

# **EMPANELMENT NOTICE**

**Prathama bank  
(Sponsored by Syndicate Bank)  
Head Office  
Ramganga Vihar,Phase I  
Moradabad 244001  
Uttar Pradesh**

**EMPANELMENT OF PRINTERS PRINTING BANK'S  
STATIONERY FOR OUR BRANCHES & OFFICES**

<b>RFP ISSUING DATE</b>	<b>10-11-2017</b>
<b>LAST DATE FOR SUBMISSION RFP</b>	<b>08-12-2017</b>

# Prathama Bank

(Sponsored by Syndictae bank)

## **INVITATION OF APPLICATIONS FOR EMPANELMENT OF PRINTERS FOR SUPPLYING OF PRINTING STATINERY FOR OUR BANK'S BRANCHES & OFFICES**

Prathama Bank is a 1st & leading Regional Rural Bank of India with more than 412 Branches & 6 Regional Offices geographically located in Uttar Pradesh with its Head Office at Moradabad and Regional Offices at Moradabad, Rampur, Alipur Chopala, Thakurdwara, Amroha and Sambhal It caters to the

banking needs of 04 Districts of Uttar Pradesh, Prathama Bank (herein after called the BANK) invites applications on prescribed format from the experienced, reputed and competent Printers having experience of minimum 10 years in the field of printing of stationery items, for Banks inclusive of paper, binding, packaging and supply of to the Head Office of Prathama Bank situated in Moradabad .

The cover duly sealed should be super scribed with "(i)Application for empanelment of printers (and it should bear the name and address, Phone No. of the printers .The Cover duly sealed should be marked confidential and addressed to the General Manager,Prathama Bank, Head Office ,Ramganga Vihar, Phase I, Moradabad 244001 and be submitted as detailed hereunder. Application format is available on our website\_www.prathamabank.org

**No personal reference will be entertained**

### **GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS**

1. The empanelment of printers for supplying of bank's stationery items. Generally, the routine works of the Bank are awarded / procurements are made inviting competitive tenders / quotations from the empanelled printers However, the Bank has the right to award the work from any of the empanelled , opt for open tendering process for any stationery items.
2. Competitive tenders / quotations may be invited by our Head Office situated at above mentioned place for printing of stationery items for the branches/ offices fall under their operational area. The bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

# Prathama Bank

(Sponsored by Syndicate Bank)

3. No cost incurred by the applicants in applying, in providing necessary clarifications or attending discussions or site visits will be reimbursed by the Bank.
4. Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order and completion certificates shall be submitted. Incomplete applications or applications without proper proof for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard
5. If the application is made by a partnership firm, current address of the firm and full names and current address of the partners of the firm shall accompany the application. Any supporting documents as called for by the Bank as and when requires shall be submitted by the firm.
6. If the application is made by a limited company, it should be signed by duly authorized person holding the power of attorney. Any supporting documents as called for by the Bank as and when requires shall be submitted by the Company.
7. The evaluation will be made, based on the experience of the printers their financial capabilities, the printers will be empanelled. Decision of the bank regarding selection / rejection for empanelment will be final and binding and no further rejection for empanelment will be final and binding and no further correspondence will be entertained. Only the empanelled printers will be informed by post.
8. If information and details furnished by the applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank later, the empanelment of such applicant will be cancelled immediately.
9. Applications received after the due date and time/ not fulfilling the prescribed criteria are liable for rejection.
10. **The printers having their office in the geographical jurisdiction of the Bank/ in the state of Uttar Pradesh/Delhi will be considered** .The empanelment will be valid for a minimum period of three years or up to the date of finalising next empanelment list.
11. The printers should not indulge in unethical practices, and should execute the works awarded to them as per the terms and conditions of the contract and

specifications, and should co-ordinate with bank staff, for smooth completion of the works.

12. The printers should execute the works satisfactorily, in time, and with good quality. The Bank will have the right to demote a contractor to a lower category/ suspend business with him for any period, debar/remove his name from the approved list of printers, after issue of a show cause notice as the case may be. Decision of the Bank will be final and binding.

13. All legal disputes between the parties shall be subject to the exclusive jurisdiction of the Courts situated at Moradabad.

14. PRATHAMA Bank reserves the right to reject any / or all the applications without as information furnished herewith in the accompanying sheets.

15. Security deposit amount is Rs.50,000.00 only

16. Two Sheet fed Offset printing machines Processing & plate-making arrangement, Binding equipment

17. Annual Turnover Criteria for printers Rs10 lacs and above.

**18. Already empanaled printers must be apply for the new empanelment.**

19. Prefrence will be given to printers having 10 years experiance of printing Bank's Stationery

## SCOPE AND ELIGIBILITY CRITERIA FOR PRINTERS

The panel for printing of bank's stationery items and binding works supply Eligibility Criteria:

1. The printers who intend to apply for empanelment should have the experience of successfully completing similar works for Banks job during last 3 years ending 31.03.2017 Similar work means printing of bank's stationery items binding works .

### **2. The printer should :**

- a. Have a well-established office.
- b. Be an Income Tax assessee.
- c. Have registration with VAT/ commercial tax department with valid registration number.



**DECLARATION FORM**  
**(TO BE FILLED IN AND SIGNED BY THE PRINTERS)**

1. I/ we have read the instructions appended to the proforma and I/ we understand that if any false information is detected at a later date, any future contract made between ourselves and Prathama Bank, on the basis of the information given by me/us can be treated as invalid by the Bank.
2. I/ we agree that the decision of Bank in selection of tenderers will be final and binding on me/us.
3. All the information furnished in the attached proforma is correct to the best of my/our knowledge.
4. I/ we also agree that I/We have no objection if enquiries are made about the my/our knowledge. works listed by me/us in the accompanying sheets or any other enquiry on the information furnished herewith in the accompanying sheets.

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: Name & Designation: \_\_\_\_\_

\_\_\_\_\_

## PROFORMA

(TO BE FILLED IN AND SIGNED BY THE PRINTER'S)

1. Name of organisation with complete :  
address & telephone No. (Direct)
  
2. a. Type of organisation (whether Sole :  
Proprietor-ship, Partnership, Private  
Ltd., Limited or Co-operative body etc.
  
- b. Name and address of the :  
Proprietor/Partners of Directors in the  
organisation  
1.  
2.  
3.  
4.
- c. Other Managerial Personnel :
  
3. a. Registration (Firm, Company, etc.) :  
Registration No. etc. (Copy of last  
Sales Tax clearance certificate)
- b. Sales Tax Registration No. date and :  
authority
- c. Permanent Account No. of Income  
Tax
- d. Bank's A/c No . with IFSC code :
4. In operation since (date) :
5. Business activities other than the : type  
of work applied for (Pl. specify)
  
6. Name/s of Banker/s and their :  
address/es
  
7. Reference of two reputed persons : 1.  
  
2.
  
8. Capital – 31.03. 2017 :  
Sale – 31-03-2017

Profit & Loss – 31.03.17 (Please also attach signed copies of your latest Balance sheet and Profit & Loss A/c)

9. Details of infrastructure available for : ensuring quality and timely execution of work orders.

10. Types of printing and binding : works undertaken or capable to undertake should be specified clearly.

11. Particulars of Bank printing job : executed during last two years.

12. Is any staff member of the Bank : related to the Proprietor/Partners or Directors? If so, please mention the name/s.

13. Other institution's name where : empanelled.

14. Details of Security Deposit : D.D. No. .... dated .....  
Amount Rs. ....  
Bank  
.....  
Payable ..... at  
.....

Place:

Signature : \_\_\_\_\_

Date :

\_\_\_\_\_

Name & Designation :

Organisation \_\_\_\_\_



