

क्षेत्रीय कार्यालय: कूचबिहार

REGIONAL OFFICE : COOCH BEHAR

RO/BSD/ 2025-26/202

Date: 24/07/2025

CENTRAL BANK OF INDIA

REGIONAL OFFICE, COOCHBEHAR

ADDRESS: BANGCHATRA ROAD, NEAR TERANGI MORE, COOCHBEHAR, WEST BENGAL-736101

TENDER

TECHNICAL BID

কাজের নাম:

কোচবিহার অঞ্চলের অন্তর্গত শাখাগুলির জন্য স্টেশনারি সামগ্রী সরবরাহের জন্য দরপত্র

कार्य का नाम : कूचबिहार क्षेत्र के अंतर्गत शाखाओं हेतु स्टेशनरी सामग्री की आपूर्ति के लिए निविदा

NAME OF THE WORK: - TENDER FOR SUPPLY OF STATIONERY ITEMS FOR THE BRANCHES UNDER COOCHBEHAR REGION

सेन्ट्रल ब्याङ्क अफ इंडिया, आঞ্চलिक कार्यालय के अधीन शाखासमूह के लिए लेखन उपकरण, स्टेशनरी एवं मुद्रण सामग्री सरबराह के लिए सिलबद्ध टेन्डर आह्वान कर रहे हैं

सेंट्रल बैंक ऑफ इंडिया क्षेत्रीय कार्यालय कूचबिहार के अधीन शाखाओं के लिए लेखन सामग्री, स्टेशनरी एवं मुद्रण कार्य की आपूर्ति हेतु बिड सिस्टम के अंतर्गत मुहरबंद टेंडर आमंत्रित करता है I

Sealed tenders are invited by the Central Bank of India, Regional Office, Coochbehar for the supply of writing materials, stationery, and printing work for its branches under the jurisdiction of the Regional Office

Address of Regional Office: Central Bank of India, Regional office, Bangchatra Road, Near Terangi More, Coochbehar, West Bengal-736101
REGIONAL HEAD

REGIONAL OFFICE - Coochbehar Mail ID- gadcoocro@centralbank.co.in,
Contact no. – 9304906885, 7044638551, 6289216801

**ITEM WISE SEALED TENDERS ARE INVITED IN 2 BID SYSTEM FOR SUPPLY OF
STATIONERY ITEMS FOR BRANCHES UNDER COOCHBEHAR REGION**

<u>Issuance</u>	<p>দরপত্র ফর্ম ২৫.০৭.২০২৫ তারিখ থেকে ব্যাংকের ওয়েবসাইট www.centralbankofindia.co.in -এ পাওয়া যাবে।</p> <p>Tender forms will be available on Bank's website www.Centralbankofindia.co.in from 25.07.2025.</p>
<u>Last date for submission of the Tenders/</u>	08.08.2025 up to 5.00 PM
<u>Place of submission of Tender</u>	<p>The Tender must be submitted online and the DD must be submitted to the below mentioned address:</p> <p>Business Support Department, Regional office, Bangchatra Road,Near Terangi More,Coochbehar,West Bengal-736101</p>
<u>Date of Opening of technical bid</u>	08.08.2025 or later in online mode.
<u>Place of Opening of technical bid</u>	<p>ব্যবসায়িক সহায়তা বিভাগ, আঞ্চলিক কার্যালয় BC রোড, তেরেঙ্গি মোড়ের কাছে কোচবিহার, পশ্চিমবঙ্গ - ৭৩৬১০১</p> <p>Business Support Department, Regional office, Bangchatra Road,Near Terangi More,Coochbehar,West Bengal-736101</p> <p><u>Note: - Vendors are informed that tender will be open online mode only</u></p>
<u>Cost of tender</u>	<p>রুপये 500/- ডীডী কে দ্বারা, क्षेत्रीय कार्यालय, सेंट्रल बैंक ऑफ इंडिया, कूचबिहार के पक्ष मे (अप्रतिदेय)</p> <p>Rs. ৫০০.০০ (অ-ফেরতযোগ্য) সেন্ট্রাল ব্যাঙ্ক অফ ইন্ডিয়া, কোচবিহার আঞ্চলিক কার্যালয়ের অনুকূলে ডিম্যান্ড ড্রাফট (DD) আকারে জমা দিতে হবে।</p> <p>On Attachment of photocopy of MSME registration Certificate, MSME registered vendors are exempted.</p>
<u>Eligibility Criteria</u>	<p>1) প্রস্তুদাতা একজন ব্যক্তি / স্বত্বাধিকারী / ভারতে নিবন্ধিত প্রতিষ্ঠান বা সংস্থা হতে পারেন, যিনি নিম্নলিখিত মানদণ্ড পূরণ করেন এবং তার প্রমাণস্বরূপ প্রাসঙ্গিক দলিলপত্র জমা দিতে হবে। যৌথ উদ্যোগ (Joint Venture) বা অংশীদারিত্ব ভিত্তিক গোষ্ঠী (Consortium) কোনোভাবেই গ্রহণযোগ্য নয়।</p> <p>बिडर कोई कंपनी/निगम/नियाम/ट्रस्ट/रजिस्टर्ड फर्म/ भारत में निगमन हो सकता है, जो निम्नलिखित पात्रता को पूरा करते हो, पात्रता से संबंधित दस्तावेजी प्रमाणपत्र जमा करना अनिवार्य है, किसी भी रूप में संयुक्तउपक्रम या संघ को अनुमती नहीं है</p>

Bangchatra Road: Cooch Behar: PIN – 736 101, ব্যাংচাত্রা রোড: কুচবিহার: 736101
 Telephone/টেলিফোন- (03582) 222 985 : FAX/ফ্যাক্স – 03582 222-582
 E-mail: gadcoocro@centralbank.co.in

The bidder can be an individual/proprietor / firm registered/ incorporation in India fulfilling the following criteria and must submit documentary evidences. Joint venture or consortium in any form is not allowed.

2) প্রস্তুবদাতাকে অবশ্যই গত ৫ (পাঁচ) বছর ধরে কার্যরত থাকতে হবে এবং ভারতে একটি নিবন্ধিত কার্যালয় থাকতে হবে।

बिडर 5 वर्षों से अस्तित्व मे होना चाहिए और उसका पंजीकृत कार्यालय भारत मे हो

The bidder should be in existence for the last 5(five) years and have registered office in **India**.

3) গত ৩ (তিন) অর্থবছরে, যা পূর্ববর্তী অর্থবছরের ৩১শে মার্চ তারিখে শেষ হয়েছে সেই সময়কালে প্রস্তুবদাতার গড় বাৎসরিক অর্থিক লেনদেনের পরিমাণ ন্যূনতম Rs. ১০,০০,০০০.০০ (দশ লক্ষ টাকা) হতে হবে, জিএসটি ব্যতীত।

पिछले 03 वर्षों के दौरान औसत वित्तीय टर्नओवर Rs, 10, 00, 000. 00 रुपये दस लाख (जीसटी के अतिरिक्त है I)

Average Annual Financial turnover during the last 3 years, ending 31st March of the previous financial year, should be minimum is Rs, 10, 00, 000. 00 (Rupees Ten Lakhs) Excluding GST

4) প্রস্তুবদাতার অবশ্যই গত ৫ (পাঁচ) বছরের মধ্যে ব্যাঙ্কের স্টেশনারি সামগ্রী সরবরাহের কাজ সফলভাবে সম্পন্ন করার অভিজ্ঞতা থাকতে হবে।

बिडर पिछले माह की समाप्ती तक पाँच वर्षों के दौरान इसी तरह इसी तरह के काम जिसमें लेखन सामग्री के आपूर्ती के कार्य शामिल हो का सफलतापूर्वक पूर्ण करने का अनुभव प्राप्त हो

Bidder must have experience of successfully completion of supply of bank's stationery during last 5 years.

5) বৈধ PAN এবং GST নিবন্ধন নম্বর থাকতে হবে।

वैध पैन , गुड्स एंड सर्विस टैक्स पंजीकरण नंबर हो ।

Must have valid PAN and GST registration numbers.

	<p>Note:-</p> <p>ঠিকাদারের পূর্বে উল্লিখিত কাজগুলি কেন্দ্রীয় সরকার, রাষ্ট্র সরকার, স্বায়ত্তশাসিত সংস্থা, সরকারি ক্ষেত্রের ব্যাংক, অর্থিক প্রতিষ্ঠান বা অন্যান্য সরকারি এজেন্সির জন্য সম্পাদনের অভিজ্ঞতা থাকতে হবে।</p> <p>उक्त दिए गए कार्यों में ठेकेदार ने केंद्र सरकार/राज्य सरकार/स्वायत्त निकाय/सार्वजनिक क्षेत्र के बैंक/वित्तीय संस्था/शासकीय संस्था में कार्य किया हो।</p> <p>The contractor should have prior experience of having executed the aforementioned works for entities such as the Central Government, State Government, Autonomous Bodies, Public Sector Banks, Financial Institutions, or other Government Agencies.</p>
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Mode of Submission of tender	<p>সম্পূর্ণ দরপত্র প্রক্রিয়া শুধুমাত্র অনলাইন মোডে সম্পাদিত হবে। এর বিস্তারিত তথ্য আমাদের ব্যাংকের ওয়েবসাইটে পাওয়া যাবে:</p> <p>www.centralbankofindia.co.in/en/active-tender এবং/অথবা centralbank.acprocure.com/EPROC এ।</p> <p>তবে, দরপত্র ফি-এর ডিমান্ড ড্রাফট (DD) নিম্নলিখিত ঠিকানায় সরাসরি জমা দিতে হবে: ব্যবসায়িক সহায়তা বিভাগ, আঞ্চলিক কার্যালয়, BC রোড, তেরেঙ্গি মোড়ের কাছে কোচবিহার, পশ্চিমবঙ্গ – ৭৩৬১০১</p> <p>The whole process of tendering will be executed through online mode only. The details of the same is available in our bank's website www.centralbankofindia.co.in/en/active-tender and/or centralbank.acprocure.com/EPROC</p> <p>But the DD of tender cost must be submitted in the following address: Business Support Department, Regional office, Bangchatra Road, Near Terangi More, Coochbehar, West Bengal-736101</p>
Contact Officer	<p>Mr. Ashok Kumar, Chief Manager BSD (9046319601)</p> <p>Mr. Santosh Kumar, Manager (9304906885)</p>

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• টেন্ডার সম্পর্কিত গুরুত্বপূর্ণ শর্তাবলী:

১. টেন্ডার ফি এবং ইএমডি বা এমএসএমই রেজিস্ট্রেশন সার্টিফিকেট ছাড়া টেকনিক্যাল বিড বাতিল হবে।
২. শুধুমাত্র যোগ্য ঠিকাদারদের আর্থিক দরপত্র খোলা হবে।
৩. সময়সীমার পরে প্রাপ্ত টেন্ডার গ্রহণ করা হবে না।
৪. সীলমোহর ছাড়া টেন্ডার বাতিল হবে।
৫. ব্যাংকের ওয়েবসাইটে প্রকাশিত পরিশিষ্ট সংশোধনী বা শুদ্ধিপত্র টেন্ডারের অংশ হবে।

• টেন্ডার সংবন্ধিত মহত্বপূর্ণ শর্ত:

১. টেন্ডার শুল্ক और ईएमडी या एमएसएमई पंजीकरण प्रमाणपत्र के बिना तकनीकी बोली निरस्त कर दी जाएगी।
२. केवल पात्र ठेकेदारों की वित्तीय बोली खोली जाएगी।
३. निर्धारित समय के बाद प्राप्त टेंडर स्वीकार नहीं किए जाएंगे
४. बिना सील वाले टेंडर निरस्त कर दिए जाएंगे।
५. बैंक की वेबसाइट पर प्रकाशित परिशिष्ट, संशोधन या शुद्धिपत्र टेंडर का हिस्सा होगा।

• Important Terms and Conditions:

1. Technical bids without tender fee and EMD or MSME registration certificate will be rejected.
2. Only financial bids of eligible contractors will be opened.
3. Tenders received after the deadline will not be accepted.
4. Unsealed tenders will be rejected.
5. Any annexure, amendment, or corrigendum published on the Bank's website will form part of the tender.

