

Re : Tender for Printing of Letter of Pledge Form

Bank of India invites Tenders from our **approved Printers** 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 alongwith sample/specimen of paper. **Tenders not submitted as per format and without paper sample may be liable for rejection.**

Tender should be dropped on or before **14.11.2009 upto 2.00 P.M.**

CHIEF MANAGER

Particulars of Stationery Items :

Item	Item Description	Total Quantity
OD159	LETTER OF PLEDGE FORM Form of 2 pages. Size : 9" x 11.5" Paper : 60 GSM WEST COAST/BALLARPUR/ANDHRA WHITE CREAMWOVE PAPER. Printing : To be printed on both sides in Hindi and English on 18" x 23" = 8 Kgs. To be supplied in pads of 100 leaves each with cardboard at bottom and kraft paper on top. To be supplied in labeled (item code and quantity) kraft paper packets of 10 pads each. Paper sample must be attached with your quotation.	200 Pad

Delivery Schedule :

Delivery Quantity	Delivery in Days
200	within 30 days from date of final approval of proof

**Proof Checking : Stationery Department, Saki Naka.
To be delivered at Stationery Department, Saki Naka.**

Please quote inclusive of cost of Paper, Labour charges and Taxes as per Annexure 'II'. No advance payment will be given. Tenders will be opened on **16.11.2009** at Stationery Department, Saki Naka. 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. **Penalty** for delayed supplies will be 2% per month (or part thereof) at the discretion of Bank, which please note.
11. 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.
12. Bank reserves its right to reject any/all Tenders, without assigning any reasons for cancellation.

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/09-10/ENG09/82A date 09.11.2009

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

Sr. No.	Particulars	
1.	Name of Document : LETTER OF PLEDGE FORM	
	Item Code : OD159	
	Quantity : 200 PAD	
	Paper to be used : (Name of the Mill)	
		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 Pad	

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

Encl : Paper Sample.