



क्षेत्रीय कार्यालय, बाकुड़ा

Regional Office- Bankura

OFFICE MEMORANDUM

Ref: BANKRO/BSD/2025-26/05- 04

Date: 19.05.2025

Attention to: Regional Head,
Shri.Amit Singh.

O.K.
Approved

[Signature]

Reg: Rate contracts of centralized stationary items for Regional office, Bankura.

With reference to above, as per circular we need to invite online tender for the printing of stationary at our website www.centralbankofindia.co.in and www.centralbank.abcpocure.com.

In this connection, we may float tender for finalizing of new rate of stationary items.

Bidder must have following eligibility criteria:

1. The vendor submitting the offers should be a Registered Company/Firm:
2. Printers should have arrangement for entire process of printing, stitching, packing & forwarding etc. of stationary item, under one roof.
3. The Printing Unit should have stringent quality control measures for printing, binding, validating, packing etc. to ensure supply of high quality stationary items.
4. The vendor should not have been blacklisted by any Government department /PSU/PSE or banks for non-implementation/delivery of the order. Self- declaration to that effect should be submitted along with the technical bid.
5. Vendor must not be a NPA holder in any Bank/Financial Institution

(The vendor must submit necessary documentary proof for the above. The Bank, if required, may call for additional documents during the evaluation process and the vendor will be bound to provide the same.)

6. Earnest Money Deposit (Bid Security) of Rs. 5000/-

Vendors are required to submit a Demand Draft from any scheduled commercial Bank favoring "CENTRAL BANK OF INDIA- EMD" for the amount mentioned above as Earnest money Deposit (EMD) payable at Bankura along with their technical offer. Offers made without valid E.M.D as mentioned above will be rejected. **No interest will be paid by the Bank on the Earnest Money Deposit.**

क्षेत्रीय कार्यालय, बाकुड़ा, मचानतल्ला, बाकुड़ा, पिन- 722101
Regional Office, Bankura, Machantalla, Bankura, Pin- 722101



सेन्ट्रल बैंक ऑफ इंडिया
Central Bank of India

CENTRAL TO YOU SINCE 1911

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Regional Office- Bankura

The EMD of the unsuccessful bidders will be returned on acceptance of the Purchase order by the successful bidders subject to written demand for the same and EMD of the successful bidders will remain with the Bank till the contract period.

7. Terms/Scope of Execution of Work

Please note that this tender is for arriving at rates for printing and supply of Bank Stationary items. Requests/indents for Bank stationary items for various branches will be placed on requirement basis.

Selected vendor/s will share a few samples of the stationary items for testing.

The printer has to print and dispatch the Stationary items within the prescribed time from the receipt of the order.

The selected printer should have arrangement with Speed Post/Courier service for delivery of printed Stationary items to our office.

The quote should be an all-inclusive one up to the point of delivery to the office. A Letter of rate contract would be issued to successful vendor(s).

The vendor shall have to keep the sufficient stock of stationary items ready as per order. The vendor shall procure the paper and ensure the stationary items are printed and ready for dispatch within 15 days of order.

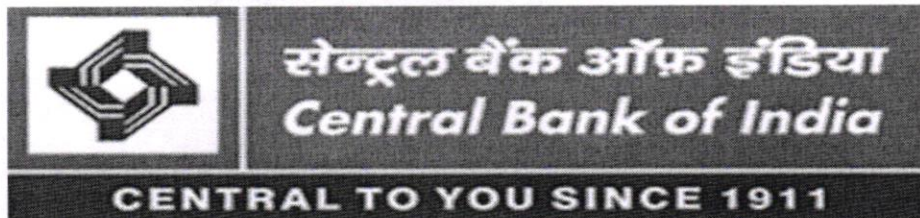
The printer has to print and deliver the Printed Stationary items to Branches/Offices within the prescribed time limit.

8. Bid

The offer will be in two parts consisting of Technical bid (Annexure 1) and Commercial Bid (Annexure II).

