**Notice inviting quotation/rate for printing and supplying of bank’s standard Forms/Books/Registers**

Sealed quotations are invited seeking rates of the printing materials as per list attached from BGVB approved printers/suppliers on or before **28.09.2015**.The specimen of the paper (Twelve Piece mentioning paper quality ) is to be submit with the quotation.

The interested printers/suppliers/firms can either submit their quotation in person at banks Head Office (at letter receive section) on any working day during office hours or may sent by post so that the same reaches this office within the stipulated date. The quotations will be opened on **30.09.2015** **at 3:00 p.m**. The interested printers/suppliers/firms may present during opening of such quotations.

***Terms and conditions***

1. **Quotation Rate will be considered on Lower Rate basis.**
2. **Rates are to be quoted only in the prescribed annexure attached with this Notice.**
3. **Quoted rate submitted in any other format, will be liable to cancel.** .
4. After expiry of the above time schedule no quotation will be accepted.
5. Bank reserves the rights to accept or cancel bid, unilaterally without assigning any reason prior to placement of supply order/signing of contract thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) for the cause of banks action and no further correspondence will be entertained regarding the matter.
6. Supply of the articles is to be made in due time and any deviation/delay may attract penalty/Black Listing and earnest money may be forfeited.
7. The printing materials are to be supplied in eleven different Regional Offices and Head Office.
8. **Selected printer will have to deliver the material within the quoted rate within due time. Otherwise other selected items or further participation in tender process may be suspended.**
9. The rate/s will be **inclusive of delivery charges** but exclusive of VAT/Tax etc
10. The materials is to be delivered to our 11 Regional Offices as per requirement from the respective Regional Office.
11. For claiming VAT, Registration No. is to be mentioned.
12. Materials will be rejected if any defect/deviation in quality from specification is found as given in tender process.
13. The interested printers/suppliers/firms while submitting quotation will have to pay an earnest money amounting to **RS.25000** (Twenty five thousand) only in the form of an a/c payee Demand Draft payable at Berhampur, favoring Bangiya Gramin Vikash Bank, which will be adjusted or refunded as the case may be. The printers who have already deposited such earnest money earlier o BGVB and the amount is still at his credit, no such earnest money is required to be deposited for this purpose.
14. Order may be placed to the printers/suppliers/firms selected in this process, for supplying printing materials as and when required.
15. Rate will be valid for next one year from the date of approval.

Detailed particulars of the Printing materials (ANNEXURE-1) is attached with the notice.

Sr. Manager (P&D)

Copy to:-

1. Notice Board at Head Office
2. All Regional Manager, for displaying the notice in their Notice Board for wide publicity.