

TENDER DOCUMENTS

**(For supply & printing of
Calendar for the year 2026)**

Cost of Tender Paper = Rs.1000.00+18%GST



THE ODISHA STATE COOPERATIVE BANK LTD.

(Scheduled Bank)

PANDIT JAWAHARLAL NEHRU MARG, BHUBANESWAR – 751 001

Phone No.0674-2375153, 2375100

Website- www.odishascb.com



THE ODISHA STATE COOPERATIVE BANK LTD.

(Scheduled Bank)

PANDIT JAWAHARLAL NEHRU MARG, BHUBANESWAR – 751 001

Phone No.0674-2512248, 2375100

Ref. No. OSCB/HRDD/3732 / 2025-26

Date: 28.10.2025

Tender Call Notice

Sealed tenders in the prescribed format of the Bank in conformity with detailed tender call notice are invited from Registered Firms/ NGOs having adequate experience in offset printing works for supply of **Calendar and Table Calendar** to the Bank for the new year 2026.

1. Date and Time of submission of Tender: Latest by – 07.11.2025 (2.00 P.M)
2. Date and time of opening of Tender: on 07.11.2025 (4.00 P.M.)
3. Cost of tender paper: Rs.1000.00 (one thousand) only+18% GST (non refundable).
4. Date of sale of tender paper: From dated 30.10.2025 to dated 07.11.2025 (during any working day and within banking hour)
5. A set of tender papers can also be obtained from the website of the Bank and submitted the tender within due date and time along with the cost of Tender paper in shape of DD drawn in favour of **Managing Director, Odisha State Cooperative Bank**", Bhubaneswar.
6. The tender should be accompanied by EMD (refundable) of Rs.10,000.00(ten thousand) only for each item in shape of DD drawn in favour of "**Managing Director, Odisha State Cooperative Bank**" payable at Bhubaneswar failing which the tender will not be considered as valid.
7. The tender should reach us within the stipulated time and date in sealed cover by speed Post/Regd. Post only. No other modes of receipt will be entertained.
8. The caption "Tender for printing and supply of **Calendar**" be super scribed on the sealed cover.
9. The Bank reserves the right to reject any or all the tenders without assigning any reasons thereof.
10. The Bank also reserves the right to accept any tender irrespective of the price bid and not bound to accept the lowest tender.

[Signature]
28/10/25

Chief General Manager (Gen.)



THE ODISHA STATE COOPERATIVE BANK LTD.

(SCHEDULED BANK)

PANDIT JAWAHARLAL NEHRU MARG, BHUBANESWAR – 751 001

TENDER DOCUMENTS

Job : Calendar' 2026

Particulars	Specification	Quantity	Rate (each) both in figure and word
1. Printing and supply of wall hanging Six Sheeter Calendar excluding cover page	Size – 17”w X 22”h (128 GSM J.K / Imported Art Paper)	40000 Nos. (Forty Thousand numbers)	
Cover Page	128 GSM J. K / Imported. Art Paper		
Printing	Multi color offset printing both side for inner 6 sheets and cover page (single side) including spiral binding with hanger		
2. Table Calendar	Size : 25 X 15 CM (paper size) Paper : 300 GSM JK / Imported Art paper Pages: 13 sheets (one side photo & one side date) Printing : Multi colour printing with UV Coated. Fabrication : Flexible Stand with Nilon Coated Wiro Binding as per sample to be supplied inside envelope (white colour) with bank logo printed on top.	1500 nos. (One thousand five hundred numbers)	

Seal of the Company/Firm

Full signature

Name of the Firm/ NGO.....

Address.....

.....

Telephone No.

Fax No.

E-Mail Address :

EMD: Rs.10,000.00 in shape of DD drawn in favour of “Managing Director, The Odisha State Coop. Bank Ltd. Payable at Bhubaneswar.

DD No.....Dt.....on Bank.....Branch.

Detail profiles of the Firm (Xerox copies to be attached)

Regd. No. of the Firm :

Date :

GST :

Pan No :

NB: Terms and conditions of the Bank are enclosed.

TERMS & CONDITIONS

1. Photographs with caption will be supplied by the Bank and caption of the photographs will be printed at bottom of the photographs.
2. The cover page of the Calendar (128 GSM mat finished J. K/ Imported. Art paper) will show all 12 photos with brief narration at the middle as per the write-up to be supplied by the Bank. The inner pages with six sheets shall be of 128 GSM JK/ Imported Art Paper. One photograph in each page(12 photos in six sheets) will be printed in the top portion and the bottom portion of each page will show Calendar for one month along with Bank's name and logo (Samples will accompany the tender). Design to be supplied by the Bank.
3. The Calendar shall be separately packed containing 25 pieces each.
4. The Sundays and other holidays should be printed in the Calendar in red color.
5. Rate should be quoted inclusive of all taxes.
6. The Calendar shall be delivered at OSCB H.O. free of transportation cost.
7. Fabrication Spiral binding on 17" side with iron stick and back supporting pulp board of 3".
8. Calendar shall reach us within 15 days of from the date of issue of the supply order.
9. After supply of all Calendars 90% payment will be released within 7 days from the date of submission of bill and rest 10% shall be released after one month from the date of receipt of the Calendar, if no defect/ damage is noticed. Cost of defective/ damaged Calendars shall be deducted proportionately.
10. In case of failure to supply all Calendars by the stipulated date, penalty @1% on the accepted tender value for each day delay will be deducted from the bill.
11. For any query / clarification, the Premises Officer may be contacted in person or over phone no. 0674-2375155, 2375156.

SIGNATURE OF THE TENDERER WITH SEAL

