

**ZONAL OFFICE, AHMEDABAD ZONE**  
**Stationery Cell, General Operation Department**

**“STAR HOUSE”, 1<sup>st</sup> Floor, Bank of India Building, Bhadra, Ahmedabad-380001**

**Ref: AZO/CSD/STY/KVJ/22-23/09**

**Date: 28.06.2022**

**NOTICE**

**Empanelment of General Printers / Suppliers of General Stationery**

Bank of India invites applications from reputed Ahmedabad based Printers, and Suppliers of Office Stationery / Computer Stationery for the purpose of empanelment on Bank's approved list for next 3 years for the following categories:

- 1) General Printers (Registered Dealer (Regular/Normal) under GST)
- 2) Suppliers of Office Stationery / Computer Stationery / Folders etc. (Registered Dealer (Composite Dealer or Regular/Normal) under GST)

Only **Stationery Printers** having minimum turnover of **Rs.30.00 lacs** and **Manufacturers / Suppliers of General stationery items and 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 may apply in prescribed form available at Website [www.bankofindia.co.in](http://www.bankofindia.co.in) and also at **Bank of India, Stationery Department, Zonal Office, Ahmedabad Zone, First Floor, Bank of India Building, Bhadra, Ahmedabad-380 001** Telephone No. 25382789 / 66122556 along with the payment of **Rs.1,000/-** by Pay Order in/DD favour of Bank of India payable at Ahmedabad **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 16.07.2022 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 Ahmedabad 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 Ahmedabad on or before **16.07.2022 before 3.00 pm.**
8. Bank will review the performance of the empanelled General Printers, Suppliers of 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 General Printers and suppliers of office stationery desirous to continue should also apply in the same format.

Date: 28.06.2022  
Place: Ahmedabad

(Pranav Kumar)  
Chief Manager (CS)

**BANK OF INDIA**  
STATIONERY DEPARTMENT  
"STAR HOUSE", BANK OF INDIA BUILDING  
BHADRA, AHMEDABAD-380001

**APPLICATION FORM FOR EMPANELMENT OF PRINTERS /  
SUPPLIERS OF OFFICE STATIONERY**

(Tick whichever is applicable)

**(1) GENERAL PRINTER**

**(2) Supplier of office stationery / computer stationery / Plastic 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 \_\_\_\_\_