



**UCO BANK**  
**FINANCE DEPARTMENT: HEAD OFFICE**

**TENDER NOTICE**

**31.12.2019**

**SHORT TENDER NOTICE FOR PRINTING OF NOTICE OF  
EXTRAORDINARY GENERAL MEETING**

Our Bank intends to select a printer for preparation of around 1.5 lacs copies of notice of Extra Ordinary General Meeting of the shareholders of our Bank .We invite sealed quotations for printing of around 1.5 lac copies as per the specifications mentioned below:

**Specification:**

Description of the job	Printing of Booklet containing notice of Extra Ordinary General Meeting of shareholders
Size	7.25" X 10.5"
Page Count	16 pages ( Self cover)
Printing	16 pages Text B/W printing – Single colour
Quantity	Approximately 1,50,000 copies (actual quantity will be intimated while placing the order)
Paper	75 GSM White Printing Paper
Binding	Saddle stitched
Delivery	Booklets shall be delivered to the Courier Agencies in Kolkata as per our specification within 3 days from the date of final approval.

Quotations shall be submitted on the basis of "Cost per booklet". The actual cost per booklet would be on pro-rata basis depending on increase or decrease in the no. of pages. The rate should be inclusive of all costs like cost of paper, layout, GST and carrying cost to the Courier Agencies situated in Kolkata.

The application shall consist of Commercial Bid and Financial Bid. The commercial bid and financial bids shall be submitted in separate sealed covers. The financial bids of the printers who were qualified in commercial bids will only be entertained. The format for commercial bid and financial bids are given below:

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UCO Bank, Finance Department, Head Office, 3<sup>rd</sup> Floor, 02, India Exchange Place, Kolkata – 700 001  
Phone:: 44557227, 44557221 Fax: 033 22485625 E-mail: [hosgr.calcutta@ucobank.co.in](mailto:hosgr.calcutta@ucobank.co.in)



**Format for Commercial Bid:**


Sl.No.	Items	
1.	Name, Address and year of establishment of the company	
2.	Telephone No., Fax No., E-mail address	
3.	Past experience with special reference to printing of Bank's Annual Report/Notices of Extraordinary General Meeting	
4.	Details of printing facilities with reference to web offset printing facilities etc.	
5.	Description of the job	
6.	No. of days required to deliver the ordered quantity.	
7.	Enclosures	
8.	Any other point	

**Format for Financial Bid:**

Sl.No.	Items	
1.	Break up of unit cost : a. Paper Cost b. Printing Cost c. Other Costs (Please specify)	
2.	Total Cost per Unit (1a+1b+1c)	

Quotations comprises of Commercial Bid and Financial Bid shall be submitted in sealed cover addressed to the Company Secretary, UCO Bank, Finance Department, Head Office, 2, India Exchange Place, 3<sup>rd</sup> Floor, Kolkata – 700 001. Quotation must be accompanied by Earnest Money of Rs.50,000/- by way of pay order/demand draft payable on any scheduled commercial banks in Kolkata and drawn in favour of "UCO Bank A/c. Earnest Money towards EGM notice". The above cover shall be delivered to the addressee on or before 7<sup>th</sup> January, 2020 by 4 p.m. The quotation received after the scheduled time will be marked late and may not be taken into account for assessment.

The above process is only to select the printer. The Bank reserves the right to cancel the entire process in the event Bank drops the plan of convening EGM.

  
(Ram Kumar)  
General Manager  
Finance



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