

**Re : Tender for Printing of EGM Notice**

Bank of India invites Tenders from our approved Printers for printing of around **1,70,000 copies (+/- 10%) of Notice for Extra Ordinary General Meeting** as per the details given hereunder and subject to terms and conditions given below as per Annexure I.

2. Tenders should be properly sealed, addressed to :  
**The General Manager  
Bank of India, Stationery Department, H.O.,  
Hirji Estate, Saki Vihar Road,  
Saki Naka, Mumbai 400 072.**
3. Subscribe tender number and due date over envelope and drop at above address.
4. Specimen of items to be printed is available for inspection at Share Department, Head Office, Star House, 8<sup>th</sup> floor, East Wing, Bandra Kurla Complex, Bandra (East), Mumbai 400 051.
5. All other terms and conditions as per Annexure I.
6. Tender to be submitted as per Annexure "II" format only. **Tenders not submitted as per format may be liable for rejection.**

Tender should be dropped on or before **09.02.2012 upto 5.00 p.m.**

CHIEF MANAGER

\*\*\*\*\*

Particulars of Stationery Items :

Item	Item Description	Total Quantity
HO-083	<p><b>Notice for the Extra Ordinary General Meeting</b>  Book Size : 8" x 10.5" closed  No. of pages : Approx 12 pages + 4 cover pages  Paper : Cover and Inside Paper : 47 GSM "A" Grade white printing Paper.  Printing : Cover : All pages in blue colour.  Inside Pages : Both side one colour Printing in black. CD/Email will be provided to Printer. Changes if any will be carried out by the Printer.  Binding : Centre Pining as per our specimen.  Language : Bilingual (Hindi &amp; English on separate Pages)  Packing : Packet of 500 booklets  <b>THE FINAL ORDER MAY VARY BY PLUS/MINUS 10%</b>  <b>Services required from Printer :</b>  a) Layout of inside pages of the Report indicating the positioning of Text, Forms and other Material.  b) Proof reading till final printing of the Notice.  c) No Extra charges shall be paid for any other incidental service(s) provided by the Printer.  Printer to quote additional rate of inside 4 pages separately.  Paper sample must be of A4 size with Mill should be attached with your quotation.</p>	1,70,000 Booklets

Delivery Schedule :

Delivery Quantity	Delivery
1,70,000 Booklets	Within five days from approval of proof and delivery to be given to the Business post office in Mumbai.

**Proof Checking : Share Department, Head Office, BKC.**

**To be delivered : at Business post office in Mumbai, arrangement will be done by Share Department – Head Office, BKC.**

Please quote inclusive of cost of Paper, Labour charges and Taxes as per Annexure 'II'. No advance payment will be given. Tenders will be opened on **10.02.2012** at Stationery Department, Bandra-Kurla Complex, Head Office at 3.00 p.m. Bidders desirous of attending Tender opening Committee Meeting may remain present. This may be treated as invitation and no separate intimation will be given. Changes if any shall be advised to you separately.

Tender No.: BOI/STY/11-12/EnqfloatNo.H23

Date : 03.02.2012

**OTHER TERMS & CONDITIONS**

1. Tender with counter condition will not be entertained.
2. It may be noted that once the order is accepted, you will be bound to execute it within the period specified and no request for increase in rate subsequently nor any excuse for not executing the order on account of non-availability of paper will be entertained. **We shall not pay any advance to you against our order, if any, placed with you.**
3. No Other charges / transportation charges etc. will be payable.
4. **For delay beyond the scheduled date of delivery, penalty charges to the Printer shall be ₹5,000/= per day of delay.**
5. The rates should be quoted for the item/items as per the specifications mentioned in our enquiry/as per the specimen.
6. Final size of the booklet after trimming/cutting should be as per our specifications. If after the stationery/item is delivered, it is discovered that the material supplied/ used, is not exactly according to our specification/quality stipulated, such supply will be rejected at the supplier's cost.
7. In case of failure/delays in supplies fully or partially the Bank is 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 party.
8. Printed stationery must be properly labelled and packed according to our requirement and delivery to be effected as per our instructions
9. The Bank need not necessarily accept the lowest tender and the decision of the Bank in this regard will be final. Bank reserves the right to ask for the Bank (performance) guarantee, for the proper execution of the order.
10. Printers who do not effect supplies according to the delivery schedule will be liable for all damages/detriment or losses to the Bank and in case despite warning, they continue to be too late in deliveries, they may be disqualified for further inquiries/entrustment of work.
11. The Bank shall be entitled to split up the order/supplies mentioned in the enquiry and the tender shall be deemed to be accepted only for supplies as may be ordered from time to time by placing a regular order.
12. Bank reserves its right to reject any/all Tenders, without assigning any reasons for cancellation.

**Annexure "II"**

Date :

Due Date :

To,  
The Chief Manager  
Bank of India, Stationery Dept.(H.O.), Hirji Estate,  
Behind Excom House, Saki Vihar Road, Mumbai 400 072.

**Sub : Tender No BOI/STY/11-12/EnqFloatNo-H23                      Date : 03.02.2012**

We refer to your above tender and given below our rate for the job.

<b>Sr. No.</b>	<b>Particulars</b>	
1.	<b>Name of Document : Notice for the Extra Ordinary General Meeting</b>	
	<b>Item Code : HO-083</b>	
	<b>Quantity : 170000 Booklets</b>	
		<b>Amount</b>
	<b>Paper Cost :</b>	
	<b>Labour cost inclusive of Delivery charges</b>	
	<b>Taxes</b>	
	<b>Total Cost including Tax/Delivery Charges etc. (A+B+C)</b>	
	<b>Rate per Booklets</b>	
	<b>Cost for + / - 4 pages</b>	

**The above rates are submitted as per your specifications after verification of your specimen. We are aware that if the tenders are not submitted in the prescribed format the same are liable for rejection.**

**AUTHORISED SIGNATORY**