



International Year  
of Cooperatives

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a Better World



Phone: (06646) 233157/232634,  
Fax: (06646) 232696  
Email: headoffice@sambalpurdccb.com  
www.sambalpurdccb.com

## **SAMBALPUR DISTRICT CO-OPERATIVE CENTRAL BANK**

**HEAD OFFICE: BARGARH-768028**

Ref No. 1572 /CB/CT/2025-26

Date 01/07/2025

### **NOTICE**

Sealed tender is hereby invited from reputed Printers having valid GSTIN / PAN registration certificate for Printing & Supply of Saleable and Non-Saleable articles as per our requirement of the Bank from time to time for the Year 2025-26. The interested firms are requested to submit the sealed quotations to the undersigned latest by date **11.07.2025 at 3.00 p.m.** by Hand / Register post / speed post along with acknowledgement certificate with tender paper, EMD of Rs.10000/- (Rupees Ten thousand) only in favour of **Chief Executive Officer, Sambalpur District Cooperative Central Bank Ltd., Bargarh** in shape of demand draft, which will be opened on **14.07.2025 at 1.00 P.M.** The details of the items to be printed, specifications are available with the Premises Officer of the Bank, which shall be supplied to the intending firms without any cost from 10.30 AM to 1.00 PM during all working days.

N.B: The detail term and condition & form is available in our Bank website [www.sambalpurdccb.com](http://www.sambalpurdccb.com)

  
Chief Executive Officer

Memo no 1573 (39) /Dt. 01/07/2025

Copy to Notice Board, Head Office / Member of the Purchase / Tender Committee of the bank and all branches of the bank for information of all the concerned for Wide publicity.

  
Chief Executive Officer

Memo no 1574 /Dt. 01/07/2025

Copy to website: [www.sambalpurdccb.com](http://www.sambalpurdccb.com) for wide publicity

  
Chief Executive Officer

Memo No. 1575 /Dt. 01/07/2025

Copy to leading Odia Daily News Paper for wide publicity

  
Chief Executive Officer



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Ref No. \_\_\_\_\_/CB/CT/2025-26

Date \_\_\_\_\_

**FORMAT FOR COMPANY/AGENCY DETAILS**

For Tender No \_\_\_\_\_ and Date \_\_\_\_\_

|    |  |              |
|----|--|--------------|
| 1  | Name of the organisation/ Firm /Agency   |              |
| 2  | Name of the Proprietor and Director  |              |
| 3  | Address of the organisation/Firm /Agency   |              |
| 4  | Phone no(Landline), Mobile Number & mailing address  |              |
| 6  | a)PAN (Proprietor and Director)<br><br>b) Addhar No (Proprietor and Director)<br>(XEROX copy to be attached) | a)<br><br>b) |
| 7  | Goods and Service Tax Number(GST)<br>(XEROX to be attached)  |              |
| 8  | Company PAN/TAN<br>(Xerox copy to be attached)   |              |
| 10 | Name and address of the Banker   |              |
| 11 | Any other information considered relevant if any   |              |
| 12 | Details of Demand Draft  |              |
| 14 | No. of supporting documents submitted  |              |

N.B-Self attested documents to be enclosed

Signature with date and seal of the Tenderer



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Date \_\_\_\_\_

**Details of ITEM WISE PRICE QUOTATION OF SALEABLE & NON  
SALEABLE ARTICLES (As per our Sample)**

| Sl.<br>No. | Name of the Saleable Articles           | Specification     | Rate Quoted Per Nos./<br>Pcs. / Set./Pad<br>(in Rupees) |
|------------|---|-------------------|---|
| 1          | PACS SBD Pass Book (Manual)             | As per our Sample |   |
| 2          | PACS RD Pass Book                       | As per our Sample |   |
| 3          | PACS Deposit Opening Form Set           | As per our Sample |   |
| 4          | PACS Form No.14 (Fertiliser Rece. Book) | As per our Sample |   |
| 5          | PACS Form No.22 Pad                     | As per our Sample |   |
| 6          | PACS Form No. 2 (B) Pad                 | As per our Sample |   |
| 7          | PACS Form No. 3 Pad                     | As per our Sample |   |
| 8          | Schedule C Declaration Form Set         | As per our Sample |   |
| 9          | PACS No. 2 (A) ST Credit Limit Form     | As per our Sample |   |
| 10         | CAS No.1 Share Capital Ledger           | As per our Sample |   |
| 11         | CAS No. 9 MT/LT Loan ledger             | As per our Sample |   |
| 12         | CAS No. 2 Membership Register           | As per our Sample |   |
| 13         | CAS Journal Voucher Pad                 | As per our Sample |   |
| 14         | CAS SBD Withdrawal Slip Pad             | As per our Sample |   |
| 15         | CAS Pay-in-Slip Deposit Pad             | As per our Sample |   |
| 16         | PACS No. 19 Day Book                    | As per our Sample |   |
| 17         | PACS No. 6 Cash Book                    | As per our Sample |   |
| 18         | MT/LT Loan Application Form Set         | As per our Sample |   |
| 19         | KCC No. 11 ID Card                      | As per our Sample |   |
| 20         | PACS No. 1 Land Register                | As per our Sample |   |
| 21         | PACS No. 9 KCC Pass Book                | As per our Sample |   |
| 22         | CAS No.4 Term Deposit Register          | As per our Sample |   |
| 23         | CAS No. 18 Stock Register               | As per our Sample |   |
| 24         | CAS No. 17 Sales Register               | As per our Sample |   |
| 25         | PACS No. 13 Cheque Book Bantana Reg.    | As per our Sample |   |
| 26         | CAS No. 3 Saving Deposit Register       | As per our Sample |   |
| 27         | SHG Register                            | As per our Sample |   |
| 28         | SHG Loan Pass Book                      | As per our Sample |   |
| 29         | PACS Form No.24 Pad                     | As per our Sample |   |
| 30         | PACS Form No. 25 Pad                    | As per our Sample |   |
| 31         | CAS No.21 General Ledger                | As per our Sample |   |
| 32         | Demand Notice (PACS Vrs Member)         | As per our Sample |   |
| 33         | PACS No.10. Pass Book Bantana Register  | As per our Sample |   |

|    |                            |                   |  |
|----|----------------------------|-------------------|--|
| 34 | PACS Form No.30            | As per our Sample |  |
| 35 | CAS No.5, Borrowing Ledger | As per our Sample |  |

| Sl. No. | Name of the Non- Saleable Articles | Specification     | Rate Quoted Per Nos./ Pcs. / Set. / Pad (in Rupees) |
|---------|------------------------------------|-------------------|---|
| 1       | Letter Receive Register            | As per our Sample |   |
| 2       | Receipt / Payment Scroll Register  | As per our Sample |   |
| 3       | Cash Payment Voucher Slip Pad      | As per our Sample |   |
| 4       | HO Intimation Pad                  | As per our Sample |   |
| 5       | LAD Application Form Set           | As per our Sample |   |
| 6       | LAD Loan Sanction Pad              | As per our Sample |   |
| 7       | TD Renewal Slip Pad                | As per our Sample |   |
| 8       | Computer Journal Pad               | As per our Sample |   |
| 9       | Bill / Draft Forwarding Pad        | As per our Sample |   |
| 10      | Recurring Deposit Pass Book        | As per our Sample |   |
| 11      | Cash Requisition Pad               | As per our Sample |   |
| 12      | SBD Pass Book Computer             | As per our Sample |   |
| 13      | PACS No. 7 Pad                     | As per our Sample |   |
| 14      | PACS No. 17 Pad                    | As per our Sample |   |
| 15      | Printer Paper - 12 X 15 Size Pkt.  | As per our Sample |   |
| 16      | Journal Voucher - C Pad            | As per our Sample |   |
| 17      | Journal Voucher - IC Pad           | As per our Sample |   |
| 18      | Journal Voucher - ID Pad           | As per our Sample |   |
| 19      | Journal Voucher - D Pad            | As per our Sample |   |
| 20      | TAX Return -15 G Form Pad          | As per our Sample |   |
| 21      | TAX Return -15 H Form Pad          | As per our Sample |   |
| 22      | KYC Form Set                       | As per our Sample |   |
| 23      | NEFT / RTGS Form Pad               | As per our Sample |   |
| 24      | TD Opening Form Set                | As per our Sample |   |
| 25      | SBD Deposit Opening Form Set       | As per our Sample |   |
| 26      | Fly Leaf                           | As per our Sample |   |
| 27      | PACS Form No. 5 Pad                | As per our Sample |   |
| 28      | Denomination Register              | As per our Sample |   |
| 29      | PACS Double Lock Register          | As per our Sample |   |
| 30      | Loan Challan Pad                   | As per our Sample |   |
| 31      | Share Application form             | As per our Sample |   |
| 32      | TA Bill Form Pad                   | As per our Sample |   |
| 33      | Demand Notice (Branch Vrs. Member) | As per our Sample |   |

Signature with date and seal Tenderer



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Ref No. \_\_\_\_\_/CB/CT/2025-26

Date \_\_\_\_\_

**Terms and conditions for Printing & Supply of Saleable and Non-Saleable articles of Sambalpur District Cooperative Central Bank, Bargarh for the Financial Year 2025-26.**

1. Only "seal and sign" tenders on the prescribed format acceptable. Earnest Money Deposit of Rs. 10000.00 (Rupees Ten thousand) only in shape of Demand Draft drawn in favor of the Sambalpur District Co-op Central Bank payable at Bargarh.
2. The quotations must be submitted in letter pad along with copy of valid GSTIN/PAN Registration certificate, Supply order of Firms / Organizations if any.
3. Price inclusive of GST and other charges should be mentioned, which shall be valid for the financial year 2025-26.
4. Paper sample as per our specifications must be enclosed.
5. Any defects /errors /omissions if found in the printed articles shall be rejected.
6. No advance shall be provided for the purpose.
7. Stock as per order will be delivered time to time in the year 2025-26 at our office point.
8. For any single mistake identified by the Bank, penalty @ Rs.1000.00 will be debited from the billing amount.
9. No interest on E.M.D. will be paid.
10. The E.M.D. of unsuccessful tenderer(s) will be refunded soon after finalization of tender.
11. Payment shall be made through a/c payee cheque / Demand Draft / NEFT/ RTGS after proper acknowledgment of Stocks and Bills.
12. The contract shall be initially for a period of one year from the date of awarding the contract. However, the contract may be extended for further period of two years(one year on each occasion) on mutual consent /agreement and on same unit price, terms, conditions and if services of the selected firm are found to be satisfactory during the contract period. Renewal should be proposed by either of the interested parties at least one month in advance prior to the expiry to the agreement. The Bank can terminate the contract with the selected firm at any point of time
13. The Bank reserves the right to accept or reject any tender without assigning any reason thereof. Any clarification in the matter may please be obtained from the undersigned.
14. Any blacklisted Firm/Agency shall not be allowed to participate in the tender.
15. Any legal dispute is subject to the Civil Court of Bargarh, Odisha only.

**Signature of the Proprietor**

**& Seal of the Firm**

**TENDER ACCEPTANCE LETTER**  
**(To be given by the Company Letter Head)**

**Ref No:**

**Date:**

**To**

**The Chief Executive Officer**

**The Sambalpur District Cooperative Central Bank Ltd.,**

**Bargarh**

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:**

**Date:**

**Sir,**

1. I / We have downloaded / obtained the tender document (s) for the above Mentioned Tender work from the website.
2. I/We have certified that I / We have read the entire terms & conditions of the tender documents which form part of the contract agreement and I/We shall abide hereby the terms / conditions / clauses contained therein.
3. I/We hereby unconditionally accept the tender conditions of above mentioned tender document (s) / Corrigendum (s) entirely / in its totality.
4. In case any provisions of this tender are found violated, then your Department/ Organization shall without prejudice to any other right or remedy be at liberty to reject this tender / bid.

**Yours faithfully**

**(Signature of Bidder, with Official Seal)**