



# COMMERCIAL BID

Commercial Bid will be open on qualifying of  
Technical Bid

Address: -



Central Bank of India  
Regional Office  
Sah Katra  
New Market Road  
Katihar - 854105

## NOTICE OF INVITATION TO TENDER

### IMPORTANT

1. Bidders have to submit tender for empanelment and Printing of stationery separately in sealed envelope.
2. Only those printing firms which would be found eligible for empanelment will be considered for this tender.

### Sub: Printing of Non standardized stationery

Dear Sir,

Sealed tenders on item rate basis are invited for printing of Non standardized stationery. The details of tender are as follows

S.N.	PARTICULARS	DETAILS
1	Minimum quantity	As mentioned in tender
2	Size	As mentioned in tender
3	Paper specifications	As mentioned in tender
4	Printing	As mentioned in tender
5	Matter	As mentioned in tender or specimen will be supplied for matter.
6	Last Date of receiving online Tender and Hard Copy at Regional Office, Katihar	26.03.2025 , 5:00 pm
7	Time & date of opening Of Tender	27.03.2025
8	Time for delivery	Within 15 days of work order

The Bank reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

#### Terms and Conditions:

1. Financial bids should be inclusive of all charges and insurance, packing/forwarding, delivery etc and quotation should be signed by authorized signatory/agent with stamp/seal of the Firm/Company. **Rate will be valid up to 3 years.**
2. GST as per applicable Government rule billing on **(HSN code 4820. @ 18%)**
3. It may be noted that once the order is accepted, you will be bound to execute it within the period specified and no request for increase in rate subsequently nor any excuse for not executing the order on account of non- availability of paper will be entertained. We shall not grant any advance to you against our order, if any, placed with you.
4. If after the stationery item is delivered, if it is discovered that the material supplied / used, is not exactly according to our specification/quality stipulated, such supply will be rejected at the supplier's cost.
5. In case of failure/delays in supplied fully or partially the Bank is at liberty to get the same printed through other sources at its sole discretion and difference in cost, if any, will be recoverable from defaulting party.
6. Printed stationery must be **properly labeled, bar coded** and packed according to our requirement and delivery to be effected as per our instructions.
7. Printers who do not affect supplies according to the delivery schedule will be liable for all damages/detriment or losses to the Bank and in case despite warning, they continue to be too late in deliveries, they may be disqualified for further inquiries/entrustment of work.



*Sd/*

*Sd/*

*[Signature]*

*[Signature]*

*[Signature]*

8. Penalty for delayed supplies will be on pro-rata basis i.e. 5% for one month (or part thereof) delays 10% for two months delay and so on, at the discretion of Bank, which please note.
9. Bank may allot the work to more than one Printer on L-1/ negotiated rates and in such case the total quantum of work shall be divided amongst the Printers as per requirement of Bank. In case more than one required Printer opts for working on L-1 / negotiated rates, the required number of Printers shall be selected on the basis of selection criteria decided by Bank and in such case decision of bank shall be final and binding on the Printers.
10. The Bank reserves its right to reject any/all Tenders, without assigning any reasons for cancellation.
11. Payment will be made after the materials are delivered at the stationery godown at Regional Office , Katihar.
12. All admissible taxes and levies shall be deducted at source as per the applicable laws, at the time of settlement of bills unless the Printer produces the certificates to the contrary from the Income Tax authorities. The Printer shall be responsible for bad printing/inferior quality not matching specification given to them at the time of calling quotation. Any decision taken by the Bank as regards the acceptability of the printing material supplied to the Bank shall be final, conclusive and binding on the Printer. In case of non-acceptability of the same, the Printer shall be liable to repeat the work to the satisfaction of the Bank, without any extra cost/payment/compensation etc and shall further be liable to compensate Bank Ltd in monetary terms as may be decided by Bank Ltd. which the Bank may at its sole discretion recover from the amounts due and payable by the Bank to the Printer.
13. Central Bank reserves the right to **benchmark the rates** to be offered for any items to be printed. Central Bank also reserves the right to resort to **reverse auction** to finalize the rates to be fixed for any of the item or all currently listed and for future items. Decision of Central Bank in this regard would be final.
14. Central Bank does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the Tender without assigning any reason whatsoever. Central Bank also reserves the right to re-issue the Tender without the vendors having the right to object against the re-issue.
15. At the time of delivery/ billing the selected printer would be required to provide **certificate** that all the copies have been printed using desired quality of paper and that overall production quality is as per design specifications provided by Bank.
16. A printer needs to **open an account with Central Bank of India** for speedy and proper credit of the bill amount.



(Amritesh Parmarth)  
Regional Head  
Central Bank of India  
Regional Office, Katihar





Name of the firm:

**LIST OF STATIONARY TO BE PRINTED**

S. N.	PAPER	GSM	SIZE	ITEM	LEAVE PAD	RATE
<b>FORM</b>						
1	German Deo Colour Maplitho Green	110	D-4	D.D. Form	200	PAD
2	German Deo Colour Maplitho Yellow + Blue + White	110	D-8	Note Slip	200	PAD
3	German Deo White Maplitho	110	D-6	Debit Voucher	200	PAD
4	German Deo Colour Maplitho Blue	110	D-6	Credit Voucher	200	PAD
5	German Deo White Maplitho	110	D-4	Pay-in- Slip Common	200	PAD
6	German Deo White Maplitho	110	D-2	Form No.- 15G	200	PAD
7	German Deo White Maplitho	110	D-2	Form No.-15H	200	PAD
8	German Deo White Maplitho	110	D-4	Cheque Issue	200	PAD
9	German Deo White Maplitho	110	D-3	R.T.G.S./NEFT	200	PAD
10	German Deo Ledger	110	D-2	MMDC Account Opening (All In One)	200	PAD
11	German Deo Ledger	110	D-2	DAI-I Nomination	200	PAD
12	German Deo Ledger	110	D-2	ATM Form	200	PAD
13	German Deo White Maplitho	110	D-2	SB A/c Opening (Multi Colour Print)	8	SET
14	German Deo White Maplitho	110	D-2	C/D Opening (Multi Colour Print)	8	SET
15	German Deo Colour Maplitho Pink	110	D-8	Withdrawal Slip	200	PAD
16	German Deo White Maplitho	110	D-2	PMJJBY Insurance Form (Multi Colour Print)	200	PAD
17	German Deo White Maplitho	110	D-2	PMSBY Insurance Form (Multi Colour Print)	200	PAD
18	German Deo White Maplitho	110	D-2	PPF Account Opening (Multi Colour Print)	200	PAD
19	German Deo White Maplitho	110	D-2	Atal Pension Form (Multi Colour Print)	200	PAD
20	German Deo White Maplitho	110	D-2	Multi-Purpose Request Form	200	PAD
21	German Deo White Maplitho	110	D-2	INTERNET BANKING FORM	200	PAD
22	German Deo White Maplitho	110	D-2	LIFE CERTIFICATE	200	PAD
23	German Deo White Maplitho	110	D-2	Sukanya Samridhi Account Opening Form	200	PAD



24	German Deo White Maplitho	110	D-2	SMS ALERT	200	PAD	
25	German Deo White Maplitho	110	D-2	KYC Form	200	SET	
26	German Deo White Maplitho	110	D-2	PPS FORM	200	PAD	
27	German Deo White Maplitho	110	D-2	Cheque Deposit Slip	200	PAD	
28	German Deo White Maplitho	110	D-2	Meeting Pad	200	PAD	
29	German Deo White Maplitho	110	D-2	CONTRA VOUCHER	200	PAD	

**BOOK**

30	German Deo Art Board Cover + Maplitho White Inner	300 + 110	D-6	CBS Passbook	20	BOOK	
31	HM Palstic	1000 Micro n	D-3	TDR Palstic Cover (Multi Colour Print)	200	PIC	

**BOOKLET**

32	German Deo Art Board Cover + Maplitho White Inner	300+ 110	D-2	SHG (Cover Multi Colour Inner Black)	70	BOOK	
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**REGISTER**

33	German Deo Ledger	130	D-2	Cash Memo	200	REGISTER	
34	German Deo Ledger	130	D-1	Attendance	200	REGISTER	
35	German Deo Ledger	130	D-2	Cash Payment	200	REGISTER	
36	German Deo Ledger	130	D-2	Cash Receipt	200	REGISTER	
37	German Deo Ledger	130	D-2	Sanction	200	REGISTER	
38	German Deo Ledger	130	D-2	Stationary	200	REGISTER	
39	German Deo Ledger	130	D-1	Dispatch	200	REGISTER	
40	German Deo Ledger	130	D-1	Locker Rent	200	REGISTER	
41	German Deo Ledger	130	D-2	Peon Book	200	REGISTER	

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

NAME

SEAL & Signature

DATE

