



**BARDHAMAN ZONAL OFFICE**

**EMPANELMENT OF PRINTERS FOR NON-SECURITY ITEMS**  
**BARDHAMAN ZONE**

**Issue of Tenders : 20-02-2024 TO 11-03-2024**

**Last date of submission of Tender : 11-03-2024 upto 5.00 pm**

**Date of opening of Tender : 12.03.2024 at 3.00 pm**

Contact Person : Ms Kanti Kumari, Chief Manager (GOD)

Mr Aditya Kumar Thakur, Manager (GOD)

Phone No – 8167321431 / 9382008634

TENDERS CAN BE DOWNLOADED FROM THE BANK'S WEBSITE [www.bankofindia.co.in](http://www.bankofindia.co.in) OR  
CAN BE COLLECTED FROM THE FOLLOWING ADDRESS AND SHOULD BE SUBMITTED  
BY GIVEN DATE.

**BANK OF INDIA**

**BARDHAMAN ZONAL OFFICE**

**446/N, ARMSTRONG AVENUE**

**BIDHANNAGAR, SECTOR-2A**

**DURGAPUR-12, DISTRICT- PASCHIM BARDHAMAN**

## **NOTICE FOR EMPANELMENT OF PRINTERS FOR NON-SECURITY ITEMS**

**Ref. No. ZO/BARD/GOD/AKT/2023-24/240**

**20 Feb 2024**

1. Bank of India Bardhaman Zone invites Applications from reputed /well-established, resourceful and experienced printing presses /firms situated within the state of WEST BENGAL involved in printing of Non-security stationery items for the general use of Bank, for empanelment as Non Security Printer. Applicant for empanelment must be enlisted with at least one Nationalized bank/Nationalized Insurance Company/ other PSU, at least for last 3 years and have experience of execution of similar works under client Nationalized bank/Nationalized Insurance Company during last 3 years.

2. Interested parties can download the empanelment document format from our website: [www.bankofindia.co.in](http://www.bankofindia.co.in). The application completed in all respects along with EMD demand draft for Rs. 10,000.00 (Rs. ten Thousand only) favoring "Bank of India", payable at Durgapur has to be submitted on or before 11-03-2024. Relevant eligibility criteria documents to be attached. Application as per format along with EMD should be sealed in an envelope to be super scribed **"Application for Empanelment of Printers for Non Security items"** and shall show name and address of the applicant is to submitted at the address given in para 3 below so as to reach on or before 11-03-2024.

### **2.0. Eligibility Criteria:**

- 2.01. Applicant firm must have proper/full-fledged office and printing/technical set up within the state of WEST BENGAL (Applicant to produce pertinent office address proof like electricity bill/telephone bill/Municipal tax receipts/Rent Receipts in the name of the firm for that address).
- 2.02. The firm must have been established for at least 5 years as on 31.01.2024
- 2.03. Firm should be empanelled and worked under PSU / Nationalized Banks / Nationalized Insurance Company for last three years and have work experience under such clients (documentary proofs like empanelment letter, work order etc to be produced).
- 2.04. Firm must have expertise of having successfully executed similar printing works as mentioned below during last 5 year :
  - A. 6 jobs of Rs. 1.5 lacs (in a single year) or,
  - B. 3 jobs of Rs. 4.00 lacs each or,
  - C. 2 jobs of Rs. 5.00 lacs each or,
  - D. 1 job of Rs. 8.00 lacs
- 2.05. There should not be any adverse report about the applicant firm from its clients.
- 2.06. The applicant firm must have Trade License, GST Number. Also it should have PAN number and have filed IT Return. Copy of all the above documents to be attached.
- 2.07. The firm must have annual turnover of at least Rs. 8.00 lacs during each of the last 3 years, balance sheet copy to be enclosed. (Applicant has to satisfy each and every criteria as above)

3. The applications with all pertinent documents and EMD in sealed covers should be submitted to Bank of India on or before 11-03-2024 by 5 pm at following address :

**The Zonal Manager,  
Bank of India, General Operations Dept  
Bardhaman Zonal Office,  
446/N, ARMSTRONG AVENUE, BIDHANNAGAR, SECTOR-2A  
DURGAPUR-12, DISTRICT- PASCHIM BARDHAMAN (WB)**

4. In case the applicant's close relatives are associated with Bank and in particular the Stationary Cell of the Bank, details like name designation shall be furnished and informed. Non-disclosure of such critical information will lead to disqualification if it comes to light at a future date.

4.1 Pre-qualification document should contain the following:-

- i. Application in prescribed format.
- ii. Documentary proof of orders executed under PSU/Nationalized Bank/Nationalized Insurance Companies, empanelment letter/certificate of works from Nationalized Bank/PSU/Nationalized Insurance Companies.
- iii. Earnest money deposit in the shape of DD for Rs.10,000/- (Rs ten thousand only) in favor of "Bank of India", payable at Durgapur. Those applicants who will be empanelled will latter have to keep a security deposit of Rs. 50,000/- during the empanelment period.
- iv. Copy of Partnership Deed or Registration Certificate as applicable.
- v. Balance Sheets and Profit & Loss Accounts for 3 years.
- vi. GST Registration Certificate.
- vii. Details of Plant and Machinery evidencing proof of machinery in use.
- viii. Copy of Pan No.
- ix.) Address Proof of office/press (electricity/telephone bill or municipal tax receipt of the applicants / firms given address)
- x.) Trade license.
- xi.) WB Professional Tax certificate

4.2 Method of Submission :

The Application with required documents and EMD shall be sealed in an envelope and The envelope shall be super scribed as " **Application for Empanelment of Printers for Non Security items**", and shall show name and address of the applicant and will be submitted to the address given in para 3 above so as to reach on or before date specified there in.

4.3 Each page of pre-qualification document shall be duly signed by the Applicant or his authorized representative.

4.4 Incomplete applications or application in any other format are liable to be rejected.

4.5 For any clarification, following may be contacted:

**Aditya Kumar Thakur** Mob No : 8167321431 / 9382008634, Bank of India, General Operations Dept, Bardhaman Zonal Office, 446/N, ARMSTRONG AVENUE,

BIDHANNAGAR, SECTOR-2A, DURGAPUR-12, DISTRICT- PASCHIM BARDHAMAN (WB). Email: [Bardhaman.Stationerycell@bankofindia.co.in](mailto:Bardhaman.Stationerycell@bankofindia.co.in) and CC to [bardhaman.god@bankofindia.co.in](mailto:bardhaman.god@bankofindia.co.in)

- 4.6 If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.
- 4.7 If the application is made by a limited company it shall be signed by a person duly authorized by the Board of Directors of the Company. A copy of the authorization document complying with the above to be enclosed.
- 4.8 The information furnished must be sufficient to show that the applicant is capable in all respects to successfully complete the execution of the orders.

#### 5.0 Evaluation of Application

5.1 The applications shall be examined so as to ascertain whether the applications:

- i) meet the eligibility requirements;
- ii) have been properly prepared and signed;
- iii) contain all the details called for and are in proper format
- iv) are accompanied by required authorization, and
- v) are otherwise generally in order.

5.2 The decision of the Bank to accept or reject any/all application will be final. Empanelment will be subjected to satisfactory physical inspection of the unit.

Sd/-  
(Alok Ranjan Dash)  
Dy Zonal Manager

Schedule C

Description: **Application for Empanelment of Printers for Non Security items**

PLANT AND MACHINERY OWNED BY THE ORGANISATION

Name of Applicant

Sr no	P & Machinery	Year manufacture	Of capacity	Number

Description: **Application for Empanelment of Printers for Non Security items**

DECLARATION

I/We, the undersigned, do hereby declare that the statements made in the pre-qualification questionnaire forms and in the required attachments are true and correct.

The undersigned hereby authorize (s) and request (s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the BANK to verify this Statement or regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information, may be requested and agrees to furnish any such information at the request of the Bank.

\_\_\_\_\_  
(Signed by an Authorized Officer of the Company/Firm)

\_\_\_\_\_  
(Title of Officer)

\_\_\_\_\_  
(Name of Firm)

\_\_\_\_\_  
(Date)

SCHEDULE "B"

Description: **Application for Empanelment of Printers for Non Security items**

**FINANCIAL STATEMENT:**

**A. General:**

Name of Applicant

Name of Banker

Address of Banker

Telephone

Contact person with Designation.

Financial information Previous three financial years (Rs. In lacs)

2020-21

2021-22

2022-2023

1. Total Assets
2. Current Assets
3. Total liabilities
4. Current liabilities
5. Profits before taxes
6. Profits after taxes
7. Net Worth
8. Working Capital

Note:

1. Applicants should provide financial information to demonstrate that they access to adequate financial resources to meet the cash flow requirements of the proposed works and other existing commitments. Each applicant must fill in the form. If necessary, use separate sheets to provide complete information.
2. Copies of the audited balance sheets with profit and loss accounts for the last 3 years to be attached.

**B. ANNUAL TURN OVER DATA FOR LAST THREE YEARS**

YEAR TURNOVER IN RS. LAKHS.

2020 – 2021

2021 – 2022

2022 – 2023

AVERAGE ANNUAL TURNOVER

Note:1. All individual firms must complete the information in this form. The information furnished should be the annual supply turnover in terms of the amount billed to clients for each year for Job done during each of the last three years.

SCHEDULE "A"

Description: **Application for Empanelment of Printers for Non Security items**

DETAILS OF ORGANISATION    General Information:

1. Name and address of the Firm
2. Address of Office and Press.
3. Contact Person :
4. (a) Telephone :                      (b) Mobile :
5. (c) Fax :                      (d) E-mail :
6. Place of incorporation/ registration
7. Year of Incorporation/ registration

II. Name and address of Owners/Partners/Directors:


III. Number of Employees;

	Regular	Parttime
Skilled	---	---
Unskilled	---	---

IV. Structure and Organization

- A. The applicant is a Limited Company/Corporation/Partnership/Proprietorship
- B. Number of years of experience in similar work
- C. Were you ever required to suspend the activity for a period of more than six months continuously? If so, give details
- D. Have you ever left any orders placed with you incomplete? (If so, give details and reasons for not executing the orders)
- E. Give details of your experience in execution of printing jobs of Institutional customers (PSU Bank / Insurance Company)
- F. Have your firm been debarred or Black listed for tendering in any organization? If so, give details.

TENDER APPLICATION (On letter head of firm)

**Description: Application for Empanelment of Printers for Non Security items**

Bank of India,  
General Operations Dept  
Bardhaman Zonal Office,  
446/N, ARMSTRONG AVENUE, BIDHANNAGAR,  
SECTOR-2A, DURGAPUR-12, DISTRICT- PASCHIM BARDHAMAN (WB).

Dear Sir,

This is in response to your tender notice reference Ref. No. **ZO/BARD/GOD/AKT/2023-24/240**  
Dated 20-02-2024.

Having examined the Tender document, we hereby submit all the necessary information and relevant documents for empanelment as non-security printers.

It is certified that the information furnished in this document is authentic. We hereby authorize Bank of India to make independent enquiries to verify the information furnished by us.

We understand that Bank reserves the right to reject any or all applications without assigning any reason thereof.

Date :

Signatures with seal/capacity

- Encl.: 1) Schedules duly filled in the prescribed form.  
2) Demand draft for Rs.10000/- being the EMD amount.  
3) Copy of Partnership Deed or Registration Certificate.  
4) Balance Sheets and Profit & Loss Accounts for 3 years.  
5) Sales Tax Registration (GST) Certificate.  
6) Trade license no.& date of issue.  
7) WB Professional Tax certificate  
8) Name of Banks/PSUs whose printing work are being done along with their Performance certificates  
9) SSI Registration number ,if any  
10) Copy of empanelment enlisted with nationalized bank/Nationalized Insurance Company/other PSU in and around Paschim Bardhaman District.  
11) Address Proof (Electricity Bill / Telephone Bill / Rent Receipt / Municipal Tax Receipt etc in the name of firm reflecting the address.