



MURSHIDABAD REGION  
48, NAYA SARAK ROAD  
P.O.: BERHAMPORE  
DIST: MURSHIDABAD

TENDER NOTICE NO: 02 /2022

Date: 30.09.2022

**Notice inviting quotation/rate for printing and supplying of bank's standard Forms/Books/Registers**

Sealed quotations are invited seeking rates of the printing materials as per list attached from reputed printers/suppliers on or before **14.10.2022**. Specimen of paper (Two Pieces mentioning paper quality) is to be submitted with the quotation.

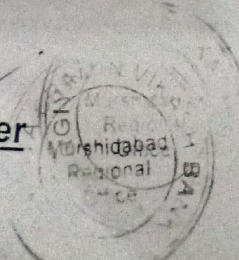
The interested printers/suppliers/firms can either submit their quotation in person to our Regional Office- Murshidabad (at letter receive section) on any working day during office hours or may send by post so that the same reaches this office within the stipulated date. The quotations will be opened at R.O. on **15.11.2022 at 12:00 Noon**. The interested printers/suppliers/firms may be present during opening of such quotations.

***Terms and conditions***

1. Quotation Rate will be considered on Lower Rate basis. Materials are to be supplied at our Regional office Murshidabad.
2. Rates are to be quoted only in the prescribed annexure attached with this Notice.
3. Quoted rate submitted in any other format, will be liable to cancel.
4. Firms must have GST registration number.
5. After expiry of the above time schedule no quotation will be accepted.
6. Bank reserves the right to accept or cancel bid unilaterally without assigning any reason thereof, prior to placement of supply order/signing of contract thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) for the cause of banks action and no further correspondence will be entertained regarding the matter.
7. Supply of the articles is to be made in due time and any deviation/delay may attract penalty/Black Listing and earnest money may be forfeited.
8. **Selected printer will have to deliver the materials within the quoted rate in due time. Otherwise they will be debarred from getting order for their other selected items and/or their further participation in the tender process may be suspended.**
9. The rate/s will be **inclusive of delivery charges** but exclusive of any Tax incidence.
10. Materials will be rejected if any defect/deviation in quality from specification is found as given in tender process.
11. Order may be placed to the printers/suppliers/firms selected in this process, for supplying printing materials as and when required.

Detailed particulars of the Printing materials (ANNEXURE-1) is attached with the notice.

**Regional Manager**





Tender for Printing Items for BGVB Murshidabad Region					
S/L NO	Code No	Name of the Item	Size	Volume	
1	206	Processing sheet for compromise settlement (above 1 lakh)	8.5"x13"	3 Pages Both side print	Piece
2	218	Leave application	10"x8"	1 Page(one side printing)	PAD (100pcs)
3	219	Atal Pension Yojana(APY) Subscriber Registration form	13"x8"	1 Page(one side printing)	PAD (100pcs)
4	47	BALANCE CONFIRMATION LETTER OF CD/CC	24.5x18cm	1 Page(one side printing)	PAD (100pcs)
5	240	Application form for Mortgage loan	A4	23 Pages both side printing	100 sets Bundle
6	92	LACE FILE	14"x12"	32 pound board.Good quality. Lace gap-300 sheets minimum.	
7	112	SB A/C Opening Form	30x21.5cm	2 Pages(Both side printing)	1000 pieces Bundle
8	24	PROPOSAL RECEIVING CUM DISPOSAL REGISTER.	14.5"x10"	100 Folio/Canvis Binding	piece
9	37	APPLICATION FOR LOAN/ OVERDRAFT AGAINST FIXED AND OTHER DEPOSIT , LIFE POLICIES ETC.	33x20.5cm	1 Page(Both side printing)	PAD (100pcs)
10	90	FD A/c Opening Form	28.5x21.5cm	1 Page(Both side printing)	100 Pcs/ Pad
11	108	SB SS card	14.5x10.5cm	1 Page(Both side printing)	100 Pcs/ Bundle
12	159	KISSAN CREDIT CARD	13.5x10.5cm		Piece
13	211	RIP Renewal form	7"x12"	One side print	100pcs/ Pad
14	238	Application Form SCC loan	A4	1 Page(one side printing)	100 sets Bundle
15	246	RTGS/NEFT Slip	10.5"x6"	1Page( yellow) both side print (black)	100piece bundle
16	264	Appraisal-cum-Process Note for MSME Loan upto Rs. 50,000/-	12"x8"	1page single side print	100Piece pad
17	26	SAFE GUIDE REGISTER	14.5"x10"	100 Folio/Cloth Binding	Piece

