



Memo no : Dev/234

Date- 01.02.2022

Notice Inviting Quotation

Inviting sealed Quotations for following printing items from intending persons /Agencies experience in similar nature of work in individual item rate.

Last date of submission quotation:- 10.02.2022 up to 12 noon.

Date and time of opening quotation :- 10.02.2022 at 3 pm

Non-Saleable Form			
Sl. No	Name of items	Unit/ Pcs.	Specification
1	Staff Attendance Register	40 Pics (Consist of 100 Folio)	As per Sample
2	Cheque Book Register	40 Pics. (Consist of 200 Folio)	As per Sample
3	Cash Vault Register	40 Pics. (Consist of 200 Folio)	As per Sample
4	Key Register (Charges handover)	40 Pics. (Consist of 100 Folio)	As per Sample
5	Nominal Membership Form	1000 PAD (Consist of 100 pages)	As per Sample
6	Specimen Signature Card (Savings)	50000 Pics.	As per Sample
7	Counter Cash Book	50 Pics. (Consist of 200 Folio)	As per Sample
8	Drawl of M.T (ECCS)	300 PAD (Consist of 100 pages)	As per Sample
9	Loan Specimen Card	5000 Pics.	As per Sample
10	Multi Utility Form	200 PAD (Consist of 100 pages)	As per Sample
11	White Paper for Printing & Xerox	500 Pack (Each Pack consist of 500 Nos. Pages)	A4 , 75 GSM

Terms & Condition:-

- 1)** Supporting documents should be submitted in qualification bid and also will have to be submitted PT clearance certificates, PAN CARD, Trade license, IT Return, **GST Registration**.
- 2)** All bid must be accompanied by a refundable earnest money / bid security amount to Rs.5000/- as mentioned in the form of Bank Draft / Bankers Cheques in favour of Vidyasagar Central Co-operative Bank Ltd., Midnapore or **preferably NEFT to A/C No : 123002048872 , IFSC : WBSC0VCCB39 .**
- 3)** All above items will be supplied with in 15 days from the date of issue of purchase order.
- 4)** The quotation should indicate the rate **excluding all taxes**.

Contd. to Overleaf.....

- 5)** No revision of rates shall be allowed except taxes / charges levied by the Central / State by dully notified only.
- 6)** No advance or running payment shall be made. Payment shall be released after the satisfactory delivery of items and production of bill (in duplicate) in name of Vidyasagar Central Co- Operative Bank Ltd., Midnapore .
- 7)** No deviation from the specification shall be allowed without prior consent of authority.
- 8)** Payment will be made on successfully completion of work as per work order through account payee cheques or by transfer through NEFT/ RTGS .
- 9)** The undersigned is the accepting authority who reserves the right to reject any or all quotation without assigning any reason or he will not bound to accept either the lowest tender at any of the bidders.

For further details please contact P&D Section , H.O. Midnapore or see notice Board of the Bank or visit to Bank's website vidyasagarccb.in.

Date : 01.02.2022

General Manager