

**Corrigendum-1 to GeM Bid ref no. GEM/2025/B/6766908 dated 10/10/2025 for Selection of Vendor/s for providing End-to-End Supply of Books, Forms and Stationery items to PAN India Branches/Offices of Canara Bank for the period of 3 Years.**

**It is decided to amend the following in respect of the above RFP:**

**a. GeM bid document (Bid End date/ Bid Opening Date, Page no. 1 of 7)**

Description	Existing details	Amended details
Bid End Date/Time	04/11/2025, 15:00:00	<u>07/11/2025, 15:00:00</u>
Bid opening Date/Time	04/11/2025, 15:30:00	<u>07/11/2025, 15:30:00</u>


**b. ATC Document**

Sl. No	Section/ Annexure/ Appendix of GeM Bid	Clause No.	Existing Clause	Amended Clause
1.	Annexure-2	Pre-Qualification Criteria	Existing Annexure-2	Amended Annexure-2
2.	Annexure-10	Technical Evaluation Criteria	Existing Annexure-10	Amended Annexure-10

All the other instructions and terms & conditions of the above RFP shall remain unchanged.

Please take note of the above amendments while submitting your response to the subject RFP.

Date: 30/10/2025  
Place: Bengaluru

  
Deputy General Manager



Amended Annexure-2

Pre-Qualification Criteria

(Should be submitted on Company's letter head with company seal and signature of the authorized person)

**SUB: Selection of Vendor/s for providing End-to-End Supply of Books, Forms and Stationery items to PAN India Branches/Offices of Canara Bank for the period of 3 Years**

**Ref: GEM/2025/B/6766908 dated 10/10/2025.**

We have carefully gone through the contents of the above referred RFP along with replies to prebid queries & amendment, if any and furnish the following information relating to Qualification Criteria.

Sl. No.	Qualification Criteria	Documents to be submitted In compliance with Qualification Criteria	Bidders Response
1.	Signing of Pre-Contract Integrity Pact	The Bidder should submit signed Pre-Contract Integrity Pact on Non-Judicial Stamp Paper of Rs.500/- or more (as per respective state Stamp Act) whichever is higher, as per Appendix-F.	
2.	The Bidder (including OEM/OSD, if any) should either be Class-I or Class-II local supplier as defined in Public Procurement (Preference to Make in India) Revised Order (English) dated 19/07/2024.	Certificate of local content to be submitted as per Annexure-5 as applicable.	
3.	The Company operating should be legally compliant company and can be:  a. A partnership firm or a Limited Liability Partnership duly registered under the Limited Liability Partnership Act, 2008.  (OR)  b. Company duly registered in India as per Indian Companies Act, 1956 or Indian Companies Act, 2013.  (OR)	Copy of Certificate of LLP registration.  (OR)  Copy of Certificate of Incorporation and Certificate of Commencement of business in case of Public Limited Company or Certificate of Incorporation in case of Private Limited Company, issued by the Registrar of Companies.  (OR)  Copy of Certificate of registration under and Certificate of Commencement of business in case of Public Limited Company or	





Sl. No.	Qualification Criteria	Documents to be submitted In compliance with Qualification Criteria	Bidders Response
	<p>c. Proprietorship firm duly registered under the applicable shops and commercial Establishments Act and should be compliant to all the applicable laws.</p>	<p>Certificate of Incorporation in case of Private Limited Company, issued by the Registrar of Companies.</p> <p>For (c)</p> <p>Documentary proof for confirming registration of Proprietorship firm (e.g. Copy of Certificate of registration under shops and commercial Establishments Act., GST etc)</p>	
4.	<p>The bidder should submit a declaration</p> <p>a. If not a group of company, Bidder Company is not owned or controlled by any Director, or Key managerial personnel of the Canara Bank or their relatives. (or)</p> <p>b. If not a group of company, Bidder Company is owned or controlled by any Director, or Key managerial personnel of the Canara Bank or their relatives</p>	<p>Letter of Undertaking/Declaration to the effect in company's letter head has to be submitted to this effect.</p>	
5.	<p>The bidder should provide confirmation that any person/ Partnership/ LLP/ Company including any subsidiary or holding company/ proprietorship connected to bidder directly or indirectly has not participated in the bid process.</p>	<p>The bidder should submit letter of confirmation on the Company's letter head to this effect.</p>	
6.	<p>The bidder should have an average annual turnover of Rs.50 Crores during last 3 financial years (i.e., 2022-23, 2023-24 &amp; 2024-25) from Indian operations. This must be the individual company turnover and not of any group of companies.</p>	<p>Bidder should submit Audited Balance Sheet copies for last 3 financial years i.e., 2022-23, 2023-24 &amp; 2024-25 along with certificate from the Company's Chartered Accountant to this effect with Unique Document Identification Number.</p>	



Sl. No.	Qualification Criteria	Documents to be submitted In compliance with Qualification Criteria	Bidders Response
7.	The Bidder should have 3 years experience for having supplied standardized / customized printing and stationery items to atleast 1 Scheduled Commercial Bank with 2000 or more branches/offices across Pan India with the requisite logistic arrangement as on the date of submission of Bid.	The bidder has to provide relevant purchase order/ work order / engagement letter along with satisfactory project completion certificate/ Reference letter from the Concerned Organization/Email reference from the client  Kindly note that that Client's Email should be from their official Email IDs only, containing their name, designation & Contact number	
8.	The Bidder should have satisfactorily executed contracts/work order minimum worth of Rs. 10.00 Crore (cumulative) in any one of the year during last 3 years as on date of submission of the Bid towards printing/ procurement and supplying of books/ forms/ stationery to minimum one Scheduled Commercial Bank in India.	The bidder has to provide certificate clearly indicating the indents placed with invoice amount and satisfactorily executed of contracts/work (for respective year) from the Concerned Organization/Email reference from the client.  <i>Kindly note that that Client's Email should be from their official Email IDs only, containing their name, designation &amp; Contact number.</i>	
9.	The Net Worth of bidder firm should not be negative as on 31/03/2025 and also should have not been eroded by more than 30% (thirty per cent) in the last three years, ending on '31/03/2025'.	The Bidder should submit certificate from the Company's Chartered Accountant with UDIN to this effect.	
10.	The vendor should have the capabilities to deliver across Pan India (including a large number of branches in rural and hilly areas) and also to the Branches/Offices that may likely to be opened in future during the contract period.	A Declaration to that effect to be produced.	





Sl. No.	Qualification Criteria	Documents to be submitted In compliance with Qualification Criteria	Bidders Response
13.	<p>Any bidder (including OEM and OSD/OSO, if any) from a country which shares a land border with India will be eligible to bid, only if the bidder (including OEM and OSD/OSO) are registered with the Competent Authority. Bidder (entity) from a country which shares a land border with India means:</p> <p>a. An entity incorporated, established or registered in such a country; or</p> <p>b. A subsidiary of an entity incorporated, established or registered in such a country; or</p> <p>c. An entity substantially controlled through entities incorporated, established or registered in such a country; or</p> <p>d. An entity whose beneficial owner is situated in such a country; or</p> <p>e. An Indian (or other) agent of such an entity; or</p> <p>f. A natural person who is a citizen of such a country; or</p> <p>g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.</p>	<p>A declaration stating "We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. We further certify that we and our OEM are not from such a country or if from such a country, has been registered with Competent Authority. We hereby certify that we and our OEM fulfills all requirements in this regard and are eligible to be considered" to be submitted in Company's letter head.</p> <p>[Where applicable, evidence of valid registration by the Competent Authority shall be attached.]</p>	
14.	The Bidder should be agreeable to provide dedicated Help desk for the Bank.	Bidder has to submit self declaration along with dedicated Help Desk details to this effect.	
15.	Authorization Certificate - Whether the Bid is authenticated by authorized person.	Bidder to submit a copy of the Board Resolution and the Notarized Power of attorney /Letter of authority if authority is sub delegated as mentioned in Board Resolution and KYC documents evidencing the	



Sl. No.	Qualification Criteria	Documents to be submitted In compliance with Qualification Criteria	Bidders Response
		authority delegated to the authorized signatory.	
16.	The bidder should have existing tie up with India Post.	Bidder to submit valid copy of tie-up arrangement to this effect.	
17.	The Bidder should have atleast 1 owned Printing unit and atleast 2 owned/long leased warehouses out of which one warehouse unit should have minimum 10,000 sq.ft. situated across different states of the country to support regional distribution and deliveries. In case of leased premises, the remaining lease period should be atleast 40 months from the date of submission of Bid.	Bidder to submit certificate by Chartered Engineer along with photograph of the facility.	

