

Request For Proposal (RFP)

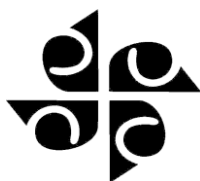
For Selection of Vendor / Supplier For

PRINTED STATIONERY

For

The Akola Janata Commercial Co-operative Bank Limited, Akola

(Multistate Scheduled Bank)



**Head Office,
“ Janvaibhav ”,
Old Cotton Market,
Akola - 444 001
(Maharashtra)**

Tender Reference No. : AJCCB / 2025-2026 / Printed Stationery

Date : 07-10-2025

The information provided by the bidders in response to this Request For Proposal (RFP) will become the property of The Akola Janata Commercial Co-operative Bank Limited, Akola [here-in-after referred to as " The Bank "] and will not be returned. The Bank reserves the right to amend, rescind or reissue this RFP and such amendments will be binding upon the Bidders. The Bank also reserves its right to accept or reject any or all responses to this RFP without assigning any reason whatsoever. This document is prepared by The Bank i.e. The Akola Janata Commercial Co-operative Bank Limited, Akola and it should not be reused or copied or used either partially or fully in any form.

Invitation for Tender Offers :

The Akola Janata Commercial Co-operative Bank Limited, Akola invites sealed tender offers from eligible, reputed Vendors / Suppliers for the supply of Printed Stationery Item(s) [As Per List Annexed] at Akola.

A complete set of tender document may be downloaded from our website www.akolajanatabank.com. The interested bidder can submit the bid for supply of Printed Stationery Item(s) [As Per List Annexed] at Akola. The interested bidder is required to pay non-refundable fee of Rs. 236/- (in words Rupees Two hundred thirty six only-) by Cheque / Demand Draft from any Bank in favour of “ The Akola Janata Commercial Co-operative Bank Limited, Akola ”, Payable at Akola. The Cheque / Demand Draft is to be enclosed with the bid.

The details are given below :

Tender Reference	AJCCB / 2025-2026 / Printed Stationery
Tender Fee	Rs. 200/- + GST Extra @ 18%
Earnest Money Deposit (EMD)	Rs. 10,000/-
Date of commencement of availability of tender document	07-10-2025
Last Date and Time for receipts of tender offers	15-10-2025 upto 3:00 pm
Address of Communication	Chief Executive Officer The Akola Janata Commercial Co-operative Bank Limited, Akola. " Janvaibhav " Old Cotton Market, P. B. No. 90, Akola - 444 001 (Maharashtra)
E-mail address	admin@akolajanatabank.com
Contact Telephone Numbers	0724 - 2430012, 2430241, 2430639
Bids to be given to	Chief Executive Officer The Akola Janata Commercial Co-operative Bank Limited, Akola.

Tender Fee and Earnest Money Deposit (EMD) mentioned above as a Cheque / Demand Draft favouring “ The Akola Janata Commercial Co-operative Bank Limited, Akola ”, Payable at Akola, must accompany tender offers as specified in this tender document. Specifications of Printed Stationery, Terms and Conditions, the formats and pro-forma for submitting the tender offer are described in this tender document and its Annexure.

Chief Executive Officer

The Akola Janata Commercial Co-operative Bank Limited, Akola.

Instructions to Bidders :-

1. Bid Submission :

Bid should be submitted to the following in single sealed envelope at the Bank's Address given below on or before the schedule given above. The envelope should be safely / securely sealed and stamped.

Chief Executive Officer

The Akola Janata Commercial Co-operative Bank Limited

“ Janvaibhav ” , Old Cotton Market, Akola.

Akola - 444 001 (Maharashtra)

E-mail : admin@akolajanatabank.com

The envelope must be super scribed with the following information -

- Tender Reference Number
- Due Date
- Name of the Bidder
- Correspondence Address of the Bidder Company / Firm
- Name of the Authorised Person
- Mobile Number of the Authorised Person to Contact
- E-mail ID of the Authorised Person

All Schedules, Formats and Annexures should be stamped and signed by an Authorised Official of the Bidder Company / Firm.

2. Qualification Criteria :

Reputed Vendors / Suppliers, who have experience in executing the orders for Printed Stationery and who meet the following Eligibility Criteria only need to apply :-

- a) The Vendors / Suppliers submitting the offers should be a Registered Company or Firm.
- b) The Company / Firm should have made Net Profits in the last financial years.
- c) The Bidder should not have been Blacklisted by any Statutory and Regulatory Authority.

3. Opening of Offers :

Offers received within the prescribed closing date and time will be opened by the Authorities of the Bank. The Bank reserves all rights to accept or reject any quotation without assigning any reason thereof.

4. Preliminary Scrutiny :

The Bank may, at its discretion, waive any minor non-conformity or any minor irregularity in the offer. This waiver shall be binding on all the Vendors / Suppliers and the Bank reserves the right to exercise such waivers.

5. No Commitment to Accept Lowest Offer :

The Akola Janata Commercial Co-operative Bank Limited is under no obligation to accept the Lowest Offer received in response to this tender and reserves the right to split the order or reject any or all the offers including incomplete offers without assigning any reason whatsoever.

6. Submission of Specification and Paper Details :

It is mandatory to provide the Specification and Paper Details along with Paper samples in the exact format (**Annexure “ C ”**) given in this tender. The relevant paper samples should be submitted along with the offer.

7. Format for Offer :

The suggested format for submission of Specification offer is as follows :

1. Index
2. Covering Letter. This should be as per Annexure “ A ”.
3. Details of the Vendor / Supplier, as per Annexure “ B ”.
4. Offer with Specifications as given in Annexure “ C ”, complete with all the columns filled in.
5. Tender Fee of Rs. 236/- (Rs. 200/- + GST Extra @ 18% i.e. Rs. 36/-) in the form of Cheque / Demand Draft to be drawn in favour of “ The Akola Janata Commercial Co-operative Bank Limited, Akola ”, Payable at Akola.
6. Earnest Money Deposit (EMD) of Rs. 10,000/- in the form of Cheque / Demand Draft to be drawn in favour of “ The Akola Janata Commercial Co-operative Bank Limited, Akola ”, Payable at Akola.

8. Location of Supplies :

At the address given below :

Sr. No.	Location Name	Location Address
1	Head Office	THE AKOLA JANATA COMM. CO-OP. BANK LTD; AKOLA, “ JANVAIBHAV ”, OLD COTTON MARKET, AKOLA - 444 001

9. Costs :

The offer must be in fixed price basis in Indian Rupees (INR) only and shall be inclusive of all taxes which should be clearly mentioned in the Bid but “ Excluding GST ” and shall include the following :

1. Basic Cost of the Printed Stationery Item(s).
2. Excluding Amount of GST as applicable mentioned separately (Applicable rate of GST Percentage also mentioned separately).
3. All Costs should be given in Figures and Words.

The offer shall be inclusive of all Taxes and Duties (i.e. Excise Duty) but “ Excluding GST ”. The following tax should be clearly mentioned in Commercial Bid.

[a] Goods and Service Tax { GST } (Applicable Rate of GST Percentage and Amount of GST also mentioned separately).

10. Fixed Price :

The Offer shall be on a fixed price basis, inclusive of all taxes, duties, levies, etc. but Excluding GST as applicable. No price increase will be permitted.

11. Negotiation :

It is absolutely essential for the Vendors / Suppliers to quote the lowest price at the time of making the offer in their own interest. The Bank, however, reserves the right to enter into any price negotiations.

Terms and Conditions of the Tender

1. Earnest Money Deposit (EMD) :

Earnest Money Deposit (EMD) is necessary for submission of quotation, without EMD quotation will not be accepted. Interest will not be paid or any type of financial benefit will not be applicable on EMD. EMD will be forfeited if successful bidder fails to deliver supplies as per work order. EMD will be returned after completion of supplies within stipulated period and to the satisfaction of the Bank.

2. Detailed Information of Samples :

Detailed Information of Samples of Printed Stationery Item(s) will be provided by Bank's Stationery Department from the date of publication of advertisement in news paper on Bank working days on or before **15-10-2025 upto 3:00 pm** except Bank holidays. After carefully verification of samples of Printed Stationery Item(s), interested Vendor / Supplier can quote the rates for per unit (i.e. Binded Book, Binded Register, Form, Ledger, Notice Book, Pass-Book, Slip Book, Voucher Pad, Voucher Cover, etc.) at their own interest [Please do not submit Rate for Lot]. The relevant paper samples should be submitted along with the quotation duly stamped and signed by an authorised official of the bidder Company / Firm (without paper samples quotation will not be accepted).

3. Submission of Quotation :

Submit the rates on a fixed price basis, inclusive of all taxes, duties, levies, etc. but Excluding GST as applicable and applicable rate of GST percentage also mentioned separately. After submission of quotation no price increase will be permitted on any ground. Do not send conditional quotation. Conditional quotation will not be accepted. Printed Stationery Item(s) must be delivered to Stationery Department of Bank's Head Office. All schedules, formats and annexures of quotation should be duly stamped and signed by an authorised official of the bidder Company / Firm. Last date for submission of quotation is on or before **15-10-2025 upto 3:00 pm**. Any quotation received after **15-10-2025** will not be accepted.

4. Necessary Licenses and Registrations :

The Vendor / Supplier submitting the quotation should be a Registered Company or Firm & should not have been Blacklisted by any Statutory and Regulatory Authority and have necessary licenses and registrations.

5. Execution of Supply Order :

This tender is being floated by The Akola Janata Commercial Co-operative Bank Limited for the requirement of Printed Stationery Item(s). The Printed Stationery Item(s) shall be supplied / delivered by the Vendor / Supplier after getting the work order letter and finalisation of proof for printing. The Bank reserves its right to cancel the order in the event of one or more of the following situations -

- (a) Delay in completion of work beyond 30 days from the date of receipt / acknowledgement of respective work order letter and supply schedule.
- (b) The Vendor / Supplier should submit the proof of Printed Stationery Item(s) for finalisation of printing items within 7 days from the date of receipt / acknowledgement of respective work order letter.

- (c) The Vendor / Supplier should supply the Printed Stationery Item(s) as per sample within 20 days from the date of receipt of final proof.
- (d) In case of bulk order, the Vendor / Supplier should deliver the Printed Stationery Item(s) at least in 3 Lots i.e. with the interval of 20 days from the date of receipt of final proof or as intimated by the Bank.
- (e) In case of urgency, the Vendor / Supplier will have to supply certain Printed Stationery Item(s) within 7 days from the date of receipt of order for such Printed Stationery Item(s). The Vendor / Supplier should execute such order on priority basis.
- (f) The Bank reserves the right to take appropriate action and make good any or all losses incurred during the process from the Vendor / Supplier.

6. Rejection of Printed work :

The Akola Janata Commercial Co-operative Bank Limited reserves the right to reject the printed work if the Printed Stationery Item(s) are not as per the specifications & to the satisfaction of the Bank and the Bank will not be responsible for any losses in this regard.

7. Right to Alter Quantities :

The Akola Janata Commercial Co-operative Bank Limited reserves the right to alter the quantities specified in the tender. The Akola Janata Commercial Co-op. Bank Limited also reserves the right to delete one or more item(s) from the list of items specified in tender.

8. Location :

This tender is being floated by The Akola Janata Commercial Co-operative Bank Limited. The items being procured through this tender shall be delivered by the Vendor / Supplier after getting the order, at the mentioned site of The Akola Janata Commercial Co-operative Bank Limited. The Bank reserves the right to make changes in the locations, if necessary. Appropriate delivery is accepted by The Akola Janata Commercial Co-operative Bank Limited at the respective site is to be taken by the Vendor / Supplier.

9. Payment Terms :

(a) No Advance Payment -

No advance amount will be paid for printing work order. Printed Stationery Item(s) must be delivered to the Bank within stipulated time period and no time period will be extended in any condition.

(b) Final Payment -

The Akola Janata Commercial Co-operative Bank Limited will make the payment as follows :-

- 100% payment for supplies executed will be made post delivery, successful supplies and to the satisfaction of the Bank.

10. Other Terms and Conditions :

The Akola Janata Commercial Co-operative Bank Limited have absolute right to accept or reject any quotation, reconfirmation and the Bank reserves the right to make changes, revise, improve, addition or deletion in the terms and conditions hereinabove written.

ANNEXURE “ A ” - Tender Offer Cover Letter

Date :

Tender Reference No. :

To,
Chief Executive Officer,
The Akola Janata Commercial Co-op. Bank Limited, Akola
"Janvaibhav", Old Cotton Market,
Akola - 444 001

Dear Sir,

Having examined the tender documents including all annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply the Printed Stationery Item(s) [As Per List Annexed] in conformity with the said tender document in accordance with the Schedule of Prices attached in the specified offer and made part of this tender.

If our tender offer is accepted, we also undertake to execute the order within 20 days from the date of purchase order.

We agree to abide by this tender offer and all the terms & conditions till 3 months from the date of purchase order and our offer shall remain binding upon us and may be accepted by the Bank any time before the expiration of that period.

This tender offer, together with the Bank's written acceptance thereof and the Bank's notification of award, shall constitute a binding contract between us.

We hereby, once again, confirm our acceptance to all the terms and conditions of your tender.

We understand that the Bank is not bound to accept the lowest or any offer the Bank may receive.

Dated this _____ day of _____ 2025

Signature : _____

Designation : _____

Authorised to sign the tender

ANNEXURE “ B ” - Vendor’s Details

Sr. No.	Item	Details
1	Name of Company / Firm	
2	Correspondence Address	
3	Telephone and Mobile Numbers	
4	E-mail Address	
5	Constitution of the Company / Firm	
6	Name and Designation of the Person Authorised to make commitments to “ The Akola Janata Commercial Co-operative Bank Ltd; Akola ”	
7	Year of Commencement of Business	
8	Income Tax Permanent Account Number (PAN)	
9	Goods & Service Tax (GST) Registration Number	

(Signature of Bidder)

ANNEXURE “ C ” - Offer with Specifications

I : Head Office, Akola

Sr. No.	Name of Item	Unit	Paper Details & Size	Qty.	Unit	Unit Rate	Total Cost
1	Acceptance Letter	100 x 1 Pad	70 GSM Ballarpur Ledger Paper, Size - 7.25" x 10.00"	30	Per Pad		
2	Authority Letter from Third Party	100 x 1 Pad	70 GSM Ballarpur Ledger Paper, Size - 7.25" x 10.00"	40	Per Pad		
3	ATM Application Form	50 x 1 Pad	80 GSM Ballarpur Maplitho Paper, Size - 8.50" x 12.00" One Side Multicolour Printing	100	Per Pad		
4	C.C.C. Agreement	4 Pages (As Per Sample)	70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50", Both Side Printing (As Per Sample)	700	Per Nag		
5	C.C.C. / S.C.C. Loan Application Form (English)	6 Pages (As Per Sample)	70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50", Both Side Printing (As Per Sample)	500	Per Form		
6	Death Claim Form	4 Pages (As Per Sample)	70 GSM Maplitho Paper, Size - 8.50" x 13.50"	500	Per Form		
7	Declaration of Proprietor LD - 27	100 x 1 Pad	60 GSM Maplitho Paper, Size - 5.50" x 9.00"	40	Per Pad		
8	Envelope - 7 x 4	As Per Sample	70 GSM Sessaasai Brown Paper, Size - 7.00" x 4.00"	10000	Per Nag		

9	Envelope - 9 x 4	As Per Sample	70 GSM Seshaasai Brown Paper, Size - 9.00" x 4.00"	15000	Per Nag		
10	Envelope - 11 x 5	As Per Sample	70 GSM Seshaasai Brown Paper, Size - 11.00" x 5.00"	20000	Per Nag		
11	Form No. 26	100 x 1 Pad	70 GSM Maplitho Paper, Size - 6.00" x 9.00", Both Side Printing	40	Per Pad		
12	Form No. 29	100 x 1 Pad	70 GSM Maplitho Paper, Size - 8.00" x 13.00", Both Side Printing	30	Per Pad		
13	Form No. 30	100 x 1 Pad	70 GSM Maplitho Paper, Size - A-4 Both Side Printing	30	Per Pad		
14	Form No. 35	100 x 1 Pad	70 GSM Maplitho Paper, Size - A-4 Both Side Printing (With Perforation)	30	Per Pad		
15	Gold Loan Agreement	4 Pages (As Per Sample)	70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50 ", Both Side Printing	4000	Per Nag		
16	Gold Loan Application Form	6 Pages (As Per Sample)	70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50 ", Both Side Printing, 5 Page With Pasting	4000	Per Form		
17	Gold Receipt Book	100 + 100 + 100 x 1 Book	47 GSM Seshesai Colour Paper (Original and Duplicate Copy), O/c. 60 GSM Maplitho Paper (Triplicate Copy) Size - 5.50" x 8.75"	50	Per Book		
18	Gold Seal Card	Per Card (As Per Sample)	Size - 3.75" x 4.75" (As Per Sample)	2000	Per Card		
19	HPL Loan Form	As Per Sample (6 Pages)	70 GSM Maplitho Paper, Size - 8.50" x 13.50"	500	Per Form		

20	HYPO. / C.C.C. Loan Form (Marathi)	6 Pages (As Per Sample)	70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50", Both Side Printing	2000	Per Form		
21	Hypothecation Deed	6 Pages (As Per Sample)	70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50", Both Side Printing	1000	Per Nag		
22	LAFDR A/c. Form	100 x 1 Pad	70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50"	60	Per Pad		
23	L.A.F.D.R. Notice	50 x 1 Pad	60 GSM Maplitho Paper, Size - 6.00" x 7.50"	50	Per Pad		
24	Letter of Continuity	100 x 1 Pad	70 GSM Ballarpur Ledger Paper, Size - 7.25" x 10.00"	50	Per Pad		
25	Letter of Guarantee	4 Pages (As Per Sample)	70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50", Both Side Printing	2500	Per Nag		
26	Letter of Lien & Set-Off	100 x 1 Pad	70 GSM Ballarpur Ledger Paper, Size - 7.25" x 10.00"	50	Per Pad		
27	Letter of Sanction	100 x 1 Pad	60 GSM Maplitho Paper, Size - 8.25" x 10.00"	50	Per Pad		
28	Loan Rule Copy - HYPO.	4 Pages (As Per Sample)	70 GSM Maplitho Paper, Size - 8.50" x 13.50", Both Side Printing	500	Per Nag		
29	M.B.S. A/c. Opening Form	100 x 1 Pad	70 GSM Maplitho Paper, Size - 8.50" x 13.50", Both Side Two Colour Printing (As Per Sample)	250	Per Pad		

30	Muster Roll	As Per Sample (100 Pages)	100 GSM Sunshine Maplitho Paper, Size " 11.50 x 16.00 " 50 Leaves Both side Printing, Full Canvas Binding with 400 GSM Duplex Board & Special Juice Sewing	50	Per Nag		
31	Outward Dak Register	As Per Sample (300 Pages)	70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50", 150 Leaves, 300 Pages Serial Numbering, Full Cloth Binding	30	Per Nag		
32	Local Dak Book	As Per Sample	70 GSM Maplitho Paper, Size - 8.50" X 6.75"	30	Per Book		
33	Promissory Note	50 x 1 Pad	70 GSM Ballarpur Ledger Paper, Size - 7.25" x 10.00"	80	Per Pad		
34	Personalised Cheque Book Record Slip	As Per Sample	80 GSM Ballarpur Maplitho Paper	80000	Per Leaves		
35	Samiksha Patra - HYP / CCC	100 x 1 Pad	60 GSM Maplitho Paper, Size - 7.50" x 12.00"	40	Per Pad		
36	S. S. S. Withdrawal Book	100 x 1 Pad	70 GSM Maplitho Paper, Size - 7.50" x 4.50" (As Per Sample)	100	Per Book		
37	Spring File	As Per Sample	31.5 Kg Best Quality File Board	2000	Per Nag		
38	Stock Statement Form	100 x 1 Pad	60 GSM Maplitho Paper, Size - 8.50" x 13.50"	300	Per Pad		

39	Share Application Form	100 x 1 Pad	70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50"	30	Per Pad		
40	Verification Pad	100 x 1 Pad	60 GSM Maplitho Paper, Size - 5.75" x 8.75"	50	Per Pad		
41	Vouchar Cover	As Per Sample	Handmade Paper (As Per Sample)	20000	Per Nag		
42	Personalised Cheque Book Top & Bottom Cover (Set)	As Per Sample	170 GSM Art Card (Multicolour Printing) As Per Sample	50000	Per Set		
Applicable Rate of GST (<i>in Percent</i>) _____ %							
Total Quoted Amount [<i>Excluding GST</i>] Rs.							
Total Amount of GST { <i>As Applicable</i> } Rs.							
Grand Total Amount { <i>Inclusive of GST</i> } Rs.							

(Signature of Bidder)

Name :

Place :

Date :

Business Address :

Note : Bidders should strictly quote in the format and for periods as mentioned above. No counter condition/assumption in response to the bid will be accepted. Bank has a right to reject such bid.

***** End of RFP *****