

RO/VARA/BSO/2022-23/31

Date: 04/06/2022

Tender Documents format for Printing & Supply of Bank Stationery

Central Bank of India, Regional Office, VARANASI invites tenders for printing of stationery from eligible, experienced & reputed printers for our branches as per our prescribed samples/format.

The details are as under:

1. The copy of tender may be purchased from our office by depositing DD/BC for Rs. 2000/- in favour of Central Bank of India, Regional Office, varanasi or may be down loaded from our website www.centralbankofindia.co.in .The cost of such down loaded forms should be paid at the time of submission of the tender .
2. The tenders should be submitted in two separate envelopes i.e envelop No.1 (Technical bid) Containing Earnest Money Deposit & Terms & Condition of tender duly signed & envelop No.2 containing schedule work/specification & rates for the above work according to format.
3. The vendor must provide the rates (including Taxes) and also provide the tax percentage separately.
4. The sealed cover should boldly super scribe **“TENDER FOR PRINTING AND SUPPLY OF BANK STATIONERY “and must reach to Chief Manager ,GAD , Central Bank Of India, Regional Office, lanka, Near BHU, VARANASI 221005 on or before 3 p,m, by 20.06.2022** Any Bids received thereafter will not be entertained.
5. Quotation envelop must contain the mobile number and full address of interested applicant and it must be sealed packed and dropped into the Tender Box (on or before the last date).
6. Vendor must supply the printed Stationery to our Godown at Regional Office, LANKA, VARANASI at their own cost.
7. Bank reserves its right to accept/reject any tender/proposal without assigning any reason.

**GENERAL TERMS & CONDITIONS FOR PROPOSED WORK OF STAIONARY
PRINTING OF CENTRAL BANK OF INDIA REGIONAL OFFICE VARANASI.**

- 1.All the specimen is available at GAD Department, Regional Office,Varanasi & can be visited by the printers on any working day between 11.am to 3.pm.
2. The items to be printed are listed in the attached schedule of quantities. The Bank reserves the right to add/omit any items partly or fully without giving any reason.
3. The rates quoted in the tender should include all charges. Bank shall not responsible for any other expenses in this connection.
4. The delivery of printed stationary will be within 15 days from the date of order. In case the printer fails to supply the stationary in the said period, liquidated damages at a rate of 2% per week will be levied.
6. The printing work shall be done as per specification & complete satisfaction of the bank.
7. The sample of papers as specified in the tender shall be enclosed duly signed.
8. If the tenderer is empaneled then tenderers shall submit the letter of empanelment as a printer in central bank of india.
9. The tenders should furnish demand draft/pay order/banker cheque in favour of central bank of India of Rs.2000/- **Earnest Money Deposit** along with tender. A tender which is not accompanied by such earnest money deposit will not be considered. EMD of unsuccessful tenderers will be returned within 7 days without any interest. The EMD of successful bidder shall be returned/refunded after satisfactory completion of work in all respect. The EMD of successful printer shall be forfeited by the bank if printer fails to undertake the job after communication about acceptance his rates/tender.

We accept the above conditions.

Printers's signature & seal

Date:

Name of Vendor:

Address:

Details of Stationary for printing purpose:

<u>S. No</u>	<u>Particulars</u>	<u>Size</u>	<u>Quality of Paper/ Colour</u>	<u>Description</u>	<u>Binding Description</u>	<u>Description</u>		<u>Rates (incl GST)</u>	<u>GST %</u>	<u>Other Description</u>
1	DD forms	14.6x22 cm	50 gsm, Blue Colour Print	100 leaves per pad	Bothside Printing					Per pad (1 pad= 100 leaves)
2	Withdrawal form	11x15cm	Sirpur 50 gsm, Pink Colour Print	25 Leaves per pad						Per pad (1 pad= 100 leaves)
3	Debit Voucher	11x18 cm	Century 57 gsm, white Paper	100 Leaves per pad	Printed in Red					Per pad (1 pad= 100 leaves)
4	Credit Voucher	11x18 cm	Century 57 gsm, Green Paper	100 Leaves per pad						Per pad (1 pad= 100 leaves)
5	Saving Account opening form	22x28.5 cm	Century 70 gsm, White Paper	100 Forms per Packet	Printed on White Paper in Black & White	CIF-4 Pages AOF-4 Pages (with 1 Blank page)				Per form (8 pages)
6	Saving Account opening form	22x28.5 cm	Century 70 gsm, White Paper	100 Forms per Packet	Printed on White Paper in Four Colour	CIF-4 Pages AOF-4 Pages (with 1 Blank page)				Per form (8 pages)
7	Current Account opening form	22x28.5 cm	Century 70 gsm, White Paper	100 Forms per Packet	Printed on White Paper in Black & White	CIF-4 Pages AOF-4 Pages				Per form (8 pages)
8	Current Account opening form	22x28.5 cm	Century 70 gsm, White Paper	100 Forms per Packet	Printed on White Paper in Four Colour	CIF-4 Pages AOF-4 Pages				Per form (8 pages)
9	Multipurpose form	22 X28 cm	Century 57 gsm, White Paper	100 Leaves per pad						Per pad (1 pad= 100 leaves)
10	Nomination Form	22 X 27 cm	Century 57 gsm, White Paper	100 Leaves per pad						Per pad (1 pad= 100 leaves)
11	TERM DEPOSIT APPLICATION (FOR EXISTING CUSTOMER)	22 X28 cm	Century 57 gsm, White Paper	100 Leaves per pad						Per pad (1 pad= 100 leaves)
12	Letter Head-Big	21 X 34 cm	JK Bond 58gsm	100 Leaves per pad	White Paper	Printing in Four Colour				Per pad (1 pad= 100 leaves)
13	Letter Head-Medium	22 X28 cm	JK Bond 58gsm	100 Leaves per pad	White Paper	Printing in Four Colour				Per pad (1 pad= 100 leaves)
14	Letter Head-small	14 X 22 cm	JK Bond 58 gsm	100 Leaves per	White Paper	Printing in Four Colour				Per pad (1 pad= 100 leaves)

				pad						
15	Postage register	21 X 34 cm	Ledger 80 gsm White Paper	Ledger Paper	Kona Pakki Dafti 1.5£	200 Pages per Register				Per Register
16	Cash Memo Register	21 X 34 cm	Ledger 80 gsm	Ledger Paper	Kona, Pakki Dafti 1.5£	200 Pages per Register	Adding 2000 n 200 Denomin ation			Per Register
17	Attendance Register	21 X 34 cm	White 70 gsm	White Paper	Kona Pakki Dafti 1.5£	200 Pages per Register				Per Register
18	Deposit Slip	11 X 28 cm	Century 57 gsm	White Paper,	25 leaves in each pad	100 Leaves per packet	Adding 2000 n 200 Denomin ation			Per pkt (1 pkt= 100 Books – 1 Book=10 leaves (Perforated))
19	MMDC plastic cover	16 X 27.7 cm	PVC 400 Microne	Milky Colour	200 Covers per Packets	Double Colour Printing				Per cover
20	Form 15 G	22 X 28 cm	Century 70 gsm	White Paper	100 Leaver per Pad	Printing Both Side				Per pad (1 pad= 100 leaves)
21	Form 15 H	22 X 28 cm	Century 70 gsm	White Paper	100 Leaver per Pad	Printing Both Side				Per pad (1 pad= 100 leaves)
22	Form 60	18 X 22 cm	Century 57 gsm	White Paper	100 Leaves per Pad	Printing Both side				Per pad (1 pad= 100 leaves)
23	Form 61	18 X 22 cm	Century 57 gsm	White Paper	100 Leaves per Pad	Printing Both side				Per pad (1 pad= 100 leaves)
24	Cheque book issue form	10.5 X 16 cm	Century 57 gsm	White Paper	100 Leaves per Pad					Per pad (1 pad= 100 leaves)
25	Life certificate	21 X 33 cm	Century 57 gsm	White Paper	100 Leaves per Pad					Per pad (1 pad= 100 leaves)
26	Locker card	13 X 21.5 cm	JK 250 gsm	White Card	100 Leaves per Pad					Per pad (1 pad= 100 leaves)
27	Locker opening form	21 X 33 cm	Century 70 gsm	Ledger paper	100 Leaves per Pad	Printing Both side				Per pad (1 pad= 100 leaves)
28	Locker register	25.5 X 38 cm	Century Ledger 80 gsm	Ledger Paper	Kona Pakki Draft2£	200 Pages per Register				Per register
29	RTGS / NEFT	22 X 27 cm	Century 57 gsm	White Paper	100 Leaves per Pad	Printing Both Side				Per pad (1 pad= 100 leaves)
30	SMS alert form	22 X 27 cm	Century 57 gsm	White Paper	100 Leaves per Pad					Per pad (1 pad= 100 leaves)
31	Net banking	22 X 27 cm	Century 57 gsm	White Paper	100 Leaves per Pad	Printing Both side				Per pad (1 pad= 100 leaves)
32	Indemnity Bond Proforma	21 X 34 cm	Ledger 80 gsm	Ledger Paper	200 Forms per Packet					Per form
33	CKCC booklet	22 X 28 cm	Ledger 70 gsm, Green Paper	Ledger Paper	Bothside Printing in Two Colours	200 Forms per Packet				- CKCC form - Cover & consent letter both -Hypothication Agreement (Perforated) <u>Total 38 pages</u>
34	Mortgage form	22 X 28 cm	Ledger 70 gsm, Green Paper	Ledger Paper	200 Forms per Packet					Per form (10 pages)

Stamp of the firm with Signature of the Proprietor / Partner:

For more information, kindly contact to

Versha, Astt. Manager BSD Mob 8957406903