



ओडिशा ग्राम्य बैंक

मुख्य कार्यालय
गण्डमुण्डा, खण्डगिरि,
भुवनेश्वर-751030,
(भारत सरकारक एक
संस्थान)

**Odisha Gramya
Bank**

Head Office
Gandamunda, Khandagiri
Bhubaneswar-751030,
Govt. of India Undertaking

ଓଡିଶା ଗ୍ରାମ୍ୟ ବ୍ୟାଙ୍କ
ମୁଖ୍ୟ କାର୍ଯ୍ୟାଳୟ
ଗଣ୍ଡମୁଣ୍ଡା, ଖଣ୍ଡଗିରି,
ଭୁବନେଶ୍ୱର-୭୫୧୦୩୦,
ଭାରତ ସରକାରଙ୍କ ଏକ ସଂସ୍ଥା

General Administration Department
E.Mail. gad@odishabank.in, www.odishabank.in

Phone No.0674-2353009/2353041,

TenderRefNo.RFQ/GAD/Calendars New Year 2024/07/2023

DTD.07/11/2023

Request for Sealed Quotation (RFQ) from interested vendors for printing and supply of Bank Calendars for the New Year 2024.

Odisha Gramya Bank (hereinafter referred to as OGB,the Bank) is a Regional Rural Bank, constituted under the Regional Rural Bank Act, 1976 and have its Head Office at Gandamunda, Po-Khandagiri, Dist-Khurda, Bhubaneswar-751030, Odisha with branches covered in 13 districts namely- Puri, Khurda, Nayagarh, Dhenkanal, Angul, Cuttack, Jajpur, Kendrapara, Jagatsinghpur, Balasore, Bhadrak, Mayurbhanj & Keonjhar.

INVITATION TO BID

PART 1:

OGB invites sealed quotation for **printing of Bank Calendars for the New Year 2024.**

The Bidding Document can be obtained from the Bank as under or downloaded from Bank's Website www.odishabank.in under **Tender** and the BID should be submitted to the under mentioned office directly or by post.

- ❖ Bank reserves the right to change the dates mentioned in this RFQ document, which will be communicated to the Bidders.
- ❖ The information provided by the Bidders in response to this RFQ document will become the property of OGB and will not be returned. OGB reserves the right to amend, rescind or reissue this RFQ and all amendments will be advised to the vendors and such amendments will be binding on them.

Please note that all the information desired needs to be provided. Incomplete information may lead to disqualification/ non-consideration of the proposal.

DISCLAIMER

PART – 2

The information contained in this Request for Quotation (RFQ) document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of Odisha Gramya Bank (Bank), is provided to the bidder(s) on the terms and conditions set out in this RFQ document and all other terms and conditions subject to which such information is provided.

This RFQ is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this RFQ is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFQ does not

claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFQ and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFQ. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFQ. No contractual obligation whatsoever shall arise from the RFQ process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Bidder.

Interest bidders have to submit the sealed rate quotation for printing of Bank Calendars for the New Year 2024 with following terms and conditions as mentioned below:

| Name of item | Specification | Rate submitted by the Press (EXCLUDING GST) (In Rs.) | | |
|--------------|--|---|-------------------|-----------|
| | | Qnt | Rate per Calendar | Total Amt |
| Calendar | 1) Paper- JK 2) GSM -80 3) Sheet & Page -6 sheets and 12 pages 4) Paper Size -44.5 cm x 28.5 cm 5) Printing – Multicolor 6) Binding – Thread and a hole with tin mounting for hanging the calendar. 7) Packing- Each bundles 50 Nos. | 40000 Nos. | | |

1. The sample design, color, logo and manifesto of the bank, will be designed by the successful bidder.
2. The vendor should submit the proof of the calendars for final approval within 5 days of receiving the work order.
3. The list of Bank holidays will be provided along with the work order to be appropriately inserted in bank calendar.
4. The details of punch lines will be provided along with the work order to be printed at the bottom of calendar of each page.
5. Delivery of calendars will be made at Head Office within 30.11.2023 in bundles containing 50 calendars each.
6. The calenderers should be delivered within the time limit. Beyond that period there will be a penalty of 1% of the invoice value per week or part thereof beyond the stipulated date. Bank reserves the right to cancel the order due to non-delivery of calendars in time.
7. Payments -100% on delivery of the calendars as per the invoice to be submitted for payment.

We request you to submit your sealed rate quotation in a closed cover, superscribing "**Rate quotation for printing of Bank Calender-2024**" on the top of the envelope" which should reach us on or before Dtd.20-11-2023 by 4 P.M positively and it will be opened at 4.30 P.M on the same day even in the absence of any or all of the vendor's representatives. Quotations received after due date/time will be rejected.

The quotation should reach us on or before Dtd.20-11-2023 by 4 P.M positively with Bidder's Seal and Sign to the following address:-

**"The General Manager
General Administration Department
Head Office: At-Gandamunda
At.-Gandamunda, Po-Khandagiri
Dist- Khurda, Bhubaneswar -751030,
State-(Odisha)"**

General Manager

मुख्य कार्यालय: गण्डमुण्डा, खण्डगिरि, भुवनेश्वर-751030, Head Office: Gandamunda, Khandagiri, Bhubaneswar-751030,
ମୁଖ୍ୟ କାର୍ଯ୍ୟାଳୟ: ଗଣ୍ଡମୁଣ୍ଡା, ଖଣ୍ଡଗିରି, ଭୁବନେଶ୍ୱର-୭୫୧୦୩୦. Phone No.0674-2353009, 2353041
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