

Re : Tender for Printing of Window Envelopes-CPD- for Card Statement

Bank of India invites Tenders from our approved Printers/Suppliers for printing of the under mentioned item as per the details given hereunder and subject to terms and conditions given below as per Annexure I.

2. Tenders should be properly sealed, addressed to :
**The General Manager
Bank of India, Stationery Department, H.O.,
Hirji Estate, Saki Vihar Road,
Saki Naka, Mumbai 400 072.**
3. Subscribe enquiry number and due date over envelope and drop at above address.
4. Specimen of items to be printed is available for inspection at above address.
5. All other terms and conditions as per Annexure I.
6. Tender to be submitted as per **Annexure "II"** format only. **Tenders not submitted as per format may be liable for rejection.**

Tender should be dropped on or before **19.05.2010.**

CHIEF MANAGER

Particulars of Stationery Items :

Item	Item Description	Total Quantity
ICA14	WINDOW ENV-CPD- FOR CR.CARD STATEMENT Size : 9" x 4 ½" with PVC Window of 1.75"X2.75" Printing : Two Colour Printing (Front / Back) Paper : 70 GSM Ballarpur Maplitho Paper Packing : To be supplied in Box of 500 Envelopes with Band around 50 Envelopes. Specimen available at Stationery Department / Card Product Department. Final size should be as per specifications given in the enquiry. Paper sample should be attached with your Quotation	2,00,000 Envelope

Delivery Schedule :

Delivery Quantity	Delivery in Days
1,00,000	15 days within approval of final proof
1,00,000	90 days of first Delivery

Proof Checking : Card Product Department, Mumbai (Main) branch
To be delivered at Card Product Department, Mumbai (Main) Branch

Please quote cost of Paper / Labour charges and Taxes. Tenders will be opened on **20.05.2010** at Stationery Department, Head Office. Change if any, for opening the Tender will be advised over telephone. **Bidders desirous of attending Tender opening Committee Meeting may remain present.**

OTHER TERMS & CONDITIONS

1. Tender with counter condition will not be entertained.
2. Your Tender should be valid for atleast **60** days from the due date specified. Quotation should be for labour charges inclusive of all other charges viz. insurance, packing/forwarding, delivery etc and quotation should be signed by authorized signatory/agent with stamp/seal of the Firm/Company.
3. It may be noted that once the order is accepted, you will be bound to execute it within the period specified and no request for increase in rate subsequently nor any excuse for not executing the order on account of non-availability of paper will be entertained. **We shall not pay any advance to you against our order, if any, placed with you.**
4. The rates should be quoted for the item/items as per the specifications mentioned in our enquiry/as per the specimen.
5. If after the stationery/item is delivered, it is discovered that the material supplied/ used, is not exactly according to our specification/quality stipulated, such supply will be rejected at the supplier's cost.
6. In case of failure/delays in supplies fully or partially the Bank is at liberty to get the same printed through other sources at its sole discretion and the difference in cost, if any, will be recoverable from defaulting party.
7. Printed stationery must be properly labelled and packed according to our requirement and delivery to be effected as per our instructions
8. The Bank need not necessarily accept the lowest tender and the decision of the Bank in this regard will be final. Bank reserves the right to ask for the Bank (performance) guarantee, for the proper execution of the order.
9. Printers who do not effect supplies according to the delivery schedule will be liable for all damages/detriment or losses to the Bank and in case despite warning, they continue to be too late in deliveries, they may be disqualified for further inquiries/entrustment of work.
10. Where paper is required to be purchased in Bank's name by the lowest tenderer as per order, such purchases should be at net mill rates, plus taxes applicable and the quantity required for each item should be correctly estimated, as otherwise the tender may not be accepted or if accepted inadvertently, the excess should be made good to the Bank by the printer concerned.
11. **Penalty** for delayed supplies will be on prorata basis i.e. 2% for one month (or part thereof) delay, 3% for two months delay and so on, at the discretion of Bank, which please note.
12. The Bank shall be entitled to split up the order/supplies mentioned in the enquiry and the tender shall be deemed to be accepted only for supplies as may be ordered from time to time by placing a regular order.
13. Bank reserves its right to reject any/all Tenders, without assigning any reasons for cancellation.

Annexure "II"

Date :

Due Date :

To,
The Chief Manager
Bank of India, Stationery Dept.(H.O.), Hirji Estate,
Behind Excom House, Saki Vihar Road, Mumbai 400 072.

Sub : Enquiry No BOI/STY/2010/EnqFloatNo.-H14 dated : 06.05.2010

We refer to your above enquiry and given below our rate for the job.

Sr. No.	Particulars	
1.	Name of Document : WINDOW ENV-CPD FOR CR. CARD STATEMENT	
	Item Code : ICA14	
	Quantity : 2,00,000	
		Amount
A.	Paper Cost :	
B.	Labour Cost inclusive of Delivery charges	
C.	Taxes	
D.	Total Cost including Tax/Delivery Charges etc. (A + B + C)	
E.	Rate per Envelope	

The above rates are submitted as per your specifications after verification of your specimen. We are aware that if the tenders are not submitted in the prescribed format the same are liable for rejection.

AUTHORISED SIGNATORY