এই এনআইটি/টেন্ডার ডকুমেন্ট সম্পর্কিত যদি কোনো পরিশিষ্ট/সংশোধনী/শুদ্ধিপত্র জারি করা হয় তবে তা এই টেন্ডার এনআইটি/টেন্ডার ডকুমেন্টের অবিচ্ছেদ্য অংশ হিসেবে গণ্য হবে এবং উপরে উল্লিখিত আমাদের ওয়েবসাইটে প্রকাশিত হবে। এটি দরপত্রদাতার দায়িত্ব যে তিনি আমাদের ব্যাংকের ওয়েবসাইটে প্রকাশিত যেকোনো পরিশিষ্ট/সংশোধনী/শুদ্ধিপত্র সম্পর্কে নিজে আপডেট থাকবেন।

इस निविदा/टेंडर दस्तावेज़ से संबंधित यदि कोई परिशिष्ट/संशोधन/शुद्धिपत्र जारी किया जाता है, तो वह इस निविदा/टेंडर दस्तावेज़ का अभिन्न हिस्सा होगा तथा उपरोक्त उल्लिखित हमारी वेबसाइटों पर प्रकाशित किया जाएगा। बोलीदाता की यह

Bangchatra Road: Cooch Behar: PIN – 736 101, ব্যাংগচাত্রা রোড: কুচবিহার: 736101
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E-mail: gadcoocro@centralbank.co.in

पूर्ण जिम्मेदारी होगी कि वह हमारी बैंक की वेबसाइट पर प्रकाशित ऐसे किसी भी परिशिष्ट/संशोधन/शुद्धिपत्र की जानकारी प्राप्त करता रहे।

Addendums/Amendments/Corrigendum issued if any to this NIT/ Tender Document shall be part of this tender NIT/Tender Documents and shall be published in our web sites specified above. It is Bidders responsibility to keep them updated on any such Addendums/Amendments/Corrigendum published on our Bank's website.



आঞ্চलिक प्रधान/क्षेत्रीय प्रमुख /Regional Head

कूचबिहार

Bangchatra Road: Cooch Behar: PIN – 736 101, ब्यांगचातरा रोड: कूचबिहार: 736101

Telephone/टेलीफोन- (03582) 222 985 : FAX/फैक्स – 03582 222-582

E-mail: gadcoocro@centralbank.co.in

<u>APPENDIX REFERRED TO IN THE GENERAL CONDITIONS</u>		
1	Date of Supply	15 Days from issue of Work order/Acceptance of works.
2.	Payment Terms	1. No advance or Running Amount payment. 2. Final Bill settlement within 15 days from the date of proper supply of Stationery.
	Deduction	1. Income Tax at source as per Income Tax Rules Sales Tax /GST Works Contract Tax/ Commercial Tax as applicable in the statement. 2. Cess applicable as per the local rules 3. Any other Levy/Cess/Tax to be deducted at sourced law.
4.	Validity of Rates	The quoted Rates in the Bid shall remain valid for at least one year. No escalation in rates shall be allowed.
5.	No deviation of material	All material and makes shall be as per specifications any deviation will not be accepted without written permission of Bank

CONTRACTOR

Seal and signature

Bangchatra Road: Cooch Behar: PIN – 736 101, ब्यांगचातरा रोड: कूचबिहार: 736101
Telephone/टेलीफोन- (03582) 222 985 : FAX/फैक्स – 03582 222-582
E-mail: gadcoocro@centralbank.co.in

क्षेत्रीय कार्यालय: कूचबिहार

REGIONAL OFFICE: COOCHBEHAR

Declaration:

Information to be furnished by the Application

1	Name of the organization			
2	Registered Office details (Submit firm registration certificate)	Registration number		Date of registration
		Postal Address		
		Telephone Nos.		
		E-mail Address		
3	Financial Strength- Average Annual Turnover & Profit in Rs.		Turnover(Rs)	Profit(Rs.)
		FY-2022-23		
		FY-2023-24		
	(Submit attested copy of ITR Return, balance sheet Audited or non-Audited & GST Return)	FY 2024-25		
4	Details of work executed with PSU BANKS, GOVT.	Works	Place of work	Amount (Rs.)
	(Submit completion certificate of similar works mentioned in eligibility criteria with details in separate sheet)	1		
		2		
		3		
5	PAN Number (Submit copy of PAN)			
6	GST (Submit copy of PAN)			
7	MSME Registration No.			

क्षेत्रीय कार्यालय: कूचबिहार

REGIONAL OFFICE: COOCHBEHAR

I/we hereby submit the information in your prescribed pro-forma 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. I/We agree that the .decision of Central Bank of India in selection will be final and binding on me/us. All the information furnished in the attached sheets is correct to the best of my/our knowledge. Bank shall have the authority to verify all the information provided by me/us. All supporting documents shall be provided by me/us in authenticity of the informaiaion furnished. 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.

Signature of the contractor:-

Name:

Place:

Date:

क्षेत्रीय कार्यालय: कूचबिहार

REGIONAL OFFICE: COOCHBEHAR

FORM OF TENDER

To
Regional Head / Regional Office Coochbehar
Central Bank of India

Dear Sir

With reference to the tender invited by you for the work . I/We hereby offer to execute the work under contract at the respective rates mentioned in the schedule of quantities.

I/We have visited the Central Bank of India's website and have understood the general terms, special conditions, and additional conditions of the contract.

I/We agree to execute the work as per specifications, general conditions of contract, special Conditions, and additional conditions.

We hereby certify that all components/parts/assemblies/software used in the equipment will be new and original, manufactured by the relevant Original Equipment Manufacturer (OEM) or its equivalent.

I/We do hereby agree that the sum shall be forfeited by the bank in event our tender is accepted & I/We fail to execute the contract when required to do so.

I/We understand that you are not bound to accept the lowest tender.

Signature of contractor/ ठेकेदार के हस्ताक्षर

क्षेत्रीय कार्यालय: कूचबिहार

REGIONAL OFFICE: COOCHBEHAR

General Instruction to Contractors

The entire process of tendering, including the submission of bids and relevant documents, will be conducted through **online mode only**. Interested bidders are required to visit the following websites to access complete details regarding the tender, download tender documents, and participate in the e-procurement process:

- www.centralbankofindia.co.in/en/active-tender
- centralbank.acprocure.com/EPROC

No physical submission of bid documents will be entertained except for the **Demand Draft (DD)** towards the cost of the tender document.

The **non-refundable tender fee of ₹500.00 (Rupees Five Hundred only)** must be submitted in the form of a **Demand Draft**, drawn in favour of "**Regional Office, Central Bank of India, Coochbehar**", and should be delivered to the following address either in person or by post/courier, **on or before the specified deadline**:

To:
Business Support Department
Regional Office
Bangchatra Road, Near Terangi More
Coochbehar, West Bengal – 736101

The tender shall remain open for acceptance by the bank for a period of 3 (three) months from the date of opening of the Financial Bid containing the priced tender which may be extended further by mutual agreement.

The tenderer must use only the tender forms/documents issued by the Bank. If given space falls short for furnishing the information / separate sheet may be added duly signed by the contractors.

The bank reserves the right to reject or select the tender for opening the priced tender and also 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 reason whatsoever.

The time allowed for the completion of work will be 15 Days from the date of issue of work order.

The contractor should quote in figures as well as in words the rate, the amount tendered by them. Further amount for each item should be worked out and requisite totals given.

The acceptance of the tenderer will rest with the bank which does not bind itself to accept the lowest tender, and reserves to it the authority to reject any or all the tenders received without

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assignment of a reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

The bank does not bind itself to accept the lowest or any tender and reserves to itself the right of accepting the whole or any part of the tender and the tender shall be bound to perform the same rate quoted.

Prices quoted by the tenderer should include all taxes, local taxes, sales tax, excise duty, sales tax on work contract etc. materials, labour, delivery, installation charges etc. but excluding GST. No extra will be paid on any account.

Prices quoted by the tenderer shall remain firm during execution of the work and no escalation on quoted rates shall be entertained on account of variation in the prices of raw materials, labour, taxes and any Government levies etc.

Sales tax or any other tax on material or on finished work like work's contract tax, turn over tax etc. in respect of this contract shall be payable by the contractor and the bank will not entertain any claim what so ever in this respect.

