



Memo no : Dev/20

Date- 04.05.2022

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:- 17.05.2022 up to 12 noon.

Date and time of opening quotation :- 17.05.2022 at 3 pm

Non-Saleable Form			
Sl. No	Name of items	Unit/ Pcs.	Specification
1	Leave Register	50 Pcs. (Consist of 50 Folio)	As per Sample
2	Forms Requisition	500 PAD (Consist of 100 pages)	As per Sample
3	Inter-se-Agreement (1,2,3)	5000 Pcs (Each set Consist of 4 pages)	As per Sample
4	Drawl of M.T (ECCS)	300 PAD (Consist of 100 pages)	As per Sample

Saleable Form			
Sl. No	Name of items	Unit/ Pcs.	Specification
1	K.C.C Loan Form No.- 2	500 PAD (Consist of 100 pages)	As per Sample

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.2000/- 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**.
- 5) No revision of rates shall be allowed except taxes / charges levied by the Central / State by dully notified only.

Contd. to Overleaf.....

- 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 : 04.05.2022

General Manager