

# **TENDER DOCUMENTS**

**(For supply & printing of Diary for the year 2023)**

**Cost of Tender Paper = Rs.1000.00+18% GST**



**THE ODISHA STATE COOPERATIVE BANK LTD.**

(Scheduled Bank)  
PANDIT JAWAHARLAL NEHRU MARG,  
BHUBANESWAR – 751 001  
Phone No.0674-2375153, 2375100  
Website- [www.odishascb.com](http://www.odishascb.com)

A handwritten signature or mark in black ink, consisting of a large, stylized 'R' followed by a long horizontal stroke.



# THE ODISHA STATE COOPERATIVE BANK LTD.

Pandit Jawaharlal Nehru Marg, Bhubaneswar – 751 001

Ref. No. OSCB/ HRDD/

2022-23

Date:

## Detailed Tender Call Notice

Sealed tenders in the prescribed format of the Bank in conformity with detailed tender call notice are invited from Registered Firms/ NGOs having adequate experience in offset printing works for supply of **Diary** to the Bank for the **New year 2023**

01. Date and Time of submission of Tender: Latest by – 15.11.2022 (2.00 P.M)
02. Date and time of opening of Tender: 15.11.2022 (4.00 P.M.)
03. Cost of tender paper: Rs.1000.00 (one thousand) only+18% GST (non refundable).
04. A set of tender papers can be obtained from the website of the Bank and submitted the tender within due date and time along with the cost of Tender paper in shape of DD drawn in favour of “ **MD, OSCB, payable at BBSR.**”
05. The tender should be accompanied by EMD of Rs.10000.00(ten thousand) only in shape of DD drawn in favour of “**MD, OSCB**” payable at **Bhubaneswar** failing which the tender will not be considered as valid.
06. The tender should be reached us within the stipulated time and date in sealed cover by speed Post/Regd. Post .
07. The caption “Tender for printing and supply of **Diary**” be super scribed on the sealed cover.
08. The Bank reserves the right to reject any or all the tenders without assigning any reasons thereof.
09. The Bank also reserves the right to accept any tender irrespective of the price bid and not bound to accept the lowest tender.
10. The intending bidders are requested to submit the sample of **Diary** along with tender documents in accordance with the bank’s approved sample.

  
MANAGING DIRECTOR



# THE ODISHA STATE COOPERATIVE BANK LTD.

Pandit Jawaharlal Nehru Marg, Bhubaneswar – 751 001

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## TENDER DOCUMENTS

*Job : Diary' 2023*

Sl. No.	Particulars	Specification	Quantity	Rate (each) both in figure and word
1.	Printing and supply of Diary, Demi L-22cm Breath-14.5cm	<b>6 Section Note Book</b> Specialty high quality 70 GSM smoother and Natural shade paper, rounded cover corner, multi colour ploy divider for different section, pen holder on back cover, horizontal ruled with 300 pages. <i>(As per sample provided by the Bank of approved make with extra 4 pages for Bank material)</i>	2500 (Two thousand five hundred)	
2.	Printing	Off-set printing (single colour)		
3.	Paper	J.K. Maplitho		
4.	Binding	Nylon coated spiral wiro binding with black hard plastic cover		
5.	The Banks material/ data (4 pages) shall be printed and inserted in the beginning			

Seal of the Company/Firm

Full signature

Name of the Firm/ NGO.....

Address.....

Telephone No.

Fax No.

E-Mail Address :

EMD: Rs.10,000.00 in shape of DD drawn in favour of " **The Odisha State Coop. Bank Ltd. Payable at Bhubaneswar.**

DD No.....Dt.....on Bank.....Branch.

### Detail profiles of the Firm (Xerox copies to be attached)

Regd. No. of the Firm :

Date :

GST :

Pan No :

**NB: Terms and conditions of the Bank are enclosed.**

## TERMS & CONDITION

1. All the prospective bidders must visit the office of Consultant in charge bank premises to check the bank approved sample of diary before submission of Tender.  
(a) Sample Diary in accordance with the bank approved sample must accompany with the tender. Successful tenderer will print and supply the diaries as per changes suggested by the Bank including colour and finish of the front cover.
2. The Banks materials/ data (4 pages) shall be printed and inserted.
3. **Diary** shall be supplied within 15 days from the date of issue of the order according to the specification and design complete in all respects.
4. The short name and logo of the Bank shall be printed in the front cover of the Diary and Envelop at middle bottom and bank logo should be display at the top of every pages.
5. The proof of the diary may be sent to us for approval within 5 days after issue of work order.
6. After delivery of **Diary** in good condition according to our specification and design payment shall be made within 14 days from the date of receipt of the Bill.
7. In case of failure to supply all **Diary** as per order by the stipulated date, penalty @ 1% on the total value of order per day will be deducted from the bill for delayed supply.
8. Cost should be inclusive of all taxes and transportation charges and delivery at OSCB, Bhubaneswar.
9. **Diary** should be supplied with 3 side closed hard bound cover, white colour with logo printed on top as per sample.

SIGNATURE OF THE TENDERER WITH SEAL

