tax return for the Financial Years 2022-23, 2023-24 and 2024-25. Copy of Audited Financial Statement required to be submitted as proof. In case audited financial statement not available for FY 2024 - 25, then Provisional financial statement for the year to be submitted [Attach copy of PAN and copies of return filed during Financial years 2022-23, 2023-24 and 2024-25].			
7	Annual Sales for the last three years (in Rs.)	2022-23	2023-24	2024-25
	Net Profit for the last three years (in Rs.)			

8	List out Top 3 Clients (Preferably PSU/Govt/Banks)	Name	Quantity	Amount in Rs.
10	Whether the agency is equipped with own printing facilities with High quality offset printers having minimum four colour sheet fed offset printing machines and automatic units and also having floor area of atleast 2,000 Sq. ft setup having in house arrangement for tin mounting at any locations in Tamil Nadu.	Submit Declaration letter in this regard.		
Address of the Printing Press				
Extent of the site				
Type of Machinery				
Technical Specification				
11	Whether the agency is in a position to comply with the terms and conditions as provided in the Tender Document			

I / We agree to abide by the terms and conditions stipulated by the Bank and mentioned in the Tender Document.

Place:

Date:

SIGNATURE

Name and Seal of firm

Annexure - IV

FORMAT OF COMMERCIAL BID

(TO BE SUBMITTED ON PRINTER'S LETTERHEAD)

(In a Separate Envelope)

To

The General Manager,
Premises & Procurement Division, Repco Bank,
Repco Towers, # 33, North Usman Road, T.Nagar,
Chennai – 600 017.

Dear Sir,

Printing & Supply of Bank's Wall Calendar year - 2026
Your Tender Ref No. RFP/02/PPD/2025-26, date: 12.09.2025

In response to your above RFP, we hereby submit our Bids as under for supply of Bank's Calendar – 2026 as per specifications (Annex-I)

Items	Rate per Calendar	No. of Calendar	Amount Rs. **
12 Sheet Calendar 50 x 37 cm size, 70 GSM thick Maplitho Paper			
Tamil		1,45,500	
English		750	
English (with Kerala State Holidays)		3,000	
Telugu		13,750	
Kannada		12,000	
	Total	1,75,000	

****** The Quote Include cost of calendar, GST, delivery charges & other charges like handling, transport etc.

The Calendars to be delivered at the branch/Head office address mentioned in the work order to be released to L1 bidder.

Quote should be made for each items of calendar specified in the format. The L1 will be declared on the basis of the least total value.

Signature :

Name & Designation :

Seal of the Firm/Company :

Place :

Date :

CHECKLIST FOR TECHNICAL BID

1. Technical Bid envelope ☐
2. Commercial Bid envelope ☐
3. Application Fee Cheque of Rs.2,360/- (incl. of GST) ☐
4. EMD Cheque of Rs.1,00,000/- ☐
5. Authorized Signatory sign along with Company seal in all pages
of Tender document ☐
6. Covering Letter for Technical Bid (Annexure II) ☐
7. Technical Bid (Annexure III) ☐
8. GST registration copy in case of proprietor/partnership firm
(or)
Certificate of Incorporation in case of companies ☐
9. Audited financial statements for
 - FY 2022-23 ☐ **Net Profit** Yes ☐ No ☐
 - FY 2023-24 ☐ **Net Profit** Yes ☐ No ☐
 - FY 2024-25 ☐ **Net Profit** Yes ☐ No ☐
(Audited/Provisional)
10. Proof of experience for at least 3 years (Copies of orders or any other relevant document)

Yes ☐No ☐
11. Samples of bidder's earlier work of Calendar making with printer's line showing their name

Yes ☐No ☐
12. Declaration for Sl. No. 10 in Technical Bid

Yes ☐No ☐