



छत्तीसगढ़ राज्य ग्रामीण बैंक

(भारत सरकार, राज्य शासन एवं भारतीय स्टेट बैंक का संयुक्त उपक्रम)

CHHATTISGARH RAJYA GRAMIN BANK

(Joint Venture of Govt. of India, State Govt. & State Bank of India)

Reference No. – CRGB/CO/INFRA/Notice - 175/2024-25

Date: 27/03/2025

सूचना (NOTICE)

INVITATION OF APPLICATION FOR EMPANELMENT OF STATIONERY PRINTERS AND SUPPLIERS

छत्तीसगढ़ राज्य ग्रामीण बैंक सबसे ज्यादा शाखाओं के साथ छत्तीसगढ़ राज्य में सबसे बड़ा बैंक है। इसकी 619 शाखायें राज्य के सभी 33 जिलों में स्थित हैं। बैंक का कार्पोरेट कार्यालय, अटल नगर, नवा रायपुर में है एवं इसके 10 क्षेत्रीय कार्यालय राज्य के सभी प्रमुख शहरों रायपुर, बिलासपुर, कोरबा, रायगढ़, धमतरी, जगदलपुर, अंबिकापुर, बैकुंठपुर, दुर्ग एवं राजनांदगांव में स्थित हैं।

छत्तीसगढ़ राज्य ग्रामीण बैंक अपने शाखाओं/क्षेत्रीय कार्यालयों/कार्पोरेट कार्यालय की STATIONERY संबंधी आवश्यकताओं की आपूर्ति हेतु अनुभवी, विश्वसनीय एवं पात्र PRINTERS/SUPPLIERS से EMPANELMENT हेतु आवेदन आमंत्रित करता है। छत्तीसगढ़ राज्य में स्थित PRINTERS / SUPPLIERS जो हमारे सभी कार्यालयों हेतु STATIONERY PRINTING / SUPPLY में सक्षम हों संलग्न निर्धारित प्रारूप में मय दस्तावेज बंद लिफाफे में दिनांक 15 अप्रैल 2025 शाम 05:00 बजे तक आवेदन प्रस्तुत करें।

किसी भी प्रकार की सिफारिश अयोग्यता समझी जावेगी।

स्थान – नवा रायपुर

दिनांक – 27 / 03 / 2025

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महाप्रबंधक (प्रशासन)

CRGB/Empanelment Notice-175/2024-25



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कार्पोरेट ऑफिस - प्लॉट नं. - 47, सेक्टर - 24, अटल नगर, नवा रायपुर (छत्तीसगढ़) - 492018

Corporate Office - Plot No. - 47, Sector 24 Atal Nagar, Nava Raipur (C.G.) 492018

Phone No. - +91 0771 2288101 | Toll Free - 18002332300 | Email - cms.ho@cgbank.in | website - www.cgbank.in

SCOPE AND ELIGIBILITY CRITERIA FOR PRINTERS AND SUPPLIERS

Scope:

The panel for printing and supply of bank's stationery items will be valid for the period of three (03) years with annual review.

Eligibility Criteria:

- 1) The applicant should be an Income Tax assesses should possess a valid PAN in the name of the Company/ Firm. The applicant should have registration with GST department with valid regular GST registration number. The applicant should have registered firm and well established offices in state of Chhattisgarh.
- 2) The applicant should be a profit-making firm in the last three years with an average annual turnover of at least Rs. 30 Lakh or above which is to be certified by Chartered Accounted. Copies of the Audited Balance Sheet for the last three financial years (2021-22, 2022 - 23 & 2023-24) and current financial year (2024-25) for quarter three should be provided with proposal.
- 3) The applicants (printers and suppliers) who intend to apply for empanelment should have the experience of successfully completing similar works for Banks job during last 5 years ending 31.03.2025 similar work means printing of bank's stationery and supply thereof.
- 4) If the applicant is empanelled with any other organizations/departments, they should enclose a copy of such empanelment letter.
- 5) The applicant should not have been black listed / barred by any of the Government Departments / PSU's / Public Sector Banks / Public Sector Financial Institutions in the last three financial years. An undertaking on the same is to be provided by the applicant on their firm letterhead.
6. Applicant must submit copies documentary proof of above requirements. Proof like relevant pages of registration, PAN card, Trade License, Office address proof, audited balance sheets, Work Order / Contract agreement ,Successful job completion certificates, Undertaking etc. all to satisfy the eligibility criteria laid above.
7. The applicant has to deposit application fee (non-refundable) of **₹ 1000.00** (₹ One Thousand Only) by way of Demand Draft favoring "**Chhattisgarh Rajya Gramin Bank**" Payable at Raipur along with the application. The application received without application fee will not be entertained.



8. All applications (complete in all respect) submitted in sealed envelope super scribe as **"APPLICATION FOR EMPANELMENT OF STATIONERY PRINTERS AND SUPPLIERS"** and must reach below mentioned address **on or before 15 April 2025 at 05:00 PM**. Application received after due date will be rejected.

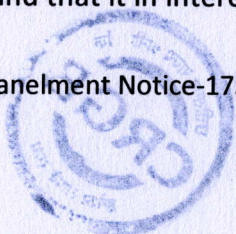
GENERAL MANAGER (Administration),
CHHATTISGARH RAJYA GRAMIN BANK,
Corporate Office,
Plot No. 47, Sector - 24
Atal Nagar,
NAWA RAIPUR (C.G.) – 492 018.

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

1. Non refundable Application fee ₹1000.00 (Rupees One Thousand Only) should be paid in form of demand draft in favor of "Chhattisgarh Rajya Gramin Bank" payable at Raipur should be attached with application.
2. Selected Printer/Suppliers would have to deposit the security deposit of ₹ 25000.00 (Rupees Twenty Five Thousand only) to bank for empanelment period for three years.
3. After the vendor empanelment, the process of limited tender will begin, in which the L-1 vendor will have to deposit an additional security amount of 20% of the work order value in the name of the bank by means of DD/STDR/etc. After the completion of the work specified in the work order, the additional security amount will be refunded to the L-1 vendor. However, if the L-1 vendor fails to complete the work as per the specifications within the specified time, this amount will be forfeited; vendor will be de-barred from further/new tender process and will be removed from the empaneled list by the bank.
4. The empanelment of printers and suppliers for supplying of bank's stationery. Generally, the routine works of the Bank are awarded are made inviting competitive tenders / quotations from the empanelled printers and suppliers However, the Bank has reserve the right to award the work from any of the empanelled Printer/Suppliers OR opt for open tendering/quotation process for any stationery items if it deem fit.
5. Competitive tenders / quotations may be invited by our Corporate Office/Regional Offices situated at above mentioned places for printing and supply of stationery items for the branches/ offices fall under their operational area. The bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
6. No cost incurred by the applicants in applying, in providing necessary clarifications or attending discussions or site visits will be reimbursed by the Bank.
7. Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order shall be submitted. Incomplete applications or applications without proper proof for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard.
8. If the application is made by a partnership firm, current address of the firm and full names and current address of all the partners of the firm shall accompany the application. Any supporting documents as called for by the Bank as and when requires shall be submitted by the firm.
9. If the application is made by a limited company, it should be signed by duly authorized person holding the power of attorney. Any supporting documents as called for by the Bank as and when requires shall be submitted by the Company.



10. The evaluation will be made, based on the experience of the stationery printers & suppliers and their financial capabilities, the printers and suppliers will be empanelled. Decision of the bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. Only the selected printers for empanelment will be informed by post/email.
11. If information and details furnished by the applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank later, the empanelment of such applicant will be cancelled immediately.
12. Applications received after the due date and time/ not fulfilling the prescribed criteria are liable for rejection.
13. Printers and suppliers preferably having their office in the geographical jurisdiction of the Bank or in the state of Chhattisgarh will only be considered.
14. The empanelment will be valid for a period of three years however Bank reserves the right to modify/change/end the empanelled printer list during empanelment period.
15. Printers and suppliers should not indulge in unethical practices, and should execute the work awarded to them as per the terms and conditions of the contract and specifications, and should co-ordinate with the Bank officials.
16. Printers and suppliers should execute the work satisfactorily, in time and with correct size/best quality/quantity as per correct specifications provided by the bank. Bank will have the right to debar/remove his name from the approved list of printers and suppliers and forfeit the security deposit with Bank. Decision of the Bank will be final and binding.
17. Bank has reserves the right to inspect/visit the printing site for checking of printing facility and check the progress and quality of stationery. Bank can also collect the printed sample for all types of quality checks.
18. Printers and suppliers should arrange to provide proof to the order issuing office at their own expense for finalizing the order in stipulated period.
19. It is the responsibility of the Printer to safely deliver the printed stationery to designated offices. Printer will be liable in case of any damage during supply/ transport/short supply and payment for the same will not be released.
20. Chhattisgarh Rajya Gramin Bank reserves the right to reject any / or all the applications without assigning any reasons whatsoever.
21. Chhattisgarh Rajya Gramin Bank reserves the right to add / remove in empanelment list if found that it in interest of Bank.



22. All legal disputes between the parties shall be subject to the exclusive jurisdiction of the Courts situated at Raipur (Chhattisgarh).



CHHATTISGARH RAJYA GRAMIN BANK
Corporate Office, Plot No. 47, Sector - 24, Atal Nagar, Nawa Raipur (C.G.) 492018

**PARTICULARS TO BE FURNISHED FOR THE PURPOSE OF
EMPANELLING/SHORTLISTING OF STATIONERY PRINTERS AND SUPPLIERS**

Category Applied for : Stationery Printing and Supply

1.	Name of Firm / Organization	
2.	Address with Mobile No and email ID. (ii) Office/Shop/Godown.	
3.	Nature of Constitution	
4.	Date of Establishment	
5.	Name of the Proprietor/Partners/Directors with Residential address and Mobile No. (also enclose ID & Address proof documents)	(i) (ii) (iii)
6.	Whether as S.S.I. unit if so, Reg. No. And Date. Also enclose copy of Certificate	
7.	Whether Registered with the Registrar of the Companies/Registrar of Firms. If so mention number and date.	
8.	Whether the premises (Press/Office/ Shop/ Factory) is/are owned or hired.	
9.	Name and address of the Banker's of firm	
10.	Whether registered for Trade-Tax Purposes (GST). If so, mention No. And Date. Please also furnish registration Certificate and submitted tax return.	
11.	Whether an assesses of Income Tax if so, mention permanent account number (PAN). Please also furnish photocopy of income Tax return for the last three years.	

12.	<u>Copies of Balance Sheets and Profit & Loss Account Statement for the last 3 years to be furnished.</u>	
13.	If registered in the panel of other Organizations. Statutory bodies furnish their names, category and date of registration.	(i) (ii) (iii)
14.	What are your lines of activities? Mention the fields on preference basis.	(i) (ii) (iii)
15.	Whether willing to work in Chhattisgarh Rajya Gramin Bank branches operates and ready to supply the stationery items at the Regional offices i.e. Raipur, Bilaspur, Korba, Raigarh, Dhamtari, Jagdalpur, Ambikapur, Baikunthpur, Durg, Rajnandgaon and Corporate Office at Nawa Raipur.	
16.	(i) Detailed description and value of works done For others in the past.(Please photocopy of work orders) (ii) Detailed description and value of works done for the banks. (Please photocopy of work orders)	
17.	Specify the maximum value of works executed in a year and a single order.	
18.	Furnish the names of three responsible persons/bodies that will be in a position to certify about the quality as well as past performance of your organization.	(i) (ii) (iii)
19.	List of major machineries/equipments with the firm (If the space is inadequate, please enclose annexure.)	
20.	Names and addresses of the principal customers (Enclose certified copies of the latest orders).	

Note: Where copies are required to be furnished these are to be certified preferably by the concerned agencies.



PARTICULARS IN RESPECT OF THE WORK EXECUTED

Name of Work/Project with address	Short Name and description Address of work owner executed	Value of work executed	Stipulated time of completion	Actual time of completion.
1	2	3	4	5

OTHER RELEVANT INFORMATION

1.	Whether stationery printer had worked for the Gramin banks, if yes, since when & for which Gramin Bank.	
2.	Capacity to execute one time order (Please mentioned the total amount and delivery period required)	
3.	Any other information.	

WORK FORCE**KEY PERSONNEL OF FIRM (PERMANENTLY EMPLOYED)**

S. No.	Name of Permanent Employee	Mobile Number	Since when in the Employment	Remark/Role of Employee in firm
1				
2				
3				
4				
5				
6				
7				

PROFORMA – IV**PREMISES DETAILS OF APPLICANT**

Location (Address of printing press/ working place)	Land Area	Ownership (Owned/ Rented)	Type of Structure	Type of Facility available in premises



PRINTING PRESS FACILITIES

S. No.	Type of Facility (Brief particulars of the machines/ equipments)	Make / Model / Specification	Installed Since	Specialty or Peculiarity
1				
2				
3				
4				

Application Fee Detail

Demand Draft Number and Date	Amount	Payable at	Issuing Bank - Branch
	₹ 1000.00 (Rupees One Thousand Only)	RAIPUR (C.G.)	

Declaration

I/We declare that the particulars furnished above are true and correct and I shall abide by all the terms and conditions of the empanelment. In case any information/particular is found incorrect at a later date, the application/empanelment is liable to be cancelled. All the conditions of the Bank will be binding on me/us.

(Name _____)

Date:

Signature of the Applicant.

Place:

(With Rubber Stamp)



(On letter head)

UNDERTAKING OF NON BLACKLISTING

We hereby irrevocably undertake that our firm or company or associate or sister concerns is/are not blacklisted by any of the Government Departments / PSU's / Public Sector Banks /Private Bank/ Public Sector Financial Institutions during the last three years as on the date of submission of this application.

(Authorized Signatory)

Name:

Designation:

Seal of Company

