



## Cuttack Central Co-operative Bank Ltd.

Head Office, Nimchouri Chandini chouk, Cuttack – 753002

Email: ccbho@cuttackccb.co.in

Ref No. 4886

Dt. 04/03/25

### Quotation CALL NOTICE

Sealed quotations are invited from intending reputed Printing Firms/Supply Agencies having own infrastructure with Offset Printing Machines (52nd AGB Booklet), Manufacturing Unit (52nd AGB Bag), IT Clearance Certificate (52nd AY 2024-25), GST Registration for printing and supply of AGB Materials i.e. AGB Booklet, Bags along with Writing Pad, Ball Point Pen & ID Card with cover and Hanger as per specifications, terms and conditions available in details in the tender documents.

The tender documents (tender paper set) is available in Bank website "[www.cuttackccb.co.in](http://www.cuttackccb.co.in)" & Published in Daily Odia Newspaper "THE SAMAJ" from 04.03.2025. The old/approved samples of the materials (items) are available at the form section of the bank which can be inspected during office hours of the bank.

Sl No.	Item of Service	Period of Complitation
1.	Printing and supply of 52th AGB Materials like AGB Booklets and AGB Bags	10 days

### Terms and Conditions :

1. Sealed Quotations shall contain copy of valid GST Certificate, PAN, IT return for the last 3 financial year 2021-2022, 2022-2023, 2023-2024, work experience, certificates of various clients, regarding successful completion of the works.
2. Sealed envelopes shall be put in a sealed cover super scribed with "Printing and supply of 52nd AGB Materials - like AGB Booklets and AGB Bag.
3. The Sealed Quotations will be submitted at Head Office of the Bank at Nimchouri, Cuttack-753002 from dt. 04.03.2025 to dt. 12.03.2025 and it will be opened on Dtd.12.03.2025 at 4.00 pm in presence of Quotationer or their representatives at CCB, Head Office, Nimchouri, Chandini Chouk, Cuttack.
4. Authority is not bound to accept the lowest Quotationer and reserves the right to cancel or reject any or all tenders without assigning any reason thereof.

Enclosed : (Teder documents)

  
Chief Executive Officer

Memo No. 4887 / Dt. 04/03/25

1. Copy to Branch Manager of all Branches to Notice Board of Cuttack CCB & Head Office / upload in our Bank Website. [www.cuttackccb.co.in](http://www.cuttackccb.co.in) / Published in Daily Odia Newspaper "THE SAMAJ"

  
Chief Executive Officer

Memo No. 4888 / Dt. 04/03/25

Copy communicated to the president, for kind information.



## **TENDER CALL NOTICE**

Sealed quotations are invited from intending reputed Printing Firms/Supply Agencies having own infrastructure with Offset Printing Machines (AGB Booklet), Manufacturing Unit (AGB Bag), IT Clearance Certificate (AY 2024-25), GST Registration for printing and supply of AGB Materials i.e. AGB Booklet, Conference Bags along with Writing Pad, Ball Point Pen & ID Card with cover and Hanger as per specifications, terms and conditions available in details in the tender documents.

The tender documents (tender paper set) is available in Bank website "[www.cuttackccb.co.in](http://www.cuttackccb.co.in)" from 04.03.2025. The old /approved samples of the materials (items) are available at the form section of the bank which can be inspected during office hours of the bank.

Last Date & Time of Submission of the Tender	13.03.2025	3.00 pm
Opening Date & Time of the Tender	13.03.2025	4.00 pm

Please note that the authority reserves the right to reject any or all the quotations at its sole discretion at any time without assigning any reason thereof and shall be not bound to accept the lowest quoted price.

### **LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH TENDER**

Envelope 1 (Technical Bid)	Envelope 2 (Price Bid):
<ol style="list-style-type: none"><li>1. Tender Cost 500/- in form of Bank Challan</li><li>2. EMD of Rs. 10,000/- in form of Demand Draft.</li><li>3. GST Registration Certificate (Photo copy &amp; Self Attested)</li><li>4. PAN Card (Photo copy &amp; Self Attested)</li><li>5. IT Clearance Certificate AY 2024-25 (Photo copy &amp; Self Attested)</li><li>6. Old office order for supply of same items in past 3 years. (FY 22-23, FY 23-24, FY 24-25)</li><li>7. Self Declaration for not being Black listed of no defamation lawsuits. (Annexure II)</li><li>8. Sample of Paper for AGB Booklet &amp; Bags along with other Items.</li><li>9. Terms and Condition duly signed with Seal &amp; Signature.</li></ol>	<ol style="list-style-type: none"><li>1. Annexure - I</li></ol>
Both envelopes must be sealed and placed inside a third envelope, addressed to the, "The Chief Executive Officer, Cuttack Central Co-operative Bank, H.O. Nimchouri, Cuttack – 753002, Odisha" and superscribed as "Tender for Printing and Supply of 52 <sup>nd</sup> AGB Materials," which should be deposited in the tender box placed at the Cuttack Central Co-operative Bank premises before 4:00 PM on March 13 <sup>th</sup> , 2025.	



# **TERMS AND CONDITIONS FOR PRINTING AND SUPPLY OF AGB BOOKLET, BAG ALONG WITH WRITING PAD, BALL POINT PEN, ID CARD WITH COVER AND HANGER.**

## **1. Eligibility**

Any registered Printing establishment/Supply agencies having own infrastructure with facilities of offset printing machine and manufacturing of Bags, valid GST, PAN & IT Clearance are eligible to participate in the open tender and submitted the following documents prescribed in the tender paper (set) for supply of AGB Booklet, Conference Bags along with Writing Pad, Ball Point Pen, ID Card with Cover and Hanger.

**(i) Eligibility Restrictions:** Firms currently blacklisted by any government, semi-government, or private entity are ineligible to participate in this tender. Similarly, firms facing defamation lawsuits, for any reason, related to their conduct, initiated by such entities within the past three years, will be rejected. The firm must submit a declaration on its official letterhead, bearing the proprietor's official seal and signature, confirming that: 1) they are not currently blacklisted by any government, semi-government, or private entity, and 2) no defamation lawsuits, for any reason, related to their conduct, have been filed against them by such entities within the past three years. This declaration must be included with the tender document. Failure to provide this declaration will result in disqualification. Furthermore, if it is discovered that the firm has provided a false declaration regarding blacklisting or defamation lawsuits, the firm will be debarred from participating in any future tenders of Cuttack Central Co-operative Bank for a period of five (5) years, and the Earnest Money Deposit (EMD) submitted with this tender will be forfeited.

## **2. Experience**

To be eligible for this bid, Printing establishments or Supply agencies must demonstrate a minimum of three years of experience in the relevant domain. Furthermore, bidders must have supplied similar materials to a Cooperative Central Bank/Gramya Bank/Urban Bank or any RRB within the past three years. Proof of such supply, in the form of copies of office orders, must be included with the tender. Failure to provide this documentation will result in disqualification.

## **3. Tender Cost**

The tender paper set should be downloaded from bank's official website [www.cuttackccb.co.in](http://www.cuttackccb.co.in). The tender paper will be submitted along with the cash deposit receipt of main branch of the bank for Rs 500/- (Rupees Five Hundred Only) as non refundable amount on or before 13.03.2025.

## **4. Earnest Money**

Intending bidders are required to submit a refundable Earnest Money Deposit (EMD) for the printing of AGB Booklets and the supply of conference bags, writing pads, ballpoint pens, and ID cards with covers and hangers the EMD is Rs. 10,000/- (Rupees Ten Thousand Only). The EMD must be submitted in the form of a Demand Draft drawn in favor of "Cuttack Central Co-operative Bank Ltd.",





## **5. Submission of Tender**

The bidder should be submitted the Annexure - I in official letter head of the firm with seal and signature of the proprietor including copies of other necessary documents duly signed by the proprietor of the firm with firm seal.

## **6. Specification and Sample Copy of the Item**

Bidders are required to submit sample copies of the paper intended for the AGB Booklet and a maximum of two (2) bag samples for the Bags, along with their tender documents. The bag samples must strictly adhere to the specifications provided by the bank. Any deviation from the prescribed specifications will result in immediate rejection. Each bag sample must be clearly marked for identification, and the corresponding price for each sample must be accurately quoted in the price bid. Tenders submitted without the required AGB Booklet paper samples or bag samples will be summarily rejected. Bag samples must be submitted to the authority concurrently with the tender documents. The Bag sample package must be clearly labeled with the firm's name. Samples submitted after the tender submission deadline will not be accepted.



## NAME SPECIFICATION OF THE ITEMS

Sl NO.	Name & Description of the Item	Specification of the Item	Quantity (Approximate)
1.	<b>AGB BOOKLET</b> <b>Demy ¼ Size</b> <b>Booklet,</b> <b>Approximate No. of</b> <b>Pages 140-152</b>	<ul style="list-style-type: none"> <li>• <b>Cover:</b> 300 GSM Art Paper with Multicolour Printing &amp; Gloss Lamination</li> <li>• <b>Inner Pages (Multicolour):</b> 128 GSM Art Paper, 12-16 pages</li> <li>• <b>Inner Pages (Single Colour):</b> 128 GSM Art Paper, 124-132 pages (printed in black with a background &amp; margin)</li> <li>• <b>Design &amp; DTP:</b> To be completed by the client, with proof submitted for final approval.</li> <li>• <b>Hard Copy Proofs:</b> 3-4 hard copy proofs to be submitted to the Head Office for review and verification before final printing.</li> <li>• <b>Final Approval:</b> Printing will commence only after receiving final approval from the relevant authority.</li> <li>• <b>Reference Sample:</b> Please refer to the old sample available at the bank for further clarification regarding specifications, size and design.</li> </ul>	800 Ps
2.	<b>BAGS along with</b> <b>Writing Pad</b> <b>Ball Point Pen</b> <b>ID card with Plastic</b> <b>cover &amp; Hanger</b>	<ul style="list-style-type: none"> <li>• <b>External Printing:</b> Bank logo and name screen printed on the top of the bag.</li> <li>• <b>Internal Printing:</b> Detailed information (e.g., AGB No., Venue, and Date) screen printed inside the flap.</li> <li>• <b>Material:</b> Good quality matt nylon (matching the bank's approved/old sample).</li> <li>• <b>Zipper &amp; Runner:</b> Good quality zipper and runner (matching the bank's approved/old sample).</li> <li>• <b>Included Items:</b> Writing pad, ballpoint pen, and ID card with plastic cover and hanger (matching the bank's approved/old sample).</li> <li>• <b>Reference Sample:</b> Please refer to the approved/old sample available at the bank for further clarification regarding specifications, size, and quality.</li> </ul>	800 Ps

### 7. Determination of Tender

The Tenderer or their authorized representative (limited to one person per firm) must be present at the tender opening. The authority reserves the right to reject any or all quotations at its sole discretion, at any time, without providing any reason. Furthermore, the authority is not obligated to accept the lowest quoted price. Specifically, for conference bags, bank authorities will evaluate all submitted samples and select the supplier based on this evaluation.

### 8. Technical Evaluation

The tender document outlines a two-stage evaluation process. First, the authority will review the technical specifications submitted by each firm. Only firms meeting all the required technical specifications will have their price bids opened. Firms failing to meet the technical specifications will be immediately disqualified; their price bids will not be opened, and they will not be considered for any price negotiations under any circumstances.

### 9. Delivery Deadline

The successful bidder shall ensure that all items are delivered to the Head Office no later than two (2) working days prior to the scheduled commencement of the Annual General Body Meeting.



## 10. Pricing Structure

The submitted quotation shall be exclusive of Goods and Services Tax (GST). All other applicable charges, encompassing delivery, DTP, design, and the provision of hard copy proofs, shall be deemed inclusive within the quoted price.

The selection of the winning bidder will be based on a ' **Quality-Based Selection**' process. This means factors like sample bag quality, previous timely delivery history, and product quality supplied in past to the Bank will be considered, not just the lowest price. Bidders agree to accept the final decision without complaint. Signing the terms and conditions confirms this agreement. Any attempt to challenge the decision will result in being banned from future tenders.

**Date:**

*Signature with Seal of the*

*Authorized person of the Firm*



## **ANNEXURE – I**

<b>FIRM NAME</b>	
<b>GSTIN</b>	
<b>MOB NO.</b>	
<b>E-MAIL</b>	
<b>ADDRESS WITH PINCODE</b>	
<b>STATE</b>	

Sl No.	Name of the Item	Specification of Items	Quoted Price/Rate Per Ps/Unit (In Figure & Words)
1.	AGB Booklet	Details Mentioned at SI No. 6	
2.	Bag+Writing Pad+Ball Point Pen+ID Card with Plastic Cover & Hanger	Details Mentioned at SI No. 6	

**Date:**

*Signature with Seal of the  
Authorized person of the Firm*

(Kindly submit the above in official letter head of the firm with seal and signature)



## ANNEXURE – II

### DECLARATION OF NON-BLACKLISTING AND LITIGATION STATUS

We, \_\_\_\_\_ (Firm Name),  
and bearing the GSTIN \_\_\_\_\_, hereby declare that:

- We are not currently blacklisted or debarred from participating in tenders by any government, semi-government, or private entity.
- We are not currently facing any defamation lawsuits related to our conduct.

We confirm that the information provided in this declaration is true and accurate. We understand that if any false information is discovered, any action taken against us by Cuttack Central Co-operative Bank, Cuttack will be accepted without challenge or recourse.

**Date:**

*Signature with Seal of the*

*Authorized person of the Firm*

9/\*

(Kindly submit the above in official letter head of the firm with seal and signature)

