



**Detail of vendor participating in tender process for printing, supply & installation of
publicity materials in Regional Office-Dehradun and various branches of Dehradun
Region spread all-over in Uttrakhand.**

Annex A

| # | Information Sought | Information Provided |
|----|---|----------------------|
| 1 | Name of the Firm (In Block Letters) | |
| 2 | Date of Establishment / Incorporation of the Firm. | |
| 3 | Correspondence address , Telephone No. and E-mail ID | |
| 4 | Address of Head Office (If Separate) Telephone No. and E-mail ID | |
| 5 | Status: Proprietary/ Partnership/ Private Limited Company / Public Limited Company | |
| 6 | Names of the Partners /Directors | |
| 7 | Name of Proprietor with his present address, Telephone No. and E-mail ID | |
| 8 | Name of Representative (s) with Designation who would be calling on us and attending to our jobs | |
| 9 | Name of Bankers with A/c No. Type of Account IFSC Code Addresses & Telephone Nos. (Photo Copy required) | |
| 10 | a) PAN NO. of Income Tax Deptt. (Enclose Copy) Whether holding certificate under Shops & Establishment Act, duly Renewed (Photo Copy required) | |

| | | |
|----|---|--|
| 11 | Is the Firm registered under the Factory Act? If so, state a) License Number: b) Date of last renewal of license(Copy of license to be enclosed) c) ESI No. if any d) EPF Registration No. if any | |
| 12 | State the latest Income Tax Assessed year and the amount of Tax assessed (Copies of last 3 years IT Returns to be enclosed) (Photo Copy required) | |
| 13 | Turn over for last three Financial Years FY 2021-22 F Y 2022-23 F Y 2023-24 (Photo Copy required) | |
| 14 | Have your firm/company been Black Listed earlier by Central Bank of India or any of PSU/BFSI/Govt. Deptt. / Public Sector Company/ Semi Govt Quasi Govt departments in India. | Yes / NO (If Yes than give details) |
| 15 | GST NO./Copy of Certificate (Photo Copy required) | |
| 16 | Are you agreeable to make deliveries to our all branches of Dehradun region in Utrakhand? | Yes/No |
| 17 | Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts? | Yes/No |
| 18 | Is your firm empanelled with any office of our Bank or any other PSU (Central)? Please enclose proof. (Photo Copy required) | Yes/No |
| 19 | Name, Addresses and Telephone Nos. of some of your most valued clients. (Separate list may be enclosed) (Photo copy Required) | |

| | | |
|----|--|--|
| 20 | Mention any other specialties of your Establishment. | |
|----|--|--|

Signature of the Authorized Person

Annex -B

Terms & Conditions

1. The bidder has to put the following documents duly completed with signature and seal of the Firm/Company inside a sealed cover envelope super scribed as

- (i) Application Form- Annexure A
- (ii) Photocopies of all documents mentioned in - Annexure A to be submitted along with Application Form
- (iii) Terms & Conditions of the Tender -Annexure-B duly signed and stamped
- (vi) Tender Fee of Rs.500/- by way of Demand Draft /Pay Order in favour of "Central Bank of India, Regional Office-Dehradun" payable at Dehradun.
- (iv) Annexure C duly signed and stamped.
- (v) Financial Bid on Firm's letter duly signed & stamped.

2. The Tender fee (non-refundable) for Rs 500/- will be a part of the application for empanelment.

3.. Envelope mentioning "**Application for Printing, Supply & installation of Publicity Materials**" to be dropped in our Regional Office situated at 1st floor, Astley Hall, Dehradun or send it through post/courier so that it could reach to our office on or before **24.05.2024 upto 5:00 pm.**

4. The firm/supplier/Service Provider should be in profession for at least 3 years. (Copy of registration certificate must be enclosed).

5.The firm /supplier should keep sufficient stock in hand so as to comply with the urgent need without delay.

6. The empanelment will be done only on the favorable recommendation of the duly constituted committee that will visit & inspect the premises, workshop etc of the applicants.

7. The firm/Company/business establishment should have all statutory permissions as necessary and applicable by relevant laws/rules in this regard to carry out the activity/business it is engaged in.

8. Applications received after the last date and time will not be considered and therefore deemed to be rejected.

9. The Application form and all enclosures and documents submitted should be signed by the authorized person and his/her name and status should be indicated below his/her signature along with official seal of the firm.

10. At any point of time, if it is found that the application form/any document submitted by the vendor/firm/distributor/supplier is false /incorrect, it will be deemed to be breach of Terms & Conditions and the firm concerned shall be liable for legal action.

11. Incomplete and/or conditional application will be rejected.

12. Central Bank of India reserves its right to reject, accept or cancel the tender process without assigning any reason thereof for which Central Bank of India shall neither be liable nor will it be obligatory to inform the applicant the grounds of any such action.

13. If order is not executed by the vendor as per our requirement and within stipulated duration of time, Central Bank of India reserves the right to blacklist/delist your firm.

14. If the vendors/distributors / suppliers/firms to whom the order has been placed, fails to supply the entire order or part of the order within stipulated time without sending any written communication to our Regional Office regarding delay or its inability to supply the ordered items and getting approval thereof, Central Bank of India reserves the right to impose penalty of 1% of the purchase order amount per week of delayed delivery, subject to maximum of 5%.

15. The vendor must provide the photo copy of details of the Bankers with address & Telephone No.

16. A Copy of the PAN Card duly signed and seal should be the part of the application (duly signed and seal).

17. The Vendor must submit copies of latest last three years (3 Years) Income Tax Assessed and the amount of Tax assessed IT returns, Balance sheets & Revenue A/C to be enclosed (duly signed and seal) .

