

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

RO/Delhi-CENTRAL/GAD/2024-25/2

Dated : 04/12/2024

**TENDER NOTICE FOR STATIONERY PRINTING**

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 may be down loaded from our website [www.centralbankofindia.co.in](http://www.centralbankofindia.co.in) or purchased from our office by depositing DD/BC for Rs. 300/- in favour of CENTRAL BANK OF INDIA. The cost of such downloaded forms should be paid at the time of submission of the tender. The details are as under:

|                             |   |
|-----------------------------|---|
| TENDER REFERENCE            | RO/Delhi-Central/GAD/2024-25/22 dated 4.12.2024   |
| COST OF THE TENDER DOCUMENT | Rs. 300/- BY DD/BC (Non Refundable)   |
| LAST DATE                   | 22.12.2024  |
| EMD AMOUNT                  | RS 5,000/-  |
| ADDRESS FOR COMMUNICATION   | CENTRAL BANK OF INDIA, REGIONAL OFFICE, DELHI-CENTRAL<br>1398, FIRST FLOOR, CHANDNI CHOWK, DELHI-110006 |
| CONTACT TELEPHONE NO        | 8777346858  |

The tender, duly signed and filled, may be submitted at our office till **4.00 pm upto 20/12/2024** to our General Administration Department in closed covers with following papers/documents.

|   |                                |   |
|---|--------------------------------|---|
| 1 | Envelope –A<br>(Technical Bid) | (a) DD/BC of RS 300/- favoring CENTRAL BANK OF INDIA<br>DD/BC in favour of Central bank Of India for Rs 5,000/- as EMD. Both the DDs should be payable at Delhi.<br><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><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 the 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/2024-25/ dated 04.12.2024. The financial bid will be opened of those contractors who have paid the cost of tender and EMD and qualified in the technical bid.

The vendor must provide the rates (including taxes, delivery charges, if any, etc) but excluding GST.

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

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.

The sample of stationery items to be printed be checked at our office during normal office hours. After printing, the Stationery will be supplied at our Godown. Address of the Stationery Godown is as under:

Central Bank of India  
Stationery Godown  
1st floor,  
Dariyaganj Branch  
Delhi -110006.  
Tele : 011 23241572

Bank reserves the right to cancel the tender at any stage without notice.

  
(V.K Bansal)  
Chief manager

**Annexure – 1 (FINANCIAL BID)**

| SNo | Particulars                  | Quantity                           | Paper Quality (gsm) | Size          | Price Quoted |
|-----|------------------------------|------------------------------------|---------------------|---------------|--------------|
| 1   | RTGS FORM                    | 15000 PAD                          | 70 gsm              | As per Sample |              |
| 2   | LOCKERS Forms                | 2000 PAD<br>(packing of 100 forms) | 70 gsm              | As per Sample |              |
| 3   | CHEQUE DEPOSITE SILPS        | 30000 padS<br>(25 leaves each)     | 70 gsm              | As per Sample |              |
| 4   | MMDC forms                   | 5000 pad<br>(100 leaves each)      | 70 gsm              | As per Sample |              |
| 5   | Contra Vouchers              | 4000 pad<br>(50 leaves each)       | 70 gsm              | As per Sample |              |
| 6   | Debit Vouchers               | 2000 pad<br>(50 leaves each)       | 70 gsm              | As per Sample |              |
| 7   | MMDC Plastic Envelop         | 15000                              | 220 gsm             | As per Sample |              |
| 8   | Life Certificate             | 300 pad<br>(50 leaves each)        | 70 gsm              | As per Sample |              |
| 9   | Locker Signature Card        | 5000<br>(in packing of 50 cards)   | 220 gsm             | As per Sample |              |
| 10  | PPF Forms                    | 200 pad<br>(50 leaves each)        | 70 gsm              | As per Sample |              |
| 11  | Pay-in-slips (Cash)          | 150000 pads<br>(25 leaves each)    | 70 gsm              | As per Sample |              |
| 12  | DEMAND LOAN FORM             | 1000<br>PAD                        | 70 gsm              | As per Sample |              |
| 13  | ATMS FORMS                   | 500                                | 70 gsm              | As per Sample |              |
| 14  | CASH REGISTER                | 500 pads                           | 70 gsm              | As per Sample |              |
| 15  | ATTENDENCE REGISTER          | 300                                | 70 gsm              | As per Sample |              |
| 16  | ACCOUNT OPENING FORM(SAVING) | 200000 pads<br>(100 leaves each)   | 70 gsm              | As per Sample |              |
| 17  | CHEQUE REQUEST FOR,          | 300 PADS                           | 70 gsm              | As per Sample |              |
| 18  | KYC FORM                     | 500 PADS                           | 70 gsm              | As per sample |              |

**Note :**

- Sample is only for specimen purpose. Paper should be of good brand like Ballarpur/JK/Century etc.
- 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.