

EMPANELMENT OF PRINTERS FOR PRINTING STATIONARY ITEMS

Last date of submission of application: 06.11.2025 up
to 04.00 PM

Address:-



Central Bank Of India
Regional Office Barpeta Road
First Floor, Navin Bazar
Barpeta Road
Dist Barpeta
Assam

EMPANELMENT OF PRINTERS

Sealed tenders are invited for print and supply :

Tender Reference Number	RO/BRPDIV/BSD/2025-26/171
Tender Fee	Rs.1000/- (Rs. Five thousand only) demand draft favour on Central Bank of India, payable at Barpeta Road
Date of Tender	17.10.2025
Any query	Should be mail to gadbarpetaro@centralbank.co.in, on or before 04.11.2025
Last Date and Time for receipts of tender offers	On 06.11.2025 up to 4.00 p.m. By Registered Post /Courier / By hand delivery at Submission place
Time & Date of Opening of Tender	07.11.2025 at 03:00 p.m or any other date as decided by bank
No. of Envelope - Two sealed separate envelope of Technical Bid & Commercial Bid kept in sealed single envelop	Two (2) Envelops Envelope 1 containing : Technical bid + document cost Envelope 2 containing : Commercial Bid
Place of Submission / Opening tender offers : Contact Telephone Numbers	Central Bank of India, Regional Office, Barpeta Road,First Floor,Navin Bazar,Dist Barpeta Assam,Pin 781315 Contact no 7099078106/9508044466
Address for Communication	Central Bank of India, Regional Office, Barpeta Road,First Floor,Navin Bazar,Dist Barpeta Assam,Pin 781315 Contact no 7099078106/9508044466

Central Bank of India, Regional Office, Barpeta Road invites 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, Nationalised 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, Barpeta Road – 2025."**

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, Barpeta Road,First Floor,Navin Bazar,Dist Barpeta Assam,Pin latest by 4.00pm up to 06.11.2025.

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**. 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, Barpeta Road free of cost.

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. 1,000/- for the tender document, which is not refundable.

- **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 20.00 lakhs 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.

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) Copy of MSME certificate.
- d) Audited Balance Sheet for last three years
(Auditor's Certificate & Experience Certificate) should be submitted.)
- e) In the line of business of printing and supply of stationary items directly for at least five years
- f) 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.
- g) Integrity Pact with bank as per the format.
- h) 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 years** which can be extended solely on Bank's discretion. 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.**
- 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 GAD Department on any working day during office hours, well before the last date of submission of application.

Regional Head
Central Bank of India, Barpeta Road R.O

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:		
		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.	Pre-press Facilities at one place		
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	
C.	Printing & Binding		
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		
D.	Credentials:		
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.		
E.	Document Copies attached		
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, Barpeta Road 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 Manager
Central Bank of India
Barpeta Road

: 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 :

Organisation :

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:

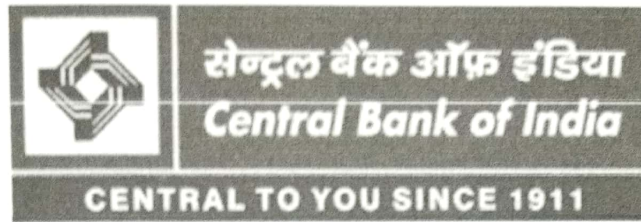
Signature :

Date:

Name & designation :
Organisation

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.



COMMERCIAL BID

Commercial Bid will be open on qualifying of Technical Bid

Address:-



Central Bank Of India
Regional Office Barpeta Road
First Floor, Navin Bazar
Barpeta Road
Dist Barpeta
Assam

NOTICE OF INVITATION TO TENDER

IMPORTANT

1. Bidders have to submit tender for empanelment AND Printing of stationery separately in sealed envelope.
2. Only those printing firms which would be found eligible for empanelment will be considered for this tender.

