



સૌરાષ્ટ્ર ગ્રામીણ બેંક, હેડ ઓફીસ, એસ.જે.પેલેસ,
પહેલા માળે, ઢેબરભાઈ રોડ, ગોપાલનગર, રાજકોટ
ફોન: ૦૨૮૧-૨૩૬૨૬૦૮, ૨૩૭૧૧૨૮,
ફેક્સ: ૦૨૮૧-૨૩૭૧૧૨૭

(ભારત સરકાર, ગુજરાત સરકાર તેમજ સ્ટેટ બેન્ક ઓફ ઈન્ડિયાના સંયુક્ત ઉપક્રમે)

સ્ટેશનરી પ્રિન્ટર્સ / સપ્લાયર્સ માટે પેનલ બનાવવા અંગે

અનુભવી અને પ્રતિષ્ઠિત પ્રિન્ટર્સ તથા સપ્લાયર્સ પાસેથી બેંકની વાર્ષિક જરૂરીયાત માટે માન્ય પ્રિન્ટર્સ/
સપ્લાયર્સની યાદી તૈયાર કરવાની છે. આ અંગેનું નિયત અરજીપત્રક ઉપરના સરનામે તથા બેંકની
વેબસાઈટ www.sgb.org.in પર પણ ઉપલબ્ધ થશે. અરજી સીલ બંધ ક્વરમાં તમામ જરૂરી
દસ્તાવેજો /પ્રુફ સાથે મોકલવાની છેલ્લી તા: ૨૦/૦૨/૨૦૧૧ ના રોજ બપોરના ૧૫.૦૦ કલાક
સુધીની રહેશે.

રાજકોટ

તા: ૦૩/૦૨/૨૦૧૧

અધ્યક્ષ

સૌરાષ્ટ્ર ગ્રામીણ બેંક



Saurashtra Gramin Bank

Head Office – Rajkot

EMPANELMENT OF STATIONERY PRINTERS

Saurashtra Gramin Bank invites applications in the prescribed format for empanelment of printers of stationery items at our office in Rajkot.

Scope of work:

Supply various stationery items in prescribed format for the use of our branches for one year at approved price or can be extended for another year on mutually agreed terms.

Minimum Pre-qualification criteria:

1. The agency should be a sole proprietary concern, partnership firm or company and registered with Registrar of Firms/ Registrar of Companies wherever applicable and should have been in existence / operation for the last 5 years.
2. Preferably the agency should have supplied stationeries for institutions like Public Sector Banks and other Government/ Public Sector Undertakings and should have been empanelled with not less than 3 institutions.
3. The agency should have undertaken three similar works during the last 5 years.
4. The agency should be income-tax assessee having filed Income Tax return for the last three assessment years.
5. The agency should have achieved average annual turnover of not less than 25 lakhs per annum during the last three financial years ending 31.03.2010.
6. The supplier should be capable of supplying the stationery items at our offices, at Jamnagar, Surendranagar, Junagadh & Rajkot.
7. The Vendor should be an authorized dealer having VAT/Sales Tax registration. Sales Tax / VAT Registration Certificate copies should be provided.



How to apply:

Application should be submitted in the prescribed format along with attested copies of the documents as stated in the application form. The last date for submission of duly filled application form is 15 days from the date of publication of the advertisement in the newspaper. Only application of agencies that fulfill the pre-qualification criteria would be considered. The empanelled) agencies shall be informed separately and tender documents to these agencies shall be issued in due course of time. Accepting the application would not guarantee the award of contract. The Bank reserves the right to accept or reject any or all applications without assigning any reason whatsoever.

Completed application form along with the requisite documents shall be submitted in a sealed envelope clearly indicating the category of work on top of the envelope addressed to:

The General Manager
Saurashtra Gramin Bank
Head Office, S.J.Palace,
Dhebarbhai Road,
Rajkot 360 002

Application for Empanelment of Stationery Printer/ Supplier

| | | |
|----|--|--|
| 1 | Name of the Firm | |
| 2 | Nature of Firm (Ltd., Co./Partnership etc.) (Attested copy of Partnership Deed/Certification incorporation) | |
| 3 | Year of Establishment | |
| 4 | Registration No. if any / Trade license No. (Attach photocopy) | |
| 5 | Registered Office address | |
| 6 | Address for communication | |
| 7 | Name and Telephone No of the contact person (Mobile No., if any) | |
| 8 | Name of Director/ Proprietor/ Partners: (With Address and Telephone Nos.) | |
| 9 | Annual business turnover for last three years (Attested copy of balance sheet for the last two years) | |
| 10 | Permanent Income Tax Account No. | |
| 11 | ST/CST No. | |
| 12 | Last Income Tax Clearance Certificate (Attested photo copy) | |
| 13 | Name of Bankers with Full address | |
| 14 | Details of experience (With photocopies of work orders for last three years) | |
| 15 | Details of Civil Suit/Litigation, if any, in the contracts executed during the last 5 years/ being executed. If yes, furnish the name employer, nature of work, contract value, work order and date and brief details of litigation. | |

Please give details of your present customer/ client:

- a. Name of job:
- b. Name of the Company:
- c. Value of Contract:

(Supporting documents to be attached with certificate regarding quality of stationeries and punctual execution of order is to be furnished in the format provided below from the authorized signatories of these organizations.)

CERTIFICATE:

This is to certify that M/s _____ is on our panel as stationery supplier since _____. The dealings of the said firm with us are satisfactory. The said vendor has supplied stationery worth Rs. _____ during the financial year _____.

Name & Designation of the Signatory
(Duly supported by the rubber stamp of the institution)

I /We do hereby certify that the information as provided above is correct and are true in all respect. In case of furnishing of any false information or suppression of any material information, the application shall be liable for rejection.

SIGNATURE:

NAME:

FIRMS NAME:

SEAL:

ADDRESS:

DATE: