

सेन्ट्रल बैंक ऑफ़ इंडिया



Central Bank of India

**REGIONAL OFFICE, BANK STREET, KOTI, HYDERABAD – 500 095**

**Tender for Printing & Supply of Calendar, Holiday Cards for 2017.**

Dt.18.11.2016

Central Bank of India, Regional Office, Hyderabad Invites Offers / Bids from Prospective Printers for supply of printed calendars and holiday cards to Branches and other offices of Bank, as per the specifications and specimen provided by Bank.

**Eligibility Criteria:**

- ➔ Printer should have supplied calendars and holiday cards to Banks in the past two years. Proof of order should be submitted along with quotation. Bids without proof shall be out rightly rejected.
- ➔ The firm should be profit-making.
- ➔ IT Returns for the past 3 years to be submitted.
- ➔ VAT Registration details to be submitted.

**Terms and Conditions for Supply of Calendars and Holiday Cards**

**1. Scope of Work:**

- a) Supply of 40,000 Telugu Calendars for the year 2017 with details of schemes and information incorporated as per Bank's supplied information.
- b) Supply of 8000 Urdu Calendars
- c) Supply of 10000 Holiday Cards
- d) The items are to be delivered at Regional Office, Hyderabad.

**2. Size of Paper to be used:**

- a) 80-GSM SS MAPLITHO Paper, 80% or higher brightness.  
Size ½ Demmy, 1/4<sup>th</sup> of 23x36
- b) For Holiday Cards, 170-GSM Art paper Multi-color Both side lamination Two sides with creasing.13x10"

3. It is important to note that all materials including paper, required are to be supplied by Printer / supplier. Printing must be printed on sheet feed offsite press only.

4. Multi-color attractive design to be used for calendars.

5. Calendars are to be printed in 6 pages.

6. Binding to be done on top side with central hole and fancy twine.
  7. EMD of Rs.50,000/- to be deposited with Regional Office along with technical bid in form of Demand Draft in favour of Central Bank of India, Regional Office, Hyderabad. The Demand Draft submitted along with the Technical bid should be dated after publishing of this document.
  8. The EMD of unsuccessful bidder will be refunded after award of contract to successful bidder within 30 days. No interest shall be paid by Bank in this regard. The EMD of successful bidder will be retained as a part of security deposit and shall be released after supply of all items to the satisfaction of Bank.
  9. The rate quoted should be inclusive of All taxes, cost of all materials, Design & Art work, Transport / service charges, freight, octroi etc.
  10. The time frame permitted for supply of calendars and holiday cards is 2 weeks from the date of acceptance of sample copy by Regional Office, Hyderabad. No additional time period shall be provided for printing work.
  11. In case of any delay in delivery of calendars and holiday cards as per stipulated time period, penalty @ Rs.1000/- per day shall be levied.
  12. In order to meet the requirements of Bank, Bank may place repeat orders with the same vendor at the same price or to other bidders.
  13. Specimen copy to be supplied to Bank for verification within 3 days of confirmed order from the Bank for final proof and necessary corrections if any.
  14. Printer has to take necessary approval for the “panchangam” data to be published in the calendars. Bank does not bear any responsibility for payments to be made to the panchangakarta.
  15. The technical bids and financial bids should be submitted separately to  
  
Regional Office,  
Central Bank of India,  
Hyderabad
- on or before 25/11/2016 at 12.30hrs. In the eventuality 25/11/2016 is holiday, the date for submission of bids shall be next working day.
16. The technical bids will be tentatively opened at 4.00pm on 25/11/2016 or a later date decided by Bank in the presence of bidders who wish to attend.
  17. Bank can seek additional relevant documents from bidders participating the tender for evaluation.
  18. In case of any differences in unit price quoted for supply of items in words and figures, the price quoted in words will prevail.
  19. Based on individual item wise rate quoted, L-1 bidder shall be decided.

20. Bank reserves the right to reject any or all the quotations without assigning any reasons thereof.

21. The successful bidder shall submit the soft copy of art work for the calendars and holiday cards to Bank at no additional cost.

22. Only unconditional tenders will be accepted. Any conditional tender will be liable for rejection. Any bidder desirous of imposing any condition having financial implication should load the tender appropriately and should not put any condition in the tender.

23. Bank's decision will be final and will be binding on all the bidders. Bank reserves the right to alter the quantities to be supplied.

24. Calendars are to be supplied in packets of 100 each.

25. Place of Submission of Tender Documents (Both Technical & Financial):

Sr. Regional Manager,  
Central Bank of India,  
Regional Office,  
Bank Street,  
Koti, Hyderabad – 500095.

Contact number – 040-23468928

26. Bidder should ensure that the tender is received by the Bank before the due date and time specified and no consideration whatsoever shall be given for postal or any kind of delay. Tenders received after the specified date and time are liable to be rejected and the decision is at the sole discretion of the Bank.

27. No advance payment shall be made by Bank for the supply and delivery of the ordered items. However Payments shall be released by Regional Office – Hyderabad post submission of proof of delivery and submission of taxable invoice within 2 weeks. TDS shall be deducted as applicable.

## TECHNICAL BID

Sr.Regional Manager,  
Regional Office, Central Bank of India,  
Bank Street, Koti, Hyderabad- 500095.

Dear Sir,

Reg: Submission of Technical Bid for supply of Calendar and Holiday Cards –2017

With reference to your tender placed on your Bank's Website [www.centralbankofindia.co.in](http://www.centralbankofindia.co.in), we are pleased to participate in the tender process and submit the quotation as per the terms and conditions stipulated in the tender document. We furnish below the details sought:

- a) Name of Person responding to tender:
- b) Contact number of person:
- c) Name of Firm:
- d) Details of Previous Purchase orders received: (Copy to be enclosed)
- e) Details of VAT Registration (Copy to be enclosed)
- f) Balance Sheet for the last 3 years (Copy to be enclosed)
- g) Copy of IT Returns (copy to be enclosed)
- h) Specimen copies of Calendars published if any for the current year may be enclosed (Optional)
- i) Details of EMD submitted: (Demand Draft to be enclosed in Technical bid)
- j) Other documents enclosed, if any:

We hereby confirm that all the terms and conditions stipulated by Bank in the tender document are agreeable to us and are binding on us. We confirm that the rates submitted by us in Financial bid shall be valid for a period of 3 months from the date of submission.

Signature & Seal of Authorized Person

Place:

Date:

## Financial Bid

### QUOTATION FOR SUPPLY OF CALENDAR & HOLIDAY CARDS – 2017

**Sr. Regional Manager,  
Regional Office,  
Central Bank of India,  
Bank Street, Koti, Hyderabad – 500095.**

Dear Sir,

Reg: Supply of Calendars & Holiday Cards for year 2017

With reference to your tender for printing of Calendar and Holiday cards for year 2017, we are quoting our best rates for printing and supply.

Rate per Item:

| Item                 | Quantity | Rate per Unit | Rate per Unit in words |
|----------------------|----------|---------------|------------------------|
| Telugu Calendar 2017 | 40,000   |               |                        |
| Urdu Calendar 2017   | 8,000    |               |                        |
| Holiday Card 2017    | 10,000   |               |                        |

We have gone through all the terms and conditions mentioned in the tender document, and are agreeable to the same. The price shall be valid for a period of 3 months from the date of submission of Bids.

The Rate quoted above is inclusive of all taxes, cost of all material, Design & Art work, Transport / Service charges, Freight, Octroi, etc and for delivery.

Signature & Seal of Authorized Person

Place:

Date: