

# EMPANELMENT OF PRINTERS

Last date of submission online tender is:  
26.03.2025 up to 05.00 PM

Address: -



Central Bank of India  
Regional Office  
Sah Katra  
New Market Road  
Katihar - 854105



## EMPANELMENT OF PRINTERS

Sealed tenders are invited for print and supply :

Tender Reference Number	RO/KATI/BSD/2024-25/
Cost of RFP	Rs.5000/- (Rs. Five thousand only) demand draft favour on <b>Central Bank of India</b> , payable at Katihar
Date of Tender	11.03.2025
Any query	Should be mail to gadkatiro@centralbank.co.in, on or before 20.03.2025
Last Date and Time for receipts of tender offers	On 26.03.2025 up to 5.00 p.m. Online at <b>https://centralbank.abcprocure.com site</b> And one hard copy Registered Post /Courier / By hand delivery at Submission place
Date & Time of Opening of Tender	26.03.2025 at 05:30 p.m.
No. of Envelope - <b>Two sealed separate envelope of Technical Bid &amp; Commercial Bid kept in sealed single envelop</b>	Two (2) Envelops <b>Envelope 1 containing</b> : Technical bid + document cost + Bid Security <b>Envelope 2 containing</b> : Commercial Bid
Place of Submission	Online at <b>https://centralbank.abcprocure.com and hard copy at</b> Central Bank of India, Regional Office, Sah Katra, New Market Katihar - 854105
Opening tender offers : Contact Mobile Numbers	Central Bank of India, Regional Office, Sah Katra, New Market Katihar - 854105 Mo.: - 6201338296
Address for Communication	Regional Office, Sah Katra, New Market Katihar - 854105 Mo.: - 6201338296

Central Bank of India, Regional Office, Katihar invites online tender at **https://centralbank.abcprocure.com** and hard copy of sealed proposals from reputed well established printers having sound financial status, adequate experience and expertise in field of printing for empanelment in the panel of the bank for printing of stationery items & promotional material i.e. Various forms related to day to day banking, leaflets, posters, brochures, booklet, notices etc.

Interested printers having experience of such works in Govt. Departments, Public Sector Undertakings, Nationalized Banks, Financial Institutions, Autonomous bodies may submit an application in sealed envelope containing technical details strictly as per the Annexure-A. The envelope be clearly marked / super scribed as **"Application for Empanelment of Printers - Central Bank of India, Regional Office, Katihar - 2025."**

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The sealed proposal containing the required details as per prescribed application format be sent in an envelope addressed to the Regional Manager, Central Bank of India, Regional Office, Sah Katra, New Market, Katihar - 854105, **latest by 5.00 pm up to 26.03.2025.**

The document containing details of applying printers, eligibility criteria, scope of work and other terms & conditions can be down loaded from the bank's website [www.centralbankofindia.com](http://www.centralbankofindia.com). And [www.centralbank.abcprocure.com](http://www.centralbank.abcprocure.com) It is to be submitted within the given time schedule. Submission of application in any other format will not be entertained & will be summarily rejected. Relevant information / copies of certificates as specified should be annexed to the application. Non-receipt of any information / certificates may entail rejection of the application.

### **Scope of Work**

**Printing:** The Bank from time to time, requires printing except security printing and supply of stationery items such as leaflets, posters, brochures, debit/credit vouchers, various forms, booklet, notices etc. as per given size and quality specifications. The printers selected for empanelment have to print & supply the various printing items as per Bank's requirement from time to time. Bank will invite sealed quotations from all the empanelled printers for awarding different jobs including annual rate contract (for standard items under different quantity slabs with different size, quality specifications etc.).

**Packaging and Dispatch:** The printer will pack and deliver the printed material at the floor of premises Regional Office, Katihar, without packaging and delivery charges.

**Eligibility Criteria:** The applicant shall meet the following eligibility criteria for consideration in the panel of Bank's empanelled printers.

**Tender Fee:** The applicant have to pay Rs. 5000/- for the tender document.

- **Experience:** Minimum 5 years of experience in the field of printing with good track record and capability to handle large volumes.
- **The Annual Turnover:** Minimum Average Annual Turnover of Rs 1 crore for last 3 years
- **The bidder should be in profit in the past 3 years.**
- **The bidder should not have been blacklisted by any Govt. department/PSU/Banks for any reasons.**
- **Designing and processing:** should have full-fledged in-house facility for DTP, processing, designing, type setting (multilingual)
- **Printing & Binding:** should have preferably two in-house **Multi colour sheet fed machine** for printing of various collaterals and **binding machines** for centre pinning and perfect binding.
- The printer should have its **clients like banks/PSUs** or other institutions.

**Confidentiality Clause:** The bidder shall keep confidential all the information relating to Bank's business that comes into its possession as a result of or in connection with its work under this work.

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**Discretion Clause:** The Bank reserves the right to reject any / all applications without assigning any reasons thereof. Mere submission of an offer to the Bank does not entitle an applicant to any benefits / rights / preference. Canvassing is prohibited and will lead to disqualifications. Fulfilling the minimum eligibility does not entitle the bidder to consider him for Bank empanelment. Bank may consider as many printers in the panel as it wants at its sole discretion. If any of the empanelled vendors fails to respond to any call for quote during the empanelled period, Bank reserves its right to not call for any further quotes from the vendor, remove the vendor from the panel and not consider the vendor for future empanelment also.

**Enclosures to the application :**

- a) Copy of PAN Card
- b) Copy of GST certificate.
- c) Audited Balance Sheet for last three years (Auditor's Certificate & Experience Certificate) should be submitted.)
- d) In the line of business of printing and supply of stationary items directly for at least five years.
- e) List of top 3 clients served during the last five years (Bank's / PSUs / Reputed Ltd., cos. supported by work orders / certificates from clients issued in last five years.
- f) Integrity Pact with bank as per the format.
- g) Whether all terms & conditions understood & complied with. (Self Declaration)

**General Terms:**

- The Bank reserves the right to reject any or all applications.
- **Empanelment shall be for a period of 01 year** which can be extended solely on Bank's discretion. Period can be extended further for 12 months by mutually acceptable terms. However, if the services of any empaneled printers are not found satisfactory, the same may be de-paneled at any time without assigning any reason.
- **The Bank reserves the right to scrap the tender at any time at its discretion.**
- Relevant information / copies of certificates called for should be annexed to the tender. Non-receipt of any information / certificates with the tender may entail rejection of the tender.
- Bank may **inspect** your premises during any point of empanelment for verifying the details submitted.
- The printer shall obtain all necessary local and Govt. approvals and he shall abide by all local laws. The vendor shall submit the relevant papers as and when the bank demands the same.
- The printer should make all necessary provisions for payment of taxes, local levies for the premises and Statutory Payments for workers employed.
- In the event of any default or failure in printing/prompt delivery, Central Bank of India reserves the right to take necessary action including inter alia, deducting a suitable amount from the bill payable as a penalty and termination of the services without giving any notice.
- The track record of the Printer should be clean and it should not have any involvement in frauds. Declaration on the Letterhead should be given by the printer that it has never been involved in frauds
- **Sub-contracting the jobs assigned will not be permissible.**

*Handwritten signatures and initials:* Sd, Sand, [Signature], h, 1/5



- The printer shall be responsible for recruitment & managing requisite manpower for undertaking the jobs given to them. Central Bank of India will not be responsible/ liable for any issues/ litigation in this regard.
- An empanelled printer needs to open an account with Central Bank of India for speedy and proper credit of the bill amount.

In case of any clarification in the matter, the vendors seeking empanelment may contact Business Support Department on any working day during office hours, well before the last date of submission of application.

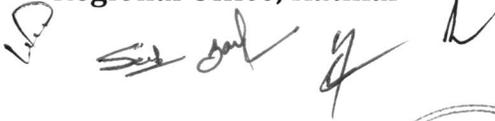


**(Amrithesh Parmarth)**

**Regional Head**

**Central Bank of India**

**Regional Office, Katihar**





## 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
	i. Turnover		
	ii. Profit / loss		
	iii. PAN Number		
	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>B.</b>	<b>Pre-press Facilities at one place</b>		
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	
<b>C.</b>	<b>Printing &amp; Binding</b>		
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		
<b>D.</b>	<b>Credentials:</b>		
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.		
<b>E.</b>	<b>Document Copies attached</b>		
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, Katihar 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

Katihar.

**: 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 :

Organization :



**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

Place:

Signature :

Date:

Name & designation :  
Organization

**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.

