



BALAGERIA CENTRAL CO-OPERATIVE BANK LTD.

Head Office : Contai, At & P.O: Contai, Dist: Purba Medinipur, West Bengal

Email : ho@balageriaccb.bank.in, Ph No:03220-254421 , FAX: 03220-254420

Ref. No.- / H.O

Date.: 06.04.2026

Tender Document for Printing of Bank Passbooks

1. Introduction

Balageria Central Co-Operative Bank Ltd. invites sealed tenders from eligible and experienced vendors for the printing and supply of passbooks for its branches. The passbooks must meet the specifications outlined below and be delivered within the stipulated timeframe.

2. Scope of Work

- Printing and supply of 10,000 numbers of passbooks.
- Passbooks must be compatible with Epson PLQ-20, PLQ-30 & PLQ-50 Printer
- Quality of paper, binding, and printing must adhere to the specifications provided.
- Delivery to designated branches/central stores within 15 days of purchase order.

3. Technical Specifications

- Size: [e.g., 200 mm x 100 mm]
- Paper Quality: 80 GSM white ledger paper
- Pages: Minimum 40 pages (expandable as required)
- Printing: Bank logo, Branch details, and security features (watermark, micro-text, etc.)
- Binding: Durable stitching/binding with cover page of 220 GSM art paper laminated
- Security Features: UV printing, invisible ink, or other anti-counterfeit measures as specified by the bank

4. Submission of Tender

- Tender documents must be submitted in two parts:
 - **Technical Bid:** Company profile, eligibility documents, samples of passbooks, compliance with specifications.
 - **Financial Bid:** Quotation per unit, taxes, and total cost.
- Sealed envelopes must be clearly marked "Tender for Printing of Passbooks" and submitted to Balageria Central Co-Operative Bank Ltd. Head Office, Saraswatitala, Contai, West Bengal-721401 by **22.04.2026 before 5:30 P.M.**

5. Terms & Conditions

- The bank reserves the right to reject any or all tenders without assigning reasons.
- Payment will be made after successful delivery and quality verification.
- Delay in delivery will attract penalties as per bank policy.
- The contract may be terminated if quality standards are not met.

6. Contact Information

For queries, please contact:

Dillip Kumar Behera,

Asstt. Manager,

Cell: 6295871199

Email: it@balageriaccb.bank.in

Sd/-

Asstt. General Manager
Balageria C.C.Bank Ltd.