

CITIZENCREDIT CO-OPERATIVE BANK LTD.

(A Scheduled Multi-State Bank)

57, Helena Apts, Mt. Carmel Road, Bandra West, Mumbai 400050
Ph.No.022 – 26442829/30/31 e-Mail: operations@citizencreditbank.com

Ref No.: CCCB/2018-19/WALL-CAL/01

Date: 10, October 2018

TENDER NOTIFICATION FOR PRINTING OF WALL AND POCKET CALENDARS - 2019

Sealed tenders are invited from the interested eligible Printers for delivering of Wall and Pocket Calendars for the year 2019, as per the following schedule:

Issue of Tender forms on website	10 th October ,2018
Last date of Submission	15 th October , 2018 up to 3.00 p.m
Opening of Price bid	16 th October , 2018 at 3.00 p.m

It may please be noted that Price bid will be opened only of those vendors who are found to be fulfilling the criteria as mentioned.

TECHNICAL SPECIFICATION:

Specifications (Wall Calendar)	
Size	Ht.19 inches x Width 14 inches
Pages	14 pages (7 sheets) (Back to Back Printing)
Quantity*	Quotation for 25,000 (23,000 Mumbai + 2000 Goa) Quotation for 30,000 (28,000 Mumbai + 2000 Goa)
Paper	90 GSM Maplito
Hue	4 + 4 Colour Printing (Front & Back)
Finish	Rim Patti with Thread & Hole on top, Stapled with Ribbon
Specifications (Pocket Calendar)	
Size	Ht.4.50 inches x Width 7.50 inches
Quantity	25,000
Paper	210 GSM Imported Art paper
Hue	4 +4 color printing (Front & Back)
Finish	Lamination on both sides with 2 folds

*Days with holidays for Mumbai & Daman and Goa Branches shall differ.

Terms & Conditions of Tender Notice Dated 10th October 2018

1. We may go in for a second print the vendor should hold the same rate for additional print.
2. The quantity mentioned is approximate and may vary at the time of placing the order. No compensation will be paid on account of varying quantity.
3. Tenderer should not be a supplier but **should be a Printer/Manufacturer of calendars**. Evidence to that effect is to be enclosed with the Tender Application.
4. The tenderer for Wall calendars **should have excellent track record and earlier should have satisfactorily executed print order of at least one client for 20,000 Wall calendar for the year 2017 or 2018**.
5. **Copies of the Work Order and Certificates to that effect from the respective clients, for the related work done for the year 2017 or 2018 are to be enclosed** to the Tender Application.
6. Conditional offers are liable to be rejected.
7. No other charges shall be payable except for the rate quoted for the quantity mentioned.
8. No modification in the rates will be accepted/entertained except in case of changes made and agreed by the Bank.
9. **Delivery as per schedule should be completed within 15 days from the date of the work order or from the date of approval of final dummy by the Bank**
10. If the work is not found to be of good quality then the Bank will have the right to make suitable deductions from the amount payable or material delivered will be rejected without paying any price / compensation. The decision of the Bank in this regard will be final.
11. Tender Form will be available at our Central Administrative Office and also be available on Bank's website, www.citizencreditbank.com which can be downloaded and submitted to The Assistant General Manager, Operations Dept 57, Helena Apts, Mt. Carmel Road, Bandra West, Mumbai 400050
12. The Tender will be **decided on the Total All Inclusive Cost of the Wall and Pocket Calendars and the duly qualified lowest bidder will be awarded the job subject to fulfillment of terms and conditions**.
13. **ENVELOPE**: superscribed as '**Quotation-Price Bid: Wall and Pocket Calendars-2019**' and shall contain only the following:

- Complete Quotation in the enclosed format (see ANNEXURE I) duly authenticated by the tenderer with seal. Quotation should be duly signed by authorized persons with date and seal of the company.
- Tenderer should have in-house Infrastructure facilities to handle the job independently. (Subcontracting is not permitted).
- The tenderer should possess at least 2 color web offset Machines
- The Tender shall be submit to
The Assistant General Manager- Operations Department
Citizencredit Co-operative Bank Ltd
Central Administrative Office
57 Helena Apts, Mt. Carmel Road
Bandra West, Mumbai- 400 050
So as to reach the above office by **3.00 p.m. on 15th October, 2018**.

14 **Citizencredit Co-operative Bank** reserves the right to amend, modify, add or delete, accept or reject in part or full any conditions or specifications or quantity or the offers without assigning any reason thereof. The decision of the Bank will be final.

OFFER BID

To:

The Assistant General Manager,
Operations Department
Citizencredit Co-operative Bank Ltd,
Central Administrative Office,
57, Helena Apts, Mt. Carmel Road,
Bandra West, Mumbai- 400 058

Dear Sir,

Sub : Tender for Printing of Bank's Wall and Pocket Calendars -2019**General Information**

1. Name of the Printer :
2. Address, Telephone No.& E Mail :
 - i) Regd./Head Office:
 - ii) Factory / Press:
3. Name of Proprietor/Partners/Directors :
4. Name of the authorized contact Person & Telephone Number [Landline number] :
 - (i) Place of Printing:
5. Date of Establishment :
6. Infrastructure :
 - i) Qualified Personnel :
 - ii) Other support Staff :
 - iii) Details of Machinery :
 - a) Printing:
 - b) Binding:
 - c) Others:
7. Other Details
 - 1) PAN/Income Tax No. :
 - 2) Sales Tax No : :
 - 3) VAT/Works contract Tax No :
 - 4) Service Tax No :
 - 5) Goods & Service Tax No :

OFFER BID

1. We hereby offer to execute the subject work as specified in the Bank's Tender notification Ref. No. **CCCB/2018-19/WALL-CAL/ 01** dated 10th October 2018.
2. We unconditionally agree to abide by the Terms & Conditions specified therein and to undertake the subject work at the rate quoted by us and to commence and complete the said work within the prescribed Time schedule.

Specifications (Wall Calendar)	
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	Quotation for 30,000 (28,000 Mumbai + 2000 Goa)
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All inclusive Rates:

Particulars	Quantity	Rate Per Calendar	Taxes	Total
A. Wall Calendar	25,000			
	30,000			
B. Pocket Calendar	25,000			

3. We understand that the Bank reserves the right to reject any or all the quotations received without assigning any reason.
4. We understand that Bank may undergo for additional printing of Calendars, we will maintain the same rate for additional order placed.

Yours faithfully,

(Signature of the Authorized person)

Full name of the authorized person:

Designation:

Seal of the firm:

Date