The Contractor has to supply and adhere to the specific makes and specifications of all the items, which are mentioned in the tender.

The contractors would use all the materials for various items strictly as per mentioned in tender.

All quantities indicated in tender are approximate & are likely to change.

Rates quoted in tender should be inclusive of all taxes, transportation, loading/unloading, stacking, safe keeping etc. but EXCLUDING GST.

Some of the above items may not be operated at all. It will be Bank's discretion. Contractor cannot claim any charges/compensation for non-operation of any items.

In case the supplier found using substandard material or non-specified product or not giving top Class quality of finish, serious action will be taken including rejection of the entire stationery

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items.

Tender, invitation to tender, form of tender, instruction to tenderers, General condition of tender and the rates and the amount quoted against the item of the tender schedule together with the letter of Intent awarding the work shall form the contract. If there is any conflict between any of provisions in the special conditions and any of other documents, the provision in the special conditions of contract shall prevail.

Similarly, if there be any difference between the descriptions in the specification, item in the schedule of quantities, the description in the schedule of quantities shall prevail.

Signature of Contractor & Seal.

GENERAL CONDITIONS OF CONTRACT

1. Each Tenderer must before submitting his tender, visit the site office Central Bank Of India, BSD/GAD Department, Regional Office Coochbehar, Bangchatra Road, Near Terangi More, Coochbehar-736101, so as to ascertain the physical quality of materials according to Specifications before submitting the tender.
2. The Order of Stationery items must be directly delivered to each Branch under Coochbehar Region
i.e. 50 Branches and 1 Regional office which are located in all 02 Districts of Coochbehar and Alipuduar .
3. Quantity of order will depend upon requirements of Branch/ Branches. Order can be place for only one Branch or more than one branch.
4. Prices quoted by the tenderer should include all taxes, local taxes, sales tax, excise duty, sales tax on work contract etc. materials, labour, fluctuation of rates, delivery, installation charges etc. but EXCLUDING GST. No extra charges will be paid on any account.
5. Quoted rates shall be exclusive of GST.
6. Rates quoted in tender should be inclusive of transportation, loading/unloading, safe keeping etc. or any other expenditure for carrying out the work.
7. No escalation in rates will be allowed under any circumstances.
8. Conditional tenders quoted by the tender are liable to be rejected.
9. The Bank reserves the right to reject any or all the tenders, accept part of any tender or entrust the entire work to any contractor or divide the work to more than one contractor (item wise) without assigning any reason or giving any explanation. The rates quoted by the contractor will hold good for this bifurcation and no compensation will be paid on this account.
10. The tenders will remain valid for a period of 12 months from the date of opening of tenders, Bank reserves the right to accept or reject any or all the tenders without assigning any reason to do so. Bank does not bind itself for accepting the lowest tender.
11. All items of work described in the schedule of quantities are paid only after supply of stationery in all respects and as per given specifications.
12. The work is to be executed in accordance with the specifications, schedule of quantities.

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13. Bank has right to omit any of items of schedule of rates. It will be Bank's discretion.
Contractor cannot claim any charges/compensation for non-operation of any items.

12 **TENDERS:** The entire set of tender paper issued to the tenderer should be submitted fully priced and also signed on the last page together with initials on every page. Initial / signature will indicate the acceptance of the tender papers by the tenderer. No modifications, writings or corrections can be made in the tender papers by the tenderer.

13. The Bank reserves the right to reject the lowest or any tender and also to discharge any or all of the tenders of each section or to split up and distribute any item of work to any specialist firm or firms, without assigning reasons.

14. The tenderers should note that the tender is strictly on the item rate basis and their attention is drawn to the fact that the rates for each and every item should be correct, workable and self-supporting. If called upon by the Bank detailed analysis of any or all the rates shall be submitted. The Bank shall not be bound to recognize/accept the contractor's analysis.

15. **GOVERNMENT AND LOCAL RULES:** The contractor shall conform to the provision 06 all-local-by-laws and acts relating to the work and to the regulations etc.

16. **MATERIALS:** - All the stationery items mentioned in the tender BOQ specifications, to Bank's entire satisfaction.

