



सेंट्रल बैंक ऑफ इंडिया
Central Bank of India

आइये, एक बेहतर जीवन बनायें Build a better life around us

NOTICE INVITING TENDER

RO/RATL/BSD/2023-24/382

Dated: 28/03/2024

Dear Sir/ Madam,

Reg: Tender for printing and Supply of Stationery.

Central Bank of India, Regional Office, RATLAM invites sealed tender offers from eligible, experienced & reputed printers as per annexure A comprising application and description of stationery for supply of printed materials as per prescribed samples for branches of our Region. The detail is as under:

1. Tender Documents can be collected from BSD, Regional Office, RATLAM, near Hotel Lavanya Palace salakhedi , RATLAM (M.P.), PIN-457001, or can be downloaded from the link/ banks' website:-
<https://www.centralbankofindia.co.in/en/active-tender>
2. Tender fee Rs. 500/- in the form of Demand draft (Non refundable) in the favour of Central Bank of India, Regional Office, RATLAM is to be submitted along with the tender documents.
3. The vendor must quote rates (including Taxes) The sealed cover should boldly written as **"TENDER FOR PRINTING AND SUPPLY OF BANK STATIONERY "and must reach - Chief Manager, BSD, Central Bank Of India, Regional Office, Near Hotel lavanya Palace Salakhedi, RATLAM - 457001** on or before **25.04.2024 by 5:00 p.m.** Any Bids received thereafter will not be entertained.
4. Quotation envelop must contain the mobile number and full address of interested applicant and it must be sealed packed and submitted at our above addressed Office (on or before the last date).
5. Vendor must supply the printed Stationery items to our Regional Office address i.e., Near Hotel Lavanya Palace, RATLAM – 457001 at their own cost.
6. The Bank does not bind himself to accept the lowest or any tender and reserves the right to accept or reject any or all tenders, either in whole or in part, without assigning any reason for doing so.
7. Any addendum/corrigendum thus issued shall be part of the Tender Documents and shall be published on the Bank's website only. Tenderer shall enclose the same with their bid documents.
8. For any further information on the tender, Central Bank of India, BSD Department, Regional Office, RATLAM may be contacted on contact No. 7008529303 (Mr. Ajit Kumar Prusty, Chief Manager or Minakshi Bairagi 9340532291, Manager)

**Regional Head
Central Bank of India,
Regional Office, RATLAM**



Annexure A

Terms and conditions for bidder/s

1. Please send your Tender under sealed cover envelop by post or by hand. Please mention "Tender for Printing" on the envelop.
2. Tender to be send on the following address: **Chief Manager, BSD, Central Bank Of India, Regional Office, Near Hotel Lavanya Palace Salakhedi RATLAM – 457001.** Bank will not accept any tender after due date.
3. Rates quoted will be inclusive of all expenses like cost of material, other charges, transportation, GST etc.
4. Please clearly mention Rates per pad, or per Register.
5. 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.
6. Bank may inspect your premises during any point of tender process for verifying the details submitted.
7. For any information or clarification, bidder may visit or contact to our office during working days.
8. Bidder to Sign on each page of the tender document with the firm's seal.
9. Bidders from RATLAM and nearby areas may only apply for the tender.
10. Your tender must reach to us by 05:00 PM on 25/04/2024. Tender will be opened on 26/04/2024 at 3:30 PM.
11. Rates quoted must be neat and clean in readable format and no over writing/cutting in rates will be acceptable.
12. Tender once submitted will be considered as bank's property and bank will not be bound to return the same to the bidder.
13. Bidder may visit our Regional office First Floor, Near Hotel Lavanya Palace Salakhedi, Ratlam M.P..
14. Specification and quality must be as mentioned by us in the tender document; Consignment may be cancelled in case of improper quality / specification.
15. In case of any issues, it will be solved with mutual communication. Decision by bank will be considered as last and final decision.
16. Date and time to open the tender is fixed but may be changed in case of special circumstances.
17. Vendor will be given time of 15 days for printing and supplying the stationery items to our office.
18. Work order of printing of stationery items will be given time to time as per the requirement received from branches.
19. Good quality paper should be used and the printing should be clean and clear.
20. Printing work should be as per specimen. Specimen can be checked and collected from our office.
21. It is mandatory to get the proof reading done before printing the stationery items.
22. It is mandatory to print press name, month & year in every form
23. Printing work should be neat & clean. Rough stationary will not be accepted in any condition. If the goods is not supplied within specified period order will be cancelled automatically.
24. If all the conditions is not complied, the bank has all rights to cancel the order
25. In case consignment received is not as per specification or sample, amount will be paid after deduction of suitable amount or may be returned to the printer at their own cost.
26. In case of any dispute, it will be settled under RATLAM jurisdiction only.
27. Bidder/s has to submit following documents along with tender documents.



- GST Registration certificate.
- PAN Card of the firm / company
- PAN card and Aadhaar card of the proprietor/ partner(s)/Director(s)
Proof of address of the press/office.
- Cancelled cheque of the firm (For verifying account details)
- Work orders / other documents for confirming the experience of the firm /company.

I confirm that I/We have read above terms and condition before applying for above tender.

Seal and Signature of the Bidder/s.

Date:

Place:



Mandatory information required for Prequalification of the bidder/s

Important:

1. Please type or handwrite in capital letters.
2. Attach copies of the supporting documents.
3. Please use additional sheets if required.

Name of the Bidder:	
Email address:	
Contact Number	
Address 1:	
Address 2:	
City:	
Pin code:	
Year of Establishment:	
Status of the Firm: Proprietary / Partnership / Pvt. Ltd. / Pub. Ltd.	
Names of the directors/Partners/proprietor:	
Registration number and date with Registrar of Companies/Firms:	
PAN Number:	
TAN Number:	
GST Number & certificate:	
Empanelment with the other Companies / PSUs (if any)	
Field of activities:	
Main Activity:	

Seal and Signature of the Bidder/s.

Date:

Place:



Bidders are advised to quote the rates as per following table.

(Please quote rates inclusive of GST. Rates are to be quoted per pad, in case of cash memo register the rate is to be quoted per register)

Name of Bidder : _____

Name of Stationery Item	Description	Size	Quality & Specification	Rate per pad / Register
Cash Deposit Slip	100 leaves / Pad	22.5 X 11 cm	70 GSM White Paper	
Cheque Deposit Slip	100 leaves / Pad	22 X 11 cm	70 GSM White Paper	
Withdrawal Slip	100 leaves / Pad	15 X 9.5 cm	70 GSM Pink Paper	
Account Opening Form (Personal)	100 forms / Pad	22 X 28 cm (4 Page set)	70 GSM White Paper with Four Colour printing,	
Customer Information Form (Personal)	100 forms / Pad	23 X 28 cm (4 Page set)	70 GSM White Paper with Four Colour printing,	
Account Opening Form (Non Personal)	100 forms / Pad	24 X 28 cm (4 Page set)	70 GSM White Paper with Four Colour printing,	
Customer Information Form (Non Personal)	100 forms / Pad	25 X 28 cm (4 Page set)	70 GSM White Paper with Four Colour printing,	
NEFT/ RTGS form	100 leaves/ Pad	22 X 27 cm	70 GSM White Paper	
Cheque Requisition Slip	100 leaves/ Pad	11.5 X 18 cm	70 GSM White Paper	
ATM form	100 leaves/ Pad	22.5 X 28 cm	70 GSM White Paper	
Debit Voucher	100 leaves/ Pad	17.5 X 11 cm	70 GSM White Paper	
Credit Voucher	100 leaves/ Pad	17.5 X 11 cm	70 GSM Sky blue paper	
Contra Voucher	100 leaves/ Pad	18 X 11 cm	70 GSM Green Paper	
FI Account Opening form	100 leaves/ Pad	22 X 27 cm	70 GSM White Paper	
Term Deposit Account opening Form	100 leaves/ Pad	22 X 27 cm	70 GSM White Paper	
Multipurpose request form	100 leaves/ Pad	22 X 27 cm	70 GSM White Paper (Both Side print)	
Demand Draft form	100 leaves/ Pad	27 X 15 cm	70 GSM Sky blue paper (Both side print)	
Form 60	100 leaves/ Pad	19 X 30	70 GSM White Paper	
Form 61	100 leaves/ Pad	19 X 30	70 GSM White Paper	
Form 15 G	100 leaves/ Pad	22 X 27 cm	70 GSM White Paper	
Form 15 H	100 leaves/ Pad	21.5 X 27 cm	70 GSM White Paper	
Form DA-1	100 leaves/ Pad	21.5 X 27.5 cm	70 GSM White Paper	
Cash Memo Register	200 Pages	As per specimen with binding	70 GSM Green ledger paper with 24 ounce card board both side	
Cheque Return Memo	100 leaves/ Pad	21 X 30 cm	70 GSM White Paper	

Seal and Signature of the Bidder/s.

Date:

Place:

