

**TERMS & CONDITIONS FOR EMPANELMENT OF
PRINTERS / STATIONERY SUPPLIERS**

State Bank of India, Local Head Office, Ahmedabad, invites application for pre-qualification & Empanelment of reputed printers / stationery suppliers for undertaking printing of non security standard forms, registers and supply of sundry stationery articles. Order for the items will be placed with the empanelled vendors after inviting quotations from time to time on need base basis during the empanelment period for specified work. The empanelment will be for two years from 01.01.2020 to 31.12.2021

To be eligible to participate in the tender, the vendor should fulfill the under noted condition:-

- i) Applicant printer/supplier should possess at least five years experience in rendering similar services to the corporate / reputed organization/financial institutions/PSU.
- ii) Applicant printer/supplier should have office & factory in Gujarat State, Diu, Daman & Dadaranagar Haveli (Union Territory).
- iii) Applicant printer/supplier should have technical printing facilities like offset printing, multicolor printing, computer composition, laser printing, binding facilities, paper trimming facilities, punching facilities etc.
- iv) Adequate storage facilities.
- v) Applicant printer/supplier should have been properly registered with the appropriate authority and should have valid license from Municipal Authority / local body if applicable.
- vi) Applicant printer/supplier if empanelled should have to undertake job work in small quantity also.
- vii) Applicant printer/supplier should have:
 - a) an annual minimum turnover of Rs.50.00 lacs for printing of core items i.e. Passbook printing, Account Opening Forms, Pay-in-slips, Computer continuous Stationery etc.
 - b)Rs.25.00 lacs for Sundry Article i.e. Registers, envelopes, Plastic Folders, TDA covers, Stationery forms etc. from sale of stationery items for the last three years.
- viii) Applicant printer/supplier should have supply arrangements of stationery items with large Corporate / PSUs / Govt. Department in current year.

- ix) Applicant printer/supplier should not have been debarred / black listed by any Government / Semi Government / Public sector organization.
- x) Applicant printer/supplier should submit its copy of for last three years Balance Sheet, IT Return and GST/CST / VAT Certificate with registration number.
- xi) Empanelled printer / supplier will have to deposit security deposit Rs.50,000/- by way of fixed deposit.
- xii) Quotations will be invited for the specified items as may be required by Bank from time to time from the empanelled vendors and the work order will be given to the successful vendor as per the terms and condition mentioned in the letter inviting quotations.

Availability of application form on Bank web site: www.sbi.co.in under "Procurement News Section" or in person from above address during business hours from 28/11/2019 to 04/12/2019.

Applicant printer/supplier fulfilling the above prequalification / empanelment criteria, may apply on the standard application form, which shall be downloaded from the above website and be submitted to The Chief Manager, State Bank of India, Circle Stationery Department, Khanpur, Ahmedabad-380 001.

Last date of submission: 07/12/2019 up to 5.00 p.m.

Applicant printer/supplier should submit the attached form duly filled and complete in all respects attaching all the related documents evidencing of fulfillment eligibility criteria with the above application. Application should be accompanied with application fee of Rs.10,000/- (rupees Ten thousand only), which is Non-Refundable, by way of Demand draft / Bankers cheque of nationalized bank in favour of The Chief Manager, Circle Stationery Department, SBI Ahmedabad, payable at Ahmedabad.

The State Bank of India reserves the right to reject any or all of the applications without assigning any reason whatsoever. All legal disputes between the parties shall be subject to the exclusive jurisdiction of the courts situated at Ahmedabad only. Application received after the due date and time, not fulfilling eligibility criteria, not filled properly and not attached related documents will be rejected.

LIST OF DOCUMENTS TO BE SUBMITTED WITH APPLICATION FORM

(All supporting documents to be signed by authorized person)

1. Copy Photo Identity i.e. Aadhar Card, Pan Card and address proof of proprietor / partners / directors of the firm / company.
2. Copy Certificate of incorporation / partnership deed / factory license / Shop & establishment certificate of municipality whichever is applicable.
3. Copies of Balance-Sheet for the year ending 31/03/2017, 31/03/2018, 31/03/2019 of the firm
4. Copy of last IT assessment order for the assessment year 2019-20 of the applicant
5. Copy of VAT/GST Registration of the applicant
6. Copy of TAN NO. (If applicable)
7. List of organisation already empanelled with
8. Copy of Proof of Establishment

S. Shama



Chief Manager

State Bank of India

Circle Stationary Department

Local Head Office

Ahmedabad