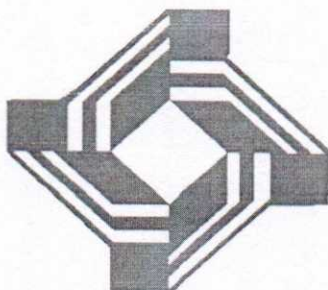


CENTRAL BANK OF INDIA



REQUEST FOR EMPANELMENT OF VENDORS FOR OFFICE STATIONERY ITEMS, PRINTING & BINDING, FLEX/ VINYL PRINTING AND ADVERTISEMENT PRINTING

FOR

Regional Office Kolkata South of Central Bank of India
(Located at 33, N. S. Road, 5th Floor, Kolkata-700001)



Invitation for empanelment of vendors for Office Stationery Items, Printing & Binding, Flex/ Vinyl Printing and Advertisement Printing:

Central Bank of India, Regional office, Kolkata South, invites sealed quotations for empanelment of vendors for supply of Office Stationery Items, Printing & Binding, Flex/ Vinyl Printing and Advertisement Printing.

The details are given below:

RFQ reference No.	RO/KOLS/BSD/2021-22
Date of issue of RFQ	15.01.2022
Queries	To be mailed to gadkolsro@centralbank.co.in last date 20.01.2022
Last Date and Time for submission of sealed offers	25.01.2022 Upto 4.00PM
Address of Communication	Chief Manager –BSD Central Bank of India, Regional Office, Kolkata South. 33, N. S.Road, 5 th Floor, Kolkata – 700001 E-Mail: gadkolsro@centralbank.co.in
Bids to be submitted to	At above address

The list of items for which rate contract invited are as below:

For printed forms & Book

(Amount in Rupees)

Sr. No	PRODUCT	CAT	DESC.	Rate
	PRINTED FORMS			
1	Annexure I - Borrower	PAD	As per Sample	
2	Annexure II - Guranter	PAD	As per Sample	
3	AOF : NON-PERSONAL	FORM	As per Sample	
4	AOF : PERSONAL	FORM	As per Sample	
5	Borrower Guranter Profile	PAD	As per Sample	
6	Cash payment Register	BOOK	As per Sample	
7	Cheque Book Issue Register	BOOK	As per Sample	
8	Cheque Requisition Slip	PAD	As per Sample	
9	Cheque Return Memo	PAD	As per Sample	
10	Cent Vehicle Application Part-II	FORM	As per Sample	
11	CIF : NON-PERSONAL	FORM	As per Sample	
12	CIF : PERSONAL	FORM	As per Sample	
13	CMDS deposit Slips	PAD	As per Sample	
14	CMDS weekly chart	PAD	As per Sample	
15	CLEARING BATCH TICKET	PAD	As per Sample	
16	Credit Voucher :(100 pcs/ pad)	PAD	As per Sample	
17	Debit Voucher :(100 pcs/ pad)	PAD	As per Sample	
18	D P Note-joint:(100pcs/pad)	PAD	As per Sample	
19	D P Note-single:(100pcs/pad)	PAD	As per Sample	
20	DA-1 Nomination Form	PAD	As per Sample	
21	Daily Rough Cash Balance Book	BOOK	As per Sample	

