



## Annexure – III

### TERMS and CONDITIONS

1. Your rates quoted should be valid for at least 6 months from the due date specified, that is, 01/04/2018
2. Once your rates as quoted in your bid as per the aforesaid tender is accepted, you will be bound to execute the printing orders, so placed with you, within the specified period and no request for increase in rate(s) subsequently nor any excuse for non-execution of the printing order on account of non-availability of paper and/or any other reason(s) will be entertained.
3. The rates may be quoted per set of document along with total cost of printing of each item.
4. If after receipt of delivery of the printed item(s), it is found that the printing(s) has/have not been done as per approved specification(s)/quality stipulated and/or are not to our satisfaction, the supplied by you of the said printed items shall be rejected at your cost.
5. In case of failure/delay in supply or partiality, the Bank shall be at liberty to get the same items of stationery printed through other source(s) at its sole discretion.
6. Printed stationery must be properly labeled and packed accordingly to our usual requirement and be delivered as per our instruction.
7. The Bank may not necessarily accept the lowest tender and decision of the Bank in this regard will be final.
8. Printer(s) who do/does not affect deliver the printed items (as mentioned in this letter) according to the delivery schedule will be liable to all damages/detriment for loss/losses to the Bank and in case even after warning, he/they continue to be late in delivery, he/they may be disqualified for further inquiry entrustment of the work.
9. The Bank shall be entitled to split up the order(s) for printing (as mentioned in this letter) and the tender shall be deemed as to have been accepted only for printing as may be ordered from time to time by placing separate order(s).
10. Delivery must be completed within 15 days from the date of printing order.
11. No advance is admissible for the execution of printing order(s).
12. The Bank reserves the right to reject any/all tender(s), without assigning any reason(s) therefor.



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13. The Bank reserves the right to award the printing order item-wise to one or more printer(s) based on the tender submitted under this invitation.
14. Delivery of the printed items will have to be made at the address as mentioned at paragraph no. 2 of this letter. If the printer(s) wish/wishes to charge the cost of delivery from the Bank he/they should mention the same in his/their bid separately which will be considered for working out the total cost of printing of the said items of stationery.



  
( R.N.SINHA )  
( CHIEF MANAGER, PLANN )

