



Uttar Bihar Gramin Bank

Head Office, Kalambagh Chowk, Muzaffarpur

HO/GAD/13/2020-21/ 713

DATE :-15/09/2020

(Only empanelled stationary printers can quote)

Uttar Bihar Gramin Bank invites quotation from empanelled stationery printers for printing and supply of Stationery as per Annexure-I.

Please submit your competitive rates in closed envelope positively on or before **29/09/2020 till 03:00 P.M.** The quotation will be opened on **29/09/2020** at Bank's Head office at **03:30 PM** in presence of committee members. All empanelled stationery printers (who quoted the rates) are requested to remain present at the time of opening of tenders. Please note that no separate invitation will be sent.

Tenders with counter conditions will not be entertained.

The quoted rates will be valid for one year.

It may be noted that once the order is placed, the successful tenderer will be bound to execute the same within the period specified and no request for the increase in rate subsequently or any excuse for not executing the order on account of non-availability of paper or any other reason etc will not be entertained. We shall not pay any advance against our order, if, any, placed with the successful tenderer.

Rates should be quoted as per the specifications and quantity mentioned in Annexure-I. If after the delivery, it is found that the paper is not exactly according to our specification/quality stipulated, such supply will be rejected at the suppliers' cost.

In case of failure/delay in supply fully or partially the Bank will be at liberty to get the same printed through other sources at its sole discretion and the difference in cost, if any, will be recoverable from defaulting printer. Printed stationery must have to be properly delivered at our Regional offices i.e. Araria, Bettiah, Chapra, Darbhanga, Gopalganj, Hajipur, Jhanjharpur, Madhubani, Motihari, Muzaffarpur, Purnea, Saharsa, Sitamarhi & Siwan, as per our order.

The Bank need not necessarily accept the lowest tender and the decision of the Bank in this regard will be final. Quantity of materials to be printed mentioned in Annexure - I may vary as per Bank's requirement.

Printers who do not deliver the Printed stationery within the prescribed time will be liable for all damages/detriment or losses to the Bank and in case, despite warning, they continue to be late in deliveries, they will forfeit all rights to claim any payment from the bank and may be disqualified for further inquiries/entrustment of work. No extra charges will be payable by the bank for Stationery delivered at our Regional offices i.e. Araria, Bettiah, Chapra, Darbhanga, Gopalganj, Hajipur, Jhanjharpur, Madhubani, Motihari, Muzaffarpur, Purnea, Saharsa, Sitamarhi & Siwan,.

This letter is neither an order nor an assurance to award the job. The Bank reserves its right to reject any or all the tenders received without assigning any reasons whatsoever.

The quantity of stationery to be supplied at Regional Offices will be mentioned in purchase order.


(Mahendra Kumar)

General Manager

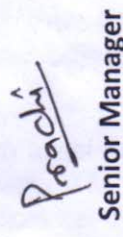

UTTAR BIHAR GRAMIN BANK
HEAD OFFICE, MUZAFFARPUR

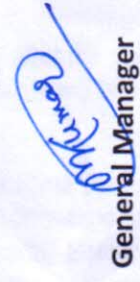
(Only Empanelled Stationary Printers Can Quote)

Name Of Printer :-

SN.	Item Name	Specification	Size (in inch)	Paper Quality	Printing	Binding	Page / No. of Leaves	Quantity	Rate
1	A/C Opening Register	Register	13 X 8	Balarpur/Sirpur Ledger Paper -70 GSM Cover-Straw Board 32 once	Both Side Single Side	Corner Cloth Pasting Binding	100	-	
2	Cash Remit Receipt Register	Register	13x 8	Do	Do	Do	100	-	
3	Key Register	Register	13x 8	Do	Do	Do	100	-	
4	Movement Register	Register	13x 8	Do	Do	Do	100	-	
5	Salary Register	Register	17X7	Do	Do	Do	100	-	
6	Staff Record Register	Register	14.5X10	Do	Do	Do	100	-	


Manager


Senior Manager


General Manager


Chief Manager