22	Daily Cash Balance Book	BOOK	As per Sample	
23	DD Application Form	PAD	As per Sample	
24	Despatch Register	BOOK	As per Sample	
25	Education loan agreement	PAD	As per Sample	
26	Form 15 G	PAD	As per Sample	
27	Form 15 H	PAD	As per Sample	
28	HBL agreement form-book	FORM	As per Sample	
29	Hyp. agreement for Cash credit goods	FORM	As per Sample	
30	Individual Cashier Balance Book (binding)	BOOK	As per Sample	
31	Increment form (bothside)	PAD	As per Sample	
32	Letter of Hypothecation for Cash Credit Goods	FORM	As per Sample	
33	Letter of continuity	PAD	As per Sample	
34	letter of lien	PAD	As per Sample	
35	Letter of guarantee	PAD	As per Sample	
36	Letter of interest variation :(50pcs/pad)	PAD	As per Sample	
37	Letter of Waiver:(50pcs/pad)	PAD	As per Sample	
38	Life Certificate	PAD	As per Sample	
39	Locker Attendance Register	BOOK	As per Sample	
40	Locker signature card	FORM	As per Sample	
41	Locker Rent Receipt	PAD	As per Sample	
42	Muster Roll (attendance sheet)	FORM	As per Sample	
43	Muster Roll cover	LOOSE - Printed	As per Sample	
44	Memorandum of letting of safe/Locker	PAD	As per Sample	
45	Multipurpose Form	PAD	As per Sample	
46	Note Slip -Issuable	PAD	As per Sample	
47	Note Slip Non-Issuable	PAD	As per Sample	
48	Over draft agreement	FORM	As per Sample	
49	PAY IN SLIP	PAD	As per Sample	
50	Peon book	BOOK	As per Sample	
51	RTGS/NEFT Application	PAD	As per Sample	
52	Specimen signature card	LOOSE -Printed	As per Sample	
53	SDV LEDGER	BOOK	As per Sample	
54	SDV locker memorandum agreement	PAD	As per Sample	
55	Stock Statement Form	PAD	As per Sample	
56	TDR Plastic Cover	LOOSE -Printed	As per Sample	
57	TDR Opening cum Deposit Form	PAD	As per Sample	
58	Term Loan Agreement for Hypo of vehicle	FORM	As per Sample	
59	TERM LOAN AGREEMENT FORM	FORM	As per Sample	
60	Term Loan Agreement for Small Loan	FORM	As per Sample	
61	Transfer Journal	BOOK	As per Sample	
62	Withdrawal Slips	PAD	As per Sample	
63	PPF ACCOUNT Opening Form	FORM	As per Sample	
64	PPF NOMENEE FORM	PAD	As per Sample	
65	F I A/C Opening form	PAD	As per Sample	
66	Letterhead Printed A4 size	LOOSE -Printed	As per Sample	




For Flex/ Vinyl Printing

Sr. No	PRODUCT	CAT	DESC.	Rate
	Flex/ Vinyl Printing			
1	Flex Printing	Per Sq Ft		
2	Vinyl Printing	Per Sq Ft		
3	Glow Sign Board	Per Sq Ft	Neon	

For Advertisement Printing

Sr. No	PRODUCT	CAT	DESC.	Rate
	Advertisement Printing			
1	Pamphlet (5.5'' X 8.5'')	LOOSE - Printed		
2	Gum sheet	Per Sq Ft		

OTHER TERMS & CONDITIONS:

1. Tender fee Rs.200/- by Demand Draft / Banker's Cheque payable at Kolkata.
2. Bidder can quote for printed forms (Annexure I) and Flex/ Vinyl Printing (Annexure II) Advertisement Printing (Annexure III) or any one.
3. Financial / Commercial bid as per Annexure I, II & III must be submitted in a sealed envelope.
4. The duly completed application forms super scribed "Application for Empanelment of vendors for Office Stationery Items, Printing & Binding, Flex Printing Advertisement Printing and Cleaning Materials" may be submitted in sealed covers, addressed to the BSD Dept. not later than 16.00 hours on 14.12.2021.
5. Rate quoted should be including delivery cost at respective departments excluding of GST. Service Tax, GST would be paid extra as applicable.
6. All costs should be given in Figures and Words.
7. The rate will be valid for 1 year from the date of order. **Bank can extend the rate contract for next six month on same rate, in case of need.**
8. Please note that the "No. of Units" mentioned above are not the actual Quantity and will be used only for calculation of TOC. The actual quantity will be as per the day to day requirement of department.
9. **L1 will be identified on basis of TOC. Bank reserves the right to allot order to one or more vendors. L2 may be allotted the job if he agrees to match the L1 rates. In case L2 do not agree it may be offered to L3, L4.....**
10. BSD Department shall raise the requirement with the selected vendor on need basis (or regular interval as decided by Bank).
11. These indented items are to be delivered to the respective department on next day. In case of items required urgently same will have to arranged and delivered on same day.
12. In case of defective /sub-standard quality / duplicate product /paper and size etc. not as per specimen provided Bank shall have the right to reject the material, cancel the order and take appropriate action as deemed fit.
13. Payment Terms: Vendor shall raise the invoice on monthly basis supported by the indent provided by BSD Dept and delivery challans duly stamped & Signed by department confirming having received the material.
14. No Commitment to Accept Lowest or Any Bid; Central Bank of India shall be under no obligation to accept the lowest or any other offer received in response to this offer and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.
15. Central Bank of India reserves the right to make any changes in the terms and conditions of purchase. Central Bank of India will not be obliged to meet and have discussions with any participants and/or to listen to any representations.

[Handwritten Signature]



16. This bill of material must be attached with the offer. Offers without the bill of material are liable for rejection.
17. The vendor must take care in filling price information in the offer, to ensure that there are no typographical or arithmetic errors. All fields must be filled up correctly.
18. In case of any discrepancy between unit price and total price of an item, the unit price will prevail. Similarly, in case of error in the sum of various items, the correct sum will be calculated by the addition of total prices of each item.

