



ZONAL OFFICE :: SILIGURI ZONE
GOYAL MANSION, PRANAMI MANDIR ROAD, SILIGURI-734001
e-mail:ZO.Siliguri@bankofindia.co.in

REF NO: ZO: SLG:CSD:TENDER:004

DATED: 15-06-2022

**Invitation of Tenders for printing and supply of
Non Security Stationery items.**

Bank Of India Siliguri Zonal Office invites tender for rate contract of printing and supply of Non Security Stationery items. The details of the terms and conditions and list of items to be printed and are enclosed in the attached sheet. **(Annexure-1)**

The tender/quotation must be properly filled and submitted in **one** sealed envelope, **containing two separate properly labeled envelopes** one for Eligibility documents (**Technical Bid**) and one containing the price (**Financial bid**).

Applicants qualifying the eligibility criteria (Technical Bid) will be empanelled for 3 years, irrespective of becoming L1 or not in any of the listed items.

Financial Bids will be opened only of firms qualifying the technical bid.

Tender Fee ₹ 200/- (Non Refundable) in form of Banker's Cheque / Demand Draft (Payable at Siliguri) favouring "Bank Of India"

The Bank does not bind itself to accept the lowest bid for tender and reserves to itself the right to reject any or all the Tenders received without assigning any reason thereof. The notification of award of the contract will be made to the successful Tender in writing by the Bank

Date of Commencement of tender document	18-06-2022
Last Date and Time for receipts of Bids/Tender	02-07-2022
Address of Communication	The Zonal Manager, BANK OF INDIA, SILIGURI ZONAL OFFICE, GOYAL MANSION, PRANAMI MANDIR ROAD, SILIGURI-734001 (WB)
Contact Person (At stationery Dept. & Zonal Office)	Debabroto Raha-9434756157 Rajesh Kumar Ojha - 9547223115
Date and Time of opening of Bids/Tender	04-07-2022
Period of empanelment	Three Years

Dy. Zonal Manager
(Siliguri Zonal Office)

TERMS AND CONDITIONS
FOR PRINTING AND SUPPLY OF NON SECURITY STATIONERY ITEMS

Eligibility Criteria: (Technical)

1. The firm must have been established and having experience of printing for at least 5 years as on 31.03.2022
2. Applicant firm must have proper/full-fledged office and printing/technical set up in Applicant to produce pertinent office address proof like electricity bill/telephone bill/Municipal tax receipts/Rent Receipts in the name of the firm for that address along with the trade license of the printing press.
3. Firm should be empanelled and worked under PSU / Nationalized Banks / Nationalized Insurance Company in West Bengal for last three years and have work experience under such clients (documentary proofs like empanelment letter, work order, etc. to be produced).
4. Firm must have expertise of having successfully executed similar printing works as mentioned below during last 3 years :
 - A. 3 work order of ₹ 2 lacs each (in a single year) or,
 - B. 2 work order of ₹ 2.5 lacs each or,
 - C. 1 work order of ₹ 4 lacs each
5. The firm must have experience of at least executing 1 work order of any nationalised bank or PSU bank during the last 3 years. (Copy to be enclosed).
6. There should not be any adverse report about the applicant firm from its clients. Satisfactory report should accompany from institution whose work orders are submitted.
7. The applicant firm must have Registration details like Partnership deed, certificate of registration, Trade License, GST Number. Also it should have PAN number and have filed IT Return. Copy of all the above documents to be attached.
8. Existing empanelled vendor's performance and attitude will be taken into consideration before awarding the final contract
9. **Tender submitted by vendor who have running orders with them (more than 15 days) and have failed to supply full material till upload of this Tender are not eligible to apply and their Tenders will be rejected.**
10. **Applicants qualifying the eligibility criteria will be empanelled for 3 years, irrespective of becoming L1 or not in any of the listed items.**

Other Terms & Conditions

1. Rate/s quoted should be valid for the next 12 months from the date of finalisation of Tender, to be renewed with mutual written consent.
2. **L1 vendor** for each items will be selected separately
3. It may be noted that once the rates are accepted, the vendor will be bound to execute orders till the validity of rate contract. No excuse for increase in rate subsequently or non-availability of paper will be entertained. No advance will be given against any order.
4. **During the period of empanelment / rate contract, if requirement arises for new / modified item, quotation will be called from the empaneled vendors only.**
5. Once the order is received/intimated, the firm will be bound to execute it within the specified period (**maximum 15 days** from the date of order mail sent).
6. In case of failure/delays in supplies fully or partially, the bank is at liberty to cancel the order or accept late delivery with **Late Delivery charge @ 1% of order value (excluding taxes) each for 16th & 17th day** and thereafter **@ 2% per day maximum 10%**.
7. If the supplied items are found not exactly according to stipulated specification, such supply will be rejected at the suppliers cost.
8. Printed stationery must be **properly labeled and packed** accordingly and delivery to be effected as per bank's instructions.
9. After opening and finalizing of financial bid, the **L1** vendor will be informed by our Zonal office as per HO premises rule.

SL.NO.	Description	Quality of Paper and Size
1	15-G Declaration under Section 197 A(1)	Size 11" X 8.5" 1 page Both side printing on 70 GSM Andhra/JK Maplitho paper. Packing in pad of 100 leaves. Top binding with good quality under board
2	15-H Declaration under Section 197 A(1C)	Size 11" X 8.5" 1 Page Both side printing on 70 GSM Andhra/JK Maplitho paper. Packing in pad of 100 leaves. Top binding with good quality under board
3	Additional account Opening Forms Trilingual	Size: 8.75" X 11.25". 1 Page One side Hindi & English and other side Bengali on 70 GSM Andhra/JK Maplitho Paper Top binding with good quality under board. 100 leaves in a pad.
4	Adhesive Note Sticker Roll MISC-54	Size: 8" X 1 1/2" Per Sticker Colour Sign Paper 80 GSM with 25% gumming, blue colour border with white printing. Multi-colour Bank Emblem. Base colour is white. Each roll consisting of 1000 stickers.
5	AG 118 Gold Loan Booklet (Application cum Valuation Sanction letter)	Size: 8.5"X 11" 13 Pages. 4 page in 80 GSM West Coast Ledger Paper. 5 Pages in 70 GSM Andhra/JK white Maplitho paper. 3 Pages on Green, Yellow and Pink 47 GSM Cream wove paper .Yellow and pink pages with perforation. 1 page in 120 GSM Andhra Maplitho paper. Packing in sets of 50 bound by Craft paper
6	AG-15 Letter of Authority for AG loans	Size: 9" X 6.5". Paper: 60 GSM white Andhra/JK/Ballarpur Paper Mills. Single side print in single colour. Presentation: Pads of 100 Leaves each.
7	Agreement RBIA IRACP Norms	Specification : 13.5" X 8.5" (When folded) 04 Sheets (04 pages back to back print) on 80 GSM West Coast Ledger paper
8	Application for Basic No-Frill account	Size : 13" X 8.5" 1 Page Two sided printing in English & Hindi on 60 GSM White Andhra/JK Maplitho paper in Pad of 100 leaves. Top binding with good quality under board
9	Atal Pension Yojna Application form	11.25" X 8.75" 1 Page One side English and other side Bengali on 70 GSM Andhra/JK Maplitho Paper Top binding with good quality under board. 100 leaves in a pad.
10	ATM Reversal Request for failed transaction	Size : 8.5" X 11" 1 Page Single side print in one colour on 80 GSM Andhra/JK white Maplitho paper. Bindng of 100 leaves in a pad.
11	Beneficial Owner Format	Size : 8.5" X 11" 1 Page Single side print in one colour on 80 GSM Andhra/JK white Maplitho paper. Bindng of 100 leaves in a pad.
12	Bills-1005 Bill Form for CD account opening	Size : 8.5" X 11" 1 Page Single side print in one colour on 80 GSM Andhra/JK white Maplitho paper. Bindng of 100 leaves in a pad.
13	CBD-23 Statement of Assets & Liabilities (Annexure I)	Size 11.5: X 9" (when folded) 70 GSM White Maplitho paper of Ballarpur/ West Coast/ JK/ Century/ International paper mills. 2 Sheets, pages 4 printing on both sides. Packing of 100 Pcs in packet of labelled craft paper
14	CD 95 Cheque Book Request Form (Pad of 100 Leaves)	Size 7.5" X 9.75" 1 Page Bilingual (Hindi/English) print on 60 GSM Andhra/JK Maplitho paper. 100 Leaves in a pad
15	CD-130 Common Pay in slip for Deposit (Stapled Booklets of 10 Leaves)	Size 11.5" X 4.5". Paper Quality: 70 GSM White Maplitho paper of A grade Mill i.e. Ballarpur/West Coast/JK/TNPL/International Paper Mills. Printing in Trilingual: Paying In Slip to be printed in English and Hindi on one side and Bengali on the other side with perforation for easy detachment from the counterfoil. Single colour printing

16	CD-53 Debit Voucher (each pad of 100 Leaves)	Size: 7.25" X 4.5" Bilingual (Hindi & English) printing on one side on 8 kg (60 GSM) JK/Andhra Maplitho paper. Binding of 100 leaves by straw board (100 leaves in a pad)
17	CD-54 Credit Voucher (each pad of 100 Leaves-green)	Size: 7.25" X 4.5" Bilingual (Hindi & English) printing on one side on 5.9 kg (47 GSM) JK/Andhra Maplitho paper (green). Binding of 100 leaves by straw board (100 leaves in a pad)
18	CHA-1 Hypothecation cum Loan Doc	13.5" X 8.5" (when folded) Printing in Hindi & English. 34 Sheets (68 pages back to back printing) on 80 GSM West Coast Ledger Paper. Centrally stitched. 25 sets in a band of craft paper.
19	Customer Information Updation form Trilingual (KYC)	Size : 11.5" X 8.5" 1 Page Both sided trilingual (Bengali/Hindi/English) print on 80 GSM Andhra/JK Maplitho paper. Top binding with good quality under board. 100 leaves in a pad.
20	Customer Profile Sheet (Individuals)	Size : 11" X 8.5" 1 Page Single side print in one colour on 80 GSM Andhra/JK white Maplitho paper. Binding of 100 leaves in a pad.
21	Customer Profile Sheet (Organisation)	Size : 11.5" X 8.5" 1 Page Both side print in one colour on 80 GSM Andhra/JK white Maplitho paper. Packing 50 Pcs in craft paper band.
22	D-12 Envelope	Size : 10" X 4.75" + Flap 70 GSM JK/Andhra white Maplitho paper. Front Side multi coloured printing. Packing: 50 Pcs in a band and 10 bands in a labelled box.
23	D-20 Envelope	Size 12.25"x5.5" + flap Front bottom Hindi & English printing with Bank's logo on 95 GSM Ledger(West Coast) with 12 ghara cloth pasting
24	D-29 Cloth Envelope	Size: 9.5" X 14.5" with 1.5" flap Front bottom Hindi & English printing with Bank's logo on 70 GSM Andhra ribbed craft paper over clothes 12 ghara. 50 Pcs bound in craft paper band
25	DA1 Nomination	Size 11" X 8.5" 1 Page Trilingual Hindi/English one side & Bengali in other on 70 GSM Andhra/JK Maplitho paper. Packing in pad of 100 leaves. Top binding with good quality under board
26	DD Sticker (Adhesive)	Size : 5 Cm X 2 Cm Bank name in Hindi & English. Bank's Logo on the Right. 50 Stickers in a sheet. Binding of 50 sheet in band of craft paper
27	DDER 01 Retail Unsecured Pers/Top up	Size : 8.75" X 13.5" (when closed) Both side printing on 80 GSM West Coast Ledger. 6 Pages. Packing of 50 sets in a paper band. 4 band in a labeled craft paper packet.
28	DDER 02 Retail Vehicle Loan Consolidated Doc	Size : 8.75" X 13.5" (when closed) Both side printing on 80 GSM West Coast Ledger. 10 Pages. Packing of 50 sets in a paper band. 2 band in a labelled craft paper packet.
29	Deceased Claim (with nomination)	Size 8.5" X 13.5" Trilingual (Hindi/English one side and Bengali on other) Both side printing on 60 GSM Andhra/JK Maplitho paper. 3 Pages. Pad of 100 leaves
30	Dormant to Active Application	Size : 8.5" X 11" 1 Page Trilingual (Hindi/English in one side & Bengali in other) Both side print in one colour on 80 GSM Andhra/JK white Maplitho paper. 100 leaves in a pad. Top binding with good quality under board.
31	E-37A Currency Note Slip Issuable (Green)	Size : 9" X 2.5" One side Hindi & English printing on 5.9 kg 47 GSM Andhra green wove paper. 100 Leaves in a pad
32	ECS Mandate	Size : 8.75" X 3.75" One sided English printing with watermark bank name logo (English/Hindi) on 80 GSM Andhra/JK Maplitho paper. 50 Leaves in pad. Top binding with good quality under board.
33	EQM Attendance Register	Size : 8.5" X 13.5" 200 Numbered both side printed pages with blue ruling on 95 GSM West coast ledger paper as per sample. 2.5 lbs board to be used. Canvas & cloth binding with label

