



# Central Bank of India

**Tender Document**

**Tender for Printing Office Stationery**

**Date: 13.05.2022**

*Central Bank of India,  
Regional Office,  
P-56, MIDC Nagapur,  
Ahmednagar-414 111*

## **Tender for Printing Office stationery.**

Date of Commencement of Tendor	13.05.2022
Last date &n time of receipt of Bidding Documents	19.05.2022 up to 16.00 hrs.
Date of Bid Opening	19.05.2022 Time: 16.30 hrs
Address for Communication	Central Bank of India, Regional Office, P-56, MIDC, Nagapur, Ahmednagar

Central Bank of India, Regional Office, Ahmednagar invites sealed tenders from eligible bidders for printing of office stationery.

The sample of the office stationery may be collected from Central Bank of India, Regional Office, Ahmednagar.

The offers must be submitted at the same time giving full particulars in sealed envelopes at the Bank's address mentioned above. The bidder should duly sign each page and corrections (if any) of the tender. The Bank will not be bound to accept the lowest tender and reserve the right to accept or reject any or all the tenders without assigning any reasons whatsoever. Tenders received late on account of any reason whatsoever and telegraphic tenders will not be entertained/ considered. The bidder shall bear all the costs associated with preparations and submission of its bid and Central Bank of India herein called **Purchaser** will in no case be responsible or liable for these costs, regardless of the conduct of the bidding process.

At any time prior to the deadline for submission of bids, the *Purchaser* may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendments. Amendment will be notified in writing to all prospective bidders.

Bids shall remain valid for one year after the date of bid opening prescribed by the Purchaser. A bid valid for shorter period shall be rejected by *Purchaser* as non-responsive. In exceptional circumstances, the *Purchaser* may solicit the bidders consent to an extension of the period of validity. The request and response thereto shall be made in writing. The bidder may refuse the request. A bidder accepting the request will not be permitted to modify its bid.

Prices shall be expressed in the Indian Rupees only.

The **Purchaser** reserves the right to accept or reject any bid and annul the bidding process or even reject all bids at any time prior award of contract, without thereby incurring any liability to the affected bidder or bidder or without any obligation to inform the affected bidder or bidders about the grounds for the **Purchasers** action,. Decision of the **Purchaser** in this regard shall be final and binding on the bidders.

### **Instructions to Bidder**

Immediately upon receipt of the tender documents from the Bank, but latest by the last date and time of submission of tender, the bidder may submit in writing any tender inquiry on matters where clarifications or additional information desired.

Bank reserves the right to issue addendum(s) or amendment(s) to any condition/specification/schedule to all bidders before the date of submission. Tenders submitted by the bidder shall be deemed to cover the effect of such addendum(s)/amendment(s) issued and such addendum(s)/amendments(s) duly signed by the bidder shall be submitted along with the tenders.

If the tender is submitted by a firm in partnership, it shall be signed by all the partners of the firm with their full names and current business address, or by partner holding the power of attorney for the firm for signing the tender, in which case a certified copy of the partnership deed and current business address of all the partners of the firm shall also accompany the Tender

If a limited company or a limited Corporation submits the Tender, a duly authorized person holding the power of attorney for signing the tender shall sign it. Bidders have to submit the current business address of the firm/Company.

If the Tender is submitted by a group of firms, the sponsoring firm shall submit complete information pertaining to each firm in the group and state along with the bid as to which of the firm shall have the responsibility on tendering and for completion of the contract document and furnish evidence admissible in law in respect of the authority assigned to such firm on behalf of the group of firms for tendering and for completion of the contract of the contract document. The full information and satisfactory evidence pertaining to the participation of each members of the group of firm in the Tender shall be furnished along with the Tender.

In case a Franchisee or Sub-Contractor submits the bid, they should enclose a certificate from their Principal that they are authorized to submit the tender.

The bidder is to submit relevant documents/papers in support of their declarations/confirmations along with the main application.

Acceptance of Commercial terms must invariably be submitted along with the commercial quote. The quantities of various items may vary with the actual numbers.

### ***Terms & Condition:***

- The items are to be delivered at Regional Office, Ahmednagar.
- All material including papers are to be supplied by Printer/Supplier.
- The rate quoted should be inclusive of cost of all materials, design & art work,
- Transport/Service charges, freight, Octroi etc & inclusive of all taxes but excluding GST shall be borne by the supplier.
- The time frame permitted for supply of stationery is 15 days from the date of acceptance of order by Vendor. No additional time period shall be provided for printing work.
- The delivery of stationery to Regional Office, Ahmednagar is at the cost of vendor.
- In case of delay in delivery of stationery as per stipulated time period, penalty at Rs.500.00 per day shall be levied.

- Specimen copy to be supplied to bank for verification within a week of confirmation of order from the bank for final proof and necessary corrections, if any.
- In case of any difference in unit price quoted for supply of items in words and figures, the price quoted in words will prevail.
- Bank reserves the right to reject any or all the quotations without assigning any reasons thereof.
- Only unconditional tenders will be accepted. Any conditional tender will be liable for rejection. Any bidder desirous of imposing any condition having financial implication should load the tender appropriately and should not put any condition in the tender.
- Bank's decision will be final and will be binding on all the bidders. Bank reserves the right to alter the quantities to be supplied.
- Bidder should ensure that the tender is received by the Bank before the due date and time specified and no consideration whatsoever shall be given for postal or any kind of delay. Tenders received after the specified date and time are liable to be rejected and the decision is at the sole discretion of the Bank.
- No advance payment shall be made by Bank for the supply and delivery of the ordered items. However, payments shall be released by RO after submission of proof of delivery and submission of GST invoice within 2 weeks. TDS shall be deducted as applicable.

## **Tender Covering Letter**

To,  
Chief Manager – (GAD)  
Central Bank of India  
Regional Office,  
Ahmednagar.

Reg: Our bid for printing office stationery.

We submit herewith our bid document. We understand that

1. You are not bound to accept the lowest or any bid received by you, and you may reject all or any bid.
2. If our bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by the ***Purchaser*** to do so, a contract in the prescribed form.
3. If our bid is accepted, we are to be jointly and severally responsible for the due performance of the contract.
4. You may accept or entrust the entire work to one vendor or divide the work to more than one vendor without assigning any reason or giving any explanation whatsoever.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of 2022.

Yours Faithfully,

For \_\_\_\_\_  
Signature \_\_\_\_\_  
Name \_\_\_\_\_

## **Letter of Undertaking**

To,  
Chief Manager (GAD)  
Regional Office,  
Ahmednagar.

Reg: Our bid for printing office stationery.

With reference to our bid for printing office stationery being quoted, we hereby undertake that all the stationery supplied will be in prescribed gsm, prescribed format/size of paper as per individual items. In case of default and we are unable to comply this at the time of delivery, we agree to take back the supplied items without demur, if already supplied, then return the money if any paid to us by you in this regard.

Authorized Signatory

Signature  
Designation  
Seal of Company  
Date & Place: