



EMPANELMENT OF PRINTERS

Last date of submission of application: 06.08.2025 up
to 04.00 PM

Address:-



Central Bank Of India
REGIONAL OFFICE
4 No. Gumti,
Nilu Bhawan
Dist-Jalpaiguri
West Bengal - 735101

EMPANELMENT OF PRINTERS

Sealed tenders are invited for print and supply :

| | |
|---|---|
| Tender Reference Number | RO/BSD/PRINTING & STATIONARY/2025-26/01 |
| Cost of RFP – non refundable | Rs.5000/- (Rs. Five thousand only) demand draft in favour of Central Bank of India, payable at Jalpaiguri |
| Date of Tender | 28.07.2025 |
| Bid Security (EMD) | Rs. Five Lakhs (Bank Guarantee) |
| Any query | Should be mail to gadjalpro@centralbank.co.in, on or before 06.08.2025 |
| Last Date and Time for receipts of tender offers | On 06.08.2025 up to 4.00 p.m. By Registered Post /Courier / By hand delivery at Submission place |
| Time & Date of Opening of Tender | 07.08.2025 at 02:00 p.m |
| No. of Envelope - Two sealed separate envelope of Technical Bid & Commercial Bid kept in sealed single envelop | Two (2) Envelops Envelope 1 containing : Technical bid + document cost + Bid Security Envelope 2 containing : Financial Bid |
| Place of Submission / Opening tender offers : Contact Telephone Numbers | Central Bank of India, Regional Office, 4 No. Gumti, Nilu Bhawan PO+Dist Jalpaiguri West Bengal-735101 Ph- 8250472408/7258065706 |
| Address for Communication | Regional Office, 4 No. Gumti, Nilu Bhawan PO+Dist Jalpaiguri West Bengal-735101 Ph.: - 8250472408/7258065706 |

Central Bank of India, Regional Office, Jalpaiguri invites sealed proposals from reputed well established printers having sound financial status, adequate experience and expertise in field of printing for empanelment in the panel of the bank for printing of stationery items & promotional material i.e. Various forms related to day to day banking, leaflets, posters, brochures, booklet, notices etc.

Interested printers having experience of such works in Govt. Departments, Public Sector Undertakings, Nationalized Banks, Financial Institutions, Autonomous bodies may submit an application in sealed envelope containing technical details strictly as per the Annexure-A. The envelope be clearly marked / super scribed as **“Application for Empanelment of Printers –Central Bank of India, Regional Office, Jalpaiguri – 2025.”**

The sealed proposal containing the required details as per prescribed application format to be sent in an envelope addressed to the Regional Head, Central Bank of India, Regional Office, 4 No. Gumti, Nilu Bhawan PO+Dist Jalpaiguri West Bengal-735101, **latest by 4.00pm up to 06.08.2025.**

The document containing details of applying printers, eligibility criteria, scope of work and other terms & conditions can be down loaded from the bank's website **www.centralbankofindia.com.** It is to be submitted within the given time schedule.

Submission of application in any other format will not be entertained & will be summarily rejected. Relevant information / copies of certificates as specified should be annexed to the application. Non-receipt of any information / certificates may entail rejection of the application.

Scope of Work

Printing: The Bank from time to time, requires printing except security printing and supply of stationery items such as leaflets, posters, brochures, debit/credit vouchers, various forms, booklet, notices etc. as per given size and quality specifications. The printers selected for empanelment have to print & supply the various printing items as per Bank's requirement from time to time. Bank will invite sealed quotations from all the empanelled printers for awarding different jobs including annual rate contract (for standard items under different quantity slabs with different size, quality specifications etc.).

Packaging and Dispatch: The printer will pack and deliver the printed material at the floor of premises Regional Office, Jalpaiguri free of cost.

Eligibility Criteria: The applicant shall meet the following eligibility criteria for consideration in the panel of Bank's empanelled printers.

Tender Fee : The applicant have to pay Rs. 5000/- for the tender document, which is not refundable.

- **Experience:** Minimum 5 years of experience in the field of printing with good track record and capability to handle large volumes.
- **The Annual Turnover:** Minimum Average Annual Turnover of Rs 1 crore for last 3 years
- **The bidder should be in profit in the past 3 years.**
- **The bidder should not have been blacklisted by any Govt. department/PSU/Banks for any reasons.**
- **Designing and processing:** should have full-fledged in-house facility for DTP, processing, designing, type setting (multilingual)
- **Printing & Binding:** should have preferably two in-house **Multi colour sheet fed machine** for printing of various collaterals and **binding machines** for centre pinning and perfect binding.
- The printer should have its **clients like banks/PSUs** or other institutions.

Confidentiality Clause: The bidder shall keep confidential all the information relating to Bank's business that comes into its possession as a result of or in connection with its work under this work.

Discretion Clause: The Bank reserves the right to reject any / all applications without assigning any reasons thereof. Mere submission of an offer to the Bank does not entitle an applicant to any benefits / rights / preference. Canvassing is prohibited and will lead to disqualifications. Fulfilling the minimum eligibility does not entitle the bidder to consider him for Bank empanelment. Bank may consider as many printers in the panel as it wants at its sole discretion. If any of the empanelled vendors fails to respond to any call for quote during the empanelled period, Bank reserves its right to not call for any further quotes from the vendor, remove the vendor from the panel and not consider the vendor for future empanelment also.


Enclosures to the application :

- a) Copy of PAN Card
- b) Copy of GST certificate.
- c) Copy of MSME certificate.
- d) Audited Balance Sheet for last three years
(Auditor's Certificate & Experience Certificate) should be submitted.)
- e) In the line of business of printing and supply of stationary items directly for at least five years
- f) List of top 3 clients served during the last five years (Bank's / PSUs / Reputed Ltd., cos. Supported by work orders / certificates from clients issued in last five years.
- g) Integrity Pact with bank as per the format.
- h) Bank Guarantee as per the bank format (EMD) of Rs. Five lakhs should be submitted in favour of **Central Bank of India, Regional Office, Jalpaiguri.**
- i) Whether all terms & conditions understood & complied with. (Self Declaration)

General Terms:

- The Bank reserves the right to reject any or all applications.
- **Empanelment shall be for a period of 03 years** which can be extended solely on Bank's discretion. However, if the services of any empaneled printers are not found satisfactory, the same may be de-paneled at any time without assigning any reason.
- The Bank reserves the right to scrap the tender at any time at its discretion.
- Relevant information / copies of certificates called for should be annexed to the tender. Non-receipt of any information / certificates with the tender may entail rejection of the tender.
- Bank may **inspect** your premises during any point of empanelment for verifying the details submitted.
- The printer shall obtain all necessary local and Govt. approvals and he shall abide by all local laws. The vendor shall submit the relevant papers as and when the bank demands the same.
- The printer should make all necessary provisions for payment of taxes, local levies for the premises and Statutory Payments for workers employed.
- In the event of any default or failure in printing/prompt delivery, Central Bank of India reserves the right to take necessary action including inter alia, deducting a suitable amount from the bill payable as a penalty and termination of the services without giving any notice.
- The track record of the Printer should be clean and it should not have any involvement in frauds. Declaration on the Letterhead should be given by the printer that it has never been involved in frauds
- **Sub-contracting the jobs assigned will not be permissible.**
- The printer shall be responsible for recruitment & managing requisite manpower for undertaking the jobs given to them. Central Bank of India will not be responsible/ liable for any issues/ litigation in this regard.
- An empanelled printer needs to open an account with Central Bank of India for speedy and proper credit of the bill amount.

In case of any clarification in the matter, the vendors seeking empanelment may contact BSD Department on any working day during office hours, well before the last date of submission of application.

 **सेंट्रल बैंक ऑफ इंडिया**
Central Bank of India
रेजियल हेड ऑफिस, जलपाईगुरी
Regional Office, Jalpaiguri
Central Bank of India
Jalpaiguri
Date: 28.07.2025 **Regional Head**

ANNEXURE - A

EMPANELMENT OF OFF SET PRINTERS DETAILS OF APPLYING PRINTERS

| | | | |
|-----------|---|---------|---------|
| A. | General Information | | |
| i. | Name of Printing Press / Company | | |
| ii. | Complete address of Administrative / corporate office (including e-mail, telephone & fax numbers) Contact Person's Name & Mobile No. | | |
| iii. | Address of Printing Press /works. (Please specify the different locations of your press / works with complete address if applicable.) | | |
| iv. | Type of organization: Public Limited / Private limited / Partnership / Proprietary firm. | | |
| v. | Number of years in printing business | | |
| vi. | Financial details: | | |
| | 2022-23 | 2023-24 | 2024-25 |
| | i. Turnover | | |
| | ii. Profit / loss | | |
| | iii. PAN Number | | |
| | iv. GST No. | | |
| vii. | Banker's Name & address | | |
| | i. Principal Bankers | | |
| | ii. Other Bankers | | |
| viii. | No. of Employees on payroll | | |
| | i. Administrative | | |
| | ii. Technical (Pls. give details) | | |
| B. | Pre-press Facilities at one place | | |
| i. | Type setting facility | Yes/No | |
| ii. | Designing and color processing equipments. | Yes/No | |
| iii. | Proof reading arrangement | Yes/No | |
| iv. | Color scanner for scanning high resolution quality images & digital/laser print facility. | Yes/No | |
| C. | Printing & Binding | | |
| i. | In-house sheet fed offset colour printing machine/s | Yes/No | |
| ii. | No. of sheet fed offset colour printing machine | | |
| iii. | High speed binding machine/s (centre pinning) | Yes/No | |
| iv. | No. of binding machine | | |
| D. | Credentials: | | |
| i. | Whether you have done any work for any office of Central Bank of India in the past. If yes give, details. | | |
| ii | Whether you have done any work for any other Nationalized Bank / PSU / reputed Public Ltd Co. if yes, please submit details. | | |
| iii. | Name of organization where your firm is empanelled. Please enclose letter. | | |
| E. | Document Copies attached | | |
| a) | PAN Card | Yes/No | |
| b) | GST Clearance certificate (attested copy) | Yes/No | |

| | |
|--|--------|
| c) Audited Balance Sheet of last 3 years | Yes/No |
| d) List of top 3 clients served during the last five years (Bank's / PSUs / Reputed Ltd. cos. compulsorily with work orders / certificate from the clients | Yes/No |
| G. EMD : Applicant have to submit the Bank Guarantee from any "Nationalized Bank favouring "Central bank of India" Jalpaiguri for the amount mentioned above at Jalpaiguri along with their technical offer. Offer made without valid EMD as mentioned above will be rejected. No interest will be paid by the Bank on the Earnest Money Deposit. | |
| | |

I/We request Central Bank of India,
Regional Office, Jalpaiguri to consider / inclusion of my / our name in the list of their approved firm/supplier. We agree
to give full satisfaction to the Bank in the event of their doing so.

Authorized Signatory

Name:

Designation

Date:

ANNEXURE B

To,

The Regional Head

Central Bank of India

Jalpaiguri

: DECLARATION:

1. I/We hereby submit the information in your prescribed Performa and understand that if any information is found to be false at a later date, contract / order made between us and Central Bank of India will be treated as invalid.
2. I/We agree that the decision of Central Bank of India in selection of tenderers will be final and binding on me/us.
3. All the information furnished in the attached sheets is correct to the best of my/our knowledge.
4. Bank shall have the authority to verify all the information provided by me/us.
5. All supporting documents shall be provided by me/us in authenticity of the information furnished.
6. I/We agree that I/We have no objection if inspection of my/our premises/workshop, shop etc. is done by the officials of the Bank.

Place:

Signature :

Date:

Name & designation :

Organisation :

ANNEXURE C

Details Of Locations & Other Details Of Printing Units

| | |
|--|--|
| 1. Location / address of the printing unit: | |
| | |
| 2. Total Area: | |
| 3. No. of shifts: | |
| 4. Plant & Equipment owned by the organization: | |
| | |
| 5. Key Personnel of the organization (with name, Qualification & Experience): | |
| A) Managers | |
| B) Supervisors | |
| C) Printers | |
| D) DEOs | |
| E) Binders | |
| F) Other Staff | |
| | |

ANNEXURE D

| No. | Name of Client with Address and Telephone No. | Details of orders | | | | Work done | |
|-----|--|---------------------------|----------------|-------------------------------|--|----------------------------------|-----------------------------|
| | | Order No. & Date | Nature of Work | Value of order received | Period of supply asked in order | Actual period of supply | Value of work done |
| | | | | | | | |
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Place:

Signature :

Date:

Name & designation :
Organisation

Notes:

1. Details should be provided in this Performa only. Please do not write as per "enclosed sheet".
2. If space is found to be insufficient, use additional sheet but format should be the same.
3. Please give details of orders received from Govt. Departments or Public Sector units or Nationalized Bank only.
4. Do not leave any column blank.



Financial BID

Financial Bid will be open on qualifying of Technical Bid

Address:-



Central Bank Of India
REGIONAL OFFICE
4 No. Gumti,
Nilu Bhawan
Dist-Jalpaiguri
West Bengal - 735101

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 Tender at Regional Office, Jalpaiguri | 06.08.2025 , 4:00 PM |
| 7 | Time & date of opening Of Tender | 07/08/2025 at 02:00 PM |
| 8 | Time for delivery | Within 7 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.
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, Jalpaiguri.
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. An printer needs to **open an account with Central Bank of India** for speedy and proper credit of the bill amount.

Central Bank of India
Regional Office, Jalpaiguri

Name of the firm :

LIST OF STATIONARY TO BE PRINTED

| S. N. | PAPER | GSM | SIZE | ITEM | PAGE | PAD | RATE |
|-------------|--|-----|------|---|------|-----|------|
| FORM | | | | | | | |
| 1 | German Deo Colour Maplitho Green | 110 | D-4 | D.D. Form | 200 | PAD | |
| 2 | German Deo Colour Maplitho Pink | 110 | D-4 | Locker Rent Receipt | 200 | PAD | |
| 3 | German Deo Colour Maplitho Yellow + Blue + White | 110 | D-8 | Note Slip | 200 | PAD | |
| 4 | German Deo White Maplitho | 110 | D-2 | Form 60 | 200 | PAD | |
| 5 | German Deo White Maplitho | 110 | D-2 | Form 61 | 200 | PAD | |
| 6 | German Deo White Maplitho | 130 | D-4 | Letter Head Small (Multi Colour Print) | 200 | PAD | |
| 7 | German Deo White Maplitho | 130 | D-2 | Letter Head medium (Multi Colour Print) | 200 | PAD | |
| 8 | German Deo White Maplitho | 130 | D-2 | Letter Head Big (Multi Colour Print) | 200 | PAD | |
| 9 | German Deo White Maplitho | 110 | D-2 | Stock Statement | 200 | PAD | |
| 10 | German Deo White Maplitho | 110 | D-6 | Debit Voucher | 200 | PAD | |
| 11 | German Deo Colour Maplitho Blue | 110 | D-6 | Credit Voucher | 200 | PAD | |
| 12 | German Deo White Maplitho | 110 | D-4 | Pay-in- Slip Common (Tri Lingual) | 200 | PAD | |
| 13 | German Deo White Maplitho | 110 | D-2 | Life Certificate | 200 | PAD | |
| 14 | German Deo White Maplitho | 110 | D-2 | Form No.- 15G | 200 | PAD | |
| 15 | German Deo White Maplitho | 110 | D-2 | Form No.-15H | 200 | PAD | |
| 16 | German Deo White Maplitho | 110 | D-4 | Promissory Note | 200 | PAD | |
| 17 | German Deo Colour Maplitho Pink + Yellow | 110 | D-2 | DL Notice Lok Adalat | 200 | PAD | |
| 18 | German Deo White Maplitho | 110 | D-4 | Cheque Issue | 200 | PAD | |
| 19 | German Deo White Maplitho | 110 | D-4 | Cheque Returning Memo | 200 | PAD | |
| 20 | German Deo Ledger | 110 | D-2 | Death Claim | 8 | SET | |
| 21 | German Deo Ledger | 110 | D-2 | Hypothecation of Goods | 16 | SET | |
| 22 | German Deo White Maplitho | 110 | D-2 | Pre – Inspection | 200 | PAD | |

| | | | | | | | |
|----|---------------------------------|-----|-----|---|-----|-----|--|
| 23 | German Deo White Maplitho | 110 | D-2 | Post - Inspection | 200 | PAD | |
| 24 | German Deo White Maplitho | 110 | D-3 | R.T.G.S./NEFT | 200 | PAD | |
| 25 | German Deo Ledger | 110 | D-4 | D.P. Note | 200 | PAD | |
| 26 | German Deo Ledger | 110 | D-2 | MMDC Account Opening (All In One) | 200 | PAD | |
| 27 | German Deo Ledger | 110 | D-2 | Article of Agreement | 8 | SET | |
| 28 | German Deo Ledger | 110 | D-2 | Letter of Guaranty | 8 | SET | |
| 29 | German Deo White Maplitho | 110 | D-4 | Letter of Waiver | 200 | PAD | |
| 30 | German Deo White Maplitho | 110 | D-4 | Letter of Interest | 200 | PAD | |
| 31 | German Deo White Maplitho | 110 | D-4 | Thanks Letter | 200 | PAD | |
| 32 | German Deo Colour Maplitho Pink | 110 | D-2 | Recall Notice | 200 | PAD | |
| 33 | German Deo Ledger | 110 | D-2 | Financial Report | 200 | PAD | |
| 34 | German Deo White Maplitho | 110 | D-2 | Demand Notice | 200 | PAD | |
| 35 | German Deo Ledger | 110 | D-2 | DAI-I Nomination | 200 | PAD | |
| 36 | German Deo Ledger | 110 | D-2 | DAI-II Nomination | 200 | PAD | |
| 37 | German Deo Ledger | 110 | D-2 | DAI-III Nomination | 200 | PAD | |
| 38 | German Deo Ledger | 110 | D-2 | Agriculture of Depth | 16 | SET | |
| 39 | German Deo Ledger | 110 | D-2 | Agriculture of Credit | 16 | SET | |
| 40 | German Deo White Maplitho | 110 | D-2 | CMDS A/c Opening | 200 | PAD | |
| 41 | German Deo Ledger | 110 | D-2 | Letter of Lien | 200 | PAD | |
| 42 | German Deo Ledger | 110 | D-2 | ATM Form | 200 | PAD | |
| 43 | German Deo Ledger | 110 | D-2 | Latter of Continuity | 200 | PAD | |
| 44 | German Deo Ledger | 110 | D-2 | PDR Brower | 200 | PAD | |
| 45 | German Deo Ledger | 110 | D-2 | PDR Guarantor | 200 | PAD | |
| 46 | German Deo Ledger | 110 | D-2 | Loan Undertaking | 200 | PAD | |
| 47 | German Deo Ledger | 110 | D-2 | Pension Undertaking | 200 | PAD | |
| 48 | German Deo Ledger | 110 | D-2 | P.F. Lien | 200 | PAD | |
| 49 | German Deo Ledger | 110 | D-2 | P.F. Application | 200 | PAD | |
| 50 | German Deo Ledger | 110 | D-2 | Legal Report | 200 | PAD | |
| 51 | German Deo White Maplitho | 110 | D-2 | Common A/c Opening (Multi Colour Print) | 20 | SET | |
| 52 | German Deo White Maplitho | 110 | D-2 | C/D Opening (Multi Colour Print) | 20 | SET | |
| 53 | German Deo Colour Maplitho Pink | 110 | D-8 | Withdrawal Slip (Tri-lingual) | 200 | PAD | |

| | | | | | | | |
|----|---------------------------|-----|-----|---|-----|-----|--|
| 54 | German Deo Ledger | 110 | D-2 | Locker Agreement Form | 200 | PAD | |
| 55 | German Deo Ledger | 110 | D-2 | Agriculture Loan Application | 16 | SET | |
| 56 | German Deo Ledger | 110 | D-2 | Demand Loan Application | 200 | PAD | |
| 57 | German Deo Ledger | 110 | D-4 | Cheque Deposit Form (Tri-lingual) | 200 | PAD | |
| 58 | German Deo White Maplitho | 110 | D-2 | PPS FORM | 200 | PAD | |
| 59 | German Deo White Maplitho | 110 | D-2 | Net Banking Application | 200 | PAD | |
| 60 | German Deo White Maplitho | 110 | D-1 | CMDS Weekly Sheet | 200 | PAD | |
| 61 | German Deo White Maplitho | 110 | D-1 | Clearing Short Slip/Sheet | 200 | PAD | |
| 62 | German Deo Ledger | 110 | D-2 | Hypothecation of Machinery | 16 | SET | |
| 63 | German Deo Ledger | 110 | D-2 | Hypothecation of Vehicle | 16 | SET | |
| 64 | German Deo Ledger | 110 | D-2 | Mortgage deed Application | 16 | SET | |
| 65 | German Deo Ledger | 110 | D-2 | Term Loan Agre. for Small Loan | 16 | SET | |
| 66 | German Deo Ledger | 110 | D-2 | SL-I | 200 | PAD | |
| 67 | German Deo Ledger | 110 | D-2 | SL-II | 200 | PAD | |
| 68 | German Deo Ledger | 110 | D-2 | SL-III | 200 | PAD | |
| 69 | German Deo Ledger | 110 | D-2 | LBR -II | 200 | PAD | |
| 70 | German Deo Ledger | 110 | D-2 | LBR – III | 200 | PAD | |
| 71 | German Deo Ledger | 110 | D-2 | Nominee Claim | 200 | PAD | |
| 72 | German Deo Ledger | 110 | D-2 | Locker Safe Agreement form | 16 | SET | |
| 73 | German Deo White Maplitho | 110 | D-2 | PMJJBY Insurance Form (Multi Colour Print) | 200 | PAD | |
| 74 | German Deo White Maplitho | 110 | D-2 | PMSBY Insurance Form (Multi Colour Print) | 200 | PAD | |
| 75 | German Deo White Maplitho | 110 | D-2 | PPF Account Opening (Multi Colour Print) | 200 | PAD | |
| 76 | German Deo White Maplitho | 110 | D-2 | Atal Pension Form (Multi Colour Print) | 200 | PAD | |
| 77 | German Deo White Maplitho | 110 | D-2 | Cent Aspaire Application Form (Multi Colour Print) | 8 | SET | |
| 78 | German Deo White Maplitho | 110 | D-2 | Mudra Application Form (Multi Colour Print) | 8 | SET | |
| 79 | German Deo White Maplitho | 110 | D-2 | Cent Debit Credit Card Application (Multi Colour Print) | 16 | SET | |
| 80 | German Deo White Maplitho | 110 | D-2 | Multi Purpose Request From | 200 | PAD | |

| | | | | | | | |
|----|---------------------------|-----|-----|--|-----|-----|--|
| 81 | German Deo White Maplitho | 110 | D-2 | Sukanya Samriddhi Account Opening Form | 200 | PAD | |
| 82 | German Deo White Maplitho | 110 | D-2 | PMSBY Claim From | 200 | PAD | |
| 83 | German Deo White Maplitho | 110 | D-2 | PMSBY Discharge Voucher | 200 | PAD | |
| 84 | German Deo White Maplitho | 110 | D-2 | PMJJBY Claim From | 200 | PAD | |
| 85 | German Deo White Maplitho | 110 | D-2 | PMJJBY Discharge Voucher | 200 | PAD | |
| 86 | German Deo White Maplitho | 110 | D-2 | SMS ALERT | 200 | PAD | |
| 87 | German Deo White Maplitho | 110 | D-2 | KYC Form | 200 | SET | |
| 88 | German Deo White Maplitho | 110 | D-2 | ATM Complain | 200 | PAD | |
| 89 | German Deo White Maplitho | 110 | D-4 | Signature Form | 200 | PAD | |
| 90 | German Deo White Maplitho | 110 | D-2 | Leave Application | 200 | PAD | |
| 91 | German Deo White Maplitho | 110 | D-2 | Increment Form | 200 | PAD | |

BOOK

| | | | | | | | |
|-----|---|-------------|-----|---|-----|------|--|
| 92 | German Deo Art Board Cover + Maplitho White Inner | 300 + 110 | D-6 | CBS Passbook | 20 | BOOK | |
| 93 | German Deo Art Board Cover + Maplitho White Inner | 300 + 110 | D-6 | Loan Pass Book (Cover Multi Colour Inner Black) | 20 | BOOK | |
| 94 | German Deo Colour Maplitho Pink + White | 110 | D-6 | CMDS Receipt | 400 | BOOK | |
| 95 | German Deo Colour Maplitho Pink + Yellow | 110 | D-2 | Sanction Advice | 400 | BOOK | |
| 96 | HM Palstic | 1000 Micron | D-3 | TDR Plastic Cover (Multi Colour Print) | 200 | PIC | |
| 97 | German Deo Red Craft | 150 | D-2 | Envelope Small | 200 | PIC | |
| 98 | German Deo Red Craft | 150 | D-2 | Envelope Medium | 200 | PIC | |
| 99 | German Deo Red Craft | 150 | D-1 | Envelope Big | 200 | PIC | |
| 100 | German Deo Pulp Board White | 300 | D-4 | Locker Signature Card | 200 | PIC | |
| 101 | German Deo Pulp Board White | 300 | D-4 | Bin Card | 200 | PIC | |

BOOKLET

| | | | | | | | |
|-----|---|---------|-----|---|----|------|--|
| 102 | German Deo Art Board Cover + Maplitho White Inner | 300+110 | D-2 | Cent Trade (Cover Multi Colour Inner Black) | 90 | BOOK | |
| 103 | German Deo Art Board Cover + Maplitho White | 300+110 | D-2 | SRTO (Transport Operator) (Cover Multi | 90 | BOOK | |

| | | | | | | | |
|-----|---|---------|-----|---|-----|------|--|
| 104 | German Deo Art Board Cover + Maplitho White Inner | 300+110 | D-2 | HBL DHFS (Cover Multi Colour Inner Black) | 90 | BOOK | |
| 105 | German Deo Art Board Cover + Maplitho White Inner | 300+110 | D-2 | Cent Vidyarthi (Cover Multi Colour Inner Black) | 90 | BOOK | |
| 106 | German Deo Art Board Cover + Maplitho White Inner | 300+110 | D-2 | WC/TL (Cover Multi Colour Inner Black) | 150 | BOOK | |
| 107 | German Deo Art Board Cover + Maplitho White Inner | 300+110 | D-2 | Cent Sahyog (Cover Multi Colour Inner Black) | 150 | BOOK | |
| 108 | German Deo Art Board Cover + Maplitho White Inner | 300+110 | D-2 | SHG (Cover Multi Colour Inner Black) | 70 | BOOK | |
| 109 | German Deo Art Board Cover + Maplitho White Inner | 300+110 | D-2 | Pensioner (Cover Multi Colour Inner Black) | 70 | BOOK | |
| 110 | German Deo Art Board Cover + Maplitho White Inner | 300+110 | D-2 | Cent Mortgage (Cover Multi Colour Inner Black) | 90 | BOOK | |
| 111 | German Deo Art Board Cover + Maplitho White Inner | 300+110 | D-2 | Cent Rentals (Cover Multi Colour Inner Black) | 70 | BOOK | |
| 112 | German Deo Art Board Cover + Maplitho White Inner | 300+110 | D-2 | Re-fazment & Re-schedulement (Cover Multi Colour Inner Black) | 70 | BOOK | |
| 113 | German Deo Art Board Cover + Maplitho White Inner | 300+110 | D-2 | CKCC (Cover Multi Colour Inner Black) | 70 | BOOK | |
| 114 | German Deo Art Board Cover + Maplitho White Inner | 300+110 | D-2 | Tractor (Cover Multi Colour Inner Black) | 70 | BOOK | |
| 115 | German Deo Art Board Cover + Maplitho White Inner | 300+110 | D-2 | PDL (Cover Multi Colour Inner Black) | 70 | BOOK | |
| 116 | German Deo Art Board Cover + Maplitho White Inner | 300+110 | D-2 | MSTP Tubal (Cover Multi Colour Inner Black) | 70 | BOOK | |
| 117 | Balarpur Art Board Cover + Maplitho White Inner | 300+110 | D-2 | Cent Vehicle (Cover Multi Colour Inner Black) | 90 | BOOK | |
| 118 | German Deo Art Board Cover + Maplitho White Inner | 300+110 | D-2 | Cent Teacher (Cover Multi Colour Inner Black) | 90 | BOOK | |
| 119 | German Deo Art Board Cover + Maplitho White Inner | 300+110 | D-2 | Cent Home Double Plus (Cover Multi Colour Inner Black) | 90 | BOOK | |

REGISTER

| | | | | | | | |
|-----|-------------------|-----|-----|------------|-----|----------|--|
| 120 | German Deo Ledger | 130 | D-2 | Cash Memo | 200 | REGISTER | |
| 121 | German Deo Ledger | 130 | D-1 | Attendance | 200 | REGISTER | |

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|-----|-------------------|-----|-----|----------------------------|-----|----------|--|
| 122 | German Deo Ledger | 130 | D-2 | Pension | 200 | REGISTER | |
| 123 | German Deo Ledger | 130 | D-2 | Blank Small | 200 | REGISTER | |
| 124 | German Deo Ledger | 130 | D-2 | Cash Payment | 200 | REGISTER | |
| 125 | German Deo Ledger | 130 | D-2 | Cash Receipt | 200 | REGISTER | |
| 126 | German Deo Ledger | 130 | D-2 | Clearing Cheque Book | 200 | REGISTER | |
| 127 | German Deo Ledger | 130 | D-2 | Furniture Fixture | 200 | REGISTER | |
| 128 | German Deo Ledger | 130 | D-2 | Sanction | 200 | REGISTER | |
| 129 | German Deo Ledger | 130 | D-2 | Stationary | 200 | REGISTER | |
| 130 | German Deo Ledger | 130 | D-1 | Leave | 200 | REGISTER | |
| 131 | German Deo Ledger | 130 | D-2 | OBC | 200 | REGISTER | |
| 132 | German Deo Ledger | 130 | D-2 | Income Tax | 200 | REGISTER | |
| 133 | German Deo Ledger | 130 | D-1 | Dispatch | 200 | REGISTER | |
| 134 | German Deo Ledger | 130 | D-1 | Blank Big | 200 | REGISTER | |
| 135 | German Deo Ledger | 130 | D-1 | Locker Rent | 200 | REGISTER | |
| 136 | German Deo Ledger | 130 | D-2 | Rafer | 200 | REGISTER | |
| 137 | German Deo Ledger | 130 | D-2 | Peon Book | 200 | REGISTER | |
| 138 | German Deo Ledger | 130 | D-2 | Increment | 200 | REGISTER | |
| 139 | German Deo Ledger | 130 | D-2 | Bin | 200 | REGISTER | |
| 140 | German Deo Ledger | 130 | D-2 | Locker Password | 200 | REGISTER | |
| 141 | German Deo Ledger | 130 | D-2 | Cash Remittance | 200 | REGISTER | |
| 142 | German Deo Ledger | 130 | D-2 | Key Movement | 200 | REGISTER | |
| 143 | German Deo Ledger | 130 | D-2 | Voucher | 200 | REGISTER | |
| 144 | German Deo Ledger | 130 | D-2 | TDR Delivery | 200 | REGISTER | |
| 145 | German Deo Ledger | 130 | D-2 | Account opening & passbook | 200 | REGISTER | |
| 146 | German Deo Ledger | 130 | D-2 | Insurance | 200 | REGISTER | |
| 147 | German Deo Ledger | 130 | D-2 | Stock statement | 200 | REGISTER | |
| 148 | German Deo Ledger | 130 | D-2 | Mobile no change | 200 | REGISTER | |
| 149 | German Deo Ledger | 130 | D-2 | Document | 200 | REGISTER | |
| 150 | German Deo Ledger | 130 | D-2 | Staff meeting | 200 | REGISTER | |
| 151 | German Deo Ledger | 130 | D-2 | Customer service meeting | 200 | REGISTER | |
| 152 | German Deo Ledger | 130 | D-2 | Security stationery ATM | 200 | REGISTER | |
| 153 | German Deo Ledger | 130 | D-2 | Cheque book | 200 | REGISTER | |
| 154 | German Deo Ledger | 130 | D-2 | Security stationery DD | 200 | REGISTER | |
| 155 | German Deo Ledger | 130 | D-2 | Security stationery TDR | 200 | REGISTER | |
| 156 | German Deo Ledger | 130 | D-2 | Safe deposit custody | 200 | REGISTER | |
| 157 | German Deo Ledger | 130 | D-2 | Complaint | 200 | REGISTER | |

| | | | | | | | |
|-----|-------------------|-----|-----|-------------------------|-----|----------|--|
| 155 | German Deo Ledger | 130 | D-2 | Security stationery TDR | 200 | REGISTER | |
| 156 | German Deo Ledger | 130 | D-2 | Safe deposit custody | 200 | REGISTER | |
| 157 | German Deo Ledger | 130 | D-2 | Complaint | 200 | REGISTER | |
| 158 | German Deo Ledger | 130 | D-2 | Standing Instruction | 200 | REGISTER | |
| 159 | German Deo Ledger | 130 | D-2 | Locker operation | 200 | REGISTER | |
| 160 | German Deo Ledger | 130 | D-2 | Stop payment | 200 | REGISTER | |
| 161 | German Deo Ledger | 130 | D-2 | Cheque book delivery | 200 | REGISTER | |
| 162 | German Deo Ledger | 130 | D-2 | ATM card delivery | 200 | REGISTER | |
| 163 | German Deo Ledger | 130 | D-2 | Cash movement | 200 | REGISTER | |

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

Last date of submission of tender is 06.08.2025

NAME

SEAL & Signature

DATE

BANK GUARANTEE

Annexure VII

TO

Whereas _____ having its registered office at _____ (hereinafter called "the Bidder") has to submit its bid dated _____ for printing and supply of stationery as specified in Schedule of requirement against Tender Reference NO RO/GAD/PRINTING & STATIONARY/2025-26/000 (hereinafter called "the Tender")

KNOW ALL MEN by these presents that we _____ having our Corporate Office at _____ (hereinafter called "the Bank") are bound to Central Bank of India, (hereinafter called "The Purchaser") in the sum of Rs. _____ (Rupees _____ only) for which payment well and truly to be made to the Purchaser, the Bank binds itself, its successors and assigns by these presents.

The conditions of this obligation are:

If the Bidder withdraws their Bid during the period of Bid validity specified in the Tender: OR 2. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of Bid validity - a. Fails or refuse to execute the Contract or the Agreement/Forms as required OR b. Fails or refuse to furnish the Performance Security, in accordance with the instruction to Bidder.

1. We, _____ under take to pay to the Purchaser up to an amount of Rs. _____ (Rupees _____ only) upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of anyone or both of two conditions specifying occurred condition or conditions.

Notwithstanding anything contained hereinabove; 1. Our liability under this Bank Guarantee shall not exceed Rs. _____ (Rupees _____ only) 2. This Bank Guarantee shall be valid up to _____ 3. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before _____. After which the bank shall be discharged from its liabilities.

Date this _____ day of _____ 2025 at _____

For and on behalf of _____ Bank.

sd/-.....

Date :