**ANNEXURE - A**

**EMPANELMENT OF OFF SET PRINTERS DETAILS OF APPLYING PRINTERS**

|  |  |  |  |
| --- | --- | --- | --- |
| **A.** | **General Information** | | |
| i. | Name of Printing Press / Company |  | |
| ii. | Complete address of Administrative / corporate office (including e-mail, telephone & fax numbers)  Contact Person’s Name & Mobile No. |  | |
| iii. | Address of Printing Press /works. (Please specify the different locations of your press / works with complete address if applicable.) |  | |
| iv. | Type of organization: Public Limited / Private limited / Partnership / Proprietary firm. |  | |
| v. | Number of years in printing business |  | |
| vi. | Financial details: |  | |
|  | | 2021-22 | 2022-23 2023-24 |
| 1. i. Turnover | |  |  |
| 1. ii. Profit / loss | |  |  |
| 1. iii. PAN Number | |  | |
| 1. iv. GST No. | |  | |
| vii. | Banker’s Name & address |  | |
|  | i. Principal Bankers |  | |
|  | ii. Other Bankers |  | |
| viii. | No. of Employees on payroll |  | |
| i. Administrative | |  | |
| ii. Technical (Pls. give details) | |  | |
| **B.** | **Pre-press Facilities** at one place |  | |
| i. Type setting facility | | Yes/No | |
| ii. Designing and color processing equipments. | | Yes/No | |
| iii. Proof reading arrangement | | Yes/No | |
| iv. Color scanner for scanning high resolution quality images & digital/laser print facility. | | Yes/No | |
| **C.** | **Printing & Binding** |  | |
| i. In-house sheet fed offset colour printing machine/s | | Yes/No | |
| ii. No. of sheet fed offset colour printing machine | |  | |
| iii. High speed binding machine/s (centre pinning ) | | Yes/No | |
| iv. No. of binding machine | |  | |
| **D.** | **Credentials:** |  | |
| i. Whether you have done any work for any office of Central Bank of India in the past. If yes give, details. | |  | |
| ii Whether you have done any work for any other Nationalized Bank / PSU / reputed Public Ltd Co. if yes, please submit details. | |  | |
| iii. Name of organization where your firm is empanelled. Please enclose letter. | |  | |
| **E. Document Copies attached** | |  | |
| a) PAN Card | | Yes/No | |
| b) GST Clearance certificate (attested copy) | | Yes/No | |
| c) Audited Balance Sheet of last 3 years | | Yes/No | |
| d) List of top 3 clients served during the last five years (Bank’s / PSUs / Reputed Ltd. cos. compulsorily with work orders / certificate from the clients | | Yes/No | |
|  | |  | |

I/We ………………………………………………………………………………… request Central Bank of India, Regional Office, Purnea to consider / inclusion of my / our name in the list of their approved firm/supplier. We agree to give full satisfaction to the Bank in the event of their doing so.

Authorized Signatory

Name:

Designation:

Date:

**ANNEXURE B**

To,

The Regional Head

Central Bank of India

Purnea.

**: DECLARATION :**

1. I/We hereby submit the information in your prescribed Performa and understand that if any information is found to be false at a later date, contract / order made between ourselves and Central Bank of India will be treated as invalid.

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

3. All the information furnished in the attached sheets is correct to the best of my/our knowledge.

4. Bank shall have the authority to verify all the information provided by me/us.

5. All supporting documents shall be provided by me/us in authenticity of the information furnished.

6. 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 Bank.

Place: Signature :

Date: Name & designation :

Organisation :

**ANNEXURE C**

**Details Of Locations & Other Details Of Printing Units**

1. Location / address of the printing unit:

2. Total Area:

3. No. of shifts:

4. Plant & Equipment owned by the organization:

5. Key Personnel of the organization (with name, Qualification & Experience):

A) Managers

B) Supervisors

C) Printers

D) DEOs

E) Binders

F) Other Staff

**ANNEXURE D**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Name of Client with  Address and  Telephone  No. | Details of orders | | | | Work done | |
| Order No. &  Date | Nature of Work | Value of  order  received | Period of supply  asked in order | Actual  period of  supply | Value of  work done |
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|  |  |  |  |  |  |  |  |

Place: Signature :

Date: Name & designation :

Organisation

**Notes:**

1. Details should be provided in this performa only. Please do not write as per “enclosed sheet”.

2. If space is found to be insufficient, use additional sheet but format should be the same.

3. Please give details of orders received from Govt. Departments or Public Sector units or Nationalized Bank only.

4. Do not leave any column blank.