



The Berhampore Co-operative Central Bank Ltd.

Head Office, At/Po-Town Hall Road, Brahmapur-760001, District-Ganjam, Odisha
Phone No-0680-2222028, Bank Mail Id-cocenbank@rediffmail.com

Ref No: BCCB/Stock Sec. / 4670 / 2023-24

Date: 23 / 11 / 2023

Quotation Call Notice

Sealed quotations are invited from registered offset printers for printing of Dairy and Calendar for the year 2024 for Berhampore Co-operative Central Bank Ltd., Berhampur. The details of the requirement are as follows.

| <u>Sl No.</u> | <u>Name of the Itmes</u> | <u>Quantity In numbers</u> | <u>Amount (Rs.)</u> |
|---------------|-------------------------------|----------------------------|---------------------|
| 1. | Executive Diary (Small Size) | 550 Nos. | Rs. _____/Piece |
| 2. | Executive Diary (Medium Size) | 150 Nos. | Rs. _____/ Piece |
| 3. | Super Executive Diary | 200 Nos. | Rs. _____/Piece |
| 4. | Calendar | 5000 Nos. | Rs. _____/Piece |

Quality of the Materials:

1. The small size Executive Diary should have 183 pages for writing with paper quality of 60 GSM and should be proper hard cover binding.
2. The Medium size Executive Diary should have 366 pages for writing with paper quality of 60 GSM and should be proper hard cover binding.
3. The Super Executive Diary should have 366 pages for writing with paper quality of 70 GSM and should be proper leather binding.
4. Calendar should be 170 GSM art paper of 18" x 23" size and contain six pages both side multi colour print with colour photograph and proper hanging system.
5. All the prospective bidders must visit the Stock Section, H.O. to check the bank approved sample of diary and calendar before providing quotation. Successful bidder have to print and insert the bank's information of about 15 pages and supply the diaries and calendar as per changes suggested by the Bank including colour, photograph and finishing of the front cover.

The Sealed quotation should be reached to the undersigned on or before Dt. 30.11.2023 by 2 PM. The quotation will be opened on the same day at 4 PM in the presence of procurement/purchase committee of the bank. Parties of their authorized representatives may be present at the time of opening of quotations.

Terms and Conditions:

1. The authority of the bank reserves the right to accept or reject any or all quotations without assigning any reason thereof.
2. Offset printers should provide quotations with GSTIN registration certificate and PAN card which is mandatory.
3. Successful bidder have to supply the aforesaid items by 15 dec. 2023.
4. 2% TDS will be deducted at the time of payment as per IT Act.
5. All quotations Should be Submitted to the Chief Executive Officer, BCC Bank Ltd., Berhampur-760001, Ganjam.

Yours faithfully,


Chief Executive Officer

Memo No: 4671 / 2023-24

Date: 23 / 11 / 2023

Copy to the chairman and all members of the procurement committee / Head Office Notice Board/ System Manager and he is directed to upload the quotation call notice on the website of the bank / all the local Branch manager / Caretaker and they are advised to put up the notice in their notice board for wide publication.


Chief Executive Officer