

## ONLY FOR BANK'S EMPANELLED GENERAL PRINTERS

### RE : QUOTATION FOR PRINTING FOLLOWING STATIONERY ITEMS

SEALED QUOTATIONS are invited from our **Approved Printers / empanelled with H.O.** for printing of the under mentioned items as per the details given hereunder and subject to terms and conditions given below and as per ANNEXURE-I.

**Particulars of Stationery items: following Stationery Items exactly as per Specimen & following SPECIMEN AVAILABLE FOR INSPECTION at Stationery cell Mhape Navi Mumbai.**

Sr	Item Code	Description	Total Quantity
1		RTGS/NEFT Form <b>(Marathi Hindi and English )</b> <b>Size of Leaf :</b> A4 Size – 1 Sheet <b>Paper Quality :</b> 80 GSM White Ballarpur Maplitho Paper. <b>Printing :</b> Both side as per specimen in Single color. <b>Trilingual :</b> Hindi and English on obverse and Marathi on Reverse with perforation for easy detachment from the Counterfoil. <b>Packing :</b> One Pad (100 Forms) Packing and 20 pads tied in a bundle.	4000 Pads  <b>(4<sup>th</sup>Lakh Forms)</b>
2		Term/Fixed deposit form <b>(Marathi Hindi and English )</b> <b>Size of Leaf :</b> A4 Size – 1 Sheet <b>Paper Quality :</b> 80 GSM White Ballarpur Maplitho Paper. <b>Printing :</b> Both side as per specimen in Single color. <b>Trilingual :</b> Hindi and English on obverse and Marathi on Reverse with perforation for easy detachment from the Counterfoil. <b>Packing :</b> One Pad (100 Forms) Packing and 20 pads tied in a bundle.	1000 Pads  <b>(1 Lakh Forms)</b>
3		Know Your Customer (KYC) Application form <b>(Marathi Hindi and English )</b> <b>Size of Leaf :</b> Legal Size – 1 Sheet <b>Paper Quality :</b> 80 GSM White Ballarpur Maplitho Paper. <b>Printing :</b> Both side as per specimen in Single color. <b>Trilingual :</b> Hindi and English on obverse and Marathi on Reverse <b>Packing :</b> One Pad (100 Forms) Packing and 20 pads tied in a bundle.	2000 Pads  <b>(2 Lakh Forms)</b>
4	FORM A	PPF Account Opening Form <b>(Marathi Hindi and English )</b> <b>Size of Leaf :</b> A4 Size – 1 Sheet <b>Paper Quality :</b> 80 GSM White Ballarpur Maplitho Paper. <b>Printing :</b> Both side as per specimen in Single color. <b>Trilingual :</b> Hindi and English on obverse and Marathi on Reverse for easy detachment from the Counterfoil. <b>Packing :</b> One Pad (100 Forms) Packing and 20 pads tied in a bundle.	500 Pads  <b>(50 Thousand Forms)</b>

5	Deposit Confirmation -cum-Renewal Advice <b>Size of Leaf</b> : 25.6 cms X 14 cms as per specimen <b>Paper Quality</b> : 100 GSM Paper. <b>Printing</b> : Both side as per specimen in four Color. <b>Trilingual</b> : Hindi , English and Marathi as per specimen <b>Packing</b> : 3000 forms in 1 Box	<b>(5 lakh Forms)</b>
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1. Quotation should be properly sealed, addressed to: **The Zonal Manager, Bank of India, Mumbai South Zone, A & S Department, Mumbai Main Branch Bldg., 1<sup>st</sup> floor, 70-80, M. G. Road, MUMBAI 400 001**
- 2 SPECIFY QUOTATION NUMBER, DUE DATE AND ITEM CODE ON THE ENVELOPE AND DROP AT ABOVE ADDRESS during normal working hours up to **08.07.2022 upto 15.00 hrs.**
- 3 **Specimen of item to be printed is available for inspection at Stationery cell Mumbai South Zone, A-745/746 T.T.C. Industrial Area, Near Pawan Bus Stop, Turbhe -Mhape Road, (MIDC) Navi Mumbai 400 710 (Tel No 27616083/27616084). We advise to collect specimen from Stationery Cell, Mumbai South Zone not from any Branch.**
- 4 All other terms and conditions as per **ANNEXURE-I**
- 5 Quotation Must be Submitted on your firm's letter head only. You also must mention the papers to used including the name of the manufacturer.
- 6 **Sample of the papers to be used must be enclosed the quality and Manufacturers' Name must be Mentioned thereon Affixing your firm's Seal.**

**QUOTATION SHOULD BE DROPPED ON BEFORE 08.07.2022 UPTO 15.00 HRS.**

DELIVERY SCHEDULE: Above Stationery items within 20 day (or earlier) of final approval of proof. There after balance quantity within 30 days.

Proof checking & Delivery : BANK OF INDIA, Stationery cell Mumbai South Zone, A-745/746 T.T.C. Industrial Area, Near Pawan Bus Stop, Turbhe-Mhape Road, (MIDC) Navi Mumbai 400 710 (Tel No 27616083 /27616084).

Please quote showing cost of Printing, applicable taxes and amount payable for each stationery item. No advance payment will be given. No separate bill for paper and labour charges will be paid.

Quotation will be opened on **12<sup>th</sup> July 2022 at 15.00 HRS.** BANK OF INDIA, A & S Department, Mumbai South, 1<sup>st</sup> floor, 70-80 M. G. Road, Fort, MUMBAI 400 001 .

Bidders desirous of attaining Quotation opening process may remain present, by reconfirming the date and time over telephone with the Officer-in- Charge of our Stationery Cell (Tel. No 27616083/27616084) on the morning of the said day. Please note that the bank reserves the right to postpone the Quotation opening date/time, for whatsoever reason, with any prior notice.

**Zonal Manager**

## **ANNEXURE-I**

### **OTHER TERMS AND CONDITIONS**

- 1** Quotation with counter condition will not entertained.
- 2** Your offer should be valid for at least 30 day from the due date specified. It should be inclusive of all costs and charges including Packing /insurance forwarding, delivery etc. Quantum and amount of taxes must be mentioned therein. 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 against our order, to whomsoever it is eventually awarded.
- 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 supplied 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 till be recoverable from defaulting party.
- 7** Printed stationery must be properly labeled and packed according to our requirement and delivery to be effected as per our instruction.
- 8** The bank need not necessarily accept the lowest Quotation and the decision of the bank in this regard shall be final. The bank reserves the right to ask for the Bank (performance) guarantee, for the proper execution of the order.
- 9** The Bank also reserves the right to split the order amongst two or more printers at its absolute discretion.
- 10** 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 last in deliveries, they may be disqualified for further inquiries/entrustment of work.
- 11** Penalty for delayed supplies will be on prorated 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 of the order /supplies mentioned in the enquiry and the tender shall be deemed to be accepted only for supplies at ordered from time to time.
- 13** Bank reserves its right to reject any/all Quotation, without assigning any reasons for cancellation.

**Annexure"II"**  
**FORMAT FOR SUBMISSION OF QUOTATION**

To  
The Zonal Manager,  
BANK OF INDIA,  
A & S Department,  
70-80 M. G. Road, Fort,  
Mumbai- 400023.

**Sub : Quotation no. BOI/MSZ/STY/ VVK/2022-23/1**

**Due date : 08.07.2022**

Please refer to your above Quotation notice. Stated below are our rates for the job.

Sr. No	Particulars
1	Item Code :
	Description :
	Quantity :
2	Item Code :
	Description :
	Quantity :
3	Item Code :
	Description :
	Quantity :
4	Item Code :
	Description :
	Quantity :
5	Item Code :
	Description :
	Quantity :

	Paper proposed to be used : (Name of the Mill & type quality & GSM of Paper)
	<b>Amount (RS.)</b>
	Total Cost :
	Taxes (GST) :
	Total Cost including Tax (GST)/Delivery Charges etc.
	Rate per form (Type of form wise)

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

**AUTHORISED SIGNATORY**