



HEAD OFFICE
NH-34, CHUANPUR,
P.O: CHALTIA, BERHAMPUR,
DIST: MURSHIDABAD 742101

Sub :Notice inviting quotation/rate for printing and supplying of Calendar & Diaries for the year-2015

Sealed quotations are invited seeking rates of the printing materials as per list attached from approved/reputed/experienced printers/suppliers on or before **28.10.2014**.

The interested printers/suppliers/firms can either submit their quotation in person at banks Head Office (at letter receive section) on any working day during office hours or may sent by post so that the same reaches this office within the stipulated date. The quotations will be opened on **29.10.2014 at 3:00 p.m.** The interested printers/suppliers/firms may present during opening of such quotations.

Terms and conditions

01. **Quotation Rate will be considered on Lower Rate basis.**
02. Rates are to be quoted **only** in the prescribed annexure attached with this Notice .
03. Those printers/suppliers/firms who are not enlisted and or approved printer of this Bank or who are yet to do any printing job with this bank should submit credentials in support of doing similar jobs.
04. After expiry of the above time schedule no quotation will be accepted.
05. Bank reserves the rights to accept or cancel bid, unilaterally without assigning any reason 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.
06. 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.
07. The printing materials are to be supplied in eleven different Regional Offices at Eleven District and Head Office.
08. The rate/s will be **inclusive of delivery charges** but exclusive of VAT/Tax etc
09. The materials are to be delivered to our 11 Regional Offices as per list given below.
10. For claiming VAT, Registration No. is to be mentioned.

11. Materials will be rejected if any defect/deviation in quality from specification is found.
12. The printers/suppliers/firms will have to pay an earnest money before getting the **delivery order** amounting to **Rs.25000** (Twenty five thousand) only in the form of an a/c payee Demand Draft payable at Berhampur, favoring_ Bangiya Gramin Vikash Bank, which will be adjusted or refunded as the case may be. The printers who have already deposited such earnest money in the form of security deposit earlier and the amount is still at his credit, no such earnest money is required to be deposited.
13. Order may be placed to the approved printers/suppliers/firms for supplying printing materials within seven days from the date of opening of the Tender.
14. After receive the order the delivery will be completed within one month.
15. Payment will be made from Head Office after receive the Challans & Invoices.

Detailed particulars of the Calendars are given below.

Size	30"(L) x 20"(W)
Quantity	75000 Pieces (approx.)
Colour	Four
Design	As per Banks Approved Specimen
Paper	130 GSM Imported Art Paper
Binding	Both Top & Bottom Colour tin mounting with ribbon as hanging device.
Printing	Offset Printing in highest-clarity standard.

Detailed particulars of the Diaries are given below.

Size	9.5"(W) x 7.5" (L)
Quantity	1000 Pcs. (approx.)
Colour	Four (Cover) & One (inside Maps/information etc.) & white for rest
Design	As per Banks Approved Specimen
Pages	330 (165 leaf-sheets)- one page count. Sundays & Saturdays pages are to be clubbed in one page. 14 leaf sheets for information matters (max.). Information matters will be supplied.
Paper	80 GSM Ballarpur Map Litho.
Binding	Hard Bound, 1.5 Lbs. wt. Board Paper.
Printing	Offset Printing in highest clarity standard in four colour.
Packing	Each Diary will be packed by good quality hard white paper-box on which Bank's Logo & Name is to be printed.



Sr. Manager (P&D)