

DOCUMENTS FOR TENDER CALL NOTICE

FOR PRINTING OF BANK

Calendar and Dairy for the Calendar year 2025



The Berhampore Co-operative Central Bank Ltd

Head Office, At/Po-Town Hall Road, Brahmapur-760001, District-Ganjam, Odisha.

Phone No-0680-2222028, Bank Mail Id-cocenbank@rediffmail.com

THE BERHAMPORE CO-OPERATIVE CENTRAL BANK LTD., BERHAMPUR, GANJAM, ODISHA

BIO-DATA OF THE FIRM / AGENCY

PARTICULARS OF THE BIDDERS		
1	Name of the organisation/ Institution/Firm of Offset Printers:	
2	Registered Office:	
3	Registration No:	
4	Address:	
5	Permanent Account Number (PAN):	
6	GSTIN Registration Certificate No:	
7	Proof of Experience in printing calendar and Dairy, if any:	
8	EMD of Rs. 20,000/- in shape of DD has been drawn in favour of Chief Executive Officer, Berhampore Co-operative Central Bank Ltd, Berhampur, payable at Main Branch, Berhampur of the bank.	
9	KYC Details (Identity and Adress Proof)	
Documents to be Submitted		
1	EMD of Rs. 20,000/- in shape of DD has been drawn in favour of Chief Executive Officer, Berhampore Co-operative Central Bank Ltd, Berhampur, payable at Main Branch, Berhampur of the bank.	
2	Cost of Tender Documents of Rs. 2,000/- plus 18% GST in shape of DD has been drawn in favour of Chief Executive Officer, Berhampore Co-operative Central Bank Ltd, Berhampur, payable at Main Branch, Berhampur of the bank.	
3	Copy of PAN CARD	
4	Copy of GSTIN Registration Certificate	
5	Registration certificate	
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I/We do hereby declare that the particulars given in the application are true to the best of my knowledge and belief. In the event of any of the application found false or incorrect, I will be subjected to for any legal action and liability for the same.

Seal & Signature of the applicant/ Bidder

DETAILS OF THE REQUIREMENT

Sl No:	Particulars	Specification	Quantity in numbers	Rate/ piece Rs.
1.	Printing and supply of Large executive Diary Breadth: 18 cm Length: 24 cm	This Diary shall contain Approx. 312 pages plus 30 pages data of offset printing in JK Paper to be incorporated with the diary and of these 30 pages, 9 pages will be multicolour. A sample of High quality 70 GSM natural shed paper diary should be submitted at the time of submission of tender.	300	
2.	Printing and supply of Medium executive Diary Breadth: 17 cm Length: 23 cm	This Diary shall contain Approx. 312 pages plus 30 pages data of offset printing in JK Paper to be incorporated with the diary and of these 30 pages, 9 pages will be multicolour. A sample of High quality 50-60 GSM natural shed paper diary should be submitted at the time of submission of tender.	480	
3.	Printing and supply of Medium executive Diary Breadth: 17 cm Length: 23 cm	This Diary shall contain Approx. 150 pages plus 30 pages data of offset printing in JK Paper to be incorporated with the diary and of these 30 pages, 9 pages will be multicolour. A sample of High quality 50-60 GSM natural shed paper diary should be submitted at the time of submission of tender.	800	

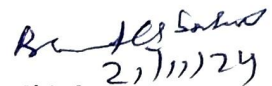
Sl No	Particulars	Specifications	Quantity numbers	in	Rate/ Piece Rs.
1	Printing and supply of wall hanging six sheeter calendar and one cover page	Multi colour offset printing both sides for inner 6 sheets and cover page both sides including spiral binding with hanger	4000 nos.		
2	Printing and supply of a single sheet calendar	Multi colour offset printing both sides of a single sheet with hanging facility (Spiral not required)	4000 nos.		

Terms and Conditions:

1. The sealed tenders should be reached to the undersigned on or before date- 29.11.2024 by 2 PM. The quotation will be opened on date- 29.11.2024 at 4 PM in the presence of procurement committee of the bank. Parties of their authorised representatives may be present at the time of opening quotations.
2. Date of sale of Tender Paper: from Dt: 22.11.2024 to 29.11.2024 till 12 PM (during any working day within banking hour).
3. The Large Dairy cover shall be PU finish leather with high density foam cover material, hard board bound with two stitching as per the sample available with the Stock-in-Charge of the bank.
4. The Cover Page of all the three types of dairies shall be embossed with the logo and name of the Bank.
5. The cost of a set of Tender Papers is Rs. 2000/- (two thousand) only + 18% GST which is non-refundable in nature and tender papers can be obtained from the website of the bank i.e., www.berhampurccb.com and submitted the tender within due date and time along with the cost of tender paper in shape of DD drawn in favour of **"Chief Executive Officer, Berhampore Cooperative Central Bank Ltd."** payable at Main Branch, Berhampore Cooperative Central Bank Ltd, Berhampur.
6. The tender should be accompanied by EMD (refundable for unsuccessful bidders but for successful bidders only if the bidder successfully supplied the items) of Rs. 20000/- (Twenty thousand only) in shape of DD drawn in favour of **"Chief Executive**

Officer, Berhampore Cooperative Central Bank Ltd." payable at Main Branch, Berhampore Cooperative Central Bank Ltd, Berhampur.

7. The tender should reach us within the stipulated time and date in sealed cover by speed post/ registered post only.
8. The caption "**Tender for Printing of supply of Diary and Calendar**" must be superscribed on the sealed cover.
9. The Bank reserves the right to reject any or all the tenders without assigning any reason thereof.
10. The Bank also reserves the right to accept any tender irrespective of the price bid and not bound to accept the lowest tender.
11. The Intending bidders are requested to submit the sample of Diary and Calendar along with tender documents in accordance with the bank's approved sample.


21/11/24
Chief Executive Officer