

## NOTICE

### Empanelment of General Printers/ Suppliers of General Stationery

Bank of India invites applications from reputed **Ahmedabad** based Printers, and Suppliers of Office Stationery /Computer Stationery for the purpose of empanelment on Bank's approved list for next 3 years for the following categories :

- 1) General Printers
- 2) Suppliers of Office Stationery / Computer Stationery / Folders etc.

Only Printers/ Manufacturers / Suppliers having minimum turnover of Rs.3.00 lakhs during the calendar year in the past. Preference will be given to those Printers who are already printing stationery items for Public Sector Banks / our Bank. The intending Printers and Office Stationery Suppliers may apply in prescribed forms available at Website and also at **Bank of India, Stationery Department, Zonal Office, Ahmedabad Zone, First Floor, Bank of India Building, Bhadra, Ahmedabad-380 001** Telephone No. 25382789 / 25353118 (Extn.556) alongwith the payment of Rs.500/- (Pay Order / Demand Draft) which is non-refundable. The duly filled in application forms are required to be submitted on or before 5-4-2010 upto 5:00 p.m. The applications received will be scrutinized by the committee appointed for the purpose and printers / Suppliers short listed on the panel will be suitably advised to that effect in due course. No further correspondence will be entertained with the applicants whose applications are rejected.

The terms and conditions are mentioned herein below :

- 1.. Printers / Stationery Suppliers should be **Ahmedabad** based.
2. Printers / Suppliers should have Sales Tax Registration, PAN No. , Trade License, etc.
3. Printers / Suppliers should submit Balance Sheet / Profit & Loss accounts for last 3 years And income tax return for three assessment years.
4. Printers / Suppliers should submit performance report / testimonials in closed Cover from atleast 2 reputed clients who entrusted work to them during past 3 years, along with application form.
5. Incomplete forms are liable to be rejected.
6. The Bank reserves its right to accept or reject any or all applications without giving any reasons thereof.

7. Application Form may be downloaded from Bank's Website and may be Submitted duly filled in along with Pay Order / D.D. in favour of Bank of India For Rs.500/-
8. Bank will review the performance of the empanelled General Printers, Suppliers of Office Stationery / Computer Stationery / Folders every year and the Names of the applicants empanelled may be continued further subject to the Satisfaction of their execution of the job. All existing empanelled General Printers and suppliers of office stationery desirous to continue should also supply In the required format.
- 9 Printers/Suppliers should have account with Bank of India, after empanelment.

Date : 04.03.2010

ZONAL MANAGER

Place : Ahmedabad

BANK OF INDIA  
STATIONERY DEPARTMENT  
BANK OF INDIA BUILDING  
BHADRA, AHMEDABAD-380001

**APPLICATION FORM FOR EMPANELMENT OF PRINTERS/SUPPLIERS**

(Tick whichever is applicable)

(1) GENERAL PRINTER

(2) SUPPLIER OF OFFICE STATIONERY/ COMPUTER STATIONERY/SUPPLIERS OF  
PLASTIC COVERS/FOLDERS

1. Name of the Unit /Firm :

2. Address

a)Office :

Tele. No. :

b) Press :

Tele. No. :

3. Name/s of Proprietor/  
Partners/Directors :

4. Residential address/es  
And Telephone Nos. of :  
Proprietor/Partner/  
Directors

5. Established since :

a) Sales Tax Regd. No. :  
(Please enclose copy)

b) PAN No. :

6. Business Premises :

a) Whether owned or rented:

b) Area (Sq. ft.)  
Office :

Press :

7. Details of machinery owned:

8. In case of suppliers,  
Details of items that :  
Can be supplied

9. Three important Clients :  
(Preferably Banks)

a) Name

Address

Tele. No.

b) Name

Address

Tele. No.

c) Name

Address

Tele. No.

10. Name of the Banker :

Address

Tele. No.:

Fax No. :

e-mail :

11. Value of orders executed during last 3 years

Year	Total Value(Rs.)	Value of Orders With Nationalised Bank (out of total orders)
1.		
2.		
3.		

16. Please enclose one copy each of your Trading, Profit & Loss Account and Balance Sheet for last three years and your latest Income Tax Assessment Order. In case of existing Printer/Supplier, copy of P &L A/c Balance Sheet for last year to be submitted.

#### DECLARATION

(a) I/We further declare that none of the Bank's Directors including the Chairman & Managing Directors is related to me/us. I/We undertake to inform the Bank if in future any director relates to us.

(b) I/We further declare that the information supplied above is correct and I/We will be liable if the information supplied not found correct.

Date:

Authorised Signatory/ies  
(with seal)