

**From Central Bank of India, Regional Office – Delhi Central
1398, First Floor, Chandni Chowk, Delhi-110006**

RO/Delhi-North/GAD/2024-25/22

Dated : 02.05.2024

TENDER NOTICE FOR STATIONERY PRINTING

We invite sealed tender offers (technical and financial) from eligible, experienced & reputed printers of Delhi-NCR for supply of printed materials for our branches as per Annexure –1.

The copy of tender may be may be down loaded from our website www.centralbankofindia.co.in or purchased from our office by depositing DD/BC for Rs. 300/- in favour of CENTRAL BANK OF INDIA. The cost of such downloaded forms should be paid at the time of submission of the tender. The details are as under:

TENDER REFERENCE	RO/Delhi-North/GAD/2024-25/22 dated 02.05.2024
COST OF THE TENDER DOCUMENT	Rs. 300/- BY DD/BC (Non Refundable)
LAST DATE	22.05.2024
EMD AMOUNT	RS 5,000/-
ADDRESS FOR COMMUNICATION	CENTRAL BANK OF INDIA, REGIONAL OFFICE, DELHI-NORTH 1398, FIRST FLOOR, CHANDNI CHOWK, DELHI-110006
CONTACT TELEPHONE NO	8800013560

The tender, duly signed and filled, may be submitted at our office till **4.00 pm upto 22.05.2024** to our General Administration Department in closed covers with following papers/documents.

1	Envelope –A (Technical Bid)	(a) DD/BC of RS 300/- favoring CENTRAL BANK OF INDIA DD/BC in favour of Central bank Of India for Rs 5,000/- as EMD. Both the DDs should be payable at Delhi. (b) For experience in the field of stationery, please submit details of the work done in the last 2 years with the supporting papers by which it may be proved that the firm is having experience for printing of stationery for the Financial Institutions/Govt. Department. (c) Details of firm with PAN NO & GST NO. This envelope should be superscribed as “Technical bid”.
2	Envelope –B (Financial Bid)	This should contain financial bids as per annexure –1 with rates. The envelope should be superscribed as Financial bid.

Both the envelopes (A) & (B) should be submitted in a separate sealed envelope which should be superscribed as “Tender for printing of stationery items” No. RO/Delhi-North/GAD/2024-25/22 dated 02.05.2024. The financial bid will be opened of those contractors who have paid the cost of tender and EMD and qualified in the technical bid.

The vendor must provide the rates (including taxes, delivery charges, if any, etc) but excluding GST.

No Advance or running work payment will be made for executing the supply order.

Bank shall be under no obligation to accept the lowest or any of the offers received in response to this tender notice and shall be entitled to reject any or all offers including incomplete offers, without assigning any reasons whatsoever. Bank reserves the right to make any changes in the terms and conditions of the tender. Bank will not be obliged to meet and have discussions with any Bidder, and or to consider any representations.

The sample of stationery items to be printed be checked at our office during normal office hours. After printing, the Stationery will be supplied at our Godown. Address of the Stationery Godown is as under:

Central Bank of India
Stationery Godown
2782, Lothian Road ,
Kashmere Gate
Delhi -110006.
Tele : 9711033610

Bank reserves the right to cancel the tender at any stage without notice.


(M P MEENA)
DY REGIONAL HEAD

Annexure – 1 (FINANCIAL BID)

SNo	Particulars	Quantity	Paper Quality (gsm)	Size	Price Quoted
1	DDA Challan forms Flat (Red)	20000 (packing of 100 forms)	70 gsm	As per Sample	
2	JJ Slum Challan Forms	10000 (packing of 100 forms)	70 gsm	As per Sample	
3	Net Banking Forms	500 pad (100 leaves each)	70 gsm	As per Sample	
4	MMDC forms	5000 pad (100 leaves each)	70 gsm	As per Sample	
5	Contra Vouchers	5000 pad (50 leaves each)	70 gsm	As per Sample	
6	Debit Vouchers	2000 pad (50 leaves each)	70 gsm	As per Sample	
7	MMDC Plastic Envelop	20000	220 gsm	As per Sample	
8	Life Certificate	300 pad (50 leaves each)	70 gsm	As per Sample	
9	Locker Signature Card	10000 (in packing of 50 cards)	220 gsm	As per Sample	
10	PPF Forms	200 pad (50 leaves each)	70 gsm	As per Sample	
11	Pay-in-slips (Cash)	50000 pads (25 leaves each)	70 gsm	As per Sample	
12	Locker Operation Register	200 (of 200 leaves with numbering on each leaf)	80 gsm ledger paper	As per Sample	
13	OW Cheque Return Register	200 (of 100 leaves with numbering on each leaf)	80 gsm ledger paper	As per Sample	
14	Multipurpose Form	1000 pads (100 leaves each)	70 gsm	As per Sample	
15	Revised Locker Agreement and Supplementary Agreement	1000 (Revised agreement only) (6 leaves each with printing on 11 pages)	80 gsm	As per Sample	
16	Cheque Returning Memo	300 pads (50 leaves each)	70 gsm	As per Sample	

Note :

- Sample is only for specimen purpose. Paper should be of good brand like Ballarpur/JK/Century etc.
- Stamp of the firm to be affixed with Signature of the Proprietor / Partner with specification on sample of the paper used.
- Before quoting the rates, printers are advised to see the sample for specimen.