The bids must be submitted online at www.centralbank.abcpurchase.com and Hard copy in two separate sealed cover giving full particulars and duly super-scribed "Technical Offer for Rate contract for printing and supply of Bank Stationary items and "Commercial offer for Rate Contract for printing and supply of Bank Stationary items". These covers should also indicate name and address of the vendor submitting the offers. **Last date for submission of bid is 05.06.2025.**

क्षेत्रीय कार्यालय, बाकुड़ा, मचानतल्ला, बाकुड़ा, पिन- 722101
Regional Office, Bankura, Machantalla, Bankura, Pin- 722101



क्षेत्रीय कार्यालय, बाकुड़ा

Regional Office- Bankura

9. Technical Offer

The Technical Offer (TO) should be complete in all respects and contains all information asked for in this document.

It should not contain any price information. But a copy of the commercial bid without mentioning the price should be attached with TO. However, any mention of price in TO will result in cancellation of the bid.

The TO must be submitted in an organized and structured manner. All the supporting documents etc. to be submitted along with the TO.

10. Commercial Offer:

The Commercial Offer (CO) should be complete in all respects and contain all information asked for this document. It should contain only the price information as per Annexure-II.

The price to be quoted in individual items and it should be unit price in Indian rupees. The price is inclusive of statutory taxes like Sales Tax, Service Tax, VAT etc., logistic & Transportation and other incidental charges.

11. Evaluation and acceptance

Technical offers will be evaluated on the basis of compliance with eligibility criteria, Technical specification, other terms and conditions stipulated. Only those vendors who qualify in the technical evaluation would be considered while evaluating the commercial bid. Bank may, at its sole discretion, waive any minor non-conformity or deviations.

Bank reserves the right to accept or reject any offer.

The Bank shall be under no obligation to mandatorily accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reason whatsoever.

12. Penalties:

Printer should be agreeable for penalty in case of delay in supply which will be 2% for each week or part of week thereof, per consignment but not exceeding 10% of the total cost of consignment.

In case of defective printing/substandard quality of paper and size etc/not as per specimen provided, entire lot will be rejected and no payment will be made. The damages for faulty delivery will be recovered from the vendor.

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क्षेत्रीय कार्यालय, बाकुड़ा

Regional Office- Bankura

If in any case it is found that vendor has compromised with secrecy of any type of data, he will be financially penalized as per Bank's decision, compulsorily binding on him, including blacklisting of their related unit/all units, as deemed fit, for three years. If it is found that the delays are frequent the work assigned to the printer will be shifted to another printer and Vendor will be black listed and no claims will be entertained for not awarding further work.

13. Payments

Bills for payment must be presented after delivery of goods at Regional office, Bankura. After confirming the delivery of the Stationary items and checking of Bills, Payment will be released within 30 days, if otherwise in order.

14. Order Cancellation:

The Bank reserves its right to cancel the order in the event the services of vendor are not as per the scope defined in this tender document.

15. Period of Validity:

Bids shall remain valid for 12 months from the date of order to selected vendor. A bid valid for shorter period shall be rejected by the bank as non-responsive. Period can be extended further for 12 months by mutually acceptable terms.

16. Last Date and Time for Submission of Bids:

Bids must be received by the Bank online at www.centralbank.abcpurchase.com and hard copy at the address specified in the Bid Document not later than the specified date and time as specified in the Bid Document. Bank reserves the right to extend the date & time without showing any reason.

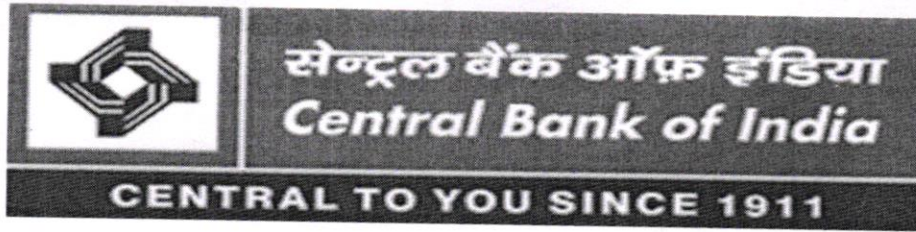
17. Late Bids:

Any bid received by the Bank after the deadline for submission of bids will be rejected and/or returned unopened to the Bidder, if so desired by him.

18. Modifications and/or Withdrawal of Bids:

Bids once submitted will be treated, as final and no further correspondence will be entertained on this. No bid will be modified after the deadline for submission of bids. No bidder shall be allowed to withdraw the bid, if the bidder happens to be a successful bidder.

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क्षेत्रीय कार्यालय, बाकुड़ा

Regional Office- Bankura


19. Clarifications of Bids:

To assist in the examination, evaluation and comparison of bids the bank may, at its discretion, ask the bidder for clarification and response, which shall be in writing and without change in the price, shall be sought, offered or permitted.

20. Selected vendor has to enter into agreement as bank's norms.

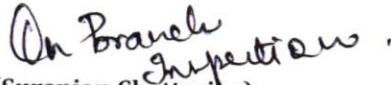
21. The BID will be called for three months requirement of stationery for all the branches under Bankura Regional Office.

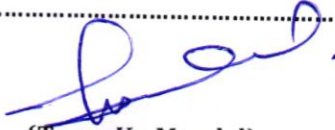
Submitted for your kind perusal and approval:


(LK Pandey)
Ast. Manager-BSD

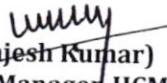

(Nitu Singh)
Manager-BSD


(Abrar Ahmed)
Manager-RAC


(Suranjan Chatterjee)
Senior Manager-RAC


(Tapas Ku Mandal)
Senior Manager-RPC


(Prashant Kumar)
Chief Manager-BSD


(Brajesh Kumar)
Chief Manager-HCM

Name of Firm:

List of Stationaries to be printed:

S. N.	PAPER	GSM	SIZE	ITEM	PAD	LEAVES	RATE
1	German Deo Colour Maplitho Yellow	70	D-4	DP NOTE	1000	50	
2	German Deo White Maplitho	70	D-6	Debit Voucher	2000	100	
3	German Deo Colour Maplitho Blue	70	D-6	Credit Voucher	2000	100	
4	German Deo White Maplitho	110	D-4	SPECIMEN SIGNATRE CARD	5000 pcs		
5	German Deo White Maplitho	70	D-4	CHEQE DEPOSIT SLIP	5500	50	
6	German Deo White Maplitho	70	D-4	Pay-in- Slip Common	32000	50	
7	German Deo White Maplitho	70	D-2	Form No.- 15G	2000	50	
8	German Deo White Maplitho	70	D-4	Cheque Requisition slip	1000	50	
9	German Deo White Maplitho	70	D-3	R.T.G.S./NEFT	2000	50	
10	German Deo Ledger	70	D-2	MMDC Account Opening (All In One)	2000	50	
11	German Deo Ledger	70	D-2	DA-3 Nomination	1000	50	
12	German Deo White Maplitho	70	D-2	SB A/c Opening (Multi Colour Print)	32000 pcs	4 PAGES	
13	German Deo White Maplitho	70	D-2	C/D Opening (Multi Colour Print)	5500 pcs	4 PAGES	
14	German Deo White Maplitho	70	D-2	CIF Non personal form (Multi Colour Print)	3200 pcs	4 PAGES	
15	German Deo Colour Maplitho Pink	70	D-8	Withdrawal Slip	32000	50	
16	German Deo White Maplitho	70	D-2	PMSBY Insurance Form (Multi Colour Print)	2000	50	
17	German Deo White Maplitho	70	D-2	Multi-Purpose Request From	2000	50	

REGISTER			
18	German Deo Ledger	70	CASH REGISTER
		32	REGISTER

NOTE:(1) ALL STATIONARIES MUST BE OF 70GSM THICKNESS , EXCEPT SPECIMEN SIGNATRE CARD WHICH SHOULD BE 110 GSM

(2)ALL STATIONARIES MUST BE IN TRILINGUAL LANGUAGE i.e. English,Hindi,Bangla

Any Other Items not Listed above may Include at the time of order after negotiations.

NAME

SEAL & Signature

DATE