

ZONAL OFFICE : BARDHAMAN GENERAL OPERATION DEPARTMENT

Ref : ZO/BARD/GOD/AKT/2023-24/238

20-02-2024

QUOTATION NOTICE FOR EMPANELLED PRINTERS OF BARDHAMAN ZONE

Re: Quotation for Printing of Unstamped stationeries

Bank of India Bardhaman Zone invites quotations from our approved printers (**in empanelled list of Bardhaman Zone**) for printing of under mentioned item as per details given hereunder and subject to terms and conditions given below as per Annexure- I.

2. Quotation should be properly sealed, addressed to:

The Zonal Manager,
Bank of India, Zonal Stationery Cell,
Bardhaman Zone, 446/N, Armstrong Avenue,
Sector – 2A, Bidhan Nagar, Durgapur – 713212

3. Superscribe Tender Reference Number and due date over envelope and drop at above address.
4. Specimen of items to be printed is available for inspection at above address.
5. All other terms and conditions as per Annexure "I".
6. Quotation to be submitted as per Annexure ``II`` format only along with earnest money deposit of **Rs.50,000/-** by pay-order/DD favouring Bank of India payable at Durgapur / BID security declaration (as applicable). Quotation not submitted as per Annexure ``II`` format may be liable for rejection.
7. **Quotation should be submitted on or before 27-02-2024 before 05.00 p.m.**

Particulars of Stationery Items:

SL NO	ITEMS	DESCRIPTION	QTY
1	SB ACCT OPENING FORM – TRI-LINGUAL	Specification : 11" X 8.5" (When folded), 30 pages back to back Print in Trilingual (English/Hindi/Bengali). Paper Quality : 68 GSM - White Maplitho paper of A-Grade Mill i.e. Ballarpur, West-cost or J. K. AS PER SAMPLE	25000 pcs
2	PAY-IN SLIP	Size - 11.5" X 4.5" Paper Quality : 68 GSM - White Maplitho paper of ANDHRA/J.K PAPER MILLS. Printing in Trilingual : Paying in slip to be printed in English and Hindi on one side and Bengali on other side with perforation for easy detachment from the counter foil. Single colour printing. Pad of 25 leaves each. As per Sample	500000 leaves
3	CHA-I	Specification : 13.5" X 8.25" (When folded), 34 Sheets (68 pages back to back English and Hindi print) on (70 GSM) WEST COAST / JK MILL LEDGER PAPER. CENTRE STITCHED. AS PER SAMPLE	10000 pcs
4	FORM L-444C	Size – 13" x 8.25" (WHEN FOLDED) Paper Quality: 68 GSM – Ledger paper of WEST COAST LEDGER PAPER. Printing in Bi-lingual (English and Hindi). Print- 4 pages 2 Sheet. Single Colour print. Packing – 50 pcs in a thread bundle and 10 bundles in labelled Kraft paper packet. As per sample.	20000 pcs
5	FORM-MCLR	Size & Specification : 13.5" X 8.5", 01 Sheets (2 pages) back to back print on 78 GSM WEST COAST / ANDHRA LEDGER PAPER. Packing-Top binding with good quality under-board,50 LEAVES IN A PAD, WITH 25 PADS IN A LABELED KRAFT PAPER PACKET As per Sample.	10000 pcs

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Bardhaman Zonal Office, 446/N, Armstrong Avenue, Sector – 2A, Bidhan Nagar, Durgapur – 713212

Email : Zo.Bardhaman@Bankofindia.co.in, Phone : 7479007353/7479019362,

Website : Bankofindia.co.in

SL NO	ITEMS	DESCRIPTION	QTY
6	FORM-15G	SIZE AND SPECIFICATION 8.75 "X 10.75" PRINT ON BOTH SIDE ON 54 GSM ANDHRA / J K WHITE MAPLITHO PAPER. Top binding with good quality under-board,50 LEAVES IN A PAD, WITH 25 PADS IN A LABELED KRAFT PAPER PACKET AS PER SAMPLE	50000 pcs
7	FORM-15H	SIZE AND SPECIFICATION 8.75 "X 10.75" PRINT ON BOTH SIDE ON 54 GSM ANDHRA / J K WHITE MAPLITHO PAPER. Top binding with good quality under-board,50 LEAVES IN A PAD, WITH 25 PADS IN A LABELED KRAFT PAPER PACKET AS PER SAMPLE	70000 pcs

To be delivered at Stationery Department, Bank of India, Bardhaman Zonal Office, 446/N, Armstrong Avenue, Sector – 2A, Bidhan Nagar, Durgapur – 713212

Please submit Quotation as per “Annexure - II in sealed cover duly signed and stamped along with following.

