

# TENDER DOCUMENT

**THE WEST BENGAL STATE CO-OPERATIVE BANK LTD.  
24A, WATERLOO STREET, KOLKATA – 700 069**

**SUPPLY OF PRINTED STATIONERY FOR COMMON ACCOUNTING SYSTEM (CAS) AND  
MANAGEMENT INFORMATION SYSTEM (MIS) FOR PRIMARY AGRICULTURAL CO-  
OPERATIVE SOCIETIES (PACS) IN WEST BENGAL**

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THE WEST BENGAL STATE CO-OPERATIVE BANK LTD,  
24A, WATERLOO STREET  
KOLKATA - 700069

PART - I

TENDER FOR SUPPLY OF PRINTED STATIONERY FOR SUPPLY OF PRINTED STATIONERY FOR  
COMMON ACCOUNTING SYSTEM (CAS) AND MANAGEMENT INFORMATION SYSTEM (MIS) FOR  
PRIMARY AGRICULTURAL CO-OPERATIVE SOCIETIES (PACS) IN WEST BENGAL

Issued to : M/s \_\_\_\_\_

\_\_\_\_\_

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Last date of submission  
of Bid : March 05, 2008 (Wednesday)

THE WEST BENGAL STATE CO-OPERATIVE BANK LTD,  
24A, WATERLOO STREET  
KOLKATA - 700069

No. HO/P&D-36/5733

Dated 15/02/2008

NOTICE INVITING TENDER FOR SUPPLY OF PRINTED STATIONERY

The West Bengal State Co-operative Bank Ltd. (hereinafter referred to as the "BANK") invites bids for supply of printed stationery (handbooks, ledgers, registers and forms) required for introduction of the Common Accounting System (CAS) and the Management Information System (MIS) for the PACS' in the State of West Bengal. Interested printers may submit their bids, in duplicate in two parts [technical bid and commercial bid], in sealed covers superscribed, "**Bid for Supply of Printed Stationery - CAS / MIS for PACS**", addressed to Sri M.A.Quraishi, Managing Director, The West Bengal State Co-operative Bank Ltd., 24A, Waterloo Street, Kolkata - 700 069 (West Bengal), along with a demand draft for an amount equal to 2% (two percent) of the Bid Money, payable at Kolkata towards Earnest Money Deposit. No interest will be payable on the Earnest Money Deposit.

The Tender Documents Part I and Part II are available on NABARD website, [www.nabard.org](http://www.nabard.org) at the link "Tender Notices". The Tender Documents may either be down-loaded from the said website or be obtained from the P.A. to the Managing Director of the Bank at the afore-stated address between 11-00 a.m. and 4-00 p.m. on weekdays upto March 04, 2008. The Bank reserves the right to cancel any or all bids without assigning any reason and the Bank's decision in this regard shall be final.

The bids will be received at the same address up to 16.00 hours on Wednesday, March 05, 2008.

(M.A.Quraishi)  
Managing Director

## ANNEXURE I

### Form of Quotation

Place :

Date:

To  
M.A. Quraishi,  
Managing Director,  
The West Bengal State Co-operative Bank Ltd.,  
24A, Waterloo Street (3<sup>rd</sup> Floor)  
Kolkata - 700 069

Sir,

Having examined the specifications and schedule of quantities as mentioned in Annexure B of the tender advertisement relating to the SUPPLY OF PRINTED STATIONERY for The West Bengal State Co-operative Bank Ltd., at various offices as described in **Annexure A** and having read and understood the terms and conditions, which are more particularly described in **Annexure C** in the said Tender Document, I/We hereby offer to execute the supply of printed stationery as per said specifications within the stipulated time as prescribed by the West Bengal State Co-operative Bank Ltd., at the rates mentioned in the attached Schedule of Quantities in Part II furnished in a separate cover, superscribed "**Commercial Bid for Supply of Printed Stationery - CAS/MIS for PACS**". Having satisfied all the eligibility criteria as indicated in the terms and conditions specified at **Annexure C** in the said tender document. I/We are furnishing the following details. I/We attach hereto certified copies of the Partnership Deed & Registration Certificate (in case of a Partnership Firm) / Memorandum and Articles of Association (in case of a Company registered under the Companies Act, 1956 / Registration Certificate (in case of a Co-operative Society)

#### OUR PROFILE

1	Name of the Printer		
2	(i) Address of Registered Office at Kolkata		
	(ii) Telephone No. (with STD code)		
	(iii) FAX No.		
	(iv) E-mail		
	(v) Website details, if any		
3	Address of Printing Press		
4	(i) Address of Office / Branch at Kolkata		
	(ii) Telephone No. (with STD code)		
	(iii) FAX No.		
	(iv) E-mail		
5	No. of years in Business of printing stationery (requirement - at least 5 years)		
6	Description of owned state-of-the art machinery and infrastructure		
7	Annual Turnover in lacs of Rupees for last 3 years (requirement - Rs.1 crore and above for 3 years)	2006 07	
		2005-06	
		2004-05	
8	Name and contact details of at least two customers with whom a single order of Rs.15 lakh or above in a year, during the past three years, is executed.		
9	Ability to print stationery items in bilingual (Bengali & English) format (essential condition).	Yes / No.	
10	Rates quoted shall remain valid for 21 year	Yes / No	
11	Name and address of the Banker (s) of the printer		

Yours faithfully,

Name, designation and seal

Signature of the authorized signatory

## ANNEXURE A

**Note : The objective of attaching the list of various offices is to give an information to the printers about the location of different offices for effecting supply of printed stationery items at the approved rates**

### LIST OF VARIOUS OFFICES

Sl. No.	Name and Address of the Office
1	BALAGERIA CENTRAL COOPERATIVE BANK LTD. P.O. - Contai, District – Purba Medinipur
2	BANKURA DISTRICT CENTRAL COOPERATIVE BANK LTD. Machantala P.O. & District - Bankura - 722101
3	BIRBHUM DISTRICT CENTRAL COOPERATIVE BANK LTD Vivekananda Road, P.O.- Suri , District –Birbhum - 731101
4	BURDWAN CENTRAL COOPERATIVE BANK LTD. G.T.Road, P.O. & District Burdwan - 713101
5	DAKSHIN DINAJPUR DISTRICT CENTRAL COOPERATIVE BANK LTD. Kachari Road, Balurghat, District –Dakshin Dinajpur- 733101
6	DARJEELING DISTRICT CENTRAL COOPERATIVE BANK LTD. Rishi Road, Kalimpong, District –Darjeeling
7	HOOGHLY DISTRICT CENTRAL COOPERATIVE BANK LTD. Netaji Subhas Road, Chinsurah, District – Hooghly- 712101
8	HOWRAH DISTRICT CENTRAL COOPERATIVE BANK LTD. P.O. - Uluberia , District –Howrah
9	JALPAIGURI CENTRAL COOPERATIVE BANK LTD. Temple Street, District –Jalpaiguri - 735101
10	MALDA DISTRICT CENTRAL COOPERATIVE BANK LTD. Sarju Prasad Road, P.O. & District – Malda - 732101
11	MUGBERIA CENTRAL COOPERATIVE BANK LTD. Mugberia, Puraba Medinipur - 721425
12	MURSHIDABAD DISTRICT CENTRAL COOPERATIVE BANK LTD. 47, B.B. Sen Road, P.O. Berhampore , District - Murshidabad
13	NADIA DISTRICT CENTRAL COOPERATIVE BANK LTD. M.M. Ghosh Road, Krishnagar, District - Nadia - 741101
14	PURULIA CENTRAL COOPERATIVE BANK LTD. Ranchi Road, P.O. & District –Purulia - 723101
15	RAIGANJ CENTRAL COOPERATIVE BANK LTD. Ukilpara, Raigunj, District - Uttar Dinajpur
16	TAMLUK GHATAL CENTRAL COOPERATIVE BANK LTD. P.O.- Tamluk, District – Purba Medinipur
17	VIDYASAGAR CENTRAL COOPERATIVE BANK LTD. Chhotobazar, Midnapore, District- Purba Medinipur- 721101
18	THE WEST BENGAL STATE CO-OPERATIVE BANK LTD. Coochbehar Regional Office, Biswa Singha Road, P.O. & District – Coochbehar
19	THE WEST BENGAL STATE CO-OPERATIVE BANK LTD. North 24 Parganas Regional Office, 36, Rishi Bankim Sarani, Barasat, Kolkata – 700 021 (District-North 24 Parganas)
20	THE WEST BENGAL STATE CO-OPERATIVE BANK LTD. South 24 Parganas Regional Office, Diamond Harbaour, District- South 24 Parganas

