

EMPANELMENT OF PRINTERS FOR PRINTING STATIONARY ITEMS

Last date of submission of application: 29.12.2025 up
to 03.00 PM

Address:-



Central Bank Of India
Regional Office Ratlam
Near Hotel Lavanya Palace
Dist Ratlam
Madhya pradesh

EMPANELMENT OF PRINTERS

Sealed tenders are invited for print and supply :

Tender Reference Number	RO/RATLRO/BSD/2025-26/ 148
Tender Fee	Rs.5000/- (Rupees Five thousand only) demand draft favour on Central Bank of India, payable at Ratlam
Date of Tender	08.12.2025
Any query	Should be mail to gadratlro@centralbank.bank, on or before 29.12.2025
Last Date and Time for receipts of tender offers	On 29.12.2025 up to 3.00 p.m. By Registered Post /Courier / By hand delivery at Submission place
Time & Date of Opening of Tender	29.12.2025 at 03:00 p.m. or any other date as will be decided by bank
No. of Envelope	One Envelope containing : Price Bid + document cost
Place of Submission / Opening tender offers : Contact Telephone Numbers	Central Bank of India, Regional Office, Ratlam Near Hotel lavanya Palace Salakhedi Ratlam, Dist Ratlam ,Pin 457001 Contact no 7008529303/9340532291
Address for Communication	Central Bank of India, Regional Office, Ratlam Near Hotel lavanya Palace Salakhedi Ratlam, Dist Ratlam ,Pin 457001 Contact no 7008529303/9340532291

Central Bank of India, Regional Office, Ratlam 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.

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, Regional Office, Ratlam Near Hotel lavanya Palace Salakhedi Ratlam, Dist Ratlam ,Pin 457001 **latest by 3.00pm up to 29.12.2025 .**

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 Delivery: The printer will have to pack and deliver the printed material at the third floor of premises Near Hotel Lavanya Palace Salakhedi Ratlam , Dist. Ratlam 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 applicants have to pay Rs.5,000/- 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.
- **Designing and processing:** should have full-fledged 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.

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 work order assign to him in future.

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 Printer/vendors fails to respond to any call for quote during the empanelled period, Bank reserves its right to not to call for any further quotes from the Printer vendor, de-panel him and not to consider the Printer/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) 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 02 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 without assigning any season.
- 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/ vendor should be clean meaning there by that no criminal case had been filed or pending against him. Declaration on the Letterhead should be given by the printer/ vendor that he has never been involved in any kind of fraudulent activity.
- **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


Ajit Kumar Prusty
 Chief Manager BSD
 Central Bank of India,
 Regional Office Ratlam



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 2024-25
	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

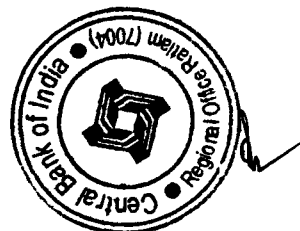
I/We request Central Bank of India, Regional Office, Ratlam to consider / inclusion of my / our name in the list of their approved firm/supplier. We agree to give full satisfaction to the Bank in the event of their doing so.

Authorized Signatory

Name:

Designation

Date:



ANNEXURE B

To,

The Regional Manager

Central Bank of India

Salakhedi Ratlam

: 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:

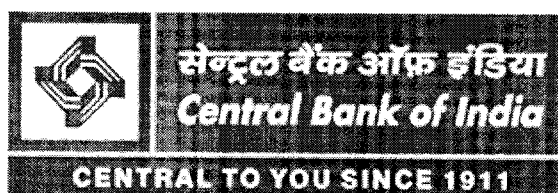
Signature :

Date:

Name & designation :

Organisation :





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, Ratlam	29.12.2025 , 3:00 pm
7	Time & date of opening Of Tender	Will be informed in due course
8	Time for delivery	Within 7 days of work order

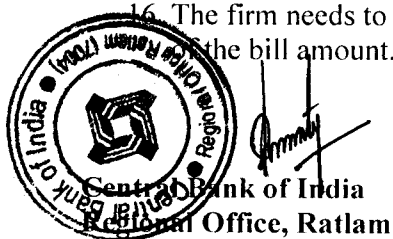
The Bank reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

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 2 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.

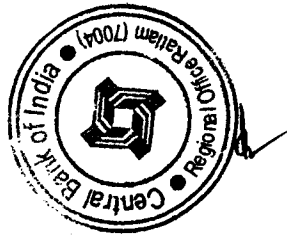


5. In case of failure/delays in supplied fully or partially the Bank is at liberty to get the same printed through other sources at its sole discretion and difference in cost, if any, will be recoverable from defaulting party.
6. Printed stationery must be **properly labelled** and packed according to 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 the bill amount.

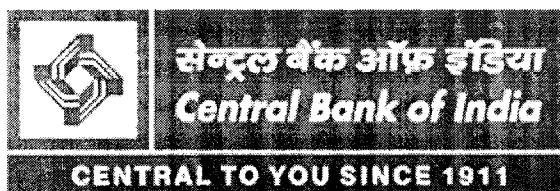


***Rates excluding GST and including packing ,transporation charges ets**

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



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



Sr. No	Name of Stationary Items	Description	Size	Quality & Specification
1	Cash Deposit Slip	100 leaves / Pad	22 x 9.5 cm	70 GSM White Paper
2	Cheque Deposit Slip	100 leaves / Pad	28 x 11 cm	70 GSM White Paper
3	Withdrawal Slip	100 leaves / Pad	19 x 11 cm	70 GSM Pink Paper
4	Debit Voucher	100 leaves / Pad	19 x 11 cm	70 GSM White Paper
5	Credit Voucher	100 leaves / Pad	19 x 11 cm	70 GSM Sky Blue Paper
6	Contra Voucher	100 leaves / Pad	19 x 11 cm	70 GSM Pink Paper
7	Account Opening Form (Personal & Non Personal)	100 forms / Pad	22 x 28 cm (4 Page Set)	70 GSM White Paper with Four Colour printing
8	Customer Information Form (Personal & Non Personal)	100 forms / Pad	22 x 28 cm (4 Page Set)	70 GSM White Paper with Four Colour printing
9	NEFT/RTGS forms	100 forms / Pad	21 x 29 cm	70 GSM White Paper
10	ATM Form	100 forms / Pad	21 x 29 cm	70 GSM White Paper
12	Term Deposit Account Opening Form	100 forms / Pad	21 x 29 cm	70 GSM White Paper
13	Multipurpose request form	100 forms / Pad	21 x 29 cm	70 GSM White Paper
14	Form 60 / Form 61	100 forms / Pad	21 x 29 cm	70 GSM White Paper
16	Nomination Form	100 forms / Pad	21 x 29 cm	70 GSM White Paper
17	PPF A/C Open Form	100 forms / Pad	21 x 29 cm	70 GSM White Paper
18	Sukanya A/C Open Form	100 forms / Pad	21 x 29 cm	70 GSM White Paper
19	PPS Form	100 forms / Pad	21 x 29 cm	70 GSM White Paper
20	Cheque Book request slip	100 forms / Pad	14 x 11 cm	70 GSM White Paper
21	Form 15 G / Form 15 H	100 forms / Pad	21 x 29 cm (2 Page Double Side)	70 GSM White Paper
22	PMSBY form	100 forms / Pad	21 x 29 cm (2 Page Double Side)	70 GSM White Paper
23	PMJJYBY form	100 forms / Pad	21 x 29 cm (2 Page Double Side)	70 GSM White Paper
24	Demand Draft Form	100 forms / Pad	27 x 15 cm	70 GSM Sky Blue Paper
25	Cash Memo Register	200 Page	21 x 34 cm (with binding)	80 GSM Laser Green Paper
26	Specimen Signature Card	100 Card / Pad	16 x 11 cm	250 GSM White Card Sheet
27	Note Packets slips	100 leaves / Pad	5.5 x 19 cm	70 GSM White Paper and Pink
28	CKCC Booklet	100 Form / Set	21 x 34 cm (16 Page Set)	80 GSM Laser Green Paper
29	MMDC Cover	100 Form / Set		Plastic Cover with 2 Colour printing

Rates excluding GST and including packing ,transporation charges ets
Any Other Items not Listed above may Include at the time of order after negotiations.

Sign
Seal