Signature of Contractor & Seal.

क्षेत्रीय कार्यालय: कूचबिहार

COOCHBEHAR

REGIONAL OFFICE :

CENTRAL BANK OF INDIA

REGIONAL OFFICE, COOCHBEHAR

TENDER PRICE BID

कार्य का नाम: कोचबिहार क्षेत्र के अंतर्गत शाखाओं हेतु स्टेशनरी सामग्री की आपूर्ति के लिए निविदा

कार्य का नाम :- कूचबिहार क्षेत्र के अंतर्गत शाखाओं हेतु स्टेशनरी सामग्री की आपूर्ति के लिए निविदा

NAME OF THE WORK: - TENDER FOR SUPPLY OF STATIONERY ITEMS FOR THE BRANCHES UNDER COOCHBEHAR REGION

Address of Regional Office: Central Bank of India, Regional office, Bangchatra Road, Near Terangi More, Coochbehar, West Bengal-736101

REGIONAL HEAD
REGIONAL OFFICE - Coochbehar
Mail ID- gadcoocro@centralbank.co.in

FINANCIAL BID

S.No.	Particulars	Size Width X Height	Quality of Paper/ Colour	Description	Binding Description	Description	Rates	GST	Quantity
1	DD forms	21x14.6 cm	Sirpur 70 gsm, Colour Green Print	leaves per pad	Both side Printing				Per pad (1 pad=100 leaves)
2	Withdrawal form	1x18 cm	Sirpur 70 gsm, Colour Pink/green Print	leaves per pad					Per pad (1 pad=100 leaves)
3	Debit Vouchers	12.x21 cm	Century 60 gsm, white Paper	leaves per pad					Per pad (1 pad=100 leaves)

Regional Office Coochbehar

4	Credit Vouchers	12.x21 cm	Century 70 gsm, Blue Paper	leaves per pad					Per pad (1 pad—100 leaves)
5	Account opening form (Personal)	2109.7 cm	Both side 4 color printing and barcode, Serial machine numbering, 80 GSM Meplitho	Forms per Packet	Printed on White Four Paper In Colour	CIF-4 Pages AOF-4 Pages			Per form (8 pages)
6	Account opening form (Non-Personal)	21x29.7 cm	Century 70 gsm, White Paper	Forms per Packet	Printed on White In EQU Paper Colour	CIF-4 Pages AOF-4 Pages			Per form (8 pages)
7	Multipurpose form	2109.7 cm	Century 70 gsm, White Paper	leaves per pad					Per pad (1 pad—100 leaves)
8	Nomination form	21x29.7 cm	Century 70 gsm, White Paper	leaves per pad					Per pad (1 pad=100 leaves)
9	TERM DEPOSIT APPLICATION (FOR EXISTING CUSTOMERS)	21x29.7 cm	Century 70 gsm, White Paper	leaves per pad					Per pad (1 pad= 100 leaves)
10	Letter Head Big	2109.7 cm	JR Bond 70 gsm	leaves per pad	White Paper	Printing in Four Colour			Per pad (1 pad=100 leaves)
11	Letter Head small	14.x22 cm	JR Bond 70 gsm	leaves per pad	White Paper	Printing In Four Colour			Per pad (1 pad—100 leaves)
12	Postage Envelope - Big	16x12 inch	Star 100 gsm Kraft Paper		Cloth Line, Printed	200 Envelops Per Packet			Per envelop
13	Postage Envelop Medium	10.x12 inch	Star 100 gsm Kraft Paper		Cloth Line, Printed	200 Envelops Per Packet			Per envelop
	Postage Envelop - Small	1x5 inch	Star 100 gsm Kraft Paper		Printed	200 Envelops Per Packet			Per envelop
15	Mortgage register	25.508 cm	Century Ledger 90 gsm	Ledger Paper	Kona Pakki Dafti	Pages per Register			Per Register
16	Postage register	x34 cm	Ledger 80 gsm White Paper	Ledger Paper	Kona Pakki Dafti	Pages per Register			Per Register
17	Cash Memo Register	21 x34 cm	Ledger 80 gsm	Ledger Paper					Per Register