Sub: Printing of Non standardized stationery

Dear Sir,

Sealed tenders on item rate basis are invited for printing of Non standardized stationery. The details of tender are as follows

S.N.	PARTICULARS	DETAILS
1	Minimum quantity	As mentioned in tender
2	Size	As mentioned in tender
3	Paper specifications	As mentioned in tender
4	Printing	As mentioned in tender
5	Matter	As mentioned in tender or specimen will be supplied for matter.
6	Last Date of receiving Tender at Regional Office, Barpeta Road	06.11.2025 , 4:00 pm
7	Time & date of opening Of Tender	Will be informed in due course
8	Time for delivery	Within 7 days of work order

The Bank reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

Terms and Conditions:

1. Financial bids should be inclusive of all charges and insurance, packing/forwarding, delivery etc and quotation should be signed by authorized signatory/agent with stamp/seal of the Firm/Company. **Rate will be valid up to 1 years.**
2. GST as per applicable Government rule billing on **(HSN code 4820. @ 18%)**
3. It may be noted that once the order is accepted, you will be bound to execute it within the period specified and no request for increase in rate subsequently nor any excuse for not executing the order on account of non- availability of paper will be entertained. We shall not grant any advance to you against our order, if any, placed with you.
4. If after the stationery item is delivered, if it is discovered that the material supplied / used, is not exactly according to our specification/quality stipulated, such supply will be rejected at the supplier's cost.
5. In case of failure/delays in supplied fully or partially the Bank is at liberty to get the same printed through other sources at its sole discretion and difference in cost, if any, will be recoverable from defaulting party.
6. Printed stationery must be **properly labelled** and packed according to our requirement and delivery to be effected as per our instructions.
7. Printers who do not affect supplies according to the delivery schedule will be liable for all damages/detriment or losses to the Bank and in case despite warning, they continue to be too late in deliveries, they may be disqualified for further inquiries/entrustment of work.
8. Penalty for delayed supplies will be on pro-rata basis i.e. 5% for one month (or part thereof) delays 10% for two months delay and so on, at the discretion of Bank, which please note.

9. Bank may allot the work to more than one Printer on L-1/ negotiated rates and in such case the total quantum of work shall be divided amongst the Printers as per requirement of Bank. In case more than one required Printer opts for working on L-1 / negotiated rates, the required number of Printers shall be selected on the basis of selection criteria decided by Bank and in such case decision of bank shall be final and binding on the Printers.
10. The Bank reserves its right to reject any/all Tenders, without assigning any reasons for cancellation.
11. Payment will be made after the materials are delivered at the stationery godown at Regional Office ,Patna.
12. All admissible taxes and levies shall be deducted at source as per the applicable laws, at the time of settlement of bills unless the Printer produces the certificates to the contrary from the Income Tax authorities. The Printer shall be responsible for bad printing/inferior quality not matching specification given to them at the time of calling quotation. Any decision taken by the Bank as regards the acceptability of the printing material supplied to the Bank shall be final, conclusive and binding on the Printer. In case of non-acceptability of the same, the Printer shall be liable to repeat the work to the satisfaction of the Bank, without any extra cost/payment/compensation etc and shall further be liable to compensate Bank Ltd in monetary terms as may be decided by Bank Ltd. which the Bank may at its sole discretion recover from the amounts due and payable by the Bank to the Printer.
13. CENTRAL Bank reserves the right to **benchmark the rates** to be offered for any items to be printed. CENTRAL Bank also reserves the right to resort **to reverse auction** to finalize the rates to be fixed for any of the item or all currently listed and for future items. Decision of CENTRAL Bank in this regard would be final.
14. CENTRAL Bank does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the Tender without assigning any reason whatsoever. CENTRAL Bank also reserves the right to re-issue the Tender without the vendors having the right to object against the re-issue.
15. At the time of delivery/ billing the selected printer would be required to provide **certificate** that all the copies have been printed using desired quality of paper and that overall production quality is as per design specifications provided by Bank.
16. The firm needs to **open an account with Central Bank of India** for speedy and proper credit of the bill amount.

Central Bank of India
Regional Office, Barpeta Road

Name of the firm :

LIST OF STATIONARY TO BE PRINTED

S. N.	PAPER	GSM	SIZE	ITEM BINDINGDE SCRIPTION	QUANTITY	RATE
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FORM

SL NO	QUALITY OF PAPER/COLOUR	Min Quantity	SIZE	ITEM NAME	BINDING DESCRIPTION	Pad/Set Description	RATE
1	German Deo Colour Maplitho Green,70 GSM	100 pads	21X14.6 cm	D.D. Form	Both side printing	1 pad-100 leaves	
2	German Deo White Maplitho,70 GSM	100 pads	21X29.7 cm	Form 60	Both side printing	PAD	
3	German Deo White Maplitho,70 GSM	100 pads	21X29.7 cm	Form 61	Both side printing	PAD	
4	German Deo White Maplitho,70 GSM	100 pads	D-2	Stock Statement		1 pad-100 leaves	
5	German Deo White Maplitho,70 GSM	100 pads	12X21 cm	Debit Voucher		1 pad-100 leaves	
6	German Deo Colour Maplitho Blue,70 GSM	100 pads	12X21 cm	Credit Voucher		1 pad-100 leaves	
7	70gsm Maplitho paper,one sided printing with numbering and perforation 100 each ad,	200 pads	18x22 cm 1/8 size	Pay-in- Slip		1 pad-100 leaves	
8	German Deo White Maplitho,70 GSM	100 pads	21X29.7 cm	Life Certificate		1 pad-100 leaves	
9	German Deo White Maplitho,70 GSM	100 pads	21X29.7 cm	Form No.- 15G	Both side printing	1 pad-100 leaves	
10	German Deo White	100 pads	21X29.7 cm	Form No.- 15H	Both side printing	1 pad-100 leaves	

	Maplitho,70 GSM						
11	German Deo White Maplitho,70 GSM	200 pads	21X29.7 cm	R.T.G.S./NEF T	Both side printing	1 pad-100 leaves	
12	¼ size,60 GSM,Mapiltho paper,onesided printing	200 pads		ATM Form		1 pad-100 leaves	
13	Both side 4 color printing,70 GSM,Meplitho	1000 sets	21X29.7 cm	Account Opening Form(Personal)	Printed on white four paper in colour CIF-4 pages AOF-4 pages	Printed on white four paper in colour CIF-4 pages AOF-4 pages	
14	Both side 4 color printing,70 GSM,Meplitho	1000 sets	21X29.7 cm	Account Opening Form(Non Personal)	Printed on white four paper in colour CIF-4 pages AOF-4 pages	Printed on white four paper in colour CIF-4 pages AOF-4 pages	
15	German Deo Colour Maplitho Pink,70 gsm	200 pads	1X18 cm	Withdrawal Slip		1 pad-100 leaves	
16	60 GSM Maplitho paper,one sided printing with numbering and perforation 100 each pad	100 pads	18x22 cm 1/8 size	Cheque Deposit Form		1 pad-100 leaves	
17	60 GSM Maplitho paper,one sided printing with numbering and perforation 100 each pad	100 pads	10.5x16 cm	Cheque book issue form	White Paper	1 pad-100 leaves	
18	German Deo White Maplitho,70 GSM	100 pads		PPS FORM		1 pad-100 leaves	
19	German Deo White Maplitho,70 GSM	100 pads	21X29.7 cm	PMJJBY Insurance Form (Multi Colour Print)		1 pad-100 leaves	

20	German Deo White Maplitho,70 GSM	100 pads	21X29.7 cm	PMSBY Insurance Form (Multi Colour Print)		1 pad-100 leaves	
21	German Deo White Maplitho,70 GSM	100 pads	21X29.7 cm	Atal Pension Form (Multi Colour Print)		1 pad-100 leaves	
22	German Deo White Maplitho,70 GSM	200 pads	21X29.7 cm	Multi Purpose Request From	White paper	1 pad-100 leaves	
23	German Deo White Maplitho,70 GSM	200 pads	21X29.7 cm	KYC Form	White paper	1 pad-100 leaves	
24	704 Demi,70 GSM Maplitho	200 pads	22X9 cm	Transfer Credit Voucher		1 pad-100 leaves	
25	704 Demi,70 GSM Maplitho	200 pads	22X9 cm	Transfer Debit Voucher		1 pad-100 leaves	

BOOK

26	PVC 400 micron	1 packet	16X27.7 cm	TDR Palstic Cover (Multi Colour Print)	Milky color,Double color printing	200 covers per packet	
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BOOKLET

27	German Deo Art Board Cover + Maplitho White Inner,70 GSM	500 books	22x28 CM	CKCC (Cover Multi Colour Inner Black)	Both side printing n two colors	Per BOOK	
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REGISTER

28	German Deo Ledger ,70 GSM	50 register	21X 34 cm	Attendance	White paper,Kona pakki Dafti 1.5	Per REGISTER	
29	German Deo Ledger ,80 GSM	500 register	21X 34 cm	Cash Memo		REGISTER	

**Rates excluding GST and including packing ,transporation charges ets*

Any Other Items not Listed above may Include at the time of order after negotiations

Signature:

Seal: