



**Contai Co-operative Bank Limited**

**Sub: BID Form**

**Ref: RFQ No.: CCBL/10/2025-26 dated 18.10.2025 of Contai Co-operative Bank Limited**

| Particulars of Items | Tentative Quantity | Base Rate for Supply including Printing and Other Charges (In Figures) | Base Rate for Supply including Printing and Other Charges (In Words) | Applicable GST |
|----------------------|--------------------|------------------------------------------------------------------------|----------------------------------------------------------------------|----------------|
| Wall Calender        | 40000 nos.         |                                                                        |                                                                      |                |
| Table Calender       | 2500 nos.          |                                                                        |                                                                      |                |
| Executive Diary      | 1000 nos.          |                                                                        |                                                                      |                |
| Big Normal Diary     | 2500 nos           |                                                                        |                                                                      |                |

**Declaration by the Bidder:**

- 1) I have gone through the Specifications and terms and conditions of this Bid mentioned in the Bank's Website against this RFQ and have quoted rates accordingly.
- 2) I do hereby undertake to follow Bank's norms and terms and conditions of supply, timeline of delivery and payment terms, if I be selected finally as successful bidder against the Bid.

**Enclosures against the Bid:**

1.1. \_\_\_\_\_  
2.1. \_\_\_\_\_  
3.1. \_\_\_\_\_  
4.1. ....  
5.1. ....

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**(Signature of the Bidder with seal of trade)**

**Name:**

**Address:**

**Aadhar No. (of the Individual/Proprietor/Partners/Directors of the Printing House):**

**Contact No(s):**



# Contai Co-operative Bank Limited

Contai:: Purba Medinipur

## **Request for Quotation**

**RFQ No.: CCBL/10/2025-26 dated 18.10.2025**

Sealed quotations are invited from reputed printers/printing houses regarding supply of Wall Calendars, Table Calendars and Diaries - duly customized according to Bank's need. The detailed specifications and tentative quantity details are provided in the Tender section of Bank's Website – [www.ccb.bank.in](http://www.ccb.bank.in)

All interested concerns are requested to visit Bank's website and submit their quotation within 3-00 p.m. of 07<sup>th</sup> November, 2025 in the specified Bid form attached along with.

Bank Authority reserves the right to accept/reject any/all quotations without assigning any reason whatsoever.

**Sd/- Apollo Ali**  
**MD & CEO**

**Date: 18/10/2025**

### **Eligibility Criteria of Bidders:**

- 1) Printer/Printing House should have good financial track record to supply printing materials to reputed concerns and the Printer/Printing House should remain in printing business since last three years. Copy of documentary evidence (like copy of work order, Trade License and Renewal etc.) are to be enclosed.
- 2) Should have PAN, GST registration and valid Trade License and submit copies of same with quotation.
- 3) Should have credentials (Copies of supply order & payment certificate) regarding execution of printing order of Rs 8.00 lakh in a single order at least one per year since last two years. Copies of documentary evidence are to be enclosed.
- 4) Printer/Printing house should have yearly turnover of Rs 10.0 Lakh (Rupees ten Lakh) only since last two years. Intending Printer/Printing House should submit copies of Balance Sheet & ITR of last two years with the bid.
- 5) Should submit transaction statement of Business Bank Account of the concern of last one year.

### **Tentative Quantity of Supply:**

| Items            | Tentative quantity of Supply |
|------------------|------------------------------|
| Wall Calendar    | 40000 nos.                   |
| Table Calendar   | 2500 nos.                    |
| Executive Diary  | 1000 nos.                    |
| Big Normal Diary | 2500 nos.                    |

### **Specifications for Supply of Wall Calendars (For Year 2026):**

- 1) Exclusive design Wall Calendar for this Bank and shall **submit at least three designs** for approval after getting LOA (Letter of Acceptance) from Bank.
- 2) 130 GSM Art Paper should be used for Calendar.
- 3) Size of Calendar shall be -19.5" X 29.5"
- 4) Printing of calendar shall be of Multicolour Offset printing.
- 5) Exclusive Tin mounting at both side (Both Top and Bottom) with 36 Gauge tin plate and having thickness of 13-point pin and having 9.52 mm size.
- 6) Delivery of items should be done within 30 (Thirty) days from the date of P.O.
- 7) Delivery of entire quantity should be at Head Office Contai and Bank shall not bear the Carrying/Loading & Unloading Charges or any other Charges for the same.
- 8) Payment shall be done against GST Invoice within 15 days from the date of supply by Bank Account payment.

### **Specifications for supply of Table Calendars (For Year 2026):**

- 1) Exclusive design of table calendar for this Bank and successful bidder should **submit at least three designs** for approval after getting LOA from Bank
- 2) Size of Table calendar: 10.75" X 7.25 " (27 cm X 18.5 cm, Full size Printing)
- 3) Paper Quality: 170 GSM Art Paper.
- 4) Printing: All pages multicolour Offset Printing with embossing.
- 5) Nos. of Pages: 12+1 leaves with both side Printing (26 pages)
- 6) Binding: Mat Laminated Hard Board with Black Colour Steel Wiro binding.

**Specifications for supply of Diaries (For year 2026):**

- 1) Size: Lotus (Big) /Executive.
- 2) Paper: 60 GSM Mapliptho.
- 3) Information: 24 Pages
- 4) Inside Pages: 365 Pages (Saturday & Sunday) Full Page
- 5) Notes: 2 or 3 pages
- 6) Binding: Hard bound
- 7) Inside Printing: Single Colour Offset Printing.
- 8) Colour Printing: 4 Colour printing with Lamination.
- 9) Cover 140 GSM hard board matt lamination with UV
- 10) Bank’s Logo to be printed in each page.

**Important Date:**

| Particulars                               | Date                                                                                                      |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Last date of dropping of Sealed Quotation | 07 <sup>th</sup> November,2025 by 3-00 pm at AD cell,<br>Contai Co-operative Bank Limited at Head office, |
| Date of opening of Quotation              | 07 <sup>th</sup> November,2025 at 4-00 pm.                                                                |

**Process of Selection:**

- 1) Bank shall shortlist two vendors against each item of delivery after going through their quoted rate and evaluating the eligibility criteria (L-1 is not the only the criteria of selection) and intimate the concerns by issue of letter.
- 2) Both the shortlisted vendors will submit their design of supply and sample of delivery with 7(seven) days from intimation.
- 3) Final selection of vendor (Shall be termed as ‘Successful Bidder’) shall be done on evaluation of their submitted design and sample of delivery and shall be issued LOA (Letter of Acceptance) for the supply.
- 4) Final P.O. shall be issued to successful bidder after having approval of design, cost & quality of printing by the Bank Authority.

**General terms and conditions:**

- 1) Successful bidder should supply the entire quantity of Order within 20 (Twenty) days from the date of P.O. failing which his order shall be automatically terminated without any further correspondence and the concern may be blacklisted for future bids/supply orders.
- 2) Entire Order quantity should be delivered at Head office Contai.
- 3) Tentative quantity may be exact or slightly different at P.O. and the successful bidder should arrange to supply the requisitioned quantity mentioned in the P.O.
- 4) Bank shall not bear any Carrying/ Loading – unloading or any other charges for the delivery.
- 5) Quoted rate should be both in Words and Figures. Only Base price should be quoted. Applicable GST should be mentioned separately in the quotation. Base rate should be inclusive of all other charges/ taxes etc, if applicable.
- 6) Invoice should be drawn in name of the Bank (GST No: 19AAAAC5451C1Z4) clearly mentioning the quantity, rate, Base amount, GST amount and Total Payment (Including GST) after delivery of items and Bank shall pay according to the Invoice by account transfer within 15 (Fifteen) days from the date of full delivery. GST no. of the bidder should be mentioned on the Tax Invoice.
- 7) Bank shall pay only for supplied quantity at the final rate of quotation as per letter of Acceptance/P.O. and the GST amount on it only as per Tax Invoice against the supply.
- 8) TDS should be deducted as per norms.
- 9) Bank shall not allow any advance payment against the order to the successful bidder.
- 10) Any damaged supply should be taken returned by the successful bidder without cost within 3 (Three) days from the date of intimation provided by the Bank and replacement should be provided by the supplier within 7(Seven) days positively.
- 11) Holiday marks should be printed properly in calendars/ Diaries/ Table calendars following NI Acts / Leave rule as per RBI guidelines.
- 12) One declaration should be done by the bidders in their quotation that they have gone through the Specifications & Terms and Conditions of supply mentioned in the Bank’s Website.
- 13) Decision of the Bank Authority shall be final and binding on successful bidder.