

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

RO/Delhi-Central/GAD/2022-23/025

Dated: 05.05.2022

**SHORT NOTICE TENDER**

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 purchased from our office by depositing DD/BC for Rs 500/- in favour of CENTRAL BANK OF INDIA or may be down loaded from our website [www.centralbankofindia.co.in](http://www.centralbankofindia.co.in) . The cost of such down loaded forms should be paid at the time of submission of the tender. The details are as under:

|                           |  |
|---------------------------|--|
| TENDER REFERENCE          | RO/Delhi-Central/GAD/2021-22/025 dated 05.05.2022  |
| COST OF THE TENDER COPY   | Rs. 500/- BY DD/BC (Non Refundable)  |
| LAST DATE                 | 13.05.2022   |
| EMD AMOUNT                | RS 5000/-  |
| ADDRESS FOR COMMUNICATION | CENTRAL BANK OF INDIA, REGIONAL OFFICE, DELHI CENTRAL,<br>1398, FIRST FLOOR, CHANDNI CHOWK, DELHI-110006 |
| CONTACT TELEPHONE NO      | 011-41028979   |

The tender may be submitted at our office **till 4.00 Pm up to 13.05.2022** to our General Administration Department in closed covers with following papers/documents.

|   |                                |  |
|---|--------------------------------|--|
| 1 | Envelope –A<br>(Technical Bid) | (a) DD/BC RS 500/- favoring CENTRAL BANK OF INDIA<br>DD/BC in favour of Central bank Of India for Rs 5000/- as EMD. Both the DDs should be payable at Delhi<br>(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.<br>(c) Details of firm with PAN NO & GST NO. This envelope should be superscribed as “Technical bid”. |
| 2 | Envelope –B<br>(Financial Bid) | This should contain financial bids as per annexure –1 with rates.<br>The envelope should be superscribed as Financial bid.   |

Both 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-Central/GAD/2021-22/025 dated 05.05.2022. The financial bid will be opened of those contractors who have paid the cost of tenders/EMD and qualified in the technical bid.

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

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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.

Samples of stationery to be printed may be seen at our office at the above address and after Printing, the Stationery will be supplied at our Godown. Address of Stationery Godown is as under:

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| Central Bank of India<br>Stationery Godown<br>2782, Lothian Road ,<br>Kashmere Gate<br>Delhi -110006.<br>Landline : 011 – 23979680<br>011 - 23968262 |
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Bank reserves the right to cancel the tender without any notice.

**(V.K.Bansal)**  
**CHIEF MANAGER**

**Annexure – 1 (FINANCIAL BID)**

| SNo | Particulars                              | Quantity                        | Paper Quality (gsm) | Size          | Price Quoted |
|-----|--|---------------------------------|---------------------|---------------|--------------|
| 1.  | Cheque Book Request slip                 | 2000 pads (100 leaves per pad)  | 60 gsm              | As per Sample |              |
| 2.  | Nomination Form DA1                      | 2000 pads (100 leaves per pad)  | 70 gsm              | As per Sample |              |
| 3.  | Locker Nomination Form SL-1A             | 500 pads (100 leaves per pad)   | 70 gsm              | As per Sample |              |
| 4.  | Locker Signature cards                   | 3000 cards                      | 220 gsm             | As per Sample |              |
| 5.  | SB (Saving) account opening form-2 Lakhs | 200000                          | 70 gsm              | As per Sample |              |
| 6.  | Pay-In-slip                              | 200000 pads (25 leaves per pad) | 60 gsm              | As per Sample |              |
| 7.  | DD issuing Forms                         | 2000 pads (100 leaves per pad)  | 60 gsm              | As per Sample |              |
| 8.  | RTGS NEFT Forms                          | 3000 pads (100 leaves per pad)  | 60 gsm              | As per Sample |              |
| 9.  | MMDC forms                               | 1000 pads (100 leaves per pad)  | 70 gsm              | As per Sample |              |
| 10. | Multipurpose Forms                       | 1000 pads (100 leaves per pad)  | 70 gsm              | As per Sample |              |
| 11. | Signature Card Saving                    | 100000 cards                    | 220 gsm             | As per Sample |              |
| 12. | Net banking Form                         | 500 pads (100 leaves per pad)   | 70 gsm              | As per Sample |              |
| 13. | Contra Voucher                           | 5000 pads (50 leaves per pad)   | 60 gsm              | As per Sample |              |
| 14. | Debit Voucher                            | 3000 pads (50 leaves per pad)   | 70 gsm              | As per Sample |              |
| 15. | Cash Balance Book                        | 300 pcs                         |                     | As per Sample |              |

**Note:**

- Sample is only for specimen purpose. Quality of paper should be Ballarpur/Star Only.
- 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/numbering system/binding etc.

**Acknowledgement by Vendors/Printers for having seen the Sample of all the Stationery items to be Printed w.r.t. tender notice dated 05.05.2022 uploaded in Web Portal on 05.05.2022 by RO Delhi-Central.**

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