Tender should be signed by authorized person with date and seal of the company.

Only vendors who will fulfill all the terms and conditions mentioned herein are eligible to participate in the Tender. The bank reserves the right to relax or enhance the eligibility criteria depending on merits and may accept/reject any or all of the offers without assigning any reason whatsoever.

Financial Tender should be submitted in given Performa. Tender should be submitted in the sealed cover to the Chief Manager –BSD Dept., Central Bank of India, Regional Office, Kolkata South, 33, N. S. Road, 5th Floor, Kolkata – 700001

Last date of submission of tender is **25.01.2022 by 4.00 p.m.** The tender will be opened on **27.01.2022** at 03.30 p.m. Applicants or their authorized representative whosoever wishes to be present may join. Tenders will be opened at Central Bank of India, Regional Office, Kolkata South, 33, N. S. Road, 5th Floor, Kolkata – 700001.

If there is any changes in the date, time and place of the opening of the tenders as mentioned in this Tender Notice, the participants will be informed about the same by mail or courier or fax or any other convenient mode. Participants are also requested to contact before reaching to us.

(D. Mohanty)
Senior Regional Manager



Annexure -I
Commercial Bid format for printed forms & Book

(Amount in Rupees)

Sr. No	PRODUCT	CAT	DESC.	PER	Rate	Amount (Rate X Qty)
	PRINTED FORMS					
1	Annexure I - Borrower	PAD	As per Sample	PAD		
2	Annexure II - Guarantor	PAD	As per Sample	PAD		
3	AOF : NON-PERSONAL	FORM	As per Sample	100		
4	AOF : PERSONAL	FORM	As per Sample	100		
5	Borrower Guarantor Profile	PAD	As per Sample	PAD		
6	Cash payment Register	BOOK	As per Sample	BOOK		
7	Cheque Book Issue Register	BOOK	As per Sample	BOOK		
8	Cheque Requisition Slip	PAD	As per Sample	PAD		
9	Cheque Return Memo	PAD	As per Sample	PAD		
10	Cent Vehicle Application-Part-II	FORM	As per Sample	100		
11	CIF : NON-PERSONAL	FORM	As per Sample	100		
12	CIF : PERSONAL	FORM	As per Sample	100		
13	CMDs deposit Slips	PAD	As per Sample	PAD		
14	CMDs weekly chart	PAD	As per Sample	PAD		
15	CLEARING BATCH TICKET	PAD	As per Sample	PAD		
16	Credit Voucher :(100 pcs/pad)	PAD	As per Sample	PAD		
17	Debit Voucher :(100 pcs/pad)	PAD	As per Sample	PAD		
18	D P Note-joint:(100pcs/pad)	PAD	As per Sample	PAD		
19	D P Note-single:(100pcs/pad)	PAD	As per Sample	PAD		
20	DA-1 Nomination Form	PAD	As per Sample	PAD		
21	Daily Rough Cash Balance Book	BOOK	As per Sample	BOOK		
22	Daily Cash Balance Book	BOOK	As per Sample	BOOK		
23	DD Application Form	PAD	As per Sample	PAD		
24	Despatch Register	BOOK	As per Sample	BOOK		
25	Education loan agreement	PAD	As per Sample	PAD		
26	Form 15 G	PAD	As per Sample	PAD		
27	Form 15 H	PAD	As per Sample	PAD		
28	HBL agreement form-book	FORM	As per Sample	100		
29	Hyp. agreement for Cash credit goods	FORM	As per Sample	100		
30	Individual Cashier Balance Book (binding)	BOOK	As per Sample	BOOK		
31	Increment form (bothside)	PAD	As per Sample	PAD		
32	Letter of Hypothecation	FORM	As per Sample	100		



