



ZONAL OFFICE, CHENNAI ZONE

Stationery Cell, Corporate Services Department

No 30, 2nd Floor, Bank of India Building, Errabalu street, Chennai-600 001

Ref: No.CZO/ADMN/VK/226

Date: 12.10.2020

NOTICE

**Empanelment of Printers, Suppliers of Office stationery/
Computer Stationery/Plastic Covers/Folders etc.**

Bank of India invites applications from reputed Chennai based Printers, Suppliers of Office Stationery /Computer Stationery/ Plastic Covers / Folders for the purpose of empanelment on Bank's approved list for next 3 years (01.11.2020 to 31.10.2023) for the following categories:

- 1) Paper Suppliers
- 2) General Printers
- 3) Supplier of office Stationary
- 4) Supplier of Computer Stationary
- 5) Suppliers of Plastic Covers/Folder etc

Only Stationery Printers having minimum turnover of Rs.25.00 lacs and Manufacturers / Suppliers of General stationery items, Computer stationary items and other stationers having minimum turnover of Rs.10.00 lacs during the calendar year in the past should apply. Preference will be given to those Printers who are already printing stationery items for Public Sector Banks / Government Department. The intending Printers and Office Stationery Suppliers/Computer stationary suppliers may apply in prescribed form available at Website www.bankofindia.co.in and also at **Bank of India, Stationery Department, Zonal Office, Chennai Zone, No 30,Errabalu street , Chennai-600 001** along with the payment of Rs.1,000/- by Pay Order in/DD favour of Bank of India payable at Chennai which is non-refundable. **Separate Application form for each category should be submitted along with pay order/DD for Rs.1,000/- in favour of Bank of India. The duly filled in application form along with Pay order is required to be submitted on or before 27.10.2020 before 3.00 pm.** 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.


Terms and conditions are mentioned herein below:

1. Printers / Stationery Suppliers should be Chennai based.
2. Printers / Suppliers should attach copy of GST Registration, PAN No., and Trade License etc.



3. Printers / Suppliers should submit Balance Sheet / Profit & Loss accounts for last Three years and Income tax Return and assessment orders for three assessment year.
4. Printers / Suppliers should submit successful performance report / testimonials in closed cover from at least 2 reputed clients who have entrusted work to them during past 1 Year along with application form.
5. Incomplete Application will 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 separately for each category duly filled in along with Pay Order/DD for Rs.1,000/- in favour of Bank of India payable at Chennai on or before 27.10.2020, before 3-00 pm.
8. Bank will review the performance of the empanelled Printers, Suppliers of Papers/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 Printers and suppliers of office stationery desirous to continue should also apply in the same format.

Date: 12.10.2020
Place: Chennai


(V . Balasubramanian)
Chief Manager (CSD)



BANK OF INDIA , CHENNAI ZONE

Corporate Services Department

ANNEXURE

Application form for Empanelment of Printers/Suppliers

(Tick which is applicable)

- Paper Suppliers
- General Printers
- Supplier of Office Stationery
- Supplier of Computer Stationery
- Suppliers of Plastic Covers/Folders etc

1. Name of the Unit /Firm: _____ -

Type of Organization: _____
(Whether sole proprietorship, Partnership, company etc.)

2. Address

a) Office :

Tele. No. : _____

Mobile 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. :
 - c) Registration Firm, Company etc.:
Registration Authority, Date,
Registration No. etc.

6. Business Premises :
 - a) whether owned or rented:
 - b) Area (Sq. ft.)
Office :

Press :

7. Details of machinery owned:
 - a) Address of Workshop/press

 - b) No. of Offset printing machine with
Its make & size:

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

9. Three important Clients :
(Preferably Banks/Government Department)
 - a) Name
Address

Tele. No.
 - b) Name
Address

Tele. No.
 - c) Name
Address

Tele. No.

10. Name of the Banker:
Name of Branch
Address-

Tele. No.: _____ Fax No. : _____
E-mail: _____

11. Value of orders executed during last 1 year

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

12. 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 Trading A/c, P &L A/c and 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 here by submit the information in your prescribed proforma and understand that if any information is found to be false at a later date, contract/order made between ourselves and Bank of India will be treated as invalid. I/We will be liable if the information submitted found incorrect.

(c) I/We agree that the decision of Bank of India in selection of tenderers will be final and binding on me/us.

Place:

Date:

Authorized Signatory/ies
(With seal)

Name _____

Designation _____