34	FORM-A Declaration for CD account Opening	Size : 8.5" X 11" 1 Page One side print in one colour on 80 GSM Andhra/JK white Maplitho paper. 100 leaves in a pad. Top binding with good quality under board.
35	FORM-B Declaration for CD account Opening	Size : 8.5" X 11" 1 Page One side print in one colour on 80 GSM Andhra/JK white Maplitho paper. 100 leaves in a pad. Top binding with good quality under board.
36	IC /19 ATM Application Form	Size : 7.5" X 10" 1 Page (Tri Colour) Printing in Trilingual (Hindi/English one side and Bengali on the other) on 8 kg (60 GSM) Andhra/JK Maplitho paper. Presentation in pad of 100 leaves. Top binding with good quality under board
37	India Green Card (KCC) Withdrawal	Size: 7" X 3.5". Trilingual printing (Bengali/Hindi/English) single colour one side printing on 47 GSM green paper of Andhra/JK/Ballarpur paper mills.
38	India Green Card Passbook (Kisan Card)	Size : 7.25" X 5.00" (when folded) Sheets 6 (including cover). Cover page on 120 GSM light green Andhra/JK Paper. Inside 4 sheets on 70 GSM Andhra/JK Paper. Back to back print.
39	Internet Banking (BOI Star Connect) application (Retail)	Size : 8.5" X 11" (when folded) Tri colour, both side printing. 4 Pages on 80 GSM Andhra/JK Maplitho Paper. 100 Pcs Bound in Band of Craft paper.
40	KCC Application cum Proposal Booklet	Size : 8.25" X 13.25" 31 Pages book (including cover pages). 7 Page on 10.4 kg (70 GSM) west coast ledger paper. 16 Page on 8.9 kg (60 GSM) Andhra Maplitho paper. Cover page plus 2 pages on 31.8 kg (120 GSM) Andhra Maplitho paper. The rest of the pages on 80 GSM Andhra/Ballarpur paper. Side stitch with paper Rexene pasting.
41	KYC-Sign Specimen Signature Cards	Size : 8" X 6" Both side printing on 80 GSM Andhra/JK Maplitho Paper. Packing 25 Cards in a band of craft paper.
42	L-435 Bearer Letter	Size 9" X 5.5" 1 Page One side Hindi & English print on 8 kg (60GSM) Andhra/JK Maplitho Paper. Top binding with good quality under board in pad of 100 leaves.
43	L-440 Instalment Letter	Size: 8.75" X 5.75". 1 Page Presentation: Pads of 100 Leaves each. Paper: 60 GSM white Andhra/JK/Ballarpur Paper Mills. Printing: To be printed in Bilingual Hindi and English in Single colour.
44	L-444CC Acknowledgement of Debt by Legal Heirs	Size 8.75" X 13.5" 1 Page. Both side printing on 80 GSM West Coast Ledger Paper. Packing of 100 Pcs in a labelled craft paper packet.
45	L-487 Education Loan Application	Size 8.5" X 12" (When folded) 2 Sheets (4 pages back to back print) on 70 GSM Maplitho paper of Andhra/JK
46	L-488 Education Loan Document	Size 13.5" X 8.5" 95 GSM West Coast Ledger paper 7 pages both side printing. 50 sets in craft paper band.
47	L-515 Declaration regarding Staff Relative	Size 8.75" X 13.5" (when folded) Both side bilingual (Hindi/English) printing on 80 GSM West Coast Ledger Paper. 4 Pages Centrally pin stitched. Packing 100 sets in a labelled craft paper packet.
48	L-516 Common Terms Agreement	Size 8.5" X 13.5" (when folded) Printing in Hindi & English on both sides on 80 GSM West Coast Ledger Paper 20 Pages (10 Sheets) centrally stitched. Packing 50 Sets in a labelled craft paper packet.
49	L-517 Affidavit Cum Undertaking	Size 8.75" X 13.5" 1 Page One side printing on 80 GSM West Coast Ledger Paper. Packing of 200 Pcs in a labelled craft paper packet.

50	LAP Application	Size : 11.5" X 8.5" (When Closed) Both side print in single colour. 8 Pages on 70 GSM Andhra/JK white Maplitho Paper. 50 sets bound by craft paper.
51	LATDR Application cum proposal form Advance against Bank's TDR/RD	Size : 13" X 8.5" (when folded) Two pages, One sided printing on 60 GSM White Andhra/JK Maplitho paper. Packing 100 pieces in Craft paper band.
52	MCLR Agreement for New Loans	Size 8.5" x 13.5" 80 GSM West Coast Ledger paper, single page both side printing
53	Modified Account Opening forms	Size 11.25" X 8.75" (when folded) Trilingual, both side print. 10 pages with English on one side Hindi on other. 5 pages Bengali both side print on 80 GSM Andhra/ JK Maplitho Paper centrally stitched. 8 Sheets in all. Individual customer profile sheet (English) to be printed on the last page. Packing of 100 sets in a paper band and 2 band in a labelled packet.
54	Mudra Loan (Kishore/Tarun)	Size : 11.5" X 8.5" (When Closed) Both side print in single colour. 4 Pages on 70 GSM Andhra/JK white Maplitho Paper. 50 sets bound by craft paper.
55	Mudra Loan (Sishu)	Size : 11.5" X 8.5" (When Closed) Single side print in single colour. 2 Pages on 70 GSM Andhra/JK white Maplitho Paper. 50 sets bound by craft paper.
56	Name Addition / Deletion Application	Size 8.5" X 13.5" 1 Page Trilingual (Hindi/English one side and Bengali on other) Both side printing on 60 GSM Andhra/JK Maplitho paper. Pad of 100 leaves
57	NEFT / RTGS Application Form	Size : 11.25" X 9" Both side printing. English/Hindi in one side and Bengali on other on 70 GSM Andhra/JK Maplitho paper. Pads of 100 leaves. Top binding with good quality under board.
58	Oral Assent Register	Size : 17.5" X 11" 100 Numbered, both side printed pages with blue ruling on 95 GSM West coast ledger paper as per sample. 2.5 lbs board to be used. 4 page Index in front. Canvas & cloth binding with label
59	Partnership Letter	Size : 8.5" X 11" 1 Page Single side print in one colour on 80 GSM Andhra/JK white Maplitho paper. Binding of 100 leaves in a pad.
60	PMJJBY Pradhan Mantri Jeevan Jyoti Bima Yojna Application form	11.25" X 8.75" 1 Page One side English and other side Bengali on 70 GSM Andhra/JK Maplitho Paper Top binding with good quality under board. 100 leaves in a pad.
61	PMSBY Pradhan Mantri Suraksha Bima Yojna Application form	11.25" X 8.75" 1 Page One side English and other side Bengali on 70 GSM Andhra/JK Maplitho Paper Top binding with good quality under board. 100 leaves in a pad.
62	POS Reversal Request for failed transaction	Size : 8.5" X 11" 1 Page Single side print in one colour on 80 GSM Andhra/JK white Maplitho paper. Binding of 100 leaves in a pad.
63	PPF (Public Provident Fund) Account Opening Form	Size 11.5" X 8.5" (When Folded) 1 Page Both side print on 70 GSM Andhra/JK Maplitho Paper. 100 leaves in a pad, top binding with good quality under board
64	Proprietorship Letter	Size : 8.5" X 11" 1 Page Bi-lingual (Hindi/English) Single side print in one colour on 80 GSM Andhra/JK white Maplitho paper. Binding of 100 leaves in a pad.
65	Public Provident Fund (PPF) Passbook	Size 4.25" x 5.5"(when folded). 8 Pages including cover. 60 GSM Maplitho (Andhra/JK), Green Board for cover. Packing 100 books in craft paper
66	RBLR Agreement for New Loans	Size 8.5" X 13.5" Both side printing 4 pages in a form on 80 GSM West Coast Ledger paper
67	RD-6 Recurring Deposit Pass Book	Size 4.5" X5.5" (when folded). 6 pages including cover. 60 GSM Maplitho Andhra/JK Paper. Cover in 4 colour. Packing 100 Books in craft paper band.

68	Recurring Deposit Withdrawal	Size 7.5" X 4.5" Hindi English one side printing on 8.9 kg (60 GSM) Andhra Maplitho paper, with colour background as per sample. 100 Leaves in a pad and 10 pads in a band.
69	REM-241 D/D PO / MT/TT Application Forms Trilingual	Size : 10.5 X 7.5" Trilingual (Bengali, Hindi & English) printing on one side on 5.9 kg (47 GSM) JK/Andhra Maplitho paper (green)
70	Retail Loan (Veh/Pers/Pension)	Size : 11.5" X 8.5" Both side print in single colour. 13 Pages (7 Sheet) on 70 GSM Andhra/JK white Maplitho Paper. 50 sets bound by craft paper.
71	Sanction Letter-Format for credit limit Above 2 Lakhs	Size : 8.5" X 13" Paper: 70 GSM (18.6 kg) of good quality white Maplitho paper of Ballarpur/West Coast/JK/Century/International paper mills. 1st page 4 colour print and rest both side one colour black print. To be printed in Bi-Lingual English and Hindi (First Page) and English other in pages. Total pages 4, (both side print except 1st page). Binding: 50 sets per pad.
72	Sanction Letter-Format for credit limit Upto 2 Lakhs	Size : 8.5" X 13" Paper: 70 GSM (18.6 kg) of good quality white Maplitho paper of Ballarpur/West Coast/JK/Century/International paper mills. 1st page 4 colour print and rest both side one colour black print. To be printed in Bi-Lingual English and Hindi (First Page) and English other in pages. Total pages 2, (both side print except 1st page). Binding: 100 sets per pad.
73	SB A/C Passbook No Frill (Vertical)	Size 4.25" x 5.5"(Closed) 16 pages in a book, 80 GSM Maplitho(Andhra/JK), Cover 200 GSM good quality Art Card paper
74	SB-332 S/B Withdrawal Form (Pink) Pad of 100 Leaves	Size: 7" X 4.5". Trilingual printing (Bengali/Hindi/English) single colour printing on both sides on 47 GSM Pink paper of Andhra/JK/Ballarpur paper mills.
75	SB-336(H) SB A/C Passbook (Horizontal)	Closed size 9.2 X 20 cm Open Size 18.4 X 20 cm Paper: Cover page paper 200 GSM good quality Art Card Paper. Inside Pages: 80 GSM of Good quality White Maplitho paper of A-Grade Mill i.e. Ballarpur/West Coast/JK/Century/International Paper mills. Pages: Book of 24 pages plus 4 Cover pages. Printing: In four colours on Cover Page. Inside pages to be printed in single colour in trilingual form (Bengali, Hindi and English). Stitching : Centrally stitched (sewing)
76	SCSS (Senior Citizen Saving Scheme) Account Opening Form	Size 4.25" x 5.5"(Closed) 6 pages in a book (including cover), 80 GSM Maplitho(Andhra/JK), Cover 200 GSM good quality Art Card paper
77	SDV Locker Card	Size : 7" X 8" Both side printing on 80 GSM Andhra/JK Maplitho Paper. Packing 25 Cards in a band of craft paper.
78	SDV-1403 Locker Renter's Attendance Register	Size 10" X 15"(When closed). 80 GSM West Coast Ledger 100 pages each, Half canvas, Rexene binding
79	Senior Citizen Saving Scheme Passbook	Size : 5.25" X 4.5" (when folded) Sheets 6 (including cover). Cover page on 120 GSM yellow Andhra/JK Paper. Inside 5 sheets on 70 GSM Andhra/JK Paper. Back to back print.
80	SHG Application cum Proposal Booklet	Size : 8.25" X 13.25", 26 pages a book (including cover page) Paper : 6 pages on 10.4 kg (70 GSM) West coast ledger paper, 17 pages on 8.9 kg (60 GSM) Andhra Maplitho paper. Covers page plus 1 pages on 31.8 kg (120 GSM) Andhra Maplitho paper Binding: Side stitch with paper Rexene pasting.
81	SSA-1 Sukanya Samriddhi Account Opening Form	Size : 8.5" X 11" One side print in one colour on 80 GSM Andhra/JK white Maplitho paper. 100 leaves in a pad. Top binding with good quality under board.

82	Stock Statement	Size : 8.25" X 13.25" 1 Page One side printing on 60 GSM Andhra/JK Maplitho Paper. Top binding with good quality under board. 100 leaves in a pad.
83	Sukanya Samriddhi Pass Book	Size 3.5" x 7.5"(Closed) Horizontal 14 pages in a book (including cover), 80 GSM Maplitho(Andhra/JK), Cover : Pink 120 GSM Sunshine paper printing with lamination
84	Term Deposit Paper Cover (Misc-21A)	Size : 24 Cm X 14.5 Cm + Flap, 80 GSM JK/Andhra white Maplitho paper. Front Side multi coloured & back side black colour. Packing: 50 Pcs in a band and 10 bands in a labelled box.
85	Term Deposit Renewal/Confirmation Form on Continuous Stationery	Size: 10" X 5.5" each certificate. 2 ups on far fold continuous stationery. Front side 4 colour and back side single colour printing. Sheet size 10" X 11" on 100 GSM white Maplitho paper of Andhra/Ballarpur/JK mills. Volume of 50000 Sheets
86	TR-8 Currency Note Slip Non Issuable (Red)	Size : 9" X 2.5" One side Hindi & English printing on 5.9 kg 47 GSM Andhra Pink wove paper. 100 Leaves in a pad
87	Visitors Book	Size : 9" X 11" (when closed) English print on 31.9 kg (120 GSM) Andhra Maplitho paper. Full Rexene binding with bank's logo. Packing: 5 Books in a labelled Craft paper packet.

DETAILS OF ORGANISATION General Information:

1. Name and address of the Firm
2. Address of Office and Press.
3. Contact Person:
4. (a) Telephone : (b) Mobile :
5. (c) Fax : (d) E-mail :
6. Place of incorporation/ registration
7. Year of Incorporation/ registration
8. GST N. & PAN of the Firm

II. Name and address of Owners/Partners/Directors:

III. Number of Employees;

	Regular	Part-time
Skilled	-----	-----
Unskilled	-----	-----

IV. Structure and Organization

- A. The applicant is a Limited Company/Corporation/Partnership/Proprietorship
- B. Number of years of experience in similar work
- C. Were you ever required to suspend the activity for a period of more than six months continuously? If so, give details
- D. Have you ever left any orders placed with you incomplete? (If so, give details and reasons for not executing the orders)
- E. Give details of your experience in execution of printing jobs of Institutional customers (PSU Bank / Insurance Company)
- F. Have your firm been debarred or Black listed for tendering in any organization? If so, give details.

TENDER APPLICATION (On letter head)

Bank of India,
General Operations Dept
Siliguri Zonal Office
Goyal Mansion, Pranami Mandir Road
Siliguri 734001.

Dear Sir,

This is in response to your tender notice reference **ZO: SLG:CSD:TENDER:004** Dated **15-06-2022**

Having examined the Tender document, we hereby submit all the necessary information and relevant documents and quotations for printing the items.

It is certified that the information furnished in this document is true and correct. We hereby authorize Bank of India to make independent enquiries to verify the information furnished by us.

We understand that Bank reserves the right to reject any or all applications without assigning any reason thereof.

Date :

Signatures with seal/capacity

Encl.:

- 1) Annexures duly filled in the prescribed form.
- 2) Copy of Partnership Deed or Registration Certificate.
- 3) Balance Sheets and Profit & Loss Accounts for 3 years.
- 4) GST registration Certificate, PAN card etc.
- 5) Copy of valid Trade license
- 6) Name of Banks/PSUs whose printing work are being done along with their Performance certificates/proof of order execution as per eligibility criteria
- 7) SSI Registration number, if any
- 8) Copy of empanelment enlisted with nationalized bank/Nationalized Insurance Company/other PSU in and around Kolkata but mandatorily office within West Bengal.
- 9) Documents in support of having successfully executed similar printing works as during last 3 years as mentioned in eligibility criteria.
- 10) Address Proof of printing press (Electricity Bill / Telephone Bill / Rent Receipt / Municipal Tax Receipt etc in the name of firm reflecting the address.
- 11) Any other documents as required to support eligibility criteria