



## 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

Ref No: BCCB/Stock Sec./ 3396/2024-25

Date: 06/09/2024

### TENDER CALL NOTICE

Sealed quotations are invited from registered offset printers for printing of bank ledgers, forms, cheques and challans etc. for Berhampore Co-operative Central Bank Ltd. Berahampur.

The Sealed quotation should be reached to the undersigned on or before Dt. 24.09.2024 by 2 PM. The quotation will be Opened On the same date i.e., on 24.09.2024 at 04 PM in the presence of procurement/purchase committee of the bank. The parties or their authorized representatives may be present at the time of opening of quotations.

### DETAILS OF THE REQUIREMENT

Sl No.	Item Particulars	Size	Price/ unit Rs.	Details
1	PACS Day Book	21CM X 32CM		300 FOLIO OR 600 PAGES Machine no. with indent with canvas or leather binding using conquest paper 80 GSM with printed format
2	PACS LAND LEDGER	21CM X 32CM		300 FOLIO OR 600 PAGES Machine no. with indent with canvas or leather binding using conquest paper 80 GSM with printed format
3	PACS ST LOAN LEDGER	21CM X 32CM		300 FOLIO OR 600 PAGES Machine no. with indent with canvas or leather binding using conquest paper 80 GSM with printed format
4	RED NOTICE			each pad contains 100 single sided pages
5	KCC CHEQUE BOOK	21cm x 9cm		10 leaves per book with printed format
6	Society Cash Challan	13 cm x 21 cm		each pad contains 100 single sided pages
7	KCC Form 17	20cm x 26 cm		each pad contains 100 single sided pages
8	BSD Challan	11cm x 27 cm		each pad contains 100 single sided pages
9	Fly Leaf	23 cm x 35 cm		350 GSM colour fly leaf
10.	A/c Closing and Opening form	19 cm x 30 cm		each pad contains 100 single sided pages



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11.	Despatch Register	21CM X 32CM		300 FOLIO OR 600 PAGES Machine no. with indent with canvas or leather binding using conquest paper 80 GSM with printed format
12.	Diary Register	21CM X 32CM		300 FOLIO OR 600 PAGES Machine no. with indent with canvas or leather binding using conquest paper 80 GSM with printed format
13.	S.T. Loan Ledger	21CM X 32CM		300 FOLIO OR 600 PAGES Machine no. with indent with canvas or leather binding using conquest paper 80 GSM with printed format
14.	I.L. Challan	19 cm x 15 cm		each pad contains 100 single sided pages.
15.	Local Tapal	21 cm x 16 cm		each pad contains 100 single sided pages
16.	Stock Register	21CM X 32CM		300 FOLIO OR 600 PAGES Machine no. with indent with canvas or leather binding using conquest paper 80 GSM with printed format
17.	Dead Stock Register	21CM X 32CM		300 FOLIO OR 600 PAGES Machine no. with indent with canvas or leather binding using conquest paper 80 GSM with printed format
18.	SB withdrawal form	19 cm x 09 cm		each pad contains 100 single sided pages
19.	Gold Loan Application	21 cm x 29 cm		4 FOLIO OR 8 PAGES using conquest paper 80 GSM with printed format
20.	KCC Identity Card	28 cm x 17 cm		Single paper with single side printed format
21.	KCC Form No-2	19 cm x 30 cm		each pad contains 100 single sided pages
22.	KCC Form No-3	19 cm x 30 cm		each pad contains 100 single sided pages
23.	Opening Card Min Bank	28 cm x 17 cm		Single paper with both side printed format
24.	Xerox Paper	A4 Size		500 papers in a bundle (75 GSM)
25.	Envelop	27 cm x 12 cm		110 GSM with bank address
26.	Envelop	30 cm x 15 cm		110 GSM with bank address
27.	Envelop	A4 size		110 GSM with bank address



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### Terms and Conditions:

1. Last date of submission will be on 24.09.2024 by 2 PM. and opening of tender will be on the same day i.e., 24.09.2024 at 04 PM in the presence of procurement committee of the bank. The Bidders or their authorised representatives may be present at the time of opening of the tender.
2. Bank specimen of 54 GSM for printing forms and Conquest paper of 80 GSM for ledger with quality offset printing and binding whenever mentioned must be strictly observed.
3. The authority of the bank reserve the right to accept or reject any or all quotations without assigning any reason thereof.
4. Offset printers should be provided quotations with GSTIN registration certificate and PAN card which is mandatory.
5. 2% TDS will be deducted at the time of payment as per IT Act.
6. All quotations Should be Submitted to the Chief Executive Officer, BCC Bank Ltd., Berhampur-760001, Ganjam.
7. EMD of Rs. 30,000/-, which is refundable in nature (if no inferiority found in the items supplied by the successful bidder), in shape of DD has been drawn in favour of Chief Executive officer, Berhampore Co-operative Central Bank Ltd, Berhampur, payable at Main Branch, Berhampore Co-operative Central Bank Ltd, Berhampur of the bank.
8. The documents of Tender Call Notice which costs Rs. 2000/- including GST should be bought from Establish Section, Head Office, BCC Bank, Berhampur with duly signed by the Chief Executive Officer. This is non-refundable in nature even if the tender notice is cancelled by the authority.
9. If the bidders need sample papers of the items before submitting the tender may get from stock section only after purchasing the tender documents but they are not allowed to take away these samples. But the samples of every item will be made available to the successful bidder.
10. The lowest bidder may or may not be the successful bidder as it depends upon the quality, price and other necessary things of the items. The name of the successful bidder along with reason will be uploaded in the website of the bank.

*B. S. Sahu*  
06/09/24  
Chief Executive Officer

Memo No: 3397 /2024-25

Date: 06/09/2024

Copy communicated to the chairman and all the members of the purchase committee/ System Manager to upload in website / all local Branches and caretaker of the Bank to display the same in their Notice Board.

*B. S. Sahu*  
06/09/24  
Chief Executive Officer