## ANNEXURE B (i)

### SPECIFICATION OF PRINTED STATIONERY

**List of the Registers, Ledgers and Forms required to be supplied to the Regional Offices of  
The West Bengal State Co-operative Bank Ltd. and Central Co-operative Banks in West Bengal**

<b>Category : Handbook</b>				
	Book to be printed	Paper and other specification	No. of folios/ Pages	No. of copies
1	Handbook on Common Accounting System (including Standard chart of Accounts) and Management Information System for the PACS	1/4 demi size (18.6 k.g. 23"X 36" Deluxe Maplitho paper/ Ballarpur), Side-stitching / pasting, normal Board Binding, side-and-corner with thick Khaki Cambric, and top-and-back with Cloth Rexine	150 pages	5500

<b>Category : Registers &amp; Ledgers</b>				
Sl. No.	Name of the Register / Ledger	Paper specification*	No. of folios/ Pages	No. of copies
1	Savings Account Ledger	1	300 pages	5000
2	Fixed Deposit Ledger	1	200 folios	2500
3	Recurring Deposit Ledger	1	200 folios	2500
4	Special Fixed Deposit/ Re-investment Deposit Ledger	1	200 folios	2500
5	Cash Book	2	300 folios	7000
6	Short Term Loan Ledger - Crop Loan	2	200 folios	7000
7	Sales Register (For non- credit activity)	1	300 pages	5000
8	Stock Register	1	300 pages	5000
9	Day Book	2	300 folios	7000
10	Bank Book	1	100 folios	5000
11	General Ledger	2	300 pages	7000

<b>Category : Loose Sheets, bound in Pads</b>				
Sl. No.	Name of the Loose Sheet	Paper specification*	No. of folios/ Pages per Pad	No. of Pads
1	Trial Balance	3	100	5000
2	Monthly Trading Account	3	100	5000
3	Annual Trading Account	3	25	5000
4	Profit & Loss Account	3	25	5000
5	Profit & Loss Appropriation Account	4	25	5000
6	Balance Sheet	3	25	5000

<b>Category : MIS Reports &amp; Returns</b>				
Annexure No.	Name of the Report / Return	Paper specification*	No. of folios/ pages per Pad	No. of Pads
I	Monthly Membership Coverage Return	4	50	5000
II	Monthly KCC Return, Page- 1	4	50	5000
II	Monthly KCC Return, Page - 2	4	50	5000
III	Crop-wise Loan Disbursement Return,Page - 1	4	50	5000
III	Crop-wise Loan Disbursement Return Page - 2	4	50	5000
IV	Return on Loans issued for crops notified under Crop Insurance Scheme	4	50	5000
V	Medium and Long Term Loan Return	4	50	5000
VI	Demand Collection and Balance Statement (March / June)	4	20	5000
VII	Report on Period-wise Classification of Overdues (March / June)	4	20	5000

<b>Category : MIS Reports &amp; Returns (contd.)</b>				
VIII	Assets Classification and Provisioning Report (Annual)	4	20	5000
IX	Report on Action Taken against Defaulting Borrowers Part – A	4	50	5000
IX	Details of Top 20 Defaulters Part – B	4	50	5000
X	Stock Position – Monthly Statement	4	50	5000
XI	Monthly Cover Statement	4	50	5000
XII	Monthly Deposit Mobilisation Return	4	50	5000
XIII	Monthly Return on Growth in Share Capital	4	50	5000
XIV	Monthly Statement showing Work Position (Part – A)	4	50	5000
XIV	Monthly Statement showing Work Position (Part – B)	4	50	5000
XV	Progress Report – Periodical / Annual Part - A	4	20	5000
XV	Progress Report - Periodical / Annual Part – B	4	20	5000
XV	Performance Indicators Part – C	4	20	5000
XV	Corporate Governance Part – D	4	20	5000
XVI	Statement for Internal Control	4	20	5000
XVII	Periodical / Annual Report – Business Ratios	4	20	5000
<b>* Specification 1 stands for Foolscap size (13.5”X17”) Conquest Paper (14.1 k.g. per Ream of West Coast or Sripur make)</b>				
<b>* Specification 2 stands for 15”X20” Conquest Paper (15.5 k.g. per Ream of West Coast or Sripur make)</b>				
<b>* 3 stands for ½ Demy (11”X18”) (18.6 k.g. / Ream Deluxe Maplitho paper/ Ballarpur)</b>				
<b>*4 stands for ½ Crown Size (15”X10”) (15.5 k.g. / Ream Deluxe Maplitho paper/ Ballarpur)</b>				

**ANNEXURE B (ii)**

**SCHEDULE OF PRINTED STATIONERY**

**List of the Registers, Ledgers and Forms required to be supplied to the Regional Offices of  
The West Bengal State Co-operative Bank Ltd. and Central Co-operative Banks in West Bengal**

Offices/ Quantities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Total
<b>Category : Handbook</b>																					
1*	125	300	250	525	75	75	325	150	100	150	175	325	300	125	150	400	650	150	300	225	4875
<b>Category : Registers &amp; Ledgers</b>																					
1	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
2	100	100	140	260	40	40	240	120	40	60	80	100	240	60	80	240	260	80	120	100	2500
3	100	100	140	260	40	40	240	120	40	60	80	100	240	60	80	240	260	80	120	100	2500
4	100	100	140	260	40	40	240	120	40	60	80	100	240	60	80	240	260	80	120	100	2500
5	235	360	360	760	110	110	560	285	135	185	260	410	510	160	235	635	835	210	385	260	7000
6	235	360	360	760	110	110	560	285	135	185	260	410	510	160	235	635	835	210	385	260	7000
7	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
8	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
9	235	360	360	760	110	110	560	285	135	185	260	410	510	160	235	635	835	210	385	260	7000
10	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
11	235	360	360	760	110	110	560	285	135	185	260	410	510	160	235	635	835	210	385	260	7000
<b>Category : Loose Sheets, bound in Pads</b>																					
1	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
2	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
3	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
4	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
5	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
6	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
<b>Category : MIS Reports &amp; Returns</b>																					
I	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
II	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
III	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
IV	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000

Offices/ Quantities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Total
V	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
VI	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
VII	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
VIII	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
IX	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
X	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
XI	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
XII	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
XIII	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
XIV	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
XV	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
XVI	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000
XVI I	185	185	285	535	85	85	485	235	85	85	185	185	485	135	185	485	535	135	235	185	5000

**\* N.B.:- In addition to 4875 copies of Hand Book to be supplied to 20 offices as per list, 625 copies are to be delivered at the BANK at 24A, Waterloo Street, Kolkata-700 069.**

## **Terms & Conditions for supply of Printed Stationery to the Regional Offices of The West Bengal State Co-operative Bank Ltd. and 17 Central Cooperative Banks of the State**

