

**ZONAL OFFICE : AHMEDABAD ZONE**

**Stationery Cell, General Operation Department**

“STAR HOUSE” 1<sup>st</sup> Floor, Bank of India Bldg., Bhadra, Ahmedabad: 380 001.

Phone No. 079-25382789 / 25353118, 25352380 (Ext. 556)

e-mail : Ahmedabad.stationery@bankofindia.co.in

Quotation No: BOI/AZO/STY/QUOT/22-23/04

Date: 21.06.2022

**Quotation for printing of Term Deposit Covers**

Bank of India Ahmedabad Zone invites quotation from our approved printers (in empaneled list of All Zones) for printing of under mentioned item as per details given hereunder and subject to terms and conditions given below as per Annexure- I (Technical Bid).

2. Quotation should be properly sealed, addressed to:

**The Zonal Manager,  
Bank of India, Zonal Stationery Cell,  
Ahmedabad Zone, 1<sup>st</sup> Floor, Bank of India Building  
Bhadra, Ahmedabad - 380 001.**

3. Scribe Quotation 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. Quotation to be submitted as per Annexure “II” **(Financial Bid)** format only along with Earnest Money Deposit **Rs.5,000/- ( Five thousand)** by pay-order/DD favoring Bank of India payable at Ahmedabad . Quotation not submitted as per Annexure “II” **(Financial Bid)** format may be liable for rejection.
7. Quotation Fee **Rs.500/- (Five Hundred only)** nonrefundable by way of Pay order/DD in favour of BANK OF INDIA/Cheque drawn by self on Bank of India. Third party cheques will not be accepted.
8. **Quotation should be submitted on or before 07.07.2022 before 5.00 p.m.**

Particulars of Stationery Items:

<u>Item Code</u>	<u>Item Description</u>	<u>Total Quantity</u>
Misc-21A	Term Deposit Covers	2,50,000 (2,500 Packets of 100 covers each)

Specifications:

**Size:** 24.5 cm x 16.0 cm with Narrow flap of 3.0 cm

**Paper:** **100 GSM Paper** – Ballarpur Sunshine Super printing paper

**Printing:** Single Color Printing of Bank’s Logo & slogan with Bank’s product information in Gujarati, Hindi and English on both side.

**Packing:** To be supplied in corrugated boxes of 1000/2000 Covers, 100 covers each packed in Polythene bag. Covers should be tied with the string before they are packed in the Polythene bag.

Delivery Schedule:

Delivery Quantity

1,00,000 Covers

1,50,000 Covers

Delivery in Days

within 15 days from the date of final approval of proof

within 45 days from the date of final approval of proof

...2...

Quotation No: BOI/AZO/STY/QUOT/22-23/04

Date: 21.06.2022

Checking of Proof: Zonal Stationery Cell, 1<sup>st</sup> Floor, BOI Building, Bhadra, Ahmedabad

**To be delivered at 1<sup>st</sup> floor, Stationery Cell, BOI Building, Bhadra, Ahmedabad.**

**Submit the quotation as per Annexure- I (Technical Bid) & Annexure- II (Financial Bid) in separate sealed covers duly signed and stamped along with following :**

- i) Terms & conditions as per annexure –“I” duly signed & stamped by printer.
- ii) Earnest Money Deposit **Rs.5,000/-** by way of Pay order /DD favoring Bank of India as above.
- iii) Quotation Fee **Rs. 500/-** by way of Pay order/DD favoring Bank of India
- iv) Paper sample of A4 size specifying the name of Mill, Paper quality & GSM on Paper duly signed & stamped by the authorized dealer of paper Mills.

Please quote including cost of material / Labour, delivery charges and Taxes. No advance payment will be given. No separate bill for material and labour charges will be paid.

