



REQUEST FOR EMPANELMENT OF VENDORS FOR FLEX/VINYL
PRINTING, PAMPHLET PRINTING & GLOW SIGN BOARD

FOR

CENTRAL BANK OF INDIA

REGIONAL OFFICE, COOCHBEHAR



Invitation for Empanelment of Vendors For Flex/Vinyl Printing, Pamphlet Printing & Glow Sign Board:

Central Bank of India- Regional Office, Coochbehar, invites sealed quotations for empanelment of vendors for Flex/Vinyl Printing, Pamphlet Printing & Glow Sign Board. The details are given below:

Reference No.	RO/BSD/2025-26/580
Date of issue of RFQ	29.12.2025
Queries	Mail: gadcoocro@centralbank.bank.in Contact: ➤ 9304906885 (Santosh Kumar, Manager-BSD) ➤ 6289216801 (Aranya Biswas, Asst. Manager-BSD)
Last Date & Time for submission of sealed offer	21.01.2026 till 5PM
Address of Communication	Chief Manager-BSD, Central Bank of India, Regional Office, Coochbehar, Terongi More, Bangchatra Road, Coochbehar, Pin-736101, West Bengal
Bids to be submitted to	At Above Address

Terms & Conditions:

1. Tender fee Rs.200/- by Demand Draft /Banker's Cheque payable at Coochbehar. (MSME are exempted from Tender Fees. **Submit MSME Certificate as Proof**)
2. Bidders have to participate in all the three segments i.e. Flex/Vinyl Printing (Annex-I), Pamphlet Printing (Annex-II) & Glow Sign Board (Annex- III).
3. **All the three segments will be evaluated separately.**
4. Financial / Commercial bid as per Annexure I & II must be submitted in a sealed envelope.
5. The duly completed application forms super scribed "Application for Empanelment of Vendors for Flex/Vinyl Printing, Pamphlet Printing & Glow Sign Board" may be submitted in sealed covers, addressed to the BSD Dept.
6. Rate quoted should be including delivery cost at respective departments **excluding of GST**. GST would be paid extra as applicable.
7. All costs should be given in Figures and Words.
8. The rate will be valid for 1 year from the date of order. Bank can extend the rate contract for next 1 year at same rate, in case of need, subject to acceptance by the vendor.
9. Please note that the "No. of Units" mentioned above are not the actual Quantity and will be used only for calculation of TOC. The actual quantity will be as per the day to day requirement of department.
10. **L1 will be identified for every segment separately and accordingly bank may declare successful bidders separately for each segment.**
11. BSD Department shall raise the requirement with the selected vendor on need basis (or regular interval as decided by Bank).
12. These indented items are to be delivered to the respective department on next day. In case of items required urgently same will have to arranged and delivered on same day.



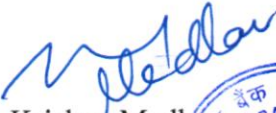
13. In case of defective /sub-standard quality / duplicate product /paper and size etc. not as per specimen provided Bank shall have the right to reject the material, cancel the order and take appropriate action as deemed fit.
14. Payment Terms: Vendor shall raise the invoice on monthly basis supported by the indent provided by BSD Dept. and delivery challans duly stamped & Signed by department confirming having received the material.
15. No Commitment to Accept Lowest or Any Bid; Central Bank of India shall be under no obligation to accept the lowest or any other offer received in response to this offer and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.
16. Central Bank of India reserves the right to make any changes in the terms and conditions of purchase. Central Bank of India will not be obliged to meet and have discussions with any participants and/or to listen to any representations.
17. This bill of material must be attached with the offer. Offers without the bill of material are liable for rejection.
18. The vendor must take care in filling price information in the offer, to ensure that there are no typographical or arithmetic errors. All fields must be filled up correctly.
19. In case of any discrepancy between unit price and total price of an item, the unit price will prevail. Similarly, in case of error in the sum of various items. The correct sum will be calculated by the addition of total prices of each item.
20. The bidder must participate in all the bids (Annexure I, II & III).
21. **Tender should be signed by authorized person with date and seal of the company.**

Only vendors who will fulfill all the terms and conditions mentioned herein are eligible to participate in the Tender. The bank reserves the right to relax or enhance the eligibility criteria depending on merits and may accept/reject any or all of the offers without assigning any reason whatsoever.

Financial Tender should be submitted in given Performa. Tender should be submitted in the sealed cover to the Chief Manager —BSD Central Bank of India, Regional Office, Coochbehar. Terongi More, Bangchatra Road, Coochbehar, Pin- 736101

Last date of submission of tender is **21.01.2026 Upto 5.00PM** . The tender will be opened on **22.01.2026** at 03.00 p.m. **Applicants or their authorized representative whosoever wishes to be present are to join.** Tenders will be opened at Central Bank of India. Regional Office, Coochbehar, Terongi More, Bangchatra Road, Coochbehar, Pin- 736101

If there are any changes in the date, time and place of the opening of the tenders as mentioned in this Tender Notice, The participants will be informed about the same by mail or courier or mail or any other convenient mode. Participants are also requested to contact before reaching to us.


Krishna Madhav
(Regional Head)



Invitation for Empanelment of Vendors For Flex/Vinyl Printing, Pamphlet Printing & Glow Sign Board:

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ANNEXURE- I

Commercial Bid Format for Flex/Vinyl Printing

(Amount in **Rupees**)

Sl. No.	Product	Description	Rate (Per Sq. Ft.)	Quantity (Sq. Ft.)	Total Amount
1.	Flex Printing	Normal Flex (240 GSM)		3000	
2.		Black Back Flex (280 GSM)		1000	
3.		Star Flex (320 GSM)		1000	
4.	Vinyl Printing	Solvent		2000	
5.		Eco-Solvent		1000	

Signature of the bidder with Seal

- Please verify the samples from our office before submitting the quote. Supply of item has to be as per sample only
- **Please note that the "No of Units" mentioned above are not the actual Quantity and will be used only for calculation of TOC.**
- The rate will be valid for 1 year from the date of order. Bank can extend the rate contract for next 1 Year on same rate, in case of need, subject to acceptance by the vendor.
- Rates quoted above must be inclusive of pasting, cutting, installation etc. charges. No other charges payable. One time delivery/Transportation charge may be quoted as per Below Slab:

Distance Slab	Charges
Branches upto 10 KM	No extra charges payable
Branches between 10 KM to 30 KM	
Branches above 30 KM	

While measuring distance, the distance to be considered from RO Coochbehar. Transportation/Delivery Charge would not be considered while calculating TOC. However, bank will have the right to negotiate the charges based on market rate.



ANNEXURE- II
Commercial Bid Format for Pamphlet Printing

Sl. No.	Product	Description	Rate (Per Piece)	Quantity (Nos.)	Total Amount
1.	Pamphlet (Single Side)	Size- A4 & GSM- 130 (Gloss)		20000	
2.	Pamphlet (Single Side)	Size- A5 & GSM- 130 (Gloss)		20000	
3.	Pamphlet (Both Side)	Size- A4 & GSM- 130 (Gloss)		20000	
4.	Pamphlet (Both Side)	Size- A5 & GSM- 130 (Gloss)		20000	

Signature of the bidder with Seal

- Please verify the samples from our office before submitting the quote. Supply of item has to be as per sample only
- Please note that the "No of Units" mentioned above are not the actual Quantity and will be used only for calculation of TOC.
- The rate is including delivery cost (to Regional Office, Coochbehar) excluding of GST. GST would be paid extra as applicable. No other charges are payable.
- The rate will be valid for 1 year from the date of order. Bank can extend the rate contract for next 1 Year on same rate, in case of need, subject to acceptance by the vendor.



ANNEXURE- III
Commercial Bid Format for Glow Sign Board

Sl. No.	Product	Description	Rate (Per Sq. Ft.)	Quantity (Sq. Ft.)	Total Amount
1	Glow Sign Board*	20 Guage double sided frame with 2 cost of Red Oxide for long life of box structure, Backlit media printed on Digital Eco Solvent platform + over laminated, 26 Guage GL sheet for back covering and 26 Guage pre Coated for side top & bottom panels + Syska/Polycup/Bajaj LED Tubelight		40	
2	Timer	Timer with 2 Years of Warranty		1	

* 1) Best quality backlit flex having 2 years warranty, stretched inbox frame.

2) The colour ratios for Red/ Olympic Blue and tone shall be Red (CMYK C-100, M-50, Y-0, K-0)/ Olympic Blue (CMYK C-0, M-100, Y-65, R-15).

3) The print quality shall be 1200 dpi or better with English from Futura Bold Oblique & Swiss 721 BT Bold and for Hindi- Lala and Shree DEV 0715E, for Regional Language appropriate fonts may be used.

4) The signage shall be backlight with LED modules of 110 lumen/ sq. inch of Samsung or equivalent having day light timer for on/off as this will not only consume lesser power compared to conventional tube lights but also have life span of more than 5 years.

Signature of the bidder with Seal

- Please verify the samples from our office before submitting the quote. Supply of item has to be as per sample only
- **Please note that the "No of Units" mentioned above are not the actual Quantity and will be used only for calculation of TOC.**
- The rate will be valid for 1 year from the date of order. Bank can extend the rate contract for next 1 Year on same rate, in case of need, subject to acceptance by the vendor.
- Rates quoted above must be inclusive of pasting, cutting, installation etc. charges. No other charges are payable. One time delivery/Transportation charge may be quoted as per Below Slab:

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