



भुवनेश्वर क्षेत्रीय कार्यालय BHUBANESWAR REGIONAL OFFICE

अपने अधिकार क्षेत्र के अंतर्गत आने वाली शाखाओं के लिए लेखन सामग्री, स्टेशनरी तथा मुद्रण कार्य की आपूर्ति हेतु निविदाएं आमंत्रित की जाती हैं।

Invites tenders for the supply of writing materials, stationeries, & printing works for the branches under its jurisdiction

आवेदन की अंतिम तिथि LAST DATE OF APPLY: 19.08.2025 AT 4.00 PM

तकनीकी बोली TECHNICAL BID



क्षेत्रीय कार्यालय: भुवनेश्वर प्लॉट नंबर 108B, प्रथम तल, यूनिट-VII, सूर्य नगर, भुवनेश्वर-751003
Regional Office: Bhubaneswar Plot No. 108B, First Floor, Unit- VII Surya Nagar, Bhubaneswar-751003

ITEM WISE SEALED TENDERS ARE INVITED IN 2 BID SYSTEMS FOR SUPPLY OF STATIONERY ITEMS FOR BRANCHES UNDER BHUBANESWAR REGION

Annexure-1

Issuance	Tender forms will be available on Bank's website www.centralbankofindia.co.in from 05.08.2025
Last date for submission of the Tenders/	19.08.2025 upto 04.00 PM
Place of submission of Tender	The sealed envelope should be submitted either in person or by post/courier, on or before the specified deadline at Business Support Department, Regional Office, Plot No 108B , First Floor Unit- VII Surya Nagar, Bhubaneswar-751003 Odisha
Date of Opening of technical bid	20.08.2025 / or at any date as decided by the Bank in due course.
Place of Opening of technical bid	Business Support Department, Regional Office, Plot No 108B , First Floor, Unit- VII Surya Nagar, Bhubaneswar-751003 Odisha
Cost of tender paper cost	₹ 1,180/- in shape of DD in favour of Central Bank Of India, Bhubaneswar RO payable at Bhubaneswar (NON REFUNDABLE)
EMD	₹ 25,000/- in shape of DD in favour of Central Bank Of India, Bhubaneswar RO payable at Bhubaneswar
Eligibility Criteria	<ul style="list-style-type: none"> ❖ 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. ❖ The bidder should be in existence for the last 5(five) years and have registered office in India. ❖ Average Annual Financial turnover during the last 3 years, ending 31st March of the previous financial year, should be minimum is ₹ 40,00,000.00(Rupees Forty Lakhs) Excluding GST. ❖ Bidder must have experience of successfully completion of supply of bank's stationery during last 3 years. ❖ Must have valid PAN and GST registration numbers. ❖ The contractor should have prior experience of having executed the aforementioned works for entities such as the Central Government, State Government, Public Sector Banks, Financial Institutions, or other Government Agencies.
<u>Important Terms and Conditions:</u>	<ul style="list-style-type: none"> ❖ Technical bids without tender fee and EMD & MSME registration certificate will be rejected. ❖ Only financial bids of eligible contractors will be opened ❖ Tenders received after the deadline will not be accepted ❖ Unsealed tenders will be rejected ❖ Any annexure, amendment, or corrigendum published on the Bank's website will form part of the tender.

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.

Regional Head

स्टेशनरी आपूर्ति हेतु निविदा की नियम व शर्तें- सेंट्रल बैंक ऑफ इंडिया, क्षेत्रीय कार्यालय, भुवनेश्वर

**Terms and Conditions of the Tender for supply of Stationary for Central Bank of India,
Regional Office, Bhubaneswar**

1. प्रस्तावना: सेंट्रल बैंक ऑफ इंडिया, क्षेत्रीय कार्यालय, भुवनेश्वर, प्रमुख मुद्रकों से सीलबंद निविदाएं आमंत्रित कर रहा है, जिनके पास विभिन्न बैंकों को स्टेशनरी आइटम्स की छपाई एवं आपूर्ति का पूर्व अनुभव है, जैसा कि परिशिष्ट-1 में दिया गया है।

Preamble: Central Bank of India, Regional Office, Bhubaneswar is inviting sealed quotations from prominent printers having prior experience in printing, supply of stationery items to various Banks as per the requirements given in annexure-1.

2. पात्र बोलीदाता अपनी पात्रता सुनिश्चित करने के पश्चात तकनीकी एवं वित्तीय बोलियां अलग-अलग लिफाफों में क्षेत्रीय कार्यालय में जमा कर सकते हैं। कार्य क्षेत्र में शामिल दस्तावेजों का निरीक्षण बिजनेस सपोर्ट विभाग, क्षेत्रीय कार्यालय, भुवनेश्वर में दिनांक 18.08.2025 को अपराह्न 4 बजे तक किया जा सकता है।

The eligible bidders after ascertaining the eligibility of their firm for participating in this tender floated by Bank may submit the Technical & Financial bids in separate covers to Regional Office. The documents to be printed under scope of work can be inspected at Business Support Department, Regional Office, Bhubaneswar up to 18.08.2025 (Cut Off Time-04.00PM).

3. सीलबंद निविदा तथा वस्तु सूची निम्न पते पर अंतिम तिथि से पहले जमा की जानी चाहिए: बिजनेस सपोर्ट विभाग, क्षेत्रीय कार्यालय, सेंट्रल बैंक ऑफ इंडिया, प्लॉट नंबर 108B, प्रथम तल, यूनिट-VII, सूर्य नगर, भुवनेश्वर-751003

Sealed tender along with bill of quantities shall be submitted to following address before dead-line for submission. Business Support Department, Regional Office, Central Bank of India, Plot No 108 B, First Floor, Unit- VII Surya Nagar, Bhubaneswar-751003

4. निविदा दस्तावेज बैंक की आधिकारिक वेबसाइट www.centralbankofindia.co.in के Tenders अनुभाग में उपलब्ध है।

Tender document is available under Tenders section at Bank's official website - www.centralbankofindia.co.in

5. तकनीकी (सामान्य शर्तें व विनिर्देश) और वित्तीय बोली (वस्तु सूची) के प्रत्येक पृष्ठ पर अधिकृत हस्ताक्षरकर्ता द्वारा हस्ताक्षर एवं कंपनी की सील होनी अनिवार्य है।

The technical bid, (General conditions of tender, tender specifications) and financial Bid (Bill of Quantities) shall be duly signed by the authorized signatory at every page along with company seal.

6. तकनीकी बोली में कंपनी का विवरण, सहायक दस्तावेज, ₹1180/- का डिमांड ड्राफ्ट, ₹25,000/- की ईएमडी राशि, मुद्रण हेतु प्रयुक्त कागज का नमूना आदि सम्मिलित होने चाहिए।

Technical bid shall comprise of - Details of company, other supporting documents as detailed in Annexure 2, DD for ₹ 1180/-, EMD amount for ₹25,000/- in form of Demand Draft, Specimen of Paper which will be used for printing, etc. Non Submission of above will lead to rejection.

7. वित्तीय बोली में परिशिष्ट-3 अनुसार सभी वस्तुओं की यूनिट कीमत का स्पष्ट उल्लेख होना चाहिए।

Financial Bid shall comprise of Price quoted as per prescribed format - Annexure-3. The Bidders shall ensure that unit price for all the items required for Bank are quoted.

8. L-1 मूल्य की गणना तकनीकी रूप से योग्य बोलीदाताओं की वित्तीय बोलियों के यूनिट-प्राइस आधार पर की जाएगी। केवल L-1 बोलीदाता को ही आदेश दिया जाएगा।

L-1 price shall be arrived at unit-wise as mentioned in the financial bids from the bidders who are technically qualified and as per the rates quoted in financial bid. Order for the individual items may be placed with L-1 bidders only.

9. बोलीदाता से अपेक्षा है कि वह सर्वश्रेष्ठ प्रतिस्पर्धात्मक दर दे। यदि दरें अत्यधिक पाई जाती हैं, तो बैंक मोलभाव कर सकता है।

It is expected that the best competitive rate shall be offered by Bidder and shall negotiate with the bidder in case the rate quoted is exorbitant and not in-line with the extant rates Bank is making payment for.

10. यदि ऑर्डर की मात्रा अधिक है और L-1 समय पर आपूर्ति में असमर्थ है, तो बैंक अन्य बोलीदाताओं को भी वही यूनिट रेट पर ऑर्डर दे सकता है।

As per exigencies of Bank, in case the order quantity is high and bidder may not deliver the items as per expected time lines, Bank may place the order with other bidders also provided they match the lowest unit price of L-1 bidder.

11. निविदा दस्तावेजों में कोई कटिंग/सुधार/गलती नहीं होनी चाहिए; कोई कॉलम रिक्त नहीं छोड़ा जाना चाहिए।

There should be NO over-writing/corrections/omissions in the tender documents; no column should be left blank.

12. ₹25,000/- की ईएमडी राशि तकनीकी बोली के साथ डिमांड ड्राफ्ट के रूप में जमा करनी होगी, जो सेंट्रल बैंक ऑफ इंडिया, क्षेत्रीय कार्यालय, भुवनेश्वर के पक्ष में देय हो। यह डीडी निविदा प्रकाशन तिथि के बाद का होना चाहिए।

EMD of Rs.25,000/- to be deposited with Regional Office along with technical bid in form of Demand Draft in favour of Central Bank of India, Regional Office, Bhubaneswar payable at Bhubaneswar. The Demand Draft submitted along with the Technical bid should be dated after publishing of this document.

13. असफल बोलीदाताओं की ईएमडी 30 दिनों में वापस कर दी जाएगी। सफल बोलीदाता की ईएमडी सुरक्षा जमा के रूप में रखी जाएगी और सभी वस्तुओं की आपूर्ति के बाद ही लौटाई जाएगी।

The EMD of unsuccessful bidder will be refunded after award of contract to successful bidder within 30 days of opening the bids. No interest shall be paid by Bank in this regard. The EMD of successful bidder will be retained as a part of security deposit and shall be released after supply of all items to the satisfaction of Bank.

14. आपूर्तिकर्ता को बैंक द्वारा प्रदान किए गए प्रारूप में ही दरें भरनी होंगी। वस्तु सूची में बैंक की आवश्यकता अनुसार मात्रा जोड़ी या घटाई जा सकती है।

The tender bids submitted by supplier must use only the form issued by Bank to fill the rates. The Bill of Quantities is liable to change by addition / deletion of the quantity as per the requirements, at the discretion of Bank.

15. बैंक दो तिमाहियों की अवधि हेतु मात्रा का विभाजन दो ऑर्डर में कर सकता है।

Bank reserves the right to split the order for quantity into two orders for a period of 2 quarters.

16. निविदा जमा करने से पूर्व बोलीदाता को नमूनों का निरीक्षण, शर्तों का अवलोकन एवं डिलीवरी अवधि आदि पर विचार कर लेना चाहिए। “पैड” का अर्थ 25 या 100 प्रिंटेड पृष्ठों की संख्या है।

Before submission of the tender, bidder are advised to verify the specimen, examine the conditions of the tender carefully and consider the time limits for delivery etc suitably. The term “pad” refers to 25 leaves and 100 leaves of the same print (each case is mentioned in tender document).

17. चयनित बोलीदाता को स्वीकृत दरों में किसी प्रकार की वृद्धि का दावा करने का अधिकार नहीं होगा।

Finally selected bidder shall NOT be entitled to make any claim for increase in rates quoted and accepted.

18. बैंक न्यूनतम निविदा को स्वीकार करने के लिए बाध्य नहीं है और किसी भी या सभी निविदाओं को अस्वीकार करने का अधिकार सुरक्षित रखता है।

Bank is not bound to accept the lowest tender and reserves the right to reject any or all the tenders without assigning any reasons thereof.

19. भुगतान – कोई अग्रिम राशि नहीं दी जाएगी। 100% आपूर्ति के बाद चालान जमा करने पर एनईएफटी / आरटीजीएस द्वारा भुगतान किया जाएगा।

Payment - No advance shall be provided. For items supplied 100%, the payment shall be released by Regional Office post submission of Tax invoice through NEFT / RTGS only.

20. लागू होने वाले कर, टीडीएस आदि आपूर्तिकर्ता के बिल से काटे जाएंगे।

TDS, Taxes, if any, as applicable, shall be deducted from the supplier's bills.

21. सफल बोलीदाता को यह प्रमाण पत्र देना होगा कि मुद्रण के लिए प्रयुक्त कागज निविदा की शर्तों के अनुसार है।

Successful bidder shall submit a certificate, that papers used for printing is as per the tender specifications and conditions and the same quality is being used for the purpose of settlement of bills.

22. यदि कागज गुणवत्ता में कम पाया गया तो बैंक संपूर्ण स्टॉक को अस्वीकार कर सकता है, और कोई दावा स्वीकार नहीं किया जाएगा।

Bank has the right to reject the entire stock and no claim / explanation to be entertained / accepted if

paper used is less than the specified quality or if deviation is found.

23. अंतिम मुद्रण से पहले पूर्व-उत्पादन नमूने बैंक के क्षेत्रीय कार्यालय द्वारा अनुमोदित होने चाहिए।

Pre-production samples are to be provided and have to be approved by Regional Office, Central Bank of India before start of final printing.

24. यह निविदा और उसकी प्रतिक्रिया L1 बोलीदाता के लिए 03 वर्षों तक वैध होगी, समान मूल्य पर पुनः ऑर्डर हेतु।

This tender and response to tender shall be valid for a period of 03 years for the L1 Bidder for supply of forms on repeated orders for the same price.

25. वित्तीय बोली में सभी करों, परिवहन शुल्क, अन्य उपकरण आदि सम्मिलित होने चाहिए, परंतु जीएसटी को छोड़कर, वास्तविक दर के अनुसार जीएसटी का अतिरिक्त भुगतान किया जाएगा।

The rates quoted in the financial bids are inclusive of all taxes, transportation charges, levies, etc. but excluding GST applicable, GST will be paid extra as per actual.

26. विक्रेताओं को सर्वश्रेष्ठ प्रतिस्पर्धी मूल्य देना चाहिए तथा आदेश प्राप्त होने के 15 दिनों के भीतर आपूर्ति पूर्ण करनी होगी, अन्यथा दंड लगाया जाएगा।

Vendors are advised to submit their best competitive price and should comply to complete the order execution within 15 days from the date of receipt of order. Failing to comply shall attract penalty as per terms of this tender document

27. वित्तीय बोली में कोई कटिंग या ओवरराइटिंग नहीं होनी चाहिए। संख्या और शब्दों में उल्लिखित मूल्य मेल खाना चाहिए। विसंगति की स्थिति में शब्दों में दी गई राशि मान्य होगी।

Bidders are advised to ensure that there is no cutting / over-writing in the financial bid. The unit price mentioned in numbers and words should tally. In case of any errors / corrections, the amount quoted in words shall prevail.

28. आपूर्ति में देरी पर कुल ऑर्डर मूल्य का 1% प्रति सप्ताह की दर से अधिकतम 10% तक जुर्माना लगाया जाएगा। 3 सप्ताह से अधिक देरी होने पर ऑर्डर रद्द किया जा सकता है और ईएमडी जब्त की जाएगी।

For any delay in supply of the ordered items within prescribed time limits, will attract a liquidated damage of 1% of total work order per week's delay, subject to a maximum of 10% cap of total order value. However, in case there is substantial delay of more than 3 weeks, Bank has right to cancel the purchase order placed and the bidder has to forfeit the EMD amount submitted

29. किसी भी खामी की स्थिति में, बैंक द्वारा इंगित करने पर दोष उत्तरदायित्व अवधि 3 माह की होगी।

In case any of the discrepancy observed and pointed out by Bank the defect liability period shall be of 3 months.

30. बैंक एवं विक्रेता विवादों को आपसी समझ से सुलझाने का प्रयास करेंगे, अन्यथा न्यायालयीन अधिकार क्षेत्र भुवनेश्वर का होगा।

Both Bank and bidder shall try to resolve the disputes amicably. In case the issue cannot be resolved

amicably, the disputes if any, shall be subject to jurisdiction of courts under Bhubaneswar only.

31. केवल बिना शर्त निविदाएं स्वीकार की जाएंगी। किसी भी शर्तयुक्त निविदा को अस्वीकार किया जा सकता है।

Only unconditional tenders will be accepted. Any conditional tender will be liable for rejection. Any bidder desirous of imposing any condition having financial implication should load the tender appropriately and should not put any condition in the tender.

32. समिति L1 विक्रेता का निर्धारण वित्तीय बोली में उद्धृत यूनिट कीमत और उस पर लागू करों के आधार पर करेगी। बैंक ITC को ध्यान में रखते हुए अंतिम भुगतान भार को देखेगा।

The committee will decide the L1 vendor based on unit price quoted in the Financial Bid and taxes thereon. Bank will consider the final outflow keeping the ITC.

क्षेत्रीय प्रमुख
Regional Head

Annexure-2

क्र.स. S.No	विवरण Description	बोलीदाता की प्रतिक्रिया: Response of bidder	तकनीकी निविदा में संलग्न किए जाने वाले सहायक दस्तावेजों का विवरण : Supporting Documents Details to be enclosed in Technical Bid
1	आवेदक / फर्म / कंपनी का नाम: Name of the Applicant / Firm / Company		
2	पंजीकृत पता : Registered Address		
3	पत्राचार के लिए पता Address for Communication		
4	संपर्क जानकारी : Contact Information: कार्यालय फोन नंबर : Office Phone Number: निवास फोन नंबर Residence Phone number: मोबाइल नंबर : Mobile Number: मेल आईडी : Mail id: फैक्स नंबर : Fax Number:		
5	फर्म की स्थिति : Status of the firm	कंपनी / साझेदारी फर्म / स्वामित्व फर्म /व्यक्तिगत Company/ Partnership/Proprietary Firm/Individual	
6	प्रोप्राइटर/निदेशकों के नाम / भागीदार / साथ ही व्यावसायिक योग्यता । (यदि कोई हो) Name of Proprietor / Partner / Directors With Professional Qualifications, (if any)		
7	स्थापना वर्ष Year of Establishment		
8	पंजीकरण विवरण : Registration Details: ए) : फर्म पंजीकरण संख्या और तिथि/कंपनी बी) जी. एस. टी पंजीकरण संख्या : सी) आकार पैन,टीआईएन : डी MSME पंजीकरण (प्रिंटर के रूप में) ई) अन्य, यदि कोई हो : A. Company/Firm Registration Number & Date: B.GST Registration No: C. Income Tax PAN, TIN: D. MSME Registration (as printer) E.Others, if any:		

9	<p>वित्तीय स्थिति - औसत वार्षिक टर्नओवर एवं लाभ (में .रु) आईटीआर रिटर्न, बैलेंस शीट) ऑडिटेड या नॉन-ऑडिटेड (एवं जीएसटी रिटर्न की प्रमाणित प्रति संलग्न करें। पिछला महीना/पिछला त्रिमाही- GSTR-3B Financial Strength- Average Annual Turnover & Profit in Rs. Submit attested copy of ITR Return, balance sheet Audited or non-Audited & GST Return (Last Month/Last Quarter- GSTR 3B)</p>	FY	टर्नओवर Turnover(Rs)	लाभ Profit(Rs.)
		FY-2021-22		
		FY-2022-23		
		FY-2023-24		
		FY 2024-25 (If Filed)		
10	<p>कृपया पुष्टि करें कि सभी वस्तुएँ बैंक के विनिर्देशों के अनुसार निर्धारित समयावधि के भीतर आपूर्ति की जाएंगी। Please Confirm that the items shall be supplied as per the Bank's specification within the time period mentioned</p>	हाँ/नहीं YES / NO		
11	<p>कृपया उन पेपर निर्माताओं का नाम स्पष्ट रूप से उल्लेख करें जिनका उपयोग मैपलिथो पेपर पर मुद्रण के लिए किया जाएगा (जैसे: खाता खोलने का फॉर्म, CIF खोलने का फॉर्म): TNPL / वेस्ट कोस्ट / ITC / बल्लारपुर / JK आदि। अन्य वस्तुओं के लिए केवल निर्दिष्ट कागजों का ही उपयोग किया जाना चाहिए। Please mention the name of the paper manufacturer, to be used for printing of prescribed items in Maplitho paper manufacturer (Account Opening Form, CIF opening form): TNPL / West Coast / ITC / Ballarpur/JK etc For other items only specified papers should be used.</p>			
12	<p>यह पुष्टि की जाती है कि बैंक द्वारा आवश्यक सभी वस्तुओं के लिए दरें वित्तीय निविदा में अलग-अलग रूप से उद्धृत की गई हैं। Confirmed that all the items required by Bank are quoted in the Financial bid individually</p>	हाँ/नहीं YES / NO		
13	<p>यह पुष्टि की जाती है कि छपाई में उपयोग किए जाने वाले सभी वस्तुओं के लिए स्वप्रमाणित कागज / रैपर के नमूने तकनीकी बोली के साथ संलग्न किए गए हैं। Confirmed that Self attested Specimen of paper / wrapper for all the items which will be used for printing are enclosed along with the technical bid.</p>			

