



बैंक कार्यालय / Corporate Office
No.69, 9th Main Road,
Jayanagar 3rd Block,
बैंगलूर / BANGALORE - 560 009

कार्ड सेंटर, क्रेडिट कार्ड कक्ष / CARD CENTRE, CREDIT CARD CELL

Ref. No.12/2915/CC/CCC/F-512/MVS

Date: 27.01.2012

Subject: Quotations for Pre-printed Credit Card Billing Statements & Window Envelopes.

We invite Sealed Quotations for supply of Pre-printed billing statements and Window Envelopes as per the specifications given here below and sample enclosed. The requirement of the Bank will be approximately 3.5 lakh(Three lacs fifty thousand) sets of Billing Statements & Envelopes for the next one year. There shall be separate quotes for the Billing Statements and the envelopes.

The sealed quotations superscribing “**Quotations for Pre-printed Billing Statements and Window Envelopes**” and addressed to Sri K Divakaran , Asst. General Manager should be put in the Tender box kept in the Bank’s Card Centre at SyndicateBank, Corporate Office, No.69 1st Floor, 9th Main 3rd Block Jayanagar Bangalore, -560011 on or before **1400 hrs on Tuesday, 14th February , 2012**. In case the covers are too bulky, they may be handed over to **Mr. K Divakaran, Asst. General Manager or Mr. J Balachander, Chief Manager or Mr. M V S Bhaskar, Senior Manager (IT)** at the aforesaid address against acknowledgement. Any quotation received by the Bank after the deadline for submission mentioned above will be rejected.

The Sealed Quotations will be opened at 3.00 PM on Tuesday, the 14th February 2012 at the Bank’s Card Centre at SyndicateBank, Corporate Office, No 69, 1st Floor, Jayanagar 3rd Block, Bangalore-560011 in the presence of the Tender Opening Committee of the Bank. All the vendors who have submitted the quotations and representatives of Trade are welcome to be present and participate on the date and time of opening the quotations.

Please note that this is not an offer for supply of Billing Statements and Window Envelopes and the Bank reserves the right to accept or reject the offer without assigning any reason, what so ever.

The specifications and terms for supply of Pre-printed Billing Statements and Window envelopes are furnished in Annexure.

Yours faithfully,

Deputy General Manager

ANNEXURE

SI	Description	Specification
1	BILLING STATEMENTS	Pre-Printed Billing Statement as per design and text approved on 80 gsm Maplitho paper in 4+1 colour printing of A4 size on both sides with cut to size finish.
2	WINDOW ENVELOPE	Billing Statement Envelope (window type) as per design and text approved on 90gsm Maplitho paper in 4 colour of size 10" x 13" (open size) punched, window film and strip gumming for the flap
3	DESIGN, LAYOUT & QUALITY	<ul style="list-style-type: none"> □ The design of the pre-printed Billing Statement and the Envelope will be strictly as per the artwork & colour approved □ The Bank is at liberty to change the text/design both for Billing Statement and the Envelopes at the time of issuing initial purchase order and also while placing repeat orders.
4	SAMPLES	Sample pre-printed Billing Statement and Envelopes shall be submitted within 7 days of issue of Purchase Order/ Repeat Order, for approval of design adoption, colour management, correctness of text and lay out
5	TAXES & LEVIES	The price to be quoted should be inclusive of all taxes, freight and charges for delivery of stationery.
6	VALIDITY	The quoted price shall be valid for atleast for one year from the date of issuing the initial Purchase order
7	DELIVERY	The Billing Statements and Envelopes shall be delivered at Chennai
8	SUPPLY	<ul style="list-style-type: none"> a. The initial order will be for 25,000 sets of Pre-printed Billing Statements and corresponding Envelopes or more. b. The Bank may place the repeat order for supply on a periodical basis depending upon requirement with a minimum quantity of 25,000 and upon satisfactory performance of first order at the same rates.
9	INSURANCE	The vendor should undertake, at their own cost, transit insurance for the goods supplied till the same are delivered at the final destination..
10	WARRANTY	The vendor should warrant against any manufacturing defects/ shortcoming in the quality of paper, printing, gumming etc. and should replace such defective Billing Statements / Envelopes immediately at no extra cost to the Bank.
11	CLIENTS OF THE VENDOR	The vendor shall provide the list of the Banks / Financial Institutions to whom supplies of similar stationery have been made by them in the past two years. Out of these, atleast 2 supplies should be equivalent on higher valued order
12	PAYMENTS	On supply of pre-printed Billing Statements and Envelopes and upon submission of invoice with proof of satisfactory delivery.