



प्र.का. : लेखन सामग्री विभाग  
HO: STATIONERY DEPARTMENT

इंडियन बैंक / Indian Bank  
नं. 66, राजाजी सालै / No 66, Rajaji Salai  
चेन्नै / CHENNAI – 600001  
फ़ोन / Phone: 044-25220550 & 25220250  
फ़ैक्स / FAX : 25210060  
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Dated: 01.04.2016

### EMPANELMENT OF PRINTERS FOR PRINTING SECURITY STATIONERY ITEMS

Indian Bank, Stationery Department, Head Office, invites applications from reputed printers for empanelment of printers for printing security stationery items.

#### Terms & Conditions to apply for Security Printers

The security printers are advised to note the following:-

- ❖ The security printer should be a panel printer in at least Two PSU Bank
- ❖ The security printer should have availability of adequate Infrastructure / Machineries to execute the Jobs
- ❖ The security printer should have minimum five years of security printing experience as on 31.03.2016
- ❖ The applicant should not have incurred loss in the past 3 years
- ❖ The applicant should have IBA approval for printing MICR Instruments for the last five years continuously.
- ❖ The security printers should have facility to store the security papers supplied by us in their godown and insure the papers at their cost.
- ❖ Only the unit/s approved by IBA will be selected though the security printers are having different units at different places.
- ❖ The details should be sent in a sealed cover superscribing **SECURITY PRINTER ENQUIRY NO : 121/15-16 and addressed to:- THE CHIEF MANAGER , INDIAN BANK, HEAD OFFICE STATIONERY DEPARTMENT, No 66, RAJAJI SALAI, 1<sup>ST</sup> FLOOR, CHENNAI – 600 001, ON OR BEFORE 5.00 p.m. ON THE DUE DATE.**

The “Pre- Qualification criteria” requirement for empanelment is given in Annexure 1.

Eligible printers willing to apply for empanelment have to submit their applications with all attachments so as to reach us before 5.00 PM on **28.04.2016**.

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

Mere submission of application with required papers will not entitle the security printer to get them empanelled as approved security printer in our Bank.

Assistant General Manager (P&E)  
Indian Bank  
Corporate Office, Chennai.

**HEAD OFFICE, STATIONERY DEPARTMENT**

Annexure – 1

**Pre- Qualification Requirement**

PARTICULARS	DETAILS	
Name of address of the Printer		
Name of the Contact Person		
Contact No		
Landline		
Mobile		
Fax		
Email:		
Constitution		
Registration Number		
Sales Tax Registration Number		
PAN Number & TIN Number		
IT Returns for last three years attached	2012-13	Yes/ No
	2013-14	Yes/ No
	2014-15	Yes/ No
IBA approval held for printing MICR Instruments for the last 5 years	Yes/ No	
Audited Balance Sheets for last three years – Attached	Yes/ No	

Panel printer of at least Two PSU/ Bank		
i) Details of PSU/Bank		
ii) Year of empanelment		
iii) Valid upto		
iv) Financial Category of Empanelment		
Performance certificate from two PSB/PSUs		
Availability of adequate Infrastructure / Machineries to execute the Jobs  (enclose list of machinery with Specifications)		
Experience in the Printing field as on 31.03.16 (Minimum Five years compulsory)		
Turnover	2012-13 :	
	2013-14 :	
	2014-15 :	
Net Profit	2012-13 :	
	2013-14 :	
	2014-15 :	
Any other relevant information, which would enable us to consider application for empanelment		
List of staff permanently employed list to be enclosed	Yes/ No	

### Declaration

I/We hereby confirm that the above particulars furnished by us are true to the best of our knowledge. In case the information furnished by us is found to be incorrect, Bank has the right to take suitable action against us as deemed fit.

Place:

Signature of the Applicant(s)

Date:

Seal