



The Balasore Bhadrak Central Co-operative Bank Ltd.
Head Office: O.T. Road, Balasore-756001

REF: 6678 / FORMS / 2023-24

DATE: 14/11/23

TENDER CALL NOTICE

Sealed quotations are invited from intending reputed printing Firms/ Agencies having own infrastructure with Offset printing machines and valid VAT, IT clearance and GST Certificate for printing & supply of advertisement materials i.e. *Bank Diary* and *Bank Wall Date Calendar* for New Year - 2024 as per the specifications, terms & conditions available in tender document.

The detail terms & conditions is available in Bank website www.bbcbalasure.com and notice board of the Bank from 15.11.2023.

Last date of submission of Tender :	23.11.2023	Up to 2.00 P.M.
Opening of Tender :	23.11.2023	At 4.00 p.m.

Please note that the authority reserves the right to reject any or all the quotations at its sole discretion at any time without assigning any reason thereof and shall be not bound to accept the lowest quoted price.


14/11/2023
Chief Executive Officer

Memo No 6679 (32) Date 14/11/23

1. Copy to Notice Board of Head Office and all Branches of the Bank .
2. Copy to Nodal Officer DIT Section of the Bank to publish in the website of the Bank .


14/11/2023
Chief Executive Officer



The Balasore Bhadrak Central Co-operative Bank Ltd.
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**Terms and Conditions for printing and supply of Bank Diary and
Wall Date Calendar for the Year - 2024.**

1. Eligibility:

Any registered printing establishment having own infrastructure with facilities of offset printing machine and Valid VAT, PAN, IT clearance Certificate and GST Certificate are be eligible to participate in the open tender and the submitted the following documents prescribed in the Tender Papers (set) for supply of Bank Diary & Wall Date Calendar for the year 2024 .

2.Experience:

The printing establishment should have at least 3 years experience in such domain to be eligible for participate in the Bid . The requirements information/ data of concern / printing unit should quoted in the table in Annexure - I & II by the proprietor/authorized person in the official letter head of the firm with seal .

3 .Tender Period :

The tenderer will submit the tender in the sealed tender box kept in form section of the Bank on working days from 16.11.2023 to 23.11.2023 during 10.30 A.M to 2.00 P.M which will be opened on the same date i.e. on dt.23.11.2023 at 4.00 P.M. .

4. Tender Cost :

The tender paper set should be downloaded from bank website or purchased at Form Section of the Bank on payment. The tender paper will submitted along with the Cash Dep.receipt of Main Branch, Balasore of the bank for Rs.1000/- (Rupees one thousand only) as non refundable amount on or before dt.23.11.2023 during 10.00 A.M. to 2.00 P.M .

5.Earnest Money:

The intended bidders shall deposit ₹13500/- (Rupees Thirteen thousand five hundred) only towards refundable earnest money for printing & supply of Bank Wall Date Calender and ₹8000/- (Rupees Eight thousand) only towards refundable earnest money deposit (EMD) for printing and supply of Bank Diaries. The earnest money will deposit either in shape of cash receipt (BBCCB Main Branch, Balasore) or demand draft in favour of Balasore Bhadrak Central Cooperative Bank Ltd., payable at Balasore. Any tender without the EMD shall not be considered and will be summarily rejected .

6.Submission of Tender:

The bidders should be submitted the Annexure - I & II in Official letter head of the Firm with seal and signature of the proprietor including other necessary documents duly signed by the propitor of the firm with firm seal .

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7. Specification & Sample copy of items:

The bidders are instructed to enclose the sample copy of the paper / item as per size & specifications etc. mentioned at below the time of opening the tender .

Name and specifications of the items :

SI No.	Name and description of the items.	Specification of items.
1	<u>Bank Diary (General) with cover -2024 .</u> Rexine Binding with Cover packing . Printing of Bank logo and name etc. on the front of the Diary and as per instructions of the Bank . Name of the staff with mobile Nos. & other information etc. supplied by the Bank to be printed (maximum 22 page with both side printing) and attached in the inner of the Diaries as per our instructions.	Length-22cm Breadth-14cm 80 GSM Paper. Approximate Quantity-2700
2	<u>Bank Wall Date Calendar -2024 .</u> As per our sample , instruction & specifications . 6 (six) sheet Multi color wall date calendar .	Length-50cm Breadth-36cm Art paper 130 GSM.(Multi Color) , Each page contain single month (Six Sheets with both side printing) printing with pin mounting binding . Approximate Quantity-24000

8. Determination of Tender:

The tenderer/ authorised person shall be present at the opening of tender. The authority reserves the right to reject any or all the quotations at its sole discretion at any time without assigning any reason thereof and shall be not bound to accept the lowest quoted price.

(N.B. - The rate / price (per unit) including GST Amount should be quoted clearly on Annexure - II , any overwriting or cutting shall not be accepted) .

9. Penalty Clause:

If the successful bidder fails to deliver the printing materials within 21 days from the date of issuance of order the concern shall be liable to pay penalty @ 2% of bill per day for causing damage and delay and any dispute arises between the parties shall be under the Court of law at Balasore .

10. Payment terms:

Payment will be released within 10 days from the date of delivery of items as per supply order.

11. Security Money:

The successful bidders should be kept @5% towards security deposit as against the order amount for the period of three months from the date of payment.


Chief Executive Officer



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Annexure - I

Sl. No.	Particulars.	
1	Total turnover of the Firm (in Rs.) (Please submit valid Documents)	
(i)	2020 - 21	
(ii)	2021 - 22	
(iii)	2022 - 23	
2	(i) Proof of own existing Printing Press and Binding unit . (ii) Proof of experience in such domain printing at least past 3 years .	
3	Mention the name of reputed clients for whom similar works have been executed in past three years and submit the proof of documents .	
4	The Diaries & Calendars of the Bank shall be printed and supplied at the Bank Premises during office hours of working days within maximum 21 (twenty one) days from the date of issuance of the supply order. (YES/NO) if no specify the reason & time.	

(Please submit the above in official letter head of the firm with seal and signature)



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Annexure - II

Sl. No.	Name of the items	Specification of items	Quoted Price / Rate Per piece (Including GST Amount)
1	Bank Diary with Cover Packing (For the year 2024) .	Details mention at S.I. No. -7 of Annexure -I	
2	Bank Wall Date Calendar (For the year 2024) .	Details mention at S.I. No. -7 of Annexure -I	

(Please submit the above in official letter head of the firm with seal and signature)

Date:

Signature with Seal of the
Authorized Person of the Firm