18	Attendance Register	21 x 34 cm	White 70 gsm	White Paper	Kona Pakki Dafti 1.5±	201 Pages per Register			Per Register
19	MMDC plastic cover	16x27.7 cm	PVC 400 Microne	Milky Colour	200 Covers per packet	Double Colour Printin			Per cover
20	Form 15 Gil-I	21x29.7 cm	Century 70 gsm	White Paper	100 Leaver per Pad	Printing Both Side			Per pad (1 pad—100 leaves)
21	Form 60/61	21x29.7 cm	Century 70 gsm	White Paper	100 Leaver per Pad	Printing Both Side			Per pad (1 pad=100 leaves)
22	Cheque book issue form	10.5x16 cm	Century 70 gsm	White Paper	100 Leaver per Pad				Per pad (1 pad=100 leaves)
23	Life certificate	21x29.7 cm	Century 70 gsm	White Paper	100 Leaver per Pad				Per pad (1 pad=100 leaves)
24	Locker card	13x21.5 cm	JR 250 gsm	White Card	100 Leaver per Pad				Per pad (1 pad—100 leaves)
25	Locker opening form	21x29.7 cm	Century 70 gsm	Ledger paper	100 Leaver per Pad	Printing Both side			Per pad (1 pad=100 leaves)
26	Locker register	25.508 cm	Century Ledger 80 gsm	Ledger paper	Kona Pak-ki Dafti 2E	200 Pages per Register			Per register
27	RTGS / NEFT	21x29.7 cm	Century 70 gm	White Paper	100 Leaver per Pad	Printing Both Side			Per pad (1 pad=100 leaves)
28	Net banking	21x29.7 cm	Century 70 gsm	White Paper	100 leaves pgr pad	Printing Both side			Per pad (1 pad=100 leaves)
29	CKCC booklet	22x28 cm	Ledger 70 gsm, Green Paper	Ledger paper	Bothside Printing in Two Colours	200 Forms per Packet			CKCC - form -Cover & Consent Letter Both Hypothecation Agreement Perforated)
30	Mortgage form	21x29.7 cm	Ledger 70 gsm, Green Paper	Ledger paper	200 Forms per Packet				Per form (10 pages)
31	PMSBY Form	21x29.7 cm	Century 70 gsm, White Paper	100 leaves per pad					Per pad (1 pad=100 leaves)
32	PMJJY form	21x29.7 cm	Century 70 gsm, White Paper						Per pad (1 pad=100 leaves)
33	APY Form	21x29.7 cm	Century 70 gsm, White Paper	100 leaves per pad					Per pad (1 pad—100 leaves)
34	Demand Loan form	21x29.7 cm	Ledger 70 gsm, Green paper	100 leaves per pad	Printing both sides				Per pad (1 pad—100 leaves)
35	DP Note	21x15 cm	Ledger 70 gsm, Green paper	100 leaves per pad					Per pad (1 pad=100 leaves)
36	Letter Of Continuity	21x21 cm	Ledger 70 gsm, Green paper	100 leaves per pad					Per pad (1 pad=100 leaves)

37	Pay in Slip	18x22 cm, 1/8 Size	70 GSM Maplitho paper, One sided printing with numbering and perforation 100 each ad	100 Leaves Per pad					Per pad (1 pad=100 leaves)
38	Cheque Deposit Slip	1 8x22 cm 1/8 Size	60 GSM Maplitho paper, One sided printing with numbering and perforation 100 each ad	100 Leaves Per pad					Per pad (1 pad=100 leaves)
39	Signature Card	7x4.5 CM	9.7 kg One sided printing white card sheet 100 card = 1 Ck	100 Card each Pack					100 card Each pack
40	ATM Card Request Form		1/4 size, 60 GSM, Meplitho paper, onesided printing, 100 leaves = 1 d	100 leaves per pad					Per pad (1 pad=100 leaves)
41	Positive Pay System form			100 Leaves per pad					Per pad (1 pad=100 leaves)
42	Cheque Return Register	21 x34 cm	Ledger 80 gsm, White Paper	Ledger paper	Kona Pakki Dafti 1.5E	400 Pages per Register			Per Register

Signature of Contractor & Seal.