18. Vendor must submit the copies of Last three years turnover duly signed by the authorized signatory and seal.

19. A Copy certificate of GST No. **duly signed and seal** should be the part of the application.
20. Overwriting /Alterations/ White-inking of any word or figure in the Application Forms unless duly authenticated by the bidder is liable to be rejected at the sole discretion of Central Bank of India.
21. Income Tax & TDS on GST (wherever applicable) at source will be deducted from the payment made to the vendors as per the Income Tax Rules & GST Rules applicable from time to time.
22. The quoted rates shall be valid minimum for **1 year from the date of Letter of Acceptance**. However, the rates may be renewed further upto 1 year on mutual consent at the same rates and keeping other terms & conditions unchanged, depending upon satisfactory services rendered by the printer/supplier and requirement of the office and at the sole discretion of the Competent Authority.
23. If at any time, material supplied falls below the contractual specifications with regard to the quantity, quality, GSM/Specifications and printing quality, penalty (which will be decided by the Regional Manager, Central Bank of India, RO Dehradun on the merit of each case) will be invoked or the entire lot may be rejected besides imposition of penalty which is part and parcel of the terms and conditions of the tender.
24. After purchasing the item or Printing of any publicity material of the bidder Firm/Company if it is found that the services are not rendered to the satisfaction of Central Bank of India, the services will be terminated immediately and Central Bank of India shall have the right to engage the services of any other Firm/Company as it may deem fit. If any financial loss/damage to the reputation of Central Bank of India is caused during the contract period, the bidder Firm/Company shall be legally bound to make good the same in monetary terms to be decided by Central Bank of India
25. If the vendor commits breach of any of the terms and conditions hereof and/or fails/neglects to carry out any instructions issued to him by Central Bank of India from time to time, it shall be open and lawful for Central Bank of India to terminate this agreement forthwith without assigning any reason thereof and Central Bank of India can get the work done by any person(s) or through any other agency or vendor at the risk

and cost of the vendor and the vendor shall have no right to make any representation in this regard.

26. If the vendor commits breach of any covenant or any clause of this agreement, Central Bank of India may send a written notice to the vendor to rectify such breach within the time limit specified in such notice. In the event the vendor fails to rectify such breach within the stipulated time, the agreement shall forthwith stand terminated and the vendor shall be liable to Central Bank of India for losses or damages on account of such breach.

27. It should be clearly understood by the vendor that the persons employed by the vendor for providing services as mentioned herein, shall be the employees of the vendor and not of Central Bank of India. The vendor shall be liable to make payments to its said employees.

28. The vendor only shall be responsible for all injuries and accidents to persons employed by him.

29. The vendor shall at all time indemnify and keep indemnified Central Bank of India against any/all claims of/by its employees in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by the act of any worker or other personnel of the vendor or in respect of any claim, damage or compensation under Labour Laws or any other laws or rules made there under, by any person whether in the employment of the vendor or not, who provided the said services under this agreement.

30. The vendor shall ensure that all persons employed by him dealing with Central Bank of India shall be efficient, skilled, honest and conversant with the nature of work.

31. The vendor only shall be responsible for the conduct and behavior of his employees. If any employee of the vendor is found misbehaving with the employees of Central Bank of India, the vendor shall take necessary and appropriate action immediately to the satisfaction of Central Bank of India.

32. In the event of any loss/damage caused to Central Bank of India on account of the negligence of the employees of the vendor, the vendor shall make good the loss sustained by Central Bank of India either by replacement of the material/equipment or payment of compensation.

33. The employees of the vendor shall never be considered to enjoy any right to enter the premises of Central Bank of India by virtue of this agreement or otherwise at any time except with the prior permission of Central Bank of India.
34. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the Regional Manager, Central Bank of India , RO Dehradun ,whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Dehradun. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.
35. This agreement may be terminated forthwith if either party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefits of creditors, the other party shall have the right to immediately terminate this agreement.
- 36. Annexure A to C all is the part of Application form. All the applicants are required to affix the signature and seal of the Authorized official of the Company/ Firm on each page of Annexure A to C and on the photocopies submitted with the application form.**
37. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Dehradun and be subject to adjudication of competent Court in Dehradun only

I/We agree to abide by all terms and conditions of the tender.

Signature with Seal of the bidder Firm/Company

Name & Mail ID of Independent External Monitor (IEM)

Shri Trivikram Nath Tiwari

Mail ID - trivikramnt@yahoo.co.in

Contact Detail :- 011-61515609

**Declaration by Manufacturers /Suppliers /Authorized
Dealers/Vendors/Printers/Service Providers/Contractors**

1. I/ We have read the instructions appended here in above and I / We understand that if any false information is revealed at a later date, any contract made between ourselves and the Central Bank of India, on the basis of the information given by me / us can be treated as invalid at the sole discretion of the Central Bank of India and I / We will be solely responsible for the consequences.
2. I/We agree that the decision of the Central Bank of India in selection manufacturer/supplier/printer/service provider/contractor will be final and binding on me / us.
3. I/We assure that my firm has not ever been Black listed / removed from panel by any of offices of Central Bank of India or attract for removal from panel at any subsequent date.
4. I / we agree that I / We have no objection if inspection of my / our premises / workshop, shop etc is done by the officials of the Central Bank of India.
5. All the information furnished by me/us here under are correct to the best of my / our knowledge and belief.

SIGNATURE

NAME & DESIGNATION:

PLACE:

DATE: