

Tender for appointing Consultant/firm/agency/individual for the printing and supply of “Dhan Samvaad Booklets” under the project “Dhan Samvaad-Financial & Digital Literacy Program for Micro/Nano Enterprises”, supported by Mahindra Finance

Tender No. FMC/MF/26-27/001

The Tender are available at <https://www.fmc.org.in/tenders>. Please apply by 01st July 2026. The tender submission by Electronically (email). For any query, please email at procurement@msmefoundation.org, CC to accounts@msmefoundation.org, hr@msmefoundation.org.

Date of Publication: 18.06.2026

Last Date of Application: 01.07.2026

Award of Contract: The quotation soft copies are to be mailed on the above email IDs.

1. Background

The Foundation for MSME Clusters (FMC) has been entrusted by Mahindra Finance to implement the "Dhan Samvaad – Financial and Digital Literacy Program for Micro/Nano Enterprises" up to March 2027.

The programme aims to strengthen financial and digital literacy among micro and nano enterprises across Haryana, Uttar Pradesh, and Andhra Pradesh. The initiative also seeks to facilitate 100% Digi-Locker adoption and ensure that at least 80% of participants are linked with one or more Government schemes of their choice.

As part of the project, FMC intends to procure 53,850 Dhan Samvaad Booklets for distribution during training programmes.

2. Objective of the RFP

Foundation for MSME Clusters (FMC) invites sealed proposals through email from eligible printing agencies/firms for the printing, packing, and delivery of 53,850 Dhan Samvaad Booklets in accordance with the specifications, terms, and conditions set forth in this Request for Proposal (RFP).

3. Scope of Work

- Printing 53,850 Dhan Samvaad Booklets.
- Providing one printed proof/sample for FMC's approval prior to bulk production.
- Incorporating corrections, if any, suggested by FMC.
- Undertaking bulk printing only after receiving written approval from FMC.
- Packing the printed booklets in durable corrugated cartons.
- Transporting and delivering the booklets to designated locations.

- Replacing any defective, damaged, or rejected materials at no additional cost to FMC.

4. Technical Specifications

Particular	Specification
Quantity	53,850 Copies
Number of Pages	36 Pages
Size	A5
Cover Paper	250 GSM
Inside Paper	130 GSM
Printing	Multi-colour Printing
Binding	Perfect Binding

5. Sample Approval

The selected agency shall submit one printed sample/proof copy for approval by FMC prior to bulk production. Bulk printing shall commence only after written approval from FMC.

6. Delivery Requirements

Delivery Timeline: The complete quantity shall be delivered within 30 calendar days from the date of issuance of the Purchase Order.

State	District	Quantity
Haryana	Karnal	4,915
	Bhiwani	3,200
	Jhajjar	4,915
	Yamuna Nagar	4,915
	Total	17,945
Uttar Pradesh	Unnao	4,490
	Mathura	4,490
	Aligarh	4,490
	Bareilly	4,488
	Total	17,958
Andhra Pradesh	Visakhapatnam	4,650
	Vijayawada	4,650
	Guntur	4,647
	Alluri Sitharama Raju	4,000
	Total	17,947

Note: The detailed list of delivery locations along with the respective contact person(s) at each location shall be shared with the successful bidder in due course, prior to commencement of the assignment and/or dispatch of materials, as applicable.

7. Quality Requirements

The printed booklets shall strictly conform to the approved:

- Design
- Paper quality
- Printing quality
- Colour specifications
- Binding specifications

FMC reserves the right to inspect and reject any materials that do not meet the approved specifications.

The selected agency shall replace rejected materials at its own cost without any financial implication to FMC

8. Packaging Requirements

The booklets shall be packed in durable corrugated cartons.

- Each carton shall clearly indicate:
- Project Name
- District Name
- Quantity
- Carton Number

The agency shall ensure safe transportation and prevent any damage during transit.

9. Payment Terms

Milestone	Payment
Upon issuance and acceptance of Purchase Order	10% Advance
Upon delivery and verification of materials	40%
Upon final approval and submission of invoice	50%

10. Proposal Submission

Interested agencies/firms are requested to submit their proposals through email.

The proposal shall consist of:

A. Technical Eligibility Criteria

The bidder shall submit the Technical Proposal and Financial Proposal separately.

The Financial Proposal shall be submitted in a separate password-protected PDF or Excel file. The password shall be shared only upon request by FMC during the financial bid opening process.

The Technical Proposal shall include the following documents:

- Company Profile
- Certificate of Incorporation / Business Registration
- PAN Card
- GST Registration Certificate (if applicable)
- Cancelled Cheque
- Signed Undertaking on the bidder's letterhead confirming:
 - ✓ Acceptance of all terms and conditions of the RFP/RFQ.
 - ✓ Accuracy and authenticity of the information and documents submitted.
 - ✓ Commitment to execute the assignment as per the agreed scope, timelines, and requirements.
 - ✓ Disclosure of any conflict of interest, if applicable.

Only those bidders who submit complete technical documentation and meet the eligibility requirements specified in this RFP shall be considered for financial evaluation.

The contract shall be awarded to the Lowest Evaluated Bidder (L1) among the technically responsive bidders.

The evaluation and selection process shall be carried out by a committee constituted by FMC. The decision of the Evaluation Committee shall be final and binding on all bidders.

B. Financial Proposal

- Financial quotation in a separate password-protected PDF or Excel file.
- Password to be shared only upon request from FMC.
- Quotation must include all applicable taxes and incidental costs.
- Duly filled and signed Annexure-I (Financial Bid Format).
- Duly filled and signed Annexure-II (Bidder Information Form).

11. Important Dates

Activity	Date
RFP Issue Date	18 June 2026
Last Date for Clarifications	26 June 2026
Proposal Submission Deadline	1st July 2026
Bid Opening	3 July 2026
Result Announcement	7 July 2026
Award of Contract	10 July 2026

Email Subject Line – “Proposal for Printing of Dhan Samvaad Booklets”

Proposal Submission Email - procurement@msmefoundation.org, CC hr@msmefoundation.org & accounts@msmefoundation.org

12. General Terms & Conditions

- The bidder shall quote for the entire scope of work.
- Partial quotations shall not be accepted.
- Prices quoted shall remain valid until completion of the assignment.
- FMC reserves the right to accept or reject any or all proposals without assigning any reason.
- FMC may cancel or modify the procurement process at any stage without incurring any liability.
- Any attempt to influence the evaluation process shall result in disqualification.
- Personal canvassing in any form is strictly prohibited.
- The decision of FMC shall be final and binding on all bidders.

ANNEXURE – I

FINANCIAL BID FORMAT

RFP No.: FMC/MF/26-27/001

Project: Printing, Packing and Supply of Dhan Samvaad Booklets

Name of Bidder: _____

Address: _____

Contact Person: _____

Mobile No.: _____

Email ID: _____

Financial Quote

The bidder is required to quote a lump-sum price inclusive of all costs associated with the assignment, including printing, paper, binding, packing, transportation, loading, unloading, insurance, taxes, GST (if applicable), and all incidental expenses.

A. Cost Details

S. No.	Particulars	Quantity	Unit Rate (INR)	Amount (INR)
1	Printing of Dhan Samvaad Booklets (36 Pages, A5 Size, 250 GSM Cover, 130 GSM Inner Pages, Multi-colour Printing, Perfect Binding)	53,850 Copies	_____	_____
2	Packing and Cartonization	Lot	_____	_____
3	Transportation and Delivery to All Specified Locations	Lot	_____	_____
4	Loading, Unloading and Insurance	Lot	_____	_____
5	Any Other Charges (Specify)	Lot	_____	_____

S. No.	Particulars	Amount (INR)
1	Sub-Total	_____
2	GST Amount	_____
3	Grand Total	_____

Amount in Words: _____

B. District-wise Delivery Schedule

State	District	Quantity
Haryana	Karnal	4,915
Haryana	Bhiwani	3,200
Haryana	Jhajjar	4,915
Haryana	Yamuna Nagar	4,915
Uttar Pradesh	Unnao	4,490
Uttar Pradesh	Mathura	4,490
Uttar Pradesh	Aligarh	4,490
Uttar Pradesh	Bareilly	4,488
Andhra Pradesh	Visakhapatnam	4,650
Andhra Pradesh	Vijayawada	4,650
Andhra Pradesh	Guntur	4,647
Andhra Pradesh	Alluri Sitharama Raju	4,000
Grand Total		53,850

Declaration

I/We hereby certify that:

1. The quoted rates are inclusive of all applicable taxes, duties, packing, transportation, loading, unloading, insurance, and any other incidental expenses required for successful completion of the assignment.
2. The rates quoted shall remain valid until completion of the contract.
3. We have carefully examined and understood all terms and conditions of the RFP and agree to abide by them.
4. The information furnished in this Financial Bid is true and correct.

Authorized Signatory

Name: _____

Designation: _____

Company Name: _____

Seal & Signature: _____

Date: _____

Annexure-II

Bidder Information Form

S. No.	Particulars	Details to be Filled by Bidder
1	Name of the Bidder/Firm/Company	
2	Registered Address	
3	Correspondence Address	
4	Name of Contact Person	
5	Designation of Contact Person	
6	Mobile Number	
7	Email ID	
8	Website (if any)	
9	Type of Organization (Proprietorship/Partnership/Pvt. Ltd./LLP/Others)	
10	Year of Establishment/Incorporation	
11	Registration Number	
12	PAN Number	
13	GST Registration Number	
14	MSME/Udyam Registration Number (if applicable)	
15	Name of Authorized Signatory	
16	Designation of Authorized Signatory	
17	Annual Turnover for Last Three Financial Years	FY ____ : ₹ ____ FY ____ : ₹ ____ FY ____ : ₹ ____
18	Bank Name	
19	Account Number	
20	IFSC Code	

Declaration

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge and belief. I/We understand that any false information may lead to rejection of our bid.

For and on behalf of the Bidder

Signature: _____

Name: _____

Designation: _____

Company Seal: _____

Date: _____

Place: _____