

Ref: HO/P&D/454 /3838 /2017-18

Date : 18.10.2017

Short Notice for Submission of Quotations for Printing & Supply of New Year's Diary & Calendar for 2018

Bank hereby invites bids from intended vendors from open market for following items.. The interested vendors including Bank's empanelled vendors may submit their quotations in sealed envelope at Bank's Head Office, Begusarai within 30-10-2017 up to 05:00pm as per following quality & specifications in the same format appended hereunder. Tender shall be opened before a Committee of the Bank at 11:00 am on 02-11-2017. The bidder, if so desire, may remain present at the time of Tenders.

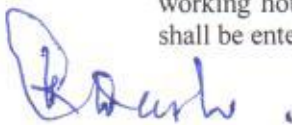
USE BELOW FORMAT FOR QUOTATION

SN	Items	Quality Specifications	Type	(To be filled in by Vendor):- Quoted rate per unit by Vendor inclusive of all taxes and transportation charges at door delivery at desired locations of Bank
1.	Wall Calendar(Financial Literacy-Pictorial-cum-Date Calendar as per Bank's design)	Art Paper 170 GSM multi color printing colour size-19x14 inches with spiral bindings.	07 sheets including cover page. (Both side print) with spiral binding	
2.	Wall Calendar	Art Paper 170 GSM multi color printing colour size-11.5 x22.5 inches with spiral bindings	03 sheet(both side print) of Date Calendar with spiral bindings.	
3.	Diary: (*) (i) Super Executives Type	Single date on each pages of diary for whole year	Size 9 inch 6 cm x 7 inches approx. Bank's name & logo on each page	
	ii) Medium & Small Executive(*) Type	Single date on each pages of diary for whole year	Size- 8 inch x 5 inches Bank's name & logo on each page	
4.	Greeting Cards	With Bank's name printed on cards & envelopes of good quality with pictures/sketch message as per Bank's selection.		

(*) Bank's name & logo shall be embossed/printed on cover page and Bank's other details shall be printed & pasted on 08 pages as per Bank's requirement on both the above types of diaries.

Terms & Conditions:

- If printing & quality are not found as per sample, the Bank may not accept the delivery & no payment will be made therefore.
- The Bank reserves its right to cancel any/all quotations or any other item for printing without assigning any reason to the Vendors. The Bank's decision shall be final in this regard.
- The delivery of the items shall be made positively by 15th December, 2017 at the given locations of Bank viz. all ROs, HO & main branches.
- For examination of sample, the vendor may visit to our Head Office on any working day during working hours before last date of submission of bids. After expiry of last date, no quotation shall be entertained.



General Manager(Op.I)