



THE KANGRA CO-OPERATIVE BANK LTD.

C-29, Community Centre, Pankha Road, Janakpuri, New Delhi - 110058

Ph. : 011-25500800, 25515969, 25525565

e-mail : md@kangrabank.com Website : www.kangrabank.com

Ref No KCB/2026-27/213

23/07/2026

Subject: Invitation of bid/Quotations for Dispatch of Bank Annual Report through Courier for the FY-2025-26

Dear Sir

Bank intends to dispatch Annual Reports to its members preferably on or before 21/08/2026. Detail of dispatch materials is given below.

Description	Qty	Size	Area to be covered	Weight Approx
Agenda notice for AGM & Annual Report - NCR) below 50- gms.	44000 app.	7" x 9.5"	NCR (Delhi & Adjoining area	

NOTE : Charges relating to packing of booklets into envelope and labeling has to be included in quotation. Bank bills provide soft copy of the list of members for address detail, which has to returned/destroyed after use.

Other terms & Conditions: -----

1. Selected vendor has to complete the work of dispatching booklets within SEVEN days from date of awarding order / P.O.
- 2) No advance payment will be made.
- 3) Pick up of material /mails will be done by your company as per instructions given by H.O.at Janakpuri.
- 4) Undistributed material with reasons responsible for non-delivery be submitted on or before 31-08-2026 positively.
- 5) Payment will be released within 10 days after completion of work.



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6) Company should not be loss making.

Following documents are to be enclosed in a separate envelope for technical / eligibility evaluation and envelop should be marked as "Technical / Eligibility Evaluation".

1) Company should be registered with Registrar of Companies, Delhi & Haryana.

2) Copy of GST registration.

3) Copy of Memorandum of Association

4) List of Directors

5) Profile of the Company with Clients / customer details

6) Copy of Balance Sheet and Profit & Loss A/c of last 3 years.

7) Any Other certificate from rating companies like ISO 9001 etc.

If your company fulfil the requirements as stated above and is interested in the job as described above, send your most competitive rates in a separate sealed envelop marked "Quotation For Dispatch work – Annual Report" to mailing address given below latest by Saturday dated 01.08.2026 before 5.00 P.M.. Sealed bids/ quotations can be delivered in person.

7) Sealed bids/ quotations received will be opened on Thursday dated 03-08-26 at 4.00 pm In the presence of PPR committee members of the bank. Vendor or his authorized person can also take part in bids/ quotation opening at same address as given below.

8). The Bank is not bound to accept the lowest or any other tender and reserves the right to accept a tender in whole or in part or to negotiate any offer or to reject any or all tenders in part or in full without assigning any reason thereof. Bank reserves its right to split the order into more than one vendor.

9). Any dispute, controversy or claim arising out of or relating to this agreement, or the breach, termination, or invalidity thereof, which cannot be amicably settled between the parties shall be settled by arbitration, in accordance with the arbitration and conciliation act, 1996 (act no. 26 of 1996) as amended from time to time. There shall be one (1) arbitrator and he shall be appointed by the bank. The place of arbitration shall be New Delhi and the language to be used in the arbitration proceedings shall be English. THE CONTRACT SHALL BE GOVERNED BY THE LAW OF THE GOVERNMENT OF INDIA.

All disputes would be subjected to the Delhi/New Delhi jurisdiction only.

Note: Successful vendor has to deposit Rs 20,000/- as Security amount which will be refunded after the successful completion of the work on request.



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Quotation of only eligible companies will be opened. Therefore separate envelops should be used for quotations and other enclosures. A separate envelop should be used to carry the two envelops and it should be sent/delivered in person/courier to

PRADEEP KUMAR SHARMA

AGM

Kangra Cooperative Bank Ltd

C-29, Community Centre

Pankha Road, Janakpuri

New Delhi 110058

Mob 9891149732

Thanking You

Yours Faithfully

PRADEEP KUMAR SHARMA
(AGM)