14	<p>दोष दायित्व अवधि: अंतिम बिल के निपटान की तिथि से तीन माह तक।</p> <p>यदि बैंक द्वारा तीन माह की अवधि के भीतर छपाई में कोई छोटी मोटी त्रुटि / प्रूफ से भिन्नता आदि पाई जाती है और उसकी सूचना दी जाती है, तो उसे मुद्रक द्वारा अपने खर्चे एवं साधनों से सुधारना अनिवार्य होगा।</p> <p>Defect Liability Period: Three months from the date of settlement of Final Bill. Any minor defect observed and pointed out by Bank within 3 months, in printing / deviation from proof etc., shall be corrected by the Printer, at his cost and means.</p>	<p>सहमत/सहमत नहीं Agreed /Not Agreed</p>	
15	<p>बोलीदाता को बैंक के लिए आवश्यक दस्तावेजों की छपाई का विशेषज्ञता प्राप्त है तथा गत पाँच वर्षों में अनुसूचित वाणिज्यिक बैंकों से संबंधित कायदेश प्राप्त हुए हैं।</p> <p>Bidder is having expertise in printing of the documents required for Bank and necessary work orders have been received in the last FIVE years from Scheduled Commercial Banks.</p>	<p>हाँ/नहीं YES / NO</p> <p>If Yes, please submit details</p>	<p><< कायदेशों की प्रतियां संलग्न की जाएं>></p> <p><<Copy of Work orders to be enclosed>></p>
16	<p>क्या किसी सरकारी विभाग / सार्वजनिक उपक्रम / अन्य संस्थानों द्वारा ब्लैकलिस्ट किया गया है?</p> <p>Whether blacklisted by any Govt. Dept./PSUs/ Other Institutions.</p>	<p>हाँ/नहीं YES / NO</p> <p>यदि नहीं, तो कृपया ब्लैकलिस्ट न किए जाने के संबंध में नोटरीकृत शपथ पत्र (स्टाम्प पेपर पर) संलग्न करें।</p> <p>If No, Please submit notarized affidavit in stamp paper regarding non-black-listing</p>	
17	<p>डीडी विवरण</p> <p>DD Details</p>	<p>❖ DD No. _____ dated _____ for ₹ 1180/-</p> <p>❖ DD No. _____ dated _____ for ₹ 25000/-</p>	

FORM OF TENDER

To

Regional Head
Central Bank of India
Bhubaneswar RO

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.

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 the Applicant

To:

Business Support Department

Regional Office

Bhubaneswar

- 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 applicants.
- 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 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 shall remain firm during execution of the work and no escalation on quoted rates shall be entertained under any circumstances.
- 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.
- If the quality of the paper is found to be inferior/ other than specifications, then the contract will be cancelled at any time during the period of contract.
- 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 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 refund, 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 the Applicant

GENERAL CONDITIONS OF CONTRACT

1. Each Tenderer must before submitting his tender, visit the site office Central Bank Of India, BSD Department, Regional Office Bhubaneswar, so as to ascertain the physical quality of materials according to specifications before submitting the tender.
2. Prices quoted by the tenderer should include all taxes, materials, labour, fluctuation of rates, delivery, transportation charges etc. but EXCLUDING GST. No extra charges will be paid on any account.
3. Quoted rates shall be exclusive of GST.
4. Rates quoted in tender should be inclusive of transportation, loading/unloading, safe keeping etc. or any other expenditure for carrying out the work.
5. No escalation in rates will be allowed under any circumstances.
6. Conditional tenders quoted by the tender are liable to be rejected.
7. 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.
8. 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.
9. 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.
10. The work is to be executed in accordance with the specifications, schedule of quantities.
11. 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 specifications, to Bank's entire satisfaction.

Signature of the Applicant

Technical Specifications for the printing of Forms.

Sr. No.	Description of items	Pads/Number	Number of pages	Paper quality
1	Cash Deposit form	With brown cover top and bottom Each Book consist of 25 leaves & Pinning - 1/8 th of 18x23 Size	1	70 GSM White A Grade Paper
2	Cheque Deposit form	With brown cover top and bottom Each Book consist of 25 leaves & Pinning - 1/8 th of 18x23 Size with perforation	1	70 GSM White A Grade Paper
3	Cash withdrawal form	Each Pad consist of 100 leaves 1/12 th of 18x23	1	70 GSM Pink Maplitho A Grade paper
4	NEFT/RTGS Forms	Each Pad consist of 100 leaves – 1/4 th of 18x23	2	70 GSM White A Grade Paper
5	Debit Voucher	Each Pad consist of 100 leaves 1/12 th of 18x23- Red Ink Printing	1	70 GSM White A Grade Paper
6	Credit Voucher	Each Pad consist of 100 leaves 1/12 th of 18x23	1	70 GSM Blue Maplitho A Grade Paper
7	Multi-Purpose Form	Each Pad consist of 100 leaves 1/4 th of 18x23	2	70 GSM White A Grade Paper
8	CIF Form-Personal	Number (ex: 1000) 1/4 th of 18x23 Multicolor Printing	4	80 GSM White A Grade Paper
9	CIF Form-Non-Personal	Number (ex: 1000) 1/4 th of 18x23 Multicolor Printing	4	80 GSM White A Grade Paper
10	Account Opening form-Personal	Number (ex: 1000) 1/4 th of 18x23 Multicolor Printing	4	80 GSM White A Grade Paper
11	Account Opening form-Non Personal	Number (ex: 1000) 1/4 th of 18x23 Multicolor Printing	4	80 GSM White A Grade Paper
12	Cheque Book requisition	Each Pad consist of 100 leaves 1/16 th of 18x23	1	70 GSM White A Grade Paper
13	Demand Draft Form	Each Pad consist of 100 leaves with perforation – 1/6 th 18x23	2	70 GSM Blue Maplitho A Grade paper
14	Specimen Signature Card	Bundle (100 per bundle) 1/16 th of 18x23	2	165 GSM White A Grade Paper
15	Locker Card	Bundle (100 per bundle) 1/12 th of 22x28	2	165 GSM A Grade

16	Locker Application	Number (ex: 1000) – 1/4 th of 17x27	8 (legal)	70 GSM Ledger A Grade Paper
17	Locker Attendance Register	Number 1/4 th of 17x27	100 Sheets 200 Pages	80 GSM A Grade
18	Memorandum of letting of Safe Locker Book	Single side single colour printing, 27x21	100 books	80 GSM A Grade
19	Cash Memorandum Register	Number - 1/4 th of 17x27	100 Sheets 200 Pages	80 GSM A Grade
20	Fixed Deposit/MMDC Application	Each Pad consist of 100 leaves - 1/4 th of 18x23	1	70 GSM white A Grade Paper
21	ATM Application	Each Pad consist of 100 leaves - 1/4 th of 18x23	1	70 GSM White A Grade Paper
22	Application form for Delivery Channel services	Each Pad consist of 100 leaves - 1/4 th of 18x23	1	70 GSM White A Grade Paper
23	Application form for DL against OD /Dep/ NSC/ Shares etc.	Each Pad consist of 100 leaves- - 1/4 th of 17 x 27	2	70 GSM White A Grade Paper
24	Life Certificate for pensioner	Each Pad consist of 100 leaves – 1/4 th of 17x27	1	70 GSM White A Grade Paper
25	15 G Form	Each Pad consist of 100 leaves – 1/4 th of 17x27	1	70 GSM White A Grade Paper
26	15 H Form	Each Pad consist of 100 leaves – 1/4 th of 17x27	1	70 GSM White A Grade Paper
27	Postive Pay System	Each Pad consist of 100 leaves – 1/4 th of 18x23	1	70 GSM white A Grade Paper
28	Atal Pension Yojana (APY)	Each Pad consist of 100 leaves – 1/4 th of 17x27	2	70 GSM white A Grade Paper
29	PMJJBY Form	Each Pad consist of 100 leaves – 1/4 th of 17x27	2	70 GSM white A Grade Paper
30	PMSBY Form	Each Pad consist of 100 leaves – 1/4 th of 17x27	2	70 GSM white A Grade Paper
31	FDR Plastic Cover	17 cm x 26 cm with bi-colour printing	1	(As per Sample)
32	Letter Head	Each Pad consist of 100 leaves –A4 Single side multi colour printing	1	70 GSM white A Grade Paper
33	Postage Envelope- Big	Cloth pasted on conquest/ledger paper, single side single colour printing Size- 16x 12 Inch	1	As per sample
34	Postage Envelope- Medium	Single side multi colour printing Size- 27 x 12 cm	1	80 GSM white
35	Postage Envelope- Small	Single side multi colour printing Size- 22 x 10 cm	1	80 GSM white



भुवनेश्वर क्षेत्रीय कार्यालय BHUBANESWAR REGIONAL OFFICE

अपने अधिकार क्षेत्र के अंतर्गत आने वाली शाखाओं के लिए लेखन सामग्री, स्टेशनरी तथा मुद्रण कार्य की आपूर्ति हेतु निविदाएं आमंत्रित की जाती हैं।

Invites tenders for the supply of writing materials, stationeries, & printing works for the branches under its jurisdiction

आवेदन की अंतिम तिथि LAST DATE OF APPLY: 19.08.2025 AT 4.00 PM

वित्तीय बोली FINANCIAL BID



क्षेत्रीय कार्यालय: भुवनेश्वर प्लॉट नंबर 108B, प्रथम तल, यूनिट-VII, सूर्य नगर, भुवनेश्वर-751003
Regional Office: Bhubaneswar Plot No. 108B, First Floor, Unit- VII Surya Nagar, Bhubaneswar-751003

Annexure-3

वित्तीयबोली

FINANCIAL BID

क्रम सं. /S No (1)	मदों का विवरण/Description of items (2)	Pads/Number (3)	संकेत मात्रा / Quantity Indicative (4)	Unit Price (5)	राशि (Amount) (6) =(4) * (5)	Total Amount in words राशि शब्द में (7)
1	Cash Deposit form	Each Pad consist of 25 leaves	1000			
2	Cheque Deposit form	Each Pad consist of 25 leaves	1000			
3	Cash withdrawal form	Each Pad consist of 100 leaves	1000			
4	NEFT/RTGS Forms	Each Pad consist of 100 leaves	100			
5	Debit Voucher	Each Pad consist of 100 leaves	1000			
6	Credit Voucher	Each Pad consist of 100 leaves	1000			
7	Multi-Purpose Form	Each Pad consist of 100 leaves	100			
8	CIF Form-Personal (revised)	Number	10000			

9	CIF Form-Non-Personal (revised)	Number	5000			
10	Account Opening form-Personal	Number	10000			
11	Account Opening form-Non Personal	Number	5000			
12	Cheque Book requisition	Each Pad consist of 100 leaves	100			
13	Demand Draft Form	Each Pad consist of 100 leaves	100			
14	Specimen Signature Card	Bundle (100 per bundle)	100			
15	Locker Card	Bundle (100 per bundle)	50			
16	Locker Application	Number	1000			
17	Locker Attendance Register	Number	50			
18	Memorandum of letting of Safe Locker Book	Number	50			
19	Cash Memorandum Register	Number	50			
20	Fixed Deposit/MMDC Application	Each Pad consist of 100 leaves	200			
21	ATM Application	Each Pad consist of 100 leaves	200			

22	Application form for Delivery Channel services	Each Pad consist of 100 leaves	200			
23	Application form for DL against OD/ Dep /NSC/ Shares etc.	Each Pad consist of 100 leaves	200			
24	Life Certificate for pensioner	Each Pad consist of 100 leaves	100			
25	15 G Form	Each Pad consist of 100 leaves	100			
26	15 H Form	Each Pad consist of 100 leaves	100			
27	Positive Pay System	Each Pad consist of 100 leaves	100			
28	Atal Pension Yojana (APY)	Each Pad consist of 100 leaves	100			

29	PMJJBY Form	Each Pad consist of 100 leaves	100			
30	PMSBY Form	Each Pad consist of 100 leaves	100			
31	FDR Plastic Cover	Number	5000			
32	Letter Head	Each Pad consist of 100 leaves –A4	100			
33	Postage Envelope- Big	Cloth pasted on conquest/ ledger paper, single side single colour printing Size- 16x 12 Inch	100			
34	Postage Envelope- Medium	Single side multi colour printing Size- 27 x 12 cm	1000			
35	Postage Envelope- Small	Single side multi colour printing Size- 22 x 10 cm	1000			

Signature of the Applicant