1. (1) The following eligibility criteria have been prescribed:-  
The bidders should
  - have a registered office at Kolkata ;
  - be in the line of business of printing stationery at least for the last 5 years and must own state-of-the-art machinery with good infrastructure;
  - have annual turnover of Rs.1.00 crore or above for the last three years duly supported by audited Balance Sheet and Profit and Loss Account;
  - have executed orders for printing stationery of Rs.15 lakh or above in a year for a single customer (large corporates / public / private sector/ co-operative institutions), having executed at least two orders in the past three years and should produce documents in support of the same;
  - be able to print and supply the various items of stationery, in bilingual format (Bengali and English) or as advised, to the Regional Offices of The West Bengal State Co-operative Bank Ltd. and 17 Central Co-operative Banks situated all over West Bengal as per
  - be prepared to print and supply the stationery at the accepted rates for one year at least.
2. Tender is invited for quoting your “**Firm Price Per HANDBOOK/ LEDGER / REGISTER/ PAD**” as specified in the quotation of rates per item, inclusive of all taxes, levies and charges, viz., insurance, packing, forwarding, delivery etc. for supply of printed stationery for the Bank for the period from April 1, 2008 to April 30, 2008. In case no tax is mentioned, it will be presumed to be NIL. Any escalation in any tax, duty, levy and charges, viz., insurance, packing, forwarding, delivery etc. during the completion of the job shall be borne by the PRINTER.
3. It may be noted that once the order is accepted, PRINTER shall be bound to execute the assigned work of printing within the period specified and at the rate quoted in the schedule of quantities and no request for increase in rate subsequently nor any excuse, whatsoever including non-availability of paper, for non-execution of the order within the stipulated period, will be entertained. **No advance shall be paid against orders placed.**
4. The material supplied should have standard quality as specified in **Annexure B** by the BANK. Supplies with inferior quality of material will be rejected and no payment will be made for that consignment.
5. Print proof of the material to be supplied has to be sent by fax /e- mail for approval to the BANK placing the order and the PRINTER shall subsequently carry out printing after getting approval of the concerned office/department.
6. The successful bidder has to make arrangements for proper labeling, packing and delivery of the material to all the offices, particularly described in Annexure A.
7. **Time is of essence in the contract.** The successful bidder may note the following :
  - The successful bidder should be prepared to take up the job within seven days from the date of assignment.
  - The proof of the print material should be made available within two days. The proofs will be approved by the Bank.
  - The supply of the material finished in all respects should be delivered within 15 (fifteen) days from the date of approval of the proof.
  - In case the successful bidder fails to deliver print materials within the time stipulated or any further extended period as may be allowed by the BANK, liquidated damages for the delay applied at the rate of 2 per cent for ten days and 3 per cent for every twenty days thereafter, on the amount of the order, will be levied and recovered.
  - In case of failure / delay in supply fully or partially, the BANK is at liberty to get the same printed through other sources at its sole discretion and the difference in cost, if any, will be recoverable from defaulting party.
  - The BANK reserves its right to terminate the contract at any time during the tenure of the contract in case any discrepancy is found in regard to supply and quality of material. No termination charges will be payable by the BANK in the event of termination of the contract.
8. If it is found after the delivery of printed stationery, that the material supplied/used for the printing or the printing does not conform to the specifications / quality stipulated, such supply will be rejected with no liability to the BANK.
9. Before commencement of the contract, the PRINTER shall have to procure and furnish one time “Performance Bank Guarantee” for Rs.6.00 lacs for the proper execution of the order to be kept valid during the contracted period of 1 year and upon furnishing of such Performance Bank Guarantee only, the Earnest Money Deposit (EMD) of @ 2% of the tender value furnished by the successful bidder shall be refunded. No interest will be paid on EMD. The EMD amount deposited by the unsuccessful bidders will be refunded to them without any interest.

10. The BANK does not bind itself to accept the lowest or any quotation and reserves to itself the right to reject any or all the quotations without assigning any reason for doing so and the decision of the BANK in this regard will be final.
11. The **Commercial Bid (Part II) - Quotation of Rates per item** should contain only the rates and also the total value of each item of work entered in the "Total Amount" column and all the entries should be totalled up to show the aggregate value of the entire quotation taking into consideration all the conditions as mentioned. The price quoted in **Part II** will be binding on the successful bidder.
12. Immediately on receipt of written acceptance of the quotation from the BANK, it will constitute a binding contract between the BANK and the successful bidder.
13. This contract being an item rate contract, the amount of each order to be paid by the concerned Office will be based on the item rates quoted in **Part II** and will become payable on delivery of the printed stationery items as per specifications, received along with the bill therefor.

**14. Mode of Payment**

Payment shall be made by the West Bengal Regional Office of the National Bank for Agriculture & Rural Development (NABARD), 6, Royd Street, Kolkata - 700 016, based on the receipt of stationery by various offices, as per specifications along with the bill therefor within 30 days. Government taxes such as I.T. , IT Surcharge, Service Tax, Education Cess and any other stationery tax as per the Government rules shall be deducted at source from the bill amount.

15. All matters of dispute arising during execution of this agreement shall be referred to the Registrar of Co-operative Societies, New Secretariat Buildings, 4<sup>th</sup> floor, 1, K.S. Roy Road, Kolkata - 700001. All disputes arising out or in any way connected with this contract shall be deemed to have arisen at Kolkata and only the Arbitrator/ Arbitrators appointed by the Registrar of Co-operative Societies, West Bengal shall have the jurisdiction to determine the same.
16. **Tendering process :**
  - o Sealed quotations in duplicate, in two parts [**Part I - Technical Bid and Part II Commercial Bid**] shall be addressed to Sri M.A. Quraishi, Managing Director, The West Bengal State Co-operative Bank Ltd., 24A, Waterloo Street, Kolkata - 700 069 and superscribed, "**Bid for Supply of Printed Stationery - CAS / MIS for PACS**", and sent so as to reach him not later than 16.00 hours on March, 05, 2008 along with an **Earnest Money Deposit (EMD)** at the rate of 2% (two per cent) of **Bid Money** in the prescribed form. No interest will be paid on EMD. The Part I and Part II of the quotations shall be sealed in separate envelops. The Part-I of the quotation should contain the technical bid for supply of the printed stationery, as per specifications, and the Part - II should contain only the commercial and price bid without any conditions.
  - o Part - II of the quotations of only those bidders who qualify with respect to Part I bid, will be opened subsequently the date of which will be intimated to the qualified Tenderers.
  - o The successful bidder should note that the quotation is on item - rate basis and rate quoted for each item shall be self-supporting and sufficient to carry out each item of work in the schedule of quantities considering the different items and activities involved with their specification stipulated in the quotation and as per specifications given by the BANK. The bidder shall clearly understand the scope of work and items to be carried out before quoting.
  - o The bidder must obtain for himself at his own responsibility and expense all the information which may be necessary for the purpose of quoting and for entering into a contract and must go through the specimen of the stationery, places for supply of stationery, quality of paper, nature of the work and all matters pertaining thereto.
  - o All entries including the figures in the bid document must be filled in English without any blank entries. If any document is missing or unsigned the quotation will be considered invalid.
  - o Each page / sheet of the bid document has to be signed by the authorized signatory of the bidder with date and rubber stamp before submitting the bid in token of his / their having acquainted himself/themselves with the terms and conditions, specifications, schedule of quantities etc. as laid down. Any bid with any of such documents not signed will be summarily rejected.
  - o All erasures and alterations made while filling the quotation must be attested by initials of the bidder. Overwriting of figure will render the quotation invalid. No advice of any change in rate or conditions after the opening of the quotation will be entertained under any circumstances.
  - o The successful bidder shall arrange to get all the samples of stationery items/soft copy versions of the same, as approved, from the BANK.
  - o Tender with counter/additional conditions shall not be entertained.
  - o The Bidder should have all required permits & licenses for the printing activity. A copy of registration certificate issued by competent authority is required to be submitted along with the quotation.

I / We hereby declare that I / We have read and understood the above general conditions and accept the same and the same shall remain binding upon me/us in case the work is entrusted to me / us.

Place : Signature of PRINTER  
with the seal of their Company

Date :

THE WEST BENGAL STATE CO-OPERATIVE BANK LTD,  
24A, WATERLOO STREET  
KOLKATA - 700069

[ COMMERCIAL BID ]

**PART - II**

**TENDER FOR SUPPLY OF PRINTED STATIONERY FOR SUPPLY OF PRINTED STATIONERY FOR  
COMMON ACCOUNTING SYSTEM (CAS) AND MANAGEMENT INFORMATION SYSTEM (MIS) FOR  
PRIMARY AGRICULTURAL CO-OPERATIVE SOCIETIES (PACS) IN WEST BENGAL**

Issued to : M/s \_\_\_\_\_

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Last date of submission  
of Bid : March 05, 2008 (Wednesday)

**TENDER FOR  
SUPPLY OF PRINTED STATIONERY FOR COMMON ACCOUNTING SYSTEM (CAS) AND  
MANAGEMENT INFORMATION SYSTEM (MIS) FOR PRIMARY AGRICULTURAL  
COOPERATIVE SOCIETIES (PACS) IN WEST BENGAL**

List of the Registers, Ledgers and Forms required to be supplied to the Regional Offices of  
The West Bengal State Co-operative Bank Ltd. and Central Co-operative Banks in West Bengal

<b>Category : Handbook</b>						
Sl. No.	Book to be printed	Paper and other specification	No. of folios/ Pages	No. of copies	Rate (Rs.) per Copy	Total Price (Rupees)
1	Handbook on Common Accounting System (including Standard chart of Accounts) and Management Information System for the PACS	1/4 demi size (18.6 k.g. 23"X 36" Deluxe Maplitho paper/ Ballarpur), Side-stitching / pasting, normal Board Binding, side-and-corner with thick Khaki Cambric, and top-and-back with Cloth Rexine	150 pages	5500		
<b>Category : Registers &amp; Ledgers</b>						
Sl. No.	Name of the Register / Ledger	Paper specification*	No. of folios/ Pages	No. of copies	Rate (Rs.) per Copy	Total Price (Rupees)
1	Savings Account Ledger	1	300 pages	5000		
2	Fixed Deposit Ledger	1	200 folios	2500		
3	Recurring Deposit Ledger	1	200 folios	2500		
4	Special Fixed Deposit/ Re-investment Deposit Ledger	1	200 folios	2500		
5	Cash Book	2	300 folios	7000		
6	Short Term Loan Ledger - Crop Loan	2	200 folios	7000		
7	Sales Register (For non- credit activity)	1	300 pages	5000		
8	Stock Register	1	300 pages	5000		
9	Day Book	2	300 folios	7000		
10	Bank Book	1	100 folios	5000		
11	General Ledger	2	300 pages	7000		

<b>Category : Loose Sheets, bound in Pads</b>						
Sl. No.	Name of the Loose Sheet	Paper specification*	No. of folios/ Pages per Pad	No. of Pads	Rate (Rs.) per Pad	Total Price (Rupees)
1	Trial Balance	3	100	5000		
2	Monthly Trading Account	3	100	5000		
3	Annual Trading Account	3	25	5000		
4	Profit & Loss Account	3	25	5000		
5	Profit & Loss Appropriation Account	4	25	5000		
6	Balance Sheet	3	25	5000		

**Category : MIS Reports & Returns**

Sl. No.	Name of the Report / Return	Paper specification*	No. of folios/ pages per Pad	No. of Pads	Rate (Rs.) per Pad	Total Price (Rupees)
I	Monthly Membership Coverage Return	4	50	5000		
II	Monthly KCC Return, Page- 1	4	50	5000		
II	Monthly KCC Return, Page – 2	4	50	5000		
III	Crop-wise Loan Disbursement Return,Page – 1	4	50	5000		
III	Crop-wise Loan Disbursement Return Page – 2	4	50	5000		
IV	Return on Loans issued for crops notified under Crop Insurance Scheme	4	50	5000		
V	Medium and Long Term Loan Return	4	50	5000		
VI	Demand Collection and Balance Statement (March / June)	4	20	5000		
VII	Report on Period-wise Classification of Overdues (March / June)	4	20	5000		
VIII	Assets Classification and Provisioning Report (Annual)	4	20	5000		
IX	Report on Action Taken against Defaulting Borrowers Part – A	4	50	5000		
IX	Details of Top 20 Defaulters Part – B	4	50	5000		
X	Stock Position – Monthly Statement	4	50	5000		
XI	Monthly Cover Statement	4	50	5000		
XII	Monthly Deposit Mobilisation Return	4	50	5000		
XIII	Monthly Return on Growth in Share Capital	4	50	5000		
XIV	Monthly Statement showing Work Position (Part – A)	4	50	5000		
XIV	Monthly Statement showing Work Position (Part – B)	4	50	5000		
XV	Progress Report – Periodical / Annual Part - A	4	20	5000		
XV	Progress Report - Periodical / Annual Part – B	4	20	5000		
XV	Performance Indicators Part – C	4	20	5000		
XV	Corporate Governance Part – D	4	20	5000		
XVI	Statement for Internal Control	4	20	5000		
XVII	Periodical / Annual Report – Business Ratios	4	20	5000		
<b>GRAND TOTAL OF BID MONEY (IN FIGURE AND WORDS)</b>						

* Specification 1 stands for Foolscap size (13.5”X17”) Conquest Paper (14.1 k.g. per Ream of West Coast or Sripur make)
* Specification 2 stands for 15”X20” Conquest Paper (15.5 k.g. per Ream of West Coast or Sripur make)
* 3 stands for ½ Demy (11”X18”) (18.6 k.g. / Ream Deluxe Maplitho paper/ Ballarpur)
*4 stands for ½ Crown Size (15”X10”) (15.5 k.g. / Ream Deluxe Maplitho paper/ Ballarpur)

**NOTE**

- (I) Approximate quantities of different items to be supplied to various offices are indicated in ANNEXURE B(ii)  
 (II) Specimen of papers and binding quality to be used should be submitted along with the Bid.

Place :

Signature of PRINTER  
with the seal of their Company

Date :