- Paper sample of A4 size specifying the name of Mill, Paper GSM on Paper duly signed & stamped by the printer.
- Terms & conditions as per Annexure-“ I” duly signed & stamped by printer.

Please quote including cost of paper, printing charge, Labour charges and Taxes.
No advance payment will be given.
No separate bill for paper and labour charges will be paid.

Quotations will be opened on 28-02-2024 at 12:00 p.m at

**Bank of India, Zonal office, Bardhaman Zone, 446/N,
Armstrong Avenue, Sector – 2A, Bidhan Nagar,
Durgapur – 713212.**

Bidders desirous of attending quotation opening may remain present.

Sd/-
(Kanti Kumari)
Chief Manager (GOD)
Bardhaman Zone

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Annexure- I

Ref : ZO/BARD/GOD/AKT/2023-24/238

20-02-2024

OTHER TERMS & CONDITIONS

1. Tender with counter condition will not be entertained.
2. Tender should be valid for 90 days from the due date specified. Rate should include labour charges inclusive of all other charges viz. insurance, packing/forwarding, delivery etc. and Tender should be signed by authorized signatory/agent with stamp/seal of the Firm/Company. Please note to submit Tender along with sample paper as per our specification duly signed and stamped and Pay slip for earnest money in closed cover. If at any stage the delivered items are found not to be as per our specification, the concerned printer will be debarred from the further enquiry for printing of stationery items without assigning any reason thereof.
3. It may be noted that once the order is accepted, you will be bound to execute it within the period specified and neither request for increase in rate subsequently nor any excuse for not executing the order on account of non-availability of paper will be entertained. **We shall not pay any advance to you against our order, if any, placed with you.**
4. The rates should be quoted for the item/items as per the specification mentioned in our enquiry/as per the specimen.
5. If after the stationery/item is delivered, it is discovered that the material supplied /used, is not exactly according to our specification/quality stipulated, such supply will be rejected at the supplier's cost and EMD will be forfeited.
6. In case of failure/delays in supplies fully or partially the Bank is at liberty to get the same printed through other sources at its sole discretion and difference in cost, if any, will be recoverable from defaulting party.
7. Printed stationery must be properly labelled and packed according to our requirement and delivery to be effected as per our instructions.
8. Printers who do not effect supplies according to the delivery schedule will be liable for all damages/detriment or losses to the Bank and in case despite warning, they continue to be too late in deliveries, they may be disqualified for further inquiries/entrustment of work.
9. **Penalty** for delayed supplies will be on prorata basis i.e. 2% for one month (or part thereof) delay, 5% for two months delay and so on, at the discretion of Bank, which please note.
10. The bank shall be entitled to split up the order/supplies mentioned in the enquiry and the Tender shall be deemed to be accepted only for supplies as may be ordered from time to time by placing a regular order.
11. Bank reserves its right to reject any/all Tenders, without assigning any reasons for cancellation.
12. Delivery Schedule as mentioned in our Tender Notice. Payment will be made as per execution of order as specified in delivery schedule.
13. The printer who is allotted printing work shall submit copy of following documents:
 - (A) Copy of order placed for purchase of Paper with Paper Merchant
 - (B) Copy of Bill for purchase of paper for the said job of printing from Paper Merchant
 - (C) Soft copy of printed matter.

Encl. Copy of certificate of registered in empanelled list of printers of Bank of India, Bardhaman Zone.

Date:

Place:

AUTHORISED SIGNATORY

(With seal of the company/Firm)

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Annexure- II

Ref : ZO/BARD/GOD/AKT/2023-24/238

20-02-2024

To,
The Zonal Manager,
Bank of India, Bardhaman Zone
Zonal Stationery Cell, 446/N, Armstrong Avenue,
Sector – 2A, Bidhan Nagar, Durgapur – 713212

Tender Ref No: Ref : ZO/BARD/GOD/AKT/2023-24/238 dated 20-02-2024

Last date of submission of Quotation: 27-02-2024 before 05.00 p.m.

We refer to your above Tender Notice and given below our rate for the job.

ITEMS	DESCRIPTION	QTY	Cost (Per item / book)	Total Amount (Excluding TAX)
1	SB ACCT OPENING FORM – TRI-LINGUAL	25000 pcs		
2	PAY-IN SLIP	500000 leaves		
3	CHA-I	10000 pcs		
4	FORM L-444C	20000 pcs		
5.	FORM-MCLR	10000 pcs		
6.	FORM-15G	50000 pcs		
7.	FORM-15H	70000 pcs		

The above rates are submitted as per your specifications after verification of your specimen and terms and conditions. We are aware that if the Quotations are not submitted in the prescribed format the same are liable for rejection.

Encl: i) Paper Sample
ii) Signed Terms & Conditions as per Annexure- I

Date:
Place:

AUTHORISED SIGNATORY
(With seal of the company/Firm)

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