	for Cash Credit Goods					
33	Letter of continuity	PAD	As per Sample	PAD		
34	letter of lien	PAD	As per Sample	PAD		
35	Letter of guarantee	PAD	As per Sample	PAD		
36	Letter of interest variation :(50pcs/pad)	PAD	As per Sample	PAD		
37	Letter of Waiver:(50pcs/pad)	PAD	As per Sample	PAD		
38	Life Certificate	PAD	As per Sample	PAD		
39	Locker Attendance Register	BOOK	As per Sample	BOOK		
40	Locker signature card	FORM	As per Sample	100		
41	Locker Rent Receipt	PAD	As per Sample	PAD		
42	Muster Roll (attendance sheet)	FORM	As per Sample	100		
43	Muster Roll cover	LOOSE - Printed	As per Sample	100		
44	Memorandum of letting of safe/Locker	PAD	As per Sample	PAD		
45	Multipurpose Form	PAD	As per Sample	PAD		
46	Note Slip -Issuable	PAD	As per Sample	PAD		
47	Note Slip Non-Issuable	PAD	As per Sample	PAD		
48	Over draft agreement	FORM	As per Sample	100		
49	PAY IN SLIP	PAD	As per Sample	PAD		
50	Peon book	BOOK	As per Sample	BOOK		
51	RTGS/NEFT Application	PAD	As per Sample	PAD		
52	Specimen signature card	LOOSE - Printed	As per Sample	100		
53	SDV LEDGER	BOOK	As per Sample	BOOK		
54	SDV locker memorandum agreement	PAD	As per Sample	PAD		
55	Stock Statement Form	PAD	As per Sample	PAD		
56	TDR Plastic Cover	LOOSE - Printed	As per Sample	100		
57	TDR Opening cum Deposit Form	PAD	As per Sample	PAD		
58	Term Loan Agreement forHypo of vehicle	FORM	As per Sample	100		
59	TERM LOAN AGREEMENT FORM	FORM	As per Sample	100		
60	Term Loan Agreement for Small Loan	FORM	As per Sample	100		
61	Transfer Journal	BOOK	As per Sample	BOOK		
62	Withdrawal Slips	PAD	As per Sample	PAD		
63	PPF ACCOUNT Opening Form	FORM	As per Sample	100		
64	PPF NOMENEE FORM	PAD	As per Sample	PAD		
65	F I A/C Opening form	PAD	As per Sample	PAD		
66	Letter head Printed A4 size	LOOSE - Printed	As per Sample	100		



*** Total cost of ownership must be filled – it sum of amount

Signature of the bidder with Seal

Please verify the samples from our office. Supply of item has to be as per sample only

Please note that the “No. of Units” mentioned above are not the actual Quantity and will be used only for calculation of TCO.

The rate is including delivery cost (to respective departments) excluding of GST. Service Tax, GST would be paid extra as applicable.

The rate will be valid for one year from the date of order. Bank can extend the rate contract for next six month on same rate, in case of need



Annexure -II
Commercial Bid format for Flex/ Vinyl Printing

(Amount in Rupees)

Sr. No	PRODUCT	CAT	DESC.	PER	Rate	Amount (Rate X Qty)
	Flex/ Vinyl Printing					
1	Flex Printing	Per Sq Ft	**	Pc		
2	Vinyl Printing	Per Sq Ft	**	PC		
3	Glow Sign Board	Per Sq Ft	Neon**			

*** Total cost of ownership must be filled – it sum of amount

** 1. Best quality backlit flex having 5 years warranty, stretched inbox frame.

2. The colour ratios for Red/ Olympic Blue and tone shall be Red (CMYK C-100, M-50, Y-0, K-0)/ Olympic Blue (CMYK C-0, M-100, Y-65, K-15).

3. The print quality shall be 1200 dpi or better with English from Futura Bold Oblique & Swis 721 BT Bold and for Hindi- Lala and Shree DEV 0715E, for Regional Language appropriate fonts may be used.

4. The signage shall be backlight with LED modules of 110 lumen/ sq. inch of Samsung or equivalent having day light timer for on/off as this will not only consume lesser power compared to conventional tube lights but also have life span of more than 5 years.

Signature of the bidder with Seal

Please verify the samples from our office before submitting the quote. Supply of item has to be as per sample only

Please note that the “No. of Units” mentioned above are not the actual Quantity and will be used only for calculation of TCO.

The rate is including delivery cost (to respective departments) excluding of VAT. Service Tax, VAT would be paid extra as applicable.

The rate will be valid for six month from the date of order. Bank can extend the rate contract for next six month on same rate, in case of need



Annexure -III
Commercial Bid format for Advertisement Printing

(Amount in Rupees)						
Sr. No	PRODUCT	CAT	DESC.	PER	Rate	Amount (Rate X Qty)
	Advertisement Printing					
1	Pamplet (8 inX 18 in)	LOOSE - Printed		1000 Pc		
2	Pamplet (4 inX 9 in)	LOOSE - Printed		1000 Pc		
3	Gum sheet	Per Sq Ft		50 Pc		

*** Total cost of ownership must be filled – it sum of amount

Signature of the bidder with Seal

Please verify the samples from our office before submitting the quote. Supply of item has to be as per sample only

Please note that the “No. of Units” mentioned above are not the actual Quantity and will be used only for calculation of TCO.

The rate is including delivery cost (to respective departments) excluding of GST. Service Tax, GST would be paid extra as applicable.

The rate will be valid for one year from the date of order. Bank can extend the rate contract for next six month on same rate, in case of need

