



## RAJASTHAN MARUDHARA GRAMIN BANK

HEAD OFFICE, TULSI TOWER, 9<sup>th</sup> B ROAD,  
SARDARPURA, JODHPUR (RAJ.) – 342003

### OFFICE ADMINISTRATION DEPARTMENT

#### EMPANELMENT OF PRINTERS, OTHER STATIONERY SUPPLIERS AND COMPUTER PAPER MANUFACTURERS and SUPPLIERS FOR THE PERIOD OF THREE YEARS EFFECTIVE FROM 1<sup>st</sup> JANUARY, 2025 to 31<sup>st</sup> DECEMBER, 2027

Date of inviting applications: 09/09/2024

Last date of submission of applications: 30/09/2024 upto 05:00 P.M.

Date of opening of applications: 01/10/2024 at 03:00 P.M.

Applications are invited from Printers to include their names in the list of Bank's approved suppliers for the period of three years effective from 1st January, 2025 to 31st December, 2027 (may be extended for further two years).

**Printers / suppliers / manufacturers whose working area is in Rajasthan, fulfill the following terms and conditions may apply. Printers / suppliers / manufacturers shouldn't blacklisted/ disqualified/ debarred from any of the Government/ Semi-Government Department or any other agency**

#### 1. Printers

<b>Category 'A'</b>	Printers having Two four colour machine, two offset machine, CTP Technology, Binding, Punching
<b>Category 'B'</b>	Printers having Two colour (One time) machine + Offset machine, Binding, Punching
<b>Category 'C'</b>	Printers of Offset machines, Binding and Punching

The following terms and conditions have been stipulated to include the names of printers the list of Bank's approved printers in the above three categories.

<b>Capital</b>	The minimum capital of Rs. 150 lakh for category 'A'. For category 'B' and 'C' Rs. 30 lakh and Rs. 20 lakh respectively.
<b>Annual Turnover</b>	Minimum annual turnover Rs. 250 lakh for category 'A'. For category 'B' and 'C' Rs. 100.00 lakh and Rs. 50.00 lakh respectively.
<b>Balance Sheet and P&amp;L</b>	To enclose last two years Audited Balance sheet and P&L Account Statement (Category 'B' and Category 'C' can also enclose Unaudited Balance sheet and P&L Account Statement of last two years)
<b>List of machines</b>	All to enclose list of machines with original cost and capacity

#### Other Conditions:-

1. Vendor should have minimum 3 years' experience of above mentioned work reckoned as on 31.03.2024 (Related proof must be attached)
2. Certificate of Experience and satisfactory completion of work to be enclosed with Application form.
3. Vendor should have adequate staff strength of skilled and un-skilled / technical personal.
4. Vendor should have valid PAN and GST No. (if applicable). Self-attested photo copy of the same to be enclosed.
5. Tender fee is Rs. 1,000.00 for Empanelment of Printers, Other Stationery Suppliers and Computer Paper Manufacturers and Suppliers, Not Refundable.





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6. Vendors are requested to submit their complete application in the prescribed Performa with self-attested photo copy of all required documents. After Shortlisting, Shortlisted Vendors will have to submit a DD / Banker's Cheque / FDR (having Bank's lien) of Amount Rs. 1,00,000.00 in favour of "Rajasthan Marudhara Gramin Bank" Payable at Jodhpur as Security Deposit.
7. The Security Deposit may be forfeited by Bank in case Supplied Item (like Register/Forms) by L-1 vendor is found not as per proof and size fixed by the Bank or material used is not as per specification approved by the Bank or 1% Work Order Amount as penalty per week up 5% in case Vendor do not complete the work and supplied within 30 days from the date of issue of work order or refuse to start the work. In such cases the Vendor may also be "Black Listed" from the Empanel of the Bank.
8. Rate of different items to be called separately and which will be fixed for upcoming One year i.e. 01.01.2025 to 31.12.2025 and so on.
9. Bank reserves the right to accept or reject any one or more or all applications received from Vendors (without assigning any reason thereon) and start the new process for the empanelment or cancel the present empanelment process.
10. The decision of the Bank in this regard shall be final and binding on all the Vendors. All disputes of differences in connection with or relating to this empanelment shall be subject to the jurisdiction of the court at Jodhpur only.
11. Vender should not be blacklisted from Govt. / Semi Govt. / PSU / Public Sector organisation. (Self-declaration)
12. All the pages of tender documents as well as attachments must be sealed and signed by the Authorised Signatory.
13. Interested Vendors have to submit their completed application in the prescribed Performa with self-attested photo copy of all required documents in a sealed envelope stating thereon "**Application Empanelment of Printers, Other Stationery Suppliers and Computer Paper Manufacturers and Suppliers**" directly at below mentioned address up to 30/09/2024 by 05:00 P.M. .

**The General Manager (OAD)**  
**Rajasthan Marudhara Gramin Bank,**  
**Head Office, Tulsi Tower,**  
**9th B Road, Sardarpura,**  
**Jodhpur (Rajasthan) 342003.**

**Note - The copy of above notice and Performa of Application may be obtained from our Head office or may be downloaded from our Bank's Website [www.rmgb.in](http://www.rmgb.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in).**

**GENERAL MANAGER**





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SARDARPURA, JODHPUR (RAJ.) – 342003

## OFFICE ADMINISTRATION DEPARTMENT

**APPLICATION FOR EMPANELMENT OF PRINTERS, OTHER STATIONERY SUPPLIERS AND  
COMPUTER PAPER MANUFACTURERS AND SUPPLIERS FOR THE PERIOD OF THREE YEARS  
EFFECTIVE FROM 1<sup>st</sup> JANUARY, 2025 to 31<sup>st</sup> DECEMBER, 2027**

To,  
The General Manager (OAD),  
Office Administration Department,  
Rajasthan Marudhara Gramin Bank,  
Head Office, Jodhpur (Raj.)

### **APPLICATION FOR EMPANELMENT TO CATEGORY PRINTER**

PRINTER CATEGORY 'A'/ PRINTER CATEGORY 'B'/ PRINTER CATEGORY 'C' (Please Tick on Category)

1	Name of the Firm/ फर्म का नाम		
2	Address/ पता		
3	Line of Activity/ कार्यकलाप		
4	Establishment year of the firm/ कार्य प्रारम्भ की तिथि		
5	Name of Dealing Person/ सम्बंधित प्रमुख व्यक्ति का नाम		
6	Telephone/Mobile No./ दूरभाष/मोबाइल नं.		
7	Capital/ पूंजी निवेश	31.03.2023 Rs.	31.03.2024 Rs.
8	Turnover (Sales)	31.03.2023 Rs.	31.03.2024 Rs.
9	GST Registration No. / जीएसटी पंजीकरण संख्या		
10	PAN No./ पैन संख्या		
11	Name and Type of Machines/ मशीनों के प्रकार व नाम, Cost of Plant and Machinery/ प्लांट व मशीनों की लागत, Capacity of Machines/ मशीनों की क्षमता (Enclose List)/ (सूची संलग्न)		
12	Experience of work/ कार्य अनुभव		
13	Are You Printer/Vendor of Bank?/ क्या आप बैंक के मुद्रक/आपूर्तिकर्ता है?		
14	Empanelled with Govt./Semi Govt. Deptt./Other Banks etc. Name of Govt./Semi Govt. Deptt./Other Bank..... Empanelled for..... Empanellment valid upto.....		
15	Name of the Banker/ बैंकर का नाम		

I agree with all the terms and conditions as stated in the annexure by the Bank/ बैंक द्वारा अनुलग्नक के अंतर्गत वर्णित सभी शर्तें स्वीकार हैं।

Signature with seal of the Firm/ हस्ताक्षर फर्म मोहर सहित

### **UNDERTAKING**

I certify that my above firm and I have not been blacklisted/ disqualified/ debarred from any of the Government/Semi-Government Department or any other agency.

Signature with seal of the firm and date

Enclosures (Give Details) (Enclose List) / (सूची संलग्न)

