

**NOTICE INVITING APPLICATION FOR
EMPANELMENT OF PRINTERS**

Kerala Gramin Bank, a Regional Rural bank having over 550 branches & offices spread all over Kerala, proposes to empanel Printers & Binders in Kerala State for undertaking printing jobs including printing and supply of computer pass books for the Bank.

a. Scope of the work/orders

Printing of forms and books as specified/approved by the Bank on the required quality of paper, including all cost of Transportation for supplying finished forms/books to the Bank's godown at Malappuram, Kannur and at other destinations at Supplier's cost.

b. PRE QUALIFICATION CRITERIA

1. Unit should be well established in printing line, at least for a minimum period of last 3 years (Units established prior to 01.04.2011 and still existing are only eligible to apply) and should be having the required printing machineries/ other facilities for printing jobs. (Proof of the same to be attached)
2. List of machineries duly certified by a qualified Engineer/Printer's Banker/Auditor may be enclosed.
3. The printer has to provide specified amount of EMD/Security deposit till the order is executed to the satisfaction of the Bank.
4. The Bank would require to procure items at short notice. Printers who are capable of meeting such stipulated schedule need only apply. Non adherence to supply schedule will attract penalty prescribed by the Bank.
5. The Printer should be possessing PAN No., VAT Registration with TIN Number, SSI Registration Number (wherever applicable), License from Local Authority and xerox copies of the above documents are to be enclosed. Last 3 years annual report (Balance sheet & profit & loss account) also shall be submitted.
6. Details of printing jobs done for Public Sector undertakings / Banks /Government Departments may be enclosed. List of such Print orders executed during last 2 years are to be submitted along with xerox copies of such orders. Bank will have the right to call for opinion from Printer's Banker / Departments wherever needed.
7. Printers who are presently on Bank's Panel have to apply afresh with complete details of printing machinery.
8. **Printers who are not currently empanelled with the Bank shall apply along with application fee of 2000/- through Demand Drafts favouring Kerala Gramin Bank payable at Malappuram, Kerala State, which is to be enclosed along with the application.**

Existing empanelled units have to apply afresh together with application fee of 500/- through Demand Draft favouring Kerala Gramin Bank, Malappuram.

The application fees in both cases is non refundable.

9. Machineries and facilities (basic) essential for Empanelment will be as follows:

a. MACHINERIES FOR PRINTING:

- i. Web Offset – Single / Multi colour OR
- ii. Sheet fed – Single/ Multi colour with minimum of Single Demy or equivalent size
OR
- iii. Baby Offset/Screen Printing Machine

b. OTHER MACHINERIES /FACILITIES THAT HAVE TO BE AVAILABLE WITH THE EMPANELLED / PROPOSED PRINTERS:

Pinning Machine, Cutting Machine, Plate Making, DTP Facilities, Folding Machine, facility for binding and skilled labour, in house DTP facilities etc.

The Bank reserves the right to de-panel Printer in the following circumstances (any one):-

- i. Non participation in 50% of the Tenders in a year.
- ii. Inability to supply materials as per rate quoted.
- iii. Inability to comply with general terms and conditions for panel printer.

Year means - 12 months from the date of issuance of empanelment letter and so on for the next periods.

iv. If on verification/inspection it is found that any information or documents submitted by an Applicant is false, fabricated or incorrect, the application of such printers will be rejected.

v. Application for Empanelment are to be submitted in the prescribed format by the printers. This format will also be made available on Bank's Website keralagbank.com Last date for receipt of application for empanelment along with required information and demand draft is 5 p.m. on 15.10.2014.

Application forms duly filled in duplicate shall be sent to this office in sealed cover superscribed as

"Application for empanelment of....."
(mention category applied for)

Applications, which are incomplete, without Application fee & other documents / photocopies will be rejected. Bank reserves the right to reject/ accept any application received for empanelment in response to this advertisement without assigning any reason whatsoever. Empanelment in itself will not confer any right to receive print orders, as print orders will be placed subject to the requirements of the Bank that would be decided from time to time.

Empanelment will be valid for a period of TWO years or till next empanelment whichever is later.

All claims are subject to Malappuram jurisdiction

GENERAL MANAGER