



# Cuttack Central Co-operative Bank Ltd.

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

Email : [ccbho@cuttackccb.co.in](mailto:ccbho@cuttackccb.co.in)

Website-[www.cuttackccb.bank.in](http://www.cuttackccb.bank.in)

Ref.No.....5922.....

Date.....15/1/26.....

## 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 AGB Booklet, AGB Bags along with Writing Pad, Ball Point Pen & ID Card with cover and Hanger for 53<sup>rd</sup> Annual General Body Meeting. The Tender Document can be downloaded from Bank's Website, "[www.cuttackccb.bank.in](http://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(Printing of AGB Books and supply of AGB Bags) in the last three years (photocopies of office/work orders), DIC registration certificate, sample paper for AGB Book, and one sample Bag. The quotation envelope must also contain a copy of the Bank Challan of Rs. 1000/- 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.	Name & Description of the Item	Specification of the Item	Quantity (Approximate)
1.	<b>AGB BOOKLET</b> Demy ¼ Size Booklet, Approximate No. of Pages 110-120	<ul style="list-style-type: none"><li>• <b>Cover:</b> 300 GSM Art Paper with Multicolour Printing &amp; Gloss Lamination</li><li>• <b>Inner Pages (Multicolour):</b> 128 GSM Art Paper, 6-10 approx pages</li><li>• <b>Inner Pages (Single Colour):</b> 128 GSM Art Paper, 106-114 approx pages (printed in black with a background &amp; margin)</li><li>• <b>Design &amp; DTP:</b> To be completed by the client, with proof submitted for final approval.</li><li>• <b>Hard Copy Proofs:</b> 3-4 hard copy proofs to be submitted to the Head Office for review and verification before final printing.</li><li>• <b>Final Approval:</b> Printing will commence only after receiving final approval from the relevant authority.</li><li>• <b>Reference Sample:</b> Please refer to the old sample available at the bank for further clarification regarding specifications, size and design.</li></ul>	900 Ps
2.	<b>CONFERENCE BAGS</b> along with Writing Pad Ball Point Pen ID card with Plastic	<ul style="list-style-type: none"><li>• <b>External Printing:</b> Bank logo and name screen printed on the top of the bag.</li><li>• <b>Internal Printing:</b> Detailed information (e.g., AGB No., Venue, and Date) screen printed inside the flap.</li><li>• <b>Material:</b> Good quality matt nylon (matching the bank's approved/old sample).</li></ul>	900 Ps



	<ul style="list-style-type: none"> <li>bank's approved/old sample).</li> <li><b>Included Items:</b> Writing pad, ballpoint pen, and ID card with plastic cover and hanger (matching the bank's approved/old sample).</li> <li><b>Reference Sample:</b> Please refer to the approved/old sample available at the bank for further clarification regarding specifications &amp; quality materials.</li> </ul>	
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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 sample paper for AGB Booklet, and one sample conference Bag, 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 53<sup>rd</sup> AGB Materials," and should be deposited in the designated tender box at the **Cuttack Central Co-operative Bank premises before 3:00 PM on January 22, 2026**. Furthermore, the physical samples of the AGB Bag 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.

<b>Submission of Tender</b>	<b>From 15.01.2026 TO 22.01.2026 (As per Banking Transaction hour 10:00 Am to 5:00 Pm except Holiday)</b>	<b>3.00 pm</b>
<b>Opening Date &amp; Time of the Tender</b>	<b>22.01.2026</b>	<b>4.00 pm</b>

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

*Accepted*  
 Chief Executive Officer  
 Memo No. 5923/DT  
 15/1/26

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](http://www.cuttackccb.bank.in) & published in daily Odia newspaper for wide publicity .

*Accepted*  
 Chief Executive Officer  
 Memo No. 5924/DT  
 15/1/26  
 1. Copy submitted to the President, Cuttack CCB for favour of kind information and necessary action .

Cuttack Central Co-operative Bank Ltd.  
 Cuttack  
*Accepted*  
 Chief Executive Officer  
 Chief Executive Officer  
 Cuttack Central Co-operative Bank Ltd.  
 Cuttack