We confirm that the information furnished above is true and correct. We also note that, if there are any inconsistencies in the information furnished above, the bid is liable for rejection. All documentary evidence / certificates confirming compliance to Qualification Criteria should be part of the RFP.

Date:  
Place:

Signature with seal  
Name:  
Designation :



**Amended Annexure-10**  
**Technical Evaluation Criteria**

(Should be submitted on Company's letter head with company seal and signature of the authorized person)

Sub: Selection of Vendor/s for providing End-to-End Supply of Books, Forms and Stationery items to PAN India Branches/Offices of Canara Bank for the period of 3 Years

Ref: GEM/2025/B/6766908 dated 10/10/2025.

Bank will evaluate the technical proposals of all eligible Bidders based on the documents submitted for the below mentioned criteria:

Sl. No.	Criteria	Scoring Parameters	Max marks	Documents to be submitted
1.	The Bidder should be capable and have been actively engaged in printing and supplying of Books, Forms and Stationery items with scheduled commercial Banks.	<u>No. of years:</u> >10 years: 20 marks >5 years to 10 years: 15 marks 3 years to 5 years: 10 mark	20	The bidder has to provide relevant purchase order/ work order / engagement letter along with satisfactory project completion certificate/ Reference letter from the Concerned Organization/Email reference from the client.  <i>Kindly note that that Client's Email should be from their official Email IDs only, containing their name, designation &amp; Contact number.</i>
2.	Average domestic Financial Turnover on account of Printing of Stationery in last 3 financial years i.e. 2022-23, 2023-24 & 2024-25	<u>Turnover Amount:</u> > 100 Cr: 20 marks >75 Cr to 100 Cr : 15 marks 50 Cr to 75 Cr : 10 marks	20	Bidder should submit certificate from the Company's Chartered Accountant to this effect with Unique Document Identification Number based on the audited Balance Sheet copies for last 3 financial years i.e., 2022-23, 2023-24 & 2024-25.
3.	Utilization period of owned web-based online indenting platform with	<u>No. of utilization years:</u> Above 5 years- 20 marks	20	Bidder has to provide necessary evidences by way of copy of order and/or certificate of



Sl. No.	Criteria	Scoring Parameters	Max marks	Documents to be submitted
	scheduled commercial Banks.	>2 to 5 years - 15 marks 6 months to 2 years - 10 marks		project awarding the contract/letter from the concerned Bank.
4.	The bidder should have successfully completed assignments of printing and supplying of Books, Forms and Stationery items with scheduled commercial Banks in a single order/contract as on the date of submission of RFP.	<u>Banks with no. of Branches:</u> Above 5000: 20 marks >3000 to 5000: 15 marks 2000 to 3000: 10 marks	20	The bidder has to provide relevant purchase order/work order / engagement letter along with copy of Satisfactory letter/reference letter or email from client along with copy of purchase order from the Concerned Organization clearly specifying the details of services provided.
5.	Bidder's Presentation	<ul style="list-style-type: none"> <li>Profile of the Company, number of organisations served : 5 Marks</li> <li>Work plan and methodology for implementing complete scope of work for present proposal: 5 Marks</li> <li>Web-based online indenting platform capabilities, Security Aspects, Integration plan - 10 Marks</li> </ul>	20	Presentation to be conducted as per the schedule provided by Bank.
<b>Maximum Marks</b>			<b>100</b>	

Note: The bidder should score minimum 60% of marks out of 100 marks for qualifying under Technical Evaluation. The bidders qualified under Technical Evaluation will be eligible for commercial opening.

**Terms & Conditions:**

- a. Bidder to note that all features must be available for demonstration during Presentation/ Product Demonstration. During evaluation, if any of the criteria mentioned as compliant is not found in the solution, marking will be modified in the respective category as evaluated by the Bank & Bank's decision shall be



binding on the bidders. It is mandatory for Bidders to have all functionalities listed. Any non-compliance may lead to bidder's disqualification.

- b. Bank reserves the right to conduct interviews of the proposed team members.
- c. In case of absence of the allotted resource, the standby should perform the job of the absentee.
- d. Bank may reject such manpower if bank is not satisfied with his/her performance.

**Declaration:** We hereby confirm that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us, our response to this RFP is liable for rejection.

Date:

Signature with seal

Name:

Designation :

