

BARASAT ZONE

Bank of India, Barasat Stationery Cell,
DD-2, 2nd Floor, Salt Lake City, Sector-1, Kolkata-700064
Kolkata, West Bengal, Pin 700064
Email: Barasat.Stationery@bankofindia.co.in
Website: www.bankofindia.co.in

Ref. No. ZOBARASAT/ZLCC/STY/2023-24/10

Date : 04-02-2024

**TENDER NOTICE FOR PRINTING OF NON SECURITY ITEMS FOR
BANK OF INDIA, BARASAT ZONE-STATIONERY CELL**

Bank of India Barasat Zonal Office- Stationery Cell invites applications from the **empanelled printers of Barasat Zone** for printing and supply of Non Security Stationery items.

IMPORTANT INFORMATION

Date of Commencement of BID	08-02-2024
Last Date for Submission of Sealed Tender Quotations	16-02-2024 till 4:00 pm
Contact Details	Mrs. K.Nutan (9088137785)
Date of opening of Financial Bid	23.02.2024 , 12:00 pm at Barasat Zonal Office, Kolkata-700064
Address for Communication and submission of bid.	Bank of India, Barasat Stationery Cell, DD-2, 2nd Floor, Salt Lake City, Sector-1, Kolkata-700064

- Tender application-“Financial Bids” duly signed by the authorized signatory with name and designation and seal can be submitted in an envelope super scribed as “**APPLICATION FOR TENDER FOR PRINTING OF NON SECURITY ITEMS FOR BANK OF INDIA, BARASAT ZONE-STATIONERY CELL. (Ref. No. ZOBARASAT/ZLCC/STY/2023-24/09)**” The envelope should bear details like Name and address of the firm, contact information - Mobile number and email id.
- Financial Bid should be in the format provided below (FORM 1)**
The application should be delivered by hand delivery / speed post / registered post / courier to “**Bank of India, Barasat Stationery Cell, DD-2, 2nd Floor, Salt Lake City, Sector-1, Kolkata-700064**” so as to reach on or **before 16.02.2024 by 4:00 P.M.** Any proposal / tender received after the prescribed submission time and date as mentioned above is liable to be rejected.

Annexure – I

TERMS AND CONDITIONS

- Bank of India, Barasat Zone (hereinafter referred to as “Bank”) reserves the right to change the qualifying criteria at its discretion as well as to accept or reject any or all tenders submitted without assigning any reason thereof. Bank reserves the right to cancel the tender without assigning any reasons whatsoever. Bank’s decision shall be final and binding in all regards.
- Please also note that this is only an enquiry and without any commitment on the part of the Bank to place the order with you for any type of contract/agreement.
- Further details of tender and specimen of items are available with the **Bank of India, Barasat Stationery Cell, DD-2, 2nd Floor, Salt Lake City, Sector-1, Kolkata-700064.**
- Date and time for opening the Financial bids may be changed as per Bank’s requirement
- The rates should be quoted for items as per the specification mentioned in Annexure/as per the specimens. Quotes should be all inclusive and no payment over and above the quoted rate will be made.
- Rate/s quoted should be **valid up to 90 days** from the date of opening of Financial Bid of the Tender
- Rates quoted should be inclusive of **18%** GST
- **L1 vendor for each items will be selected separately**
- After receipt of work order, proof copy of the document needs to be confirmed/approved by Bank before proceeding for actual printing.
- The successful Vendor will be required to supply the stationery items **within 10 days** from date of supply order.
- In case of failure/delays in supplies fully or partially, the bank is at liberty to cancel the order or accept late delivery with Late Delivery charge @ 1% per day of order value (excluding taxes) each for 11th & 12th day and thereafter @ 2% per day with maximum 15%.
- **No advance payment will be given. Payment will be made within 15 days after full delivery and submission of invoice/bills**
- If the supplied items are found not to be according to stipulated specification and/or as per specimen, such supply will be rejected at the supplier’s cost
- In case any mismatch is found between the specifications mentioned herein and the specimen, Bank needs to be contacted for clarification and acted accordingly.
- Printed stationery must be properly labeled and packed according to specification and delivery to be effected as per bank’s instructions.
- All the Vendors / Tenderers are expected to read and understand the terms and conditions of the tender as detailed out in this notice before furnishing their quotations. No change or violation of the aforesaid terms and conditions are permissible once quotations are accepted by this Office.
- It may be noted that once the rates are accepted, the vendor will be bound to execute orders till the validity of rate contract. No excuse for increase in rate subsequently or non-availability of paper will be entertained.
- Printers who do not effect supplies according to the delivery schedule/specimen/specification will be liable for all damages/detriment or losses to the Bank and may be disqualified for further inquiries/entrustment of work.

Annexure – II

(List and specification of items to be printed)

Sl No	Particulars of Stationery	Required Quantity	Units
1	D-12 envelope	10,000	pic
2	D-19 envelope	2,000	pic
3	D-20 envelope	1,000	pic
4	D-29 envelope	1,000	pic
5	D-30 envelope	2,000	pad
6	FD/TDR envelope	15,000	pic
7	Atm Form	1000 pad	1-pad=100 pic
8	Customer Profile Sheet	200 pad	1-pad=100pic
9	Note Slip (Green)	5,000	Pad
10	Pay Order Sticker	1,000	Sheet
11	CBD-23	10,000	pic
12	CHQ Book Form	500 pad	1 pad=100 pic
13	Saving Passbook(Large)	50,000	pic
14	SHG Booklet	1000	pic

Product Specifications: As Per Sample for all 14 items .

FORM-1

(To be printed on letter head of the firm)

To,

The Zonal Manager,
Bank of India, Barasat Zonal Office
DD-2, 2nd Floor, Salt Lake City, Sector-1, Kolkata-700064.

Sub: Quotation for Printing of Non-Security Stationery items as per Tender Notice reference
Ref. No. ZOBARASAT/ZLCC/STY/2023-24/10 ,Dt-02/02/2024

Sir/Madam,

This has reference to the captioned tender notice. Having examined the Tender document and accepted all terms and conditions mentioned therein, we hereby quote below our rates for the job.

Sl No	Particulars of Stationery	Required Quantity	Units	Quoted Amount (in Rs.) (Incl 18% GST)
1	D-12 envelope	10,000	pic	
2	D-19 envelope	2,000	pic	
3	D-20 envelope	1,000	pic	
4	D-29 envelope	1,000	pic	
5	D-30 envelope	2,000	pad	
6	FD/TDR envelope	15,000	pic	
7	Atm Form	1000 pad	1-pad=100 pic	
8	Customer Profile Sheet	200 pad	1-pad=100pic	
9	Note Slip (Green)	5,000	Pad	
10	Pay Order Sticker	1,000	Sheet	
11	CBD-23	10,000	pic	
12	CHQ Book Form	500 pad	1 pad=100 pic	
13	Saving Passbook(Large)	50,000	pic	
14	SHG Booklet	1000	pic	

Date:
Place:

AUTHORISED SIGNATORY
(With seal of the company / Firm)