**Quotations will be opened on 08.07.2022 at Zonal office, 6<sup>th</sup> Floor, BOI Building, Bhadra, Ahmedabad at 11.30 a.m. Bidders desirous of attending Quotation opening Committee meeting may remain present.**

Chief Manager (CS)  
(Ahmedabad Zone)

**Annexure – I (Technical Bid)**

Quotation No: BOI/AZO/STY/QUOT/22-23/04

Date: 21.06.2022

**OTHER TERMS & CONDITIONS**

**Quotation for printing of Term Deposit Covers**

1. Quotation with counter condition will not be entertained.
2. Quotation should be valid for 90 days from the due date specified. Rate should be including cost of paper, insurance, taxes, labour charges and other charges viz. packing/forwarding, delivery etc. and Quotation should be signed by authorized signatory/agent with stamp/seal of the Firm/Company. Please note to submit Quotation along with sample paper as per our specification duly signed and stamped and Pay slip for earnest money in closed cover. If it is found that the sample submitted is not as per our specification, the concerned printer will be debarred from the further enquiry for printing of stationery items without assigning any reason thereof.
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 specification 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 and EMD will be forfeited.
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 difference in cost, if any, will 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 instructions.
8. 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.
9. **Penalty** for delayed supplies will be on prorata basis i.e. 2% for one month (or part thereof) delay, 5% for two months delay and so on, at the discretion of Bank, which please note.
10. The bank shall be entitled to split up the order/supplies mentioned in the enquiry and the Quotation shall be deemed to be accepted only for supplies as may be ordered from time to time by placing a regular order.
11. Bank reserves its right to reject any/all Quotations, without assigning any reasons for cancellation.
12. Delivery Schedule as mentioned in our Quotation Notice. Payment will be made as per execution of order as specified in delivery schedule.
13. Copy of certificate of registered in empaneled list of printers of Bank of India to be enclosed.
14. The printer who is allotted printing work shall submit copy of following documents:  
**(A) Copy of order placed for purchase of Paper with Paper Merchant**  
**(B) Copy of Bill for purchase of paper for the said job of printing from Paper Merchant**  
**(C) Soft copy of printed matter.**

Date:  
Place:

**AUTHORISED SIGNATORY**  
(With seal of the company / Firm)

**Annexure II (Financial Bid)**

**QUOTATION**

To,  
The Zonal Manager  
Bank of India  
Stationery Cell,  
Ahmedabad Zone,  
Bhadra, Ahmedabad-380 001.

From:

**Sub: Quotation for Printing of Term Deposits covers**

Quotation No: BOI/ AZO/STY/QUOT/22-23/04 Date: 21.06.2022

**Last Date of submission of Quotation: 07.07.2022 before 5.00 p.m.**

We refer to your Quotation Notice and give below our rate for the job.

Sr.	Particulars								
1.	<b>Name of Document:</b> Term Deposits covers								
	<b>Item Code:</b> Misc. 21A								
	<b>Quantity:</b> 2,50,000 (2,500 Packets of 100 covers each)								
	<b>Paper</b> : 100 GSM Paper – Ballarpur Sunshine Super printing paper								
	<b>Size</b> : 24.5 cm x 16.0 cm with Narrow flap of 3.0 cm.								
	<b>Printing</b> : Single Color Printing of Bank's Logo & slogan with Bank's product information in Gujarati, Hindi and English on both side.								
	<b>Packing</b> : To be supplied in corrugated boxes of 1000/2000 Covers, 100 covers each packed in Polythene bag. Covers should be tied with the string before they are packed in the Polythene bag.								
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The above rates are submitted as per specifications given above. We are aware that if the quotations are not submitted in the prescribed format the same are liable for rejection.

- Encl: i) Paper sample of A4 size specifying the name of Mill, Paper quality & GSM on Paper duly signed & stamped by the authorized dealer of paper Mills.  
 ii) EMD Rs.5,000/- vide Payorder/DD No. \_\_\_\_\_ drawn on \_\_\_\_\_ Bank  
 III) Quotation Fee Rs.500/- vide Payorder/DD No. \_\_\_\_\_ drawn on \_\_\_\_\_ Bank  
 IV) Signed Terms & Conditions as per Annexure- I

Place:  
Date:

**AUTHORISED SIGNATORY**  
**(Stamp and seal)**