**THE CITIZENS’ CO-OPERATIVE BANK LLTD.**

 ADM. OFFICE ; 117-A/D GANDHI NAGAR, Jammu

 EPBAX: 2432058 , FAX NO.; 0191- 2432036

**TENDER NOTICE**

Sealed Tender are invited from RBI approved Security printers for supply of Bank’s Printed Stationery - CTS-2010 Standard Cheque Forms.

The tender document/forms containing details of stationery items with other terms and conditions can be obtained from Administrative Office of the Bank during office hours or can be down loaded from the Bank’s website: [www.citizenscooperativebankjammu.com](http://www.citizenscooperativebankjammu.com) against payment of Rs.500/- as tender fee in Cash/ Demand Draft in favour of Managing Director, The Citizens' Co-operative Bank Ltd. payable at Jammu

The tender must be forwarded/submitted to Managing Director, The Citizens' Co-operative Bank Ltd., Adm. Office, 117 -A/D, Gandhi Nagar Jammu on or before Ist of Dec. .2012 up to 2.00 P.M , superscribed on the envelope as **‘TENDER FOR BANKS’ PRINTED STATIONERY- CTS 2010 ’**.

The Bank reserves the right to accept or reject the tenders without assigning any reason.

**MANAGING DIRECTOR**

**THE CITIZENS' CO-OPERATIVE BANK LTD.,**

***ADMINISTRATIVE OFFICE;117-A/D GANDHI NAGAR , JAMMU*.**

 ***Web Site:*** [***www.citizenscooperativebankjammu.com***](http://www.citizenscooperativebankjammu.com)

 ***Email : info@citizenscooperativebankjammu.com***

 ***EPBAX: 2432058*** ***FAX NO: 0191-2432036***

**Ref.No.Adm/ Dated:**

**(TENDER FORM COST Rs. 500/-)**

 We M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ intending to quote our rates for supply of the articles to The Citizens' Co-operative Bank Ltd., Jammu in reference to their Tender Notice No. \_\_\_\_\_\_\_\_\_\_\_ dt. \_\_\_\_\_\_\_\_\_ fully understand that :-

1. The rate for the supply of articles shall be F.O.R. at Stationery Section, Channi Himmat, Jammu inclusive of all taxes etc.
2. The tender should bear no overwriting, cuttings & errors. Errors on the tender, if any, must be signed by the tenderer.
3. The tender shall be accompanied with a call deposit receipt of Rs. 20,000/- pledged to the Managing Director, The Citizens' Co-operative Bank Ltd., Jammu.
4. The incomplete or conditional tender will not be entertained.
5. The tender will be opened by the Bank on the date decided by the bank. The Bank reserves the right to reject/cancel any/all tenders without assigning any reasons. In case of any dispute, the decision of the Bank will be final and binding upon the parties.
6. The firm must have a minimum experience of 5 years in security printing of Bank’s Stationery. The rate quoted shall be applicable for a minimum period of one year.
7. The successful tenderer will have to draw an agreement with the Bank as prescribed.
8. The successful tenderer shall have to make good the supply strictly in accordance with the specifications prescribed by Reserve Bank of India for CTS-2010 Standard Cheque forms, if the consignment is not found as per approved specifications/samples the same shall be rejected on the sole responsibility of approved tenderer, of all costs and charges.

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9. Outer back cover of current account and Saving Cheque books is to be printed also.

10. The supply of articles shall be made within 21 days from the date of issue of

supply order. In case approved tenderer fails to supply within stipulated period, the Bank will impose penalty of Rs. 200/- per day on the tenderer and the date of receipt of last batch of supply shall be treated as the date of receipt of items in case the supply is made in parts. The Bank shall cancel the supply order, in case the supply is not made within the stipulated period and can forfeit the security deposit.

Dated : \_\_\_\_\_\_\_\_\_\_\_\_ Signature

For and on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_

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