

APPLICATION FOR EMPANELMENT OF NON SECURITY PRINTERS.

1. UCO BANK invites Applications from reputed /well-established, resourceful and experienced printing presses /firms situated preferably in and around Chennai involved in printing of Non-security stationery items for the general use of Bank, for empanelment as Non Security Printers. Existing empanelled Non security printers in the bank's panel of Non-security printers should also apply. Interested parties can download the pre qualification document format from our website: www.ucobank.com. The pre-qualification documents completed in all respects along with **EMD Demand Draft for Rs. 25,000/- (Rs. Twenty five thousand only)** favouring UCO Bank, payable at Chennai has to be submitted on or before 26.12.2017. Technical bid documents along with EMD draft of Rs 25,000/- (Rs Twenty five thousand only) should be sealed in one envelop to be super scribed "**Application for Empanelment of Non Security Printers**" and **shall show name and address of the Applicant** will be submitted to the address given in para 3.00 below so as to reach on or before date specified there in. Tenders will be opened on 27.12.2017 **at 1.00PM** at the same venue, where you may remain present, if so desired.

2.0. Eligibility Criteria:

- 2.01. Applicant press should be a Reputed printing press entity in and around Chennai, should have been established in the business for a minimum period of last 3 years (Documentary proof in this regard to be submitted.)
- 2.02. Applicant Printers should have registered under GST and possessing GST Number.
- 2.03. Applicant should have an average annual turnover of **Rs.25.00 lakhs** for the last three financial years as on 31.03.2017.
- 3.00. The applications in sealed covers should be submitted to The Deputy Gen. Manager on or before 26.12.2017 **up to 4.00PM** at following address.
The Deputy Gen. Manager,
UCO BANK,
Zonal Office
General Administration Department,
2nd Floor, 328, Thambu Street
Chennai-600 001.
- 3.01. Tenders will be opened on 27.12.2017 **at 1.00PM** in the presence of applicants present there at the same venue.
- 4.00 Pre-qualification Document should contain the following:-

- i. Tender application in prescribed format.
- ii. Documentary proof of orders executed to PSBs/PSUs/Private Reputed firms
- iii. Earnest Money Deposit in the shape of Demand draft for Rs.25, 000- (Rs Twenty five thousand only) in favour of UCO BANK, payable at Chennai. Existing panel printers having S.D of Rs Twenty five thousand and above with the bank are exempted (GAP IF ANY SHOULD BE COVERED, proof to be submitted)
- iv. Copy of Partnership Deed or Registration Certificate as applicable.
- vi. Audited Balance Sheets and Profit & Loss Accounts for the last 3 years.



- vii. GST Registration Certificate.
- viii. Details of Plant and Machinery
- ix. Copy of Pan No. and
- x. Necessary other statutory clearance as applicable..

4.2 Method of Submission:

The Tender Application with required documents for technical qualification shall be sealed in an envelope and The envelope shall be super scribed as "Application for Empanelment of Non Security Printers", and shall show name and address of the Applicant and will be submitted to the address given in para 3.00 above so as to reach on or before date specified there in.

- 4.3 Each page of pre-qualification document shall be duly signed by the Applicant or his authorized representative with seal.
- 4.4 Incomplete applications are liable to be rejected.
- 4.5 For any clarification, following may be contacted:

Chief Manager/ Manager,
UCO BANK, ZONAL OFFICE,
2ND Floor, 328, Thambu Street
Chennai 600 001.
Ph.no 044- 4340-5566/5550
Mobille -8098707264/ zo.chennai@ucobank.co.in

- 4.6 If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application along with copy of Aadhaar card & PAN card of the individual.
- 4.7 If the application is made by a limited company it shall be signed by a person duly authorized by the Board of Directors of the Company. A copy of the Authorization document complying with the above to be enclosed.
- 4.8 The information furnished must be sufficient to show that the applicant is capable in all respects to successfully complete the execution of the orders.

5.0 **Evaluation of Application**

- 5.1 The applications shall be examined so as to ascertain whether the applications:
 - i) Meet the eligibility requirements;
 - ii) Have been properly prepared and signed;
 - iii) Contain all the details called for and are in proper format
 - iv) Are accompanied by required authorization, and
 - v) Are otherwise generally in order.
- 5.3 The decision of the Bank to accept or reject any application will be final. Empanelment will be subjected to satisfactory physical inspection of the unit.
- 5.4 The Bank reserves the right to reject any or all application without assigning any reason.
- 5.5 In case the applicant's close relatives are associated with Bank and in particular the Stationery section or General Administration wing of the Bank, details like name, designation etc. shall be furnished and informed. Non-disclosure of such critical information will lead to disqualification if it comes to light at a future date.

Deputy Gen. Manager,
UCO BANK,
Zonal Office,
General Administration Department,
2nd Floor, 328, Thambu Street
Chennai, 600 001



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We understand that Bank reserves the right to reject any or all applications without assigning any reason thereof.

Date:

Signatures with seal/capacity

- Encl.: 1) Schedules duly filled in the prescribed form.
- 2) Demand draft for Rs.25, 000/- being the EMD amount. Printers on existing panel and having S.D of Rs Twenty five thousand only with bank are exempted.
- 3) Copy of Partnership Deed or Registration Certificate.
- 4) Audited Balance Sheets and Profit & Loss Accounts for the last 3 years.
- 5) GST Registration Certificate.
- 6) Trade license no.& date of issue.
- 7) Name of Banks/PSUs whose printing work are being done along with their Performance certificates
- 8) SSI Registration number ,if any

Description:

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SCHEDULE "A"

DETAILS OF ORGANISATION **General Information:**

1. Name and address of the Firm.

2. Address of godown.

3. Contact Person :

4. (a) Telephone : (b) Mobile :

5. (c) Fax : (d) E-mail :

6. Place of incorporation/ registration

7. Year of Incorporation/ registration

II. Name and address of Owners/Partners/Directors:

S.No	Name	Address	Designation	Aadhaar Number

III. Number of Employees;

	Regular	Part time
Skilled	---	---
Unskilled	---	---

IV. Structure and Organization

- A. The applicant is a Limited Company/Corporation/Partnership/Proprietorship

- B. Number of years of experience in similar work

- C. Were you ever required to suspend the activity for a period of more than six months continuously? If so, give details

- D. Have you ever left any orders placed with you incomplete? (If so, give details and reasons for not executing the orders)

- E. Give details of your experience in execution of printing jobs of Institutional customers.

- F. Have your firm been debarred or Black listed for tendering in any organization? If so, give details.

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SCHEDULE "B"
FINANCIAL STATEMENT:

A. General:

Name of Applicant

Name of Banker

Address of Banker

Telephone

Contact person with Designation.

Financial information	Previous three financial years (Rs. In lacs)	
2014-15	2015-16	2016-2017

1. Total Assets
2. Current Assets
3. Total liabilities
4. Current liabilities
5. Profits before taxes
6. Profits after taxes
7. Net Worth
8. Working Capital

Note:

1. Applicants should provide financial information to demonstrate that they have access to adequate financial resources to meet the cash flow requirements of the proposed works and other existing commitments. Each applicant must fill in the form. If necessary, use separate sheets to provide complete information.
2. Copies of the audited balance sheets with profit and loss accounts for the last 3 years to be attached.

B. ANNUAL TURN OVER DATA FOR LAST THREE YEARS

YEAR

TURNOVER IN RS. LAKHS.

2014 – 2015

2015– 2016

2016 – 2017

AVERAGE ANNUAL TURNOVER

Note:1. All individual firms must complete the information in this form. The information furnished should be the annual supply turnover in terms of the amount billed to clients for each year for Job done during each of the last three years.

PLANT AND MACHINERY OWNED BY THE ORGANISATION
Name of Applicant

Sr no	P & Machinery	Year Of manufacture	capacity	Number

(Note: Specimen of the above forms will be available at our Zonal Office, Chennai.)

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DECLARATION

I/We, the undersigned, do hereby declare that the statements made in the pre-qualification questionnaire forms and in the required attachments are true and correct.

The undersigned hereby authorize (s) and request (s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the BANK to verify this Statement or regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information, may be requested and agrees to furnish any such information at the request of the Bank.

(Signed by an Authorized Officer of the Company/Firm)

(Title of Officer)

(Name of Firm)

(Date)