

**Bank of India**



*Relationship beyond banking*

**Corporate Services Department**

Ref: BKR/CSD/TEND/SS/20-21/247

Date:- 07/10/2020

Applications are invited from Reputed Printers for printing of NON-Sensitive stationery items for Bokaro Zone Branches

**Bank of India**



*Relationship beyond banking*

**BANK OF INDIA**

**BOKARO ZONAL OFFICE**

**E- 17, CITY CENTER, SECTOR -4, B.S.CITY,**

**BOKARO JHARKHAND**

**PIN - 827004**

**Website: [www.bankofindia.co.in](http://www.bankofindia.co.in)**

**Cost of Document: Rs. 500/-**

**Ref: BKR/CSD/TEND/SS/20-21/247**



**Notice Inviting Empanelment of Printers for printing of Non-Sensitive stationery items for Bokaro zone.**

1. Bank of India Bokaro Zone invites sealed applications in prescribed format from eligible reputed Printers for printing of Non-Sensitive items for Bokaro Zone for a period of **03 years**.

The interested applicant may obtain forms from our office address mentioned below from **08/10/2020** to **22/10/2020** on all working days from Monday to Friday during working hours between 11:00 AM to 04:00 PM against payment of a **non-refundable fee of Rs. 500/-** in the form of a Demand Draft/Banker's cheque /Pay order in favour of **Bank of India, payable at Bokaro Steel CITY**. The interested applicant may also download prescribed forms from our website. However, they have to enclose a Pay Order / Demand Draft for Rs.500/- in favor of **Bank of India, payable at Bokaro Steel CITY** while submitting the application form duly filled in, in all respects, failing which, their applications will be liable for rejection.

Price of Bidding Document	<b>Rs.500/-</b>
Date of commencement of sale of bid document	<b>08/10/2020</b>
Last Date for sale of Bid Document	<b>22/10/2020</b>
Last Date and Time for receipts of bid	<b>22/10/2020 upto 4:00 PM</b>
Address of Communication	THE ZONAL MANAGER, E-17, CITY CENTER, SECTOR – 4, B.S.CITY, BOKARO, PIN - 827004
Contact Person BOKARO Zonal office	1. Sh. Ashok Kumar (Chief Manager) 9967621921 2. Sh. Sahil Singh (GOD Officer) 6203777084
Date of opening of Bids/Tender	<b>27/10/2020</b>
Period of Empanelment	3 years

Dy. Zonal Manager  
Bokaro Zone

To:

**The Dy.Zonal Manager  
Bokaro Zone  
Bokaro**

Dear Sir,

**Sub: Printers for Printing of non-sensitive stationery items for Bokaro Zone.**

I/We have read and understood the press notice for pre-qualifications and instructions to the Applicants. I/We do hereby declare that the information furnished in the proforma from pages 4 to 11 and in the supplementary sheets is correct to the best of my/our knowledge and belief.

Encl: Supplementary sheets Nos.:

Yours faithfully,

Signature of the applicant:

Name:

Designation:

Address:

//Seal//





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**Corporate Services Department**

**INSTRUCTIONS TO APPLICANTS:**

**Annexure A**

- 1 Intending Applicants are required to submit their applications with full particulars, giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing, etc. in the enclosed form, which will be kept confidential. The cover containing the application should be superscribed "**Application for empanelment of .....** "
- 2 **Application form without requisite fee is liable for rejection.**
- 3 While deciding upon the selection of agencies, emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close coordination with other agencies.
- 4 **Bank of India reserves the right to accept or reject any or all Applications without assigning any reason therof.**
- 5 Each page of the application shall be signed by person/persons on behalf of the firm having necessary authorization to do so.
- 6 If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part.
- 7 Applications containing false and/or inadequate information are liable for rejection.
- 8 Clarifications, if any required, may be obtained from **Bank of India, Zonal Office, Bokaro Zone, 1<sup>st</sup> Floor, E-17 Bank of India, Bokaro Steel City BOKARO-827004. Phone No.06542-231067.**
- 9 The pre-qualification forms duly filled in, in all respects, and signed should be submitted on or before 22.10.2020 upto 4:00 PM
- 10 Those who are selected on the panel are required to keep their **Bank accounts with Bank of India at any branch as per their convenience/choice.**

Signature of the application: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature and Sea



**Annexure B**

**Minimum Pre-qualification Criteria for Printers .**

- The Firm must have minimum 3 years' experience as on 30<sup>th</sup> September 2020.
- Printers must be Jharkhand Based
- Printer must be registered under GST
- The Printer must have own established office, adequate technical set-up in **J h a r k h a n d .**
- The Printer must have experience of having successfully completed similar work of printing.
- The printer should have registration with State / Central / Local authorities for undertaking the profession. ( Self Attested Copies of Registration / License / TAN/PAN/GST etc. to be enclosed)
- The printer must have worked for Government / Public Sector Undertakings / Banks and shall not have any discouraging / adverse reports against their past performance.
- The firm is required to submit-(i) Copy of PAN card (ii) Copy of Aadhar card (iii) Copy of income tax return for last 3 years (iv) Copy of GST Registration (v) The Bank may ask for any other documents to their satisfactory if required.
- The applicants should be an income tax assessee and should have filed income tax return for the last three assessment years.(COPY of ITR to be enclosed )
- Applicants are required to give two current references from whom Bank can seek credentials of the firm for the satisfaction of the Bank.
- While deciding upon the selection of Contractor, emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close coordinator with other agencies
- The intending firm should submit documentary evidence for the turnover for last 3 years and experience claimed, failing which, the relevant information will not be considered. The Certificate of Chartered Accountant to be attached in the following format:-

Year	Turnover(Rs.)
2017-2018	
2018-2019	
2019-2020	

Signature of the application: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature and Seal



**Part – 1 : Basic Information**

**NOTES:**

- a) Information has to be filled up specifically in this form only. Do not write remark “As indicated in Brochure or as enclosed” unless asked for by the Bank of India.
- b) Information shall be limited to the Applicant. If any relevant data concerning the Group of Companies to which the Applicant belongs is desired to be given, the same shall be given separately in a supplementary sheet.
- c) Documentary evidence etc. has to be enclosed.

Sr.	Particulars	Details
01	Name of the Company/Firm/Applicant and address of the registered office:-  Phone No:-                      Fax No:- E-mail:- Mobile No:- Website, if any:-	
02 (a)	Date and year of establishment (enclose documentary evidence)	
(b)	No. of years of experience in the relevant field (Minimum experience required in 5 years in relevant Field , enclose certificate)	
03	Type of the organization (whether sole proprietorship, partnership, private ltd. or Co-operative body etc.)	
04	Name of the proprietor/partners/Directors of application with address and phone no. (in case)	
	(a)	
	(b)	
	(c)	
	(d)	
05	Details of registration- (Enclose Certificate of Incorporation / Registration with appropriate authority for Partnership firms / shop & establishment Act) Name of Registering Authority, Date and Registration number (enclose documentary proof)	
06	Whether the firm has worked for the Government/Semi-Government/Municipal Authorities or any other Public Organization Banks etc. if so, give details.	
08	Address of office through which the proposed work of the bank will be handed and the name & designation of the official in charge.	
09	Adequate and satisfactory evidence to indicate financial capacity of the Applicant to undertake the	

	works with names of Bankers and their full addresses. (Solvency certificate from a bank & Income tax clearance certificate has to be attached).																						
10	Yearly turnover of the Organization during last Three years. (year wise) – As certified by the Chartered Accountant (C.A's certificate has to be enclosed).	Rs. for 2017-18 Rs. for 2018-19 Rs. for 2019-20 (Provisional)																					
11	Enclose Performance Certificates from clients during last 5 years																						
12	Whether any Civil Suit/litigation /Arbitration arisen with Govt./Semi Govt./PSU/Banks etc. during the last 5 years/being executed now. If yes, please furnish the details in the proforma given below.																						
	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of the project and employer</th> <th>Nature of work</th> <th>Work Order No. &amp; date</th> <th>Present stage of work</th> <th>Value of contract (Rs.)</th> <th>Brief details of the Dispute</th> </tr> <tr> <th>1.</th> <th>2.</th> <th>3.</th> <th>4.</th> <th>5.</th> <th>6.</th> <th>7.</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sr. No.	Name of the project and employer	Nature of work	Work Order No. & date	Present stage of work	Value of contract (Rs.)	Brief details of the Dispute	1.	2.	3.	4.	5.	6.	7.								
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1.	2.	3.	4.	5.	6.	7.																	
13	GST Registration Number (Enclose Registration Certificate)																						
14	Give reference of two Respectable Consulting Engineers, Architects Officers with Designations from Govt., /Semi Govt./Public Sector Corporation Office with address and phone numbers, who may be directly contacted by the Bank, so as to enquire about your ability, competence, capability of your organization in confidence.																						

**(Signature of the Authorized Person with seal)**

**Part 2: Work capability and previous experience.**

- a. List of important WORKS executed by the organization during last 5 years. (Supporting documentary proofs such as copies of work order, satisfactory completion certificate of the work from clients etc. to be enclosed failing which the application will be liable for rejection)

Sr.No	Name of the Project and location	Name & full postal address of the owner Consultant. Also indicate whether Govt. or Private body with full postal address.	Contract Amount & (Rs.) & date of award of work	Completion Period in months		Whether work was left incomplete or contract was terminated from either side. Give full details.	Any other relevant information
				Stipulated	Actual		
1.	2.	3.	4.	5.	6.	7.	8.

**(Signature of the Authorized Person with seal)**

**Note:**

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure / as enclosed" unless unavoidable.
2. Information shall be limited to the Applicant. If any relevant data concerning the Group of Companies to which the Applicant belong is desired to be given, the same shall be given separately in a supplementary sheet.



**Work capability and experience.**

**b) List of important works IN HAND costing Rs. 50,000/- and above :**

**(Supporting documentary proofs such as copies of work order etc.to be enclosed failing which the application will be liable for rejection)**

Sr. No	Name of the Project and location	Name & full postal address of the owner & Consultant. Also indicate whether Govt. or Private body with full postal address.	Contract Amount & (Rs.) & date of award of work	Completion Period in months		Whether work is running satisfactorily. What is the present stage of work.	Any other relevant information
				Stipulated	Expected to be completed		
1.	2.	3.	4.	5.	6.	7.	8.

**(Signature of the Authorized Person with seal)**

**Note:**

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure / as enclosed" unless unavoidable.
2. Information shall be limited to the Applicant. If any relevant data concerning the Group of Companies to which the Applicant belongs is desired to be given, the same shall be given separately in a supplementary sheet.

Part 3 : Technical personnel and special experience.

List of your technical personnel, giving details about their technical qualifications & experience including that in your establishment.

Sr.No.	Name	Age	Qualifications	Experience	Nature of Works handled	Name of the projects Handled costing Rs ---- - Crore & above	Date from which employed in your organization	Indicate special experience such as Advance Management Techniques, ISO Certificate etc.

**NOTES :**

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure / as enclosed" unless unavoidable.
2. Information shall be limited to the Applicant. If any relevant data concerning the Group of Companies to which the Applicant belongs is desired to be given, the same shall be given separately supplementary sheet.

**DETAILS OF MACHINERY :**

Sr. No.	Description of Machinery / Equipment	Nos	Age in Years



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**Corporate Services Department**

**Undertaking by the applicant regarding black listing**

**(To be submitted on applicant's letter head)**

**To:  
Zonal Manager,  
Bank of India  
Bokaro Zonal Office  
Bokaro- 827004**

Dear Sir/Madam,

**Reg: Empanelment of Vendors: Undertaking**

I/We ..... hereby confirm that, we have  
not been

**Blacklisted by Bank of India or by any PSU/ BFSI organization / Govt./ Semi Govt./ Quasi  
Govt. Departments in India as on date of submission of application in response of the  
above.**

**I/We also agree with the terms and conditions quoted in the tender.**

**Dated at ..... this .....day of..... 2020**

**Signature with**

**Seal Name**

**:**

**Designation :**

**Seal of the company / firm / Vendor / Service Provider**

