



**રાજકોટ નાગરિક સહકારી બેંક લિ.**

**(મલ્ટી-સ્ટેટ રેક્યુલ્ડ બેંક)**

**Tender No.: RNSB-STAT/2025-26/07-01**

**Tender Document For**

**PURCHASE OF**

**OFFICE AND COMPUTER STATIONERY ITEMS**

**RAJKOT NAGARIK SAHAKARI BANK LTD.**

**Stationery Department**

**3<sup>rd</sup> Floor, Nagarik Bhavan No.1,**

**Parabazar, Dhebarbhai Road, Rajkot – 360001**

**Tel: +91- 0281 – 2233767 (Ext.137)**

**E-Mail: [stationery@rnsbindia.com](mailto:stationery@rnsbindia.com)**

**Website: WWW.RNSBINDIA.COM**



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## Tender Notice

### TENDER FOR - PURCHASE OF OFFICE AND COMPUTER STATIONERY ITEMS ON YEARLY BASIS

1	Sealed Envelope Containing Complete Tender Document Should Be Super Scribed	<b>"TENDER FOR OFFICE AND COMPUTER STATIONERY"</b>
2	Sealed Envelope be Addressed To	The Purchase Manager Rajkot Nagarik Sahakari Bank Ltd. Stationery Department 3rd Floor, Nagarik Bhavan No.1, Parabazar, Dhebarbhai Road, Rajkot – 360001 Tel: +91-0281-2233767 (Ext.137)
3	Tender Submission Period	From Dt.25/07/2025 11:00 A.M. To Dt.04/08/2025 04:00 P.M.
4	Tender Opening Date & Time	06/08/2025 11:00 A.M.
5	Tender Estimated Size	₹ 20,00,000/- Approx.
6	Tender Fee (Non-refundable)	Demand Draft with 3 months validity ₹ 500/- In favour Of <b>"RAJKOT NAGARIK SAHAKARI BANK LTD."</b> Payable at Rajkot (Gujarat).
7	Earnest Money Deposit	Demand Draft with 3 months validity ₹. 20,000/- In favour of <b>"RAJKOT NAGARIK SAHAKARI BANK LTD."</b> payable at Rajkot (Gujarat).
8	Period for Supply	To be supplied as and when required by Bank ; Order will be placed accordingly.
9	Tender validity period	15 Months
10	Validity of Rates quoted	Minimum period of 15 months.



## Particulars of Tender

Sr.No.	PARTICULARS	REQUIRED BOX (1 BOX = 10 REAM)
1	A4 - JK RED 75 GSM	464
2	FS - JK RED 75 GSM	66
3	A4 - JK GREEN 70 GSM	290
4	FS - JK GREEN 70 GSM	47
	<b>TOTAL</b>	<b>867</b>



# રાજકોટ નાગરિક સહકારી બેંક લિ.

(મલ્ટી-સ્ટેટ રોકયુલ્ડ બેંક)

## Annexure - A

Locations				
Branch/Dept Name	FS RED	A4 RED	FS GREEN	A4 GREEN
Rajkot Branches	3.5	166.5	24	82
Rajkot Departments	11.7	94.3	3.6	112
Out Station Branches	50.8	203.2	19.4	96
<b>TOTAL</b>	<b>66</b>	<b>464</b>	<b>47</b>	<b>290</b>

Out Station Branches				
Branch Name	FS RED	A4 RED	FS GREEN	A4 GREEN
Wankaner		3		13
Jetpur			0.2	25
Dhoraji	10	20	10	10
Upleta	1	15		6
Morvi	10	30	2	
Padadhari		10		
Jasdan		20		5
Ahemdabad	2	10		
Bhuj		5		5
Surendranagar	0.6	1.2	1	
Surat - Ring road		2		18
Kalbadevi (Mumbai)		2	1	
Junagadh	5	30	1	
Gandhidham		10		
Jamnagar	2	15		
Halvad				5
Baroda		6		1
Ghatkopar (Mumbai)	0.2	3	0.2	
Bapunagar	6			
Gandhinagar		10		
Surat Varachha Rd		5	1	8
Malad (Mumbai)		6	1	
Nagpur	2		1	
Bhavnagar	12		1	
<b>Sub - Total</b>	<b>50.8</b>	<b>203.2</b>	<b>19.4</b>	<b>96</b>

### Note :

Complete delivery details & address of Branches/Departments will be provided with order confirmation.

Rajkot Branches				
Branch Name	FS RED	A4 RED	FS GREEN	A4 GREEN
Parabazar		35		10
Udyognagar	2	40		
SVP road		2	1	7
Junction plot		10		6
Bedipara		0.5	20	
Yagnik Rd		10		10
Sorathiyawadi		30	1	
Mavdi Plot		8	1	8
Bhupendra Rd		6	1	
Kalawad Rd		15		3
Raiya Rd				20
150 ft Ring Rd	0.5	6		15
Kothariya Rd	1	4		3
<b>Sub - Total</b>	<b>3.5</b>	<b>166.5</b>	<b>24</b>	<b>82</b>

Rajkot Departments				
Dept. Name	FS RED	A4 RED	FS GREEN	A4 GREEN
Audit		10		
Sabhasad Seva				1
CBS		10		10
Account	10	14		8
CTS		15		15
Training		1		
Stationery	0.7	1.3	0.6	1
Demat	1	10	1	10
Loan Dept				7
Recovery Dept			2	30
Estate		5		
GM Secretary		1		
Chairman Sect.		1		
Compliance		0.5		
HR dept		2		18
Banking Dept		10		
Secretary		6		
Treasury				4
Risk Management		0.5		
Car Loan Vertical		7		8
<b>Sub - Total</b>	<b>11.7</b>	<b>94.3</b>	<b>3.6</b>	<b>112</b>



## Bidders Terms & Conditions

- Each and every item, should be quoted (Inc. Freight) separately item wise excluding all taxes.
- No Enhanced rate will be permissible for any reason whatsoever.
- Delivery of goods shall have to be made within 30 days of receiving order and time is the ESSENCE of the contract, the obligation of which must be given in writing.
- Delivery will be rejected if supplied items are not in accordance with aforesaid requirements of the bank.
- Delivery should be given at the cost of the supplier at any of Branches (on respective floor) and stationery department (3<sup>rd</sup> Floor) Parabazar, Rajkot, as may be indicated by the Bank at the predetermined time and date. The Bidder shall be liable to pay any damages at that delivery place at the time of delivery.
- The Bank will not be responsible for any accident/Injury/Damages/Dearth of a person
- If Tender is approved and final order is placed, Supplier shall have to accept the same failing in which not only forfeit Earnest Money and / or 5 % penalty shall deducted but also suitable legal action may be resorted to for costs and consequences, for which the supplier shall be held responsible. Action will be taken to blacklist the supplier.
- Payment shall be made within 07 working days, TDS will be deducted if applicable, post completion of the order subject to presentment of invoice along with delivery chalan.
- Supplier shall have to supply full quantity of the order placed and **No advance / part payment will be made** under any circumstances for part supply made by him.
- Tender Fee of ₹ 500/- and Earnest Money Deposit (EMD) of ₹ 20,000/- shall be deposited in the form of Demand Draft on any bank payable at Rajkot with tender submitted. Earnest money will not earn any interest.
- The Earnest Money Deposit of successful bidder/bidders deposited with the bank shall be returned after 1 month of materials supply.
- Request for extension of any date for any submissions shall not be entertained beyond the stipulated date and time..
- Rajkot Nagarik Sahakari Bank reserves the absolute right to amend the details to be tendered, accept, reject, cancel and split any Tender as deemed fit and proper without assigning any reason whatsoever for rejection or splitting of the Tender.
- The Tender, with Illegible writing/cutting/correction/overwriting or Incomplete and Conditional will be liable for rejection.



- The bidder shall keep confidential all the information relating to Bank's business that comes in to its possession as a result of or in connection with its work under this work.
- In case of breach of terms/conditions the bank in sole discretion shall rescind the contract and actions like forfeiture of EMD/Security Deposit and delisting of name of printer from the panel of the bank shall also be taken. If recoverable amount exceeds security money, the whole amount will/can be recovered from pending bills.
- All legal matters are subject to Rajkot jurisdiction.

I /We have read the terms and conditions in this regard and I/We accept the same unconditionally.

(Signature of the Tenderer)  
with Seal



## Schedule 1: Bidders Detail

1	Name of the Unit:	
2	Registered address & Contact details : (Please furnish address of all units)	
3	Turnover and profit of the company during last two years: (Submit copy of audited Balance Sheet for year 2022-23, 2023-24)	
4	Tax paid details of last three years	
5	License copy of Concern authority.	
6	PAN No.  GST No.	
7	Client list to whome printing & stationery supplied of ₹ 5.00 Lacs and above	
8	Tender Fee (Non-refundable)	Demand Draft with 3 months validity ₹ 500/- In favour Of " <b>RAJKOT NAGARIK SAHAKARI BANK LTD.</b> " Payable At Rajkot (Gujarat).
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10	Period for Supply	Within 30 Days from Order Placed
11	Tender validity period	15 Months
12	Validity of Rates quoted	Minimum period of 15 months.





## Schedule 2 : Format to submit financial bid (Rate for listed items/Stationery)

Sr. No.	PARTICULARS	REQUIRED BOX (1 BOX = 10 REAM)	Please quote amount Items wise (Per Box) Rupees Excluding GST but Including freight
1	A4 - JK RED 75 GSM	464	
2	FS - JK RED 75 GSM	66	
3	A4 - JK GREEN 70 GSM	290	
4	FS - JK GREEN 70 GSM	47	
	<b>TOTAL</b>	<b>867</b>	

### Note:

Please provide sample of papers along with tender for Quality check.  
Please sign in full with stamp of Firm/seal of Company on all pages.