

**KERALA GRAMIN BANK**  
**HEAD OFFICE: MALAPPURAM**  
**General Administration Wing**

**Empanelment -2023**

**Kerala Gramin Bank**, a Regional Rural bank in Kerala with Head Office in Malappuram having 634 branches & 10 Regional offices spread all over Kerala, proposes to empanel Engineers / Consultants / Contractors /furnishers/Technicians Manufacturers /dealers /supplier/vendors /Printers /Designers/Board Makers Art work servicers etc. in Kerala State for procuring / purchasing /supplying various items, getting various services and undertaking various works including printing and supplying of forms, security items and books etc for the Bank. (Please visit our website [www.keralagbank.com](http://www.keralagbank.com) for more details)

**Details of Empanelment documents.**

**This empanelment document consists of the following:**

- **Notice inviting applications for empanelment of Consultants/Contractors/ furnishers/Suppliers / Vendors / Printers / Security printers/ Art works/Board makers (in 5 categories).**
- **General rules and instructions to the intending applicants.**
- **Scope, cost wise sub-classification and eligibility criteria for major categories.**
- **Application formats (5 Categories) for empanelment.**

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**KERALA GRAMIN BANK**  
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**Notice for empanelment -2023**

**Kerala Gramin Bank**, a Regional Rural bank in Kerala with Head Office in Malappuram having 634 branches & 10 Regional offices spread all over Kerala, proposes to empanel Engineers / Consultants / Contractors / Furnishers/Technicians Manufactures /dealers /supplier/vendors /Printers /Designers/Board Makers Art work servicers etc.\_in Kerala State for procuring / purchasing /supplying various items, getting various services and undertaking various works including printing and supplying of forms, security items and books etc for the Bank. (Please visit our website [www.keralagbank.com](http://www.keralagbank.com) for more details)

Empanelment is intended to be carried out in the following categories.

**Category-I- Engineers/ Consultants / Contractors / Furnishers/Technicians.**

Applications are invited in the prescribed format from reputed Electrical /civil engineers, Interior furnishing contractors /consultants / Air-conditioning service providers and other service providers under different categories preferably those who are already empaneled with PWD/MES /Public sector bank /PSU having adequate resources, work experience etc. for empanelling in the Bank's panel for undertaking following contract works / rendering services and other required works for the Bank at different locations in the state of Kerala.

- Civil Engineering works /supervision works.
- Electrical cabling works/ Data cabling works /Supervision works
- Air Conditioning works / related services.
- Interior Furnishing work / supervision works.
- Electrical works /maintenance / Supervision works.
- Refilling /service of fire extinguishers.

**Category-II- Manufactures/dealers/suppliers/vendors etc.**

Applications are also invited in the prescribed format from reputed Manufactures / dealers/vendors /suppliers for empanelling in the Bank's panel for supplying various items required by the Bank (Other than computer items and peripherals) at different branches/offices of the Bank and other locations in the state of Kerala.

- Fire extinguishers, Fire alarms /Fire resisting equipment etc.
- Burglar Alarm.
- Other security equipment.
- All kinds of Office stationery items. (File, Pusthi ,Era file, A4 paper/legal papers etc)
  
- Electrical fittings and fixtures.
- Air Conditioners.
- Photocopiers/Fax machines /Telecom equipment.
- Note counting machine, NASM, sorting machines, fake note detector etc.

- Office furniture such as Chairs, Tables, Almirahs , Sofa, Seaters, etc.
- Storewells, Racks,Shelves,Trays,Side racks, Cash Box,Safe deposit lockers, TRTL safe etc.
- Physical security items such as strong room door,TRTL safes,Lockers,Vaults etc. as per RBI /BIS specifications.
- Rubber stamps and monograms.
- CCTV and accessories.
- Electronic Weighing machines /Balances / measuring equipment etc.
- UPS, Inverters, Batteries etc
- Other items required by the Bank.
- ATM print rolls

(List is not exhaustive)

**Category-III- Designers/Board Makers/ Art work servicers /courier/parcel services/packers etc**

Applications are invited in the prescribed format from reputed Firms /persons /companies etc engaged in making Name Boards /other items /art works/parcel services etc for empanelling in the Bank's panel for providing Name Boards, side boards, stickers /other required art works/parcel services, packers etc for the Bank.

**Category-IV- Printing works –General items.**

Applications are invited in the prescribed format from reputed printers / press / Firms /persons /companies etc engaged in printing and supplying works for carrying out printing of following main items for the bank.

- Printing forms and Books /registers/notices etc of the Bank.
- Printing /supplying of all types of Covers/ cloth line covers/Files, folders /wrappers etc
- Printing of high quality SB pass books and specialized items.
- Printing and supply of other required items.

**Category-V- Printing works -Security items**

Applications are invited in the prescribed format from reputed /authorized printers/firms companies etc who are duly authorized by RBI/IBA and other agencies and who are engaged in printing and supplying of security printing works for public sector/scheduled Banks for carrying out printing of following main security items for the bank.

- Printing of Cheque Books.
- Printing of Demand Drafts
- Printing of Deposit receipts and other security items
- Printing of specialized cheques/instruments, all types of pass books etc

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**Mode of submission of application for empanelment.**

Prescribed application forms for empanelment and other details are available at Bank's web site. **[www.keralagbank.com](http://www.keralagbank.com)**.

Duly completed application forms in the prescribed format with required documents and EMD etc. should be submitted to Head office /GA wing of the Bank (Malappuram) in the address mentioned below on or before **30-09-2023 -5 p.m.**

## **1.New applications**

Those who are desirous of getting new empanelment shall submit duly filled in Application form (**Application-I**) to the address mentioned below along with all documents, details, proofs etc in a sealed, self addressed cover super scribed as "**Application for empanelment –Category No.....**" (mention category Number. applied for) along with the requisite fee of Rs. **500/-** (non refundable) by way of crossed Demand Draft, drawn in favour of Kerala Gramin Bank, payable at Malappuram on or before **30-09-2023, 5 p.m.** GST Registration No, TIN No PAN No. Full name and address of authorized person and contact numbers shall be invariably furnished in the application without fail. e-mail id and mobile /telephone nos. are also to be furnished without fail. MSE registered vendors are to submit their Udyam Registration Certificate to avail application fee waiver.

### **The General Manager,**

General Administration Wing

Head office

Kerala Gramin Bank

A.K.Road, Malappuram

Malappuram (Post) - 676 505

Kerala

(Phone-0483-2733507- 940999015 )

## **2. Renewal applications**

All Engineers, Consultants, Contractors and Manufactures/ Suppliers/ Vendors /printers etc and coming under the above categories who are already empanelled by the Bank and who are in the existing panel of Kerala Gramin Bank shall renew their empanelment by submitting application for continuing their empanelment status. They should also submit the application to the Bank in the address mentioned above on or before **30-09-2023, 5 p.m.**

### **Special Note-**

**Bank reserves the right to accept or reject any application or all the applications without assigning any reasons whatsoever. Bank reserves right to eliminate any person/firms/contractors etc from the list at any time without assigning any reason whatsoever.**

**Empanelment is a routine exercise and not a eligibility criteria for getting work /supply order from the Bank. Same will be given only on the basis of procurement and other policies of Bank.**

Please See General Rules and instructions for the empanelment also.

Place: Malappuram  
Date: 13-09-2023

**General Manager**

**KERALA GRAMIN BANK**  
**HEAD OFFICE: MALAPPURAM**  
**General Administration Wing**

**Empanelment -2023**

**GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS:**

1. Kerala Gramin Bank intend to prepare a panel of qualified Consultants, Contractors Civil, Electrical engineers, Interior furnishers, vendors, dealers, Manufactures, Name Board makers, Fire & Safety System installers etc and of other persons/firms to get the allied works of routine nature etc in the Branches and Offices of the Bank. Period of this empanelment will be for 2 years from date of publication of the panel.
2. Generally, the routine works of the Bank are awarded /procurements through competitive tenders/ quotations from the empanelled contractors/suppliers. However, the Bank has the right to fix a specific rate for the works and it can award the work/procure & supply from any of the empanelled agencies, depending on the exigencies of the work. The bank may also opt for open tendering process for any particular work, depending on the nature & magnitude of the work.
3. Bank reserves the right to empanel and de-empanel any person/firm/dealer/supplier/vendor/contractor at any point of time without assigning any reason whatsoever.
4. Empanelment is a routine exercise and not a eligibility criteria for getting work order /supply order from the Bank. Same will be given only on the basis procurement and other policies of Bank.
5. Bank now intend to empanel for five categories as noted in the empanelment notification.
6. The documents as detailed above, complete in all respects, should be submitted by the intending applicants within the stipulated date and as per the instructions given in the Notice inviting applications. The details of the applicants and their experience shall be furnished in the prescribed "Application Format" (category wise) only. Wherever required and if the space provided is not sufficient, particulars can be furnished in Annexures but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the Applicant or their authorized representative.
7. **If the information and details furnished by applicants are found to be false at any time in future, or if any information is withheld which comes to the notice of the Bank at a later date, the empanelment of such applicant will be cancelled immediately.**
8. All MSME registered vendors are required to submit the Udyam Registration Certificate as a proof of registration in order to avail the application fee exemption

9. Applications received after the due date or without the DD for Rs.500/ favoring "Kerala Gramin bank" payable at Malappuram towards application fee (for fresh empanelment only) is liable for rejection.
10. The applicant must ensure compliance of all labour laws and guidelines.
11. The applicant should be a profit making firm for the past three years as on 31.03.2023.
12. The firms should submit an undertaking on their letter head that they have not been "Black listed" by any Govt authority/PSUs/Public sector banks ,duly signed by authorized signatory with company seal.
13. The Consultants/Architects/Contractors/Suppliers/vendors etc, who intend to apply for more than one category, have to apply for each category using separate application forms and application fee.
14. The bank will not reimburse any costs incurred by the applicant in the process of applying, providing necessary clarifications, or attending discussions, conferences or site visits .
15. Applicants are required to furnish documentary proof for the details provided in the application form related to the eligibility criteria. Copies of the work order and completion certificate or relevant documents should be submitted. Incomplete applications without proper proofs to establish their credentials will be summarily rejected, and **no** correspondence will be entertained regarding this matter.
16. 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.
17. If the application is made by a limited company, it shall be signed by a duly authorized person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certification of incorporation, Memorandum of Association and Articles of Association shall accompany the application.
18. The evaluation will be based on the experience of the Consultants / Architects / Contractors / Suppliers and their financial capabilities and may also include inspecting the works furnished by them for which, necessary co-ordination shall be made by them. Based on the details furnished, inspection of works and eligibility criteria, the Consultants / Architects / Contractors / 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. The empanelled contractors will only be informed by post / e-mail.

19. Applications received after the due date and time is liable for rejection.
20. **The Consultants / Architects / Contractors / Suppliers having their office in the geographical jurisdiction of the Bank will be preferred. The empanelment shall be valid for a minimum period of two years or till the finalisation of next empanelment, whichever is later.**
21. Kerala Gramin Bank reserves the right to reject any or all the applications without assigning any reasons whatsoever.

**22. PERFORMANCE EVALUATION OF EMPANELLED CONTRACTORS/ SUPPLIERS/ CONSULTANTS/ SERVICE PROVIDERS:**

The performance of empanelled contractors, suppliers, consultants, service providers etc. will be monitored regularly to assess their suitability/ functioning. Their rating of evaluation shall be based on their adherence to delivery schedules, consistency in quality and competitive costs, integrity and service rendered during warranty and Annual Maintenance contract period.

**23. REMOVAL OF CONTRACTORS/ SUPPLIERS/ CONSULTANTS/ SERVICE PROVIDERS FROM PANEL:**

Removal of empanelled contractors, suppliers, consultants, service providers etc from the list shall be considered on the following grounds:

- The performance is rated below par during the performance evaluation process.
- The firm fails or neglects to respond to three consecutive invitations to tender within the range of products for which it is registered.
- The firm fails to execute a contract/ order.
- The firm found not having the required technical man power/ equipment/machines.
- The firm is declared bankrupt or insolvent or willful defaulter.
- The firm fails to furnish the income tax clearance certificate or any other document when called for.

**24. BAN AND BLACK LISTING:-**

When a firm exhibits misconduct or continues to perform poorly, it may be justified to impose a ban on business relations with the firm or Blacklist it. The bank will take this action after carefully considering all relevant factors and circumstances of the case. The ban or blacklisting may be imposed for a specified period of time .

## **I. SCOPE AND ELIGIBILITY CRITERIA FOR CONTRACTORS/ ENGINEERS/ CONSULTANTS etc (Category-I)**

### **A. SCOPE OF WORK**

The scope of work for the **Architectural / Civil Engineering consultants/Contractors** include designing Interior layout plans for the branch / offices of the Bank, providing specifications of the materials, assisting the Bank in finalizing the contractor and supervision of the interior works, supervision of strong room construction, certification of bills and carpet area measurements if sought by the Bank. Some time the panel architects services will also be availed for planning, designing and execution of extension of Bank's own buildings involving the approval for the same from the local Authorities.

The services of **Civil Engineering consultants** will also be used for planning, estimation, execution and maintenance of Civil works of Bank's own buildings.

The services of **Electrical consultants** will be used for planning and execution of the electrical works for the Bank branches/offices including procurement of electrical equipments like Generators, UPS, Transformers and other allied items.

The services of the consultants will be availed as and when it is required depending on the magnitude and specialization required for the project. However, the Bank has right to avail the services of any consultant from out side the panel depending on the circumstances.

### **B. ELIGIBILITY CRITERIA:**

#### **a. Engineers/ Architects for consultation:**

1. Graduate/ Post graduate diploma in Civil engineering /Architecture with minimum 5 years of experience in the respective field as on 31.03.2023. The Architects with specialization in Interior designing will be preferred. Retired qualified personnel can also apply.
2. The average annual turnover (from professional fee) for the last 3 financial years shall not be less than Rs.2.00 lakhs
3. Should be an assessee of Income Tax

#### **b. Civil Engineering –Supervision works:**

1. Graduate in Civil Engineering with minimum 5 years of experience in planning, designing and supervision of buildings, sanitary and plumbing services and other allied works as on 31.03.2023. The consultant with post graduation in Structural Engineering with experience in repairs and rehabilitation of the structures will be preferred. Retired qualified persons can also apply.
2. Should have experience in planning, designing and supervision of major repair works including water proofing works of buildings.



3. The average annual turnover (professional fee) for the last 3 financial years shall not be less than Rs.2.00 lakhs.
4. Should be an assessee of Income Tax .

**c. Consultant- Electrical Engineering and supervision works:**

1. Graduate in Electrical Engineering with minimum 5 years of experience in the respective field as on 31.03.2023. Retired personnel with required qualification and experience can also apply.
2. Should have experience in planning, designing and supervision of electrical works like Office automation related electrification works / LT / HT substation installation works generators / motors / UPS / lifts
3. The average annual turnover (professional fee) for the last 3 financial years shall not be less than Rs.2.00 lakhs
4. Should be an assessee of Income Tax

**d. Air Conditioning Consultant**

1. Graduate in Electrical/Mechanical/Refrigeration engineering with minimum 5 years of experience in the air-conditioning field as on 31-03-2023.
2. Should have experience in planning, designing and supervising of air-conditioning works using split/ductable splits/package units.
3. The average annual turnover for the last 3 financial years shall not be less than Rs.2.00 Lakhs
4. Should be an assessee of Income Tax

- Note:**
1. In all the above categories of Consultants, other things being equal, the consultants having the experience in the contract administration for government, PSUs and Public Sector banks and Financial Institutions will be preferred.
  2. The firms /companies meeting the eligibility criteria and having the qualified personnel as detailed above can also apply.

**II. SCOPE AND ELIGIBILITY CRITERIA FOR OTHER CONTRACT WORKS  
(Scope, Cost Wise Sub-Classification and Eligibility Criteria)**

**a. SCOPE OF WORK:**

The scope of work of **Contractors for Interior works** mainly involves erection of partitions, counters, paneling, false ceiling, cavity flooring, furniture and fabricated workstations and other allied works for furnishing of various branches /offices of the Bank.

The panel of **Electrical Contractors** will be mainly used for internal and external electrification, associated cabling works, earthing, wiring for air-conditioners, UPS, liaisoning with KSEB for obtention of additional power, breakdown repairs and other allied works for various branches / Offices of the bank.

The panel for **Air-conditioning related work contractors** will be mainly used for providing maintenance of Air-conditioned works in various branches/offices of the Bank as per requirement.

The panel for **Plumbing work contractors** will be mainly used for plumbing works required in various branches/offices of the Bank as per requirement.

## **b. ELIGIBILITY CRITERIA FOR CONTRACTORS**

### **i. Contractors for Interior Furnishing works:**

- 1) The contractor who intends to apply should have minimum 5 years experience of successfully completing following quantum of similar works in Banks in works such as original furnishing works, Service counter setting works, alterations and renovations involving partitions, paneling, false ceiling, cavity flooring, furnitures, work stations, counters for branches / offices of a Bank/ Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions or other reputed firms during last 3 years prior to 01.04.2023.
- 2) The contractor should be an assessee of Income Tax and should have registered with GST department. Submit income tax clearance certificate or copy of the income tax returns of the preceding financial year and valid GSTIN .
- 3) The contractor should have well established work shop for preparing the furnishing/ furniture items
- 4) The contractor should have the average annual financial turnover of at least ` 10 lakh during last 3 years ending with 31.03.2023.

### **ii) Contractors for Electrical Works:**

#### **a. For works upto Rs. 100000/:**

The contractors who intend to empanel should have (Class C license)(for doing works upto 10KW) issued by the Electrical Inspectorate and have the experience of successfully completing repairs in the building involving internal and external electrification associated cabling, earthing, wiring for air-conditioners, UPS, breakdown repairs for branches / offices of a bank/ offices during the last two years prior to 01.04.2023. He should have completed at least one similar single work costing Rs. 100000/.00 during the last one year.

#### **b. For works above Rs. 100000 to Rs.10 lakhs**

The contractors should have valid B-class electrical contractors(for doing works upto 250KW) license issued by the Electrical Inspectorate and have the experience of successfully completed following quantