

TENDER DOCUMENTS

(For supply & printing of Diary 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.

Pandit Jawaharlal Nehru Marg, Bhubaneswar – 751 001

Ref. No. OSCB/ HRDD/ **3973** / 2025-26

Date: **11.11.2025**

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 **Diary** to the Bank for the **New Year 2026**.

01. Date and Time of submission of Tender: Latest by – **19.11.2025 (2.00 P.M)**
02. Date and time of opening of Tender: **19.11.2025 (4.00 P.M.)**
03. Date of sale of tender paper: From **dated 12.11.2025 to dated 19.11.2025** (during any working day and within banking hour)
04. The bidder must have atleast 3 (three) years experience in the last 5 years in providing similar service in Govt. Department / Public Sector Undertaking / Reputed Corporate House and Autonomous Body, etc. for the purpose.
05. The Diary cover shall be Fabric Cotton Ikat / Sambalpuri 60/60 yarn count material. Above the fabric cote there will 17 GSM handmade paper is pasted. Inside paper 70 GSM single line as per the sample available with the Premises Officer, OSCB.
06. The cover page of the Diary shall be embossed with OSCB Logo and name of the organization.
07. Cost of tender paper: Rs.1000.00 (one thousand) only+18% GST (non refundable).
08. A set of tender papers can 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 Ltd.", payable at Bhubaneswar.**
09. The tender should be accompanied by EMD (refundable) of Rs.10,000.00 (Ten thousand) only in shape of DD drawn in favour of **"Managing Director, Odisha State Cooperative Bank Ltd.," payable at Bhubaneswar** failing which the tender will not be considered as valid.
10. The tender should reach us within the stipulated time and date in sealed cover by speed Post/Regd. Post.
11. The caption "Tender for printing and supply of **Diary**" be super scribed on the sealed cover.
12. The Bank reserves the right to reject any or all the tenders without assigning any reasons thereof.
13. The Bank also reserves the right to accept any tender irrespective of the price bid and not bound to accept the lowest tender.
14. The intending bidders are requested to submit the sample of **Diary** along with tender documents in accordance with the bank's approved sample.

Chief General Manager (Gen.)





THE ODISHA STATE COOPERATIVE BANK LTD.

Pandit Jawaharlal Nehru Marg, Bhubaneswar – 751 001

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Job : OSCB Diary' 2026

Sl. No.	Particulars	Specification	Quantity	Rate (each) both in figure and word
1.	Printing and supply of Diary. Breadth-14.5 cm Height – 22 cm	The Diary shall contain approx. 365 date pages + 12 pages data to be incorporated with the Diary, High Fabric Cotton Ikat / Sambalpur 60/60 yarn count material. Above the fabric cote there will be 70 GSM handmade paper is pasted (inside paper 70 GSM single line natural shade paper). Cardboard is 12/16 Ouns (150 GSM molded paper for softer effect). Sample should be submitted at the time of submission of tender.	3500 (Three thousand five hundred)	
2.	Printing	Off-set printing (single colour)		
3.	Paper	J.K. Maplitho		

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 & CONDITION

1. All the prospective bidders must visit the Office and contact the Premises Officer to check the bank approved sample of diary before submission of Tender.
- (a) Sample Diary in accordance with the bank approved sample must accompany with the tender. Successful tenderer will print and supply the diaries as per changes suggested by the Bank including colour and finish of the front cover.
2. The Banks materials/ data (12 pages) shall be printed and inserted.
3. Rate should be quoted inclusive of all taxes.
4. **Diary** shall be supplied within 15 days from the date of issue of the order according to the specification and design complete in all respects.
5. **Diary** shall be delivered to OSCB H.O. with free of transportation cost.
6. The short name and logo of the Bank shall be printed in the front cover of the Diary and Envelop at middle bottom and bank logo should be display at the top of every pages.
7. The proof of the diary may be sent to us for approval within 15 days after issue of work order.
8. After delivery of **Diary** in good condition according to our specification and design payment shall be made within 14 days from the date of receipt of the Bill.
9. In case of failure to supply all **Diary** as per order by the stipulated date, penalty @ 1% on the total value of order per day will be deducted from the bill for delayed supply.
10. **Diary** should be supplied with 3 side closed hard bound cover, white colour with logo printed on top as per sample.
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

