



Cuttack Central Co-operative Bank Ltd.

Head Office, Nimchouri, Chandini Chouk, Cuttack – 753 002

Email : ccbho@cuttackccb.co.in, website.www.cuttackccb.bank.in

TENDER CALL NOTICE

Sealed quotation are invited from Reputed Experienced Dealers/Firms having valid GST Number and PAN Number for printing and supply of New Year-2026 DIARY and CALENDER.

Details of the Specification of the New Year-2026 DIARY and CALENDER are available in the Bank [website.www.cuttackccb.bank.in](http://www.cuttackccb.bank.in)

Chief Executive Officer

Cuttack Central Co-operative Bank Ltd.

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Ref.No.....4716.....

Date.....01/11/25.....

TENDER CALL NOTICE

The Cuttack Central Co-op. Bank Ltd. invites sealed quotation from reputed, experienced Offset Printers and General Order Suppliers for printing & supply of Bank Calendars & Diaries for the New Year 2026. The Tender Document can be downloaded from Bank's Website, "www.cuttackccb.bank.in" under Tender. The sealed quotation shall be accompanied by self attested photocopy of the valid GST certificate, updated GSTR3B, PAN, IT Returns for the last three Financial Years (2022-23, 2023-24, 2024-25), proof of work experience for executing similar work in the last three years (photocopies of office/work orders), DIC registration certificate, sample calendar paper, and one sample diary from each type. The quotation envelope must also contain a copy of the Bank Challan of Rs. 500/- as the non-refundable Tender Cost, and the original Demand Draft (DD) for Rs. 10,000/- as the Refundable Earnest Money Deposit (EMD). This DD must be a fresh DD drawn in favor of "Cuttack Central Co-operative Bank Ltd." (No old DDs will be adjusted). The EMD for unsuccessful bidders will be refunded soon after the finalization of the tender process, and the successful bidder's EMD will be refunded after the successful completion of the work. Any quotation submitted without the required Tender Cost and Earnest Money Deposit (EMD) will be summarily rejected.

The bidder is required to quote for the following items based on the detailed specifications and last year's samples:

Sl No.	Item Name	Specification	Quantity
1.	6 Sheet Calendar with Cover Page	Multi-color printing. Size: 17" x 22". Inner Pages: 128 GSM Glossy Art Paper. Cover Page: Multi-colour, 78 GSM Maplitho paper. Includes Spiral Binding, The complete design for the Calendar must be created and supplied by the quoting party itself (As per last year sample).	13000
2.	Medium Size Single Sheet Calendar	Multi-color printing: 17" x 22". Paper: 128 GSM Glossy Art paper. Includes Tin Mounting.	1000
3.	Standard Diary with Box Cover Packing	Size: 14.5 cm x 22.5 cm. Inner Paper: 64 GSM. Cover: Foam/Rexine Pasting, with Bank Logo and Name screen printed on top, along with a box cover made of duplex board. Includes printing and stitching of 8-12 extra pages containing Bank Info, with front page printed in multicolor. (As per last year sample)	1500
4.	Executive Diary with Box Cover Packing	Size: 18 cm x 24.5 cm. Inner Paper: 64 GSM. Cover: Foam/Rexine Pasting, with Bank Logo and Name screen printed on top cover and along with a box cover made of duplex board. Includes printing and stitching of 8-12 extra pages containing Bank Info & the front page printed in multicolor. (As per last year sample)	800 (Out of which 300 gift wrapped)



All prospective bidders must visit the office and physically check the last year's samples before submitting their tenders. Interested quotationers must submit their sealed quotation for the above items with the quoted price exclusive of GST; the submission must adhere to the Two-Bid System, where the main sealed envelope contains two inner, sealed envelopes: Envelope 1 (Technical Bid), which must enclose all mandatory documents (Tender Cost, EMD, GST, PAN, IT Returns, Work Experience, DIC Certificate, etc.) along with the Calendar sample paper, and Envelope 2 (Price Bid), which must contain only the price quotation. This main third envelope must be addressed to "The Chief Executive Officer, Cuttack Central Co-operative Bank, H.O. Nimchouri, Cuttack - 753002, Odisha" and clearly super scribed as "Tender for Printing and Supply of Calendar and Diary 2026," and should be deposited in the designated tender box at the **Cuttack Central Co-operative Bank premises before 2:00 PM on November 13, 2025**. Furthermore, the physical samples of the Diaries must be packed separately and handed over to the concerning authority who will facilitate its drop into the tender box at the time of submission only. Any samples submitted after the last date and time for tender submission will not be accepted and will be out rightly rejected.

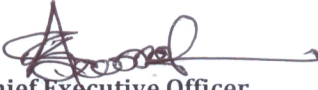
Submission of Tender	From 03.11.2025 TO 13.11.2025 (As per Banking Transaction hour 10:00 Am to 5:00 Pm except Holiday)	2.00 pm
Opening Date & Time of the Tender	13.11.2025	4.00 pm

Quotationers should quote their prices strictly as per the specifications provided. Before submission of the tender, all prospective bidders must visit the Head Office to verify the last year's samples, which are kept at the Loan Section of the Head Office and include the Sample of Wall Calendar (6 Sheeter), Sample of Wall Calendar (Single Sheeter), and Sample of Standard Diary & Executive Diary; The Tenderer or their authorized representative (limited to one person per firm) must be present at the time of the tender opening. The Purchase Committee will first evaluate the Technical Bid (Envelope 1) of all submissions. Any party that fails to qualify or meet the requirements stipulated in the Technical Bid will have their Price Bid (Envelope 2) remains unopened and will be out rightly rejected from the tender process. Only the Price Bids of technically qualified bidders will be considered for further evaluation. The tender shall remain valid for three (3) months from the date of finalization of the tender. Should a further requirement arise, the successful bidder may be asked to supply an additional quantity of items.

Furthermore, the authority reserves the right to cancel or reject any or all the quotations without assigning any reason thereof.


Chief Executive Officer
Memo No4717/Dt. 01/11/25

1. Copy to Notice Board of Cuttack CCB, HO
2. Copy forwarded to the Computer section of Bank with request to upload the quotation call notice in Bank's website www.cuttackccb.bank.in & published in daily Odia newspaper for wide publicity.


Chief Executive Officer
Memo No4718/Dt. 01/11/25

1. Copy submitted to the President, Cuttack CCB for favour of kind information and necessary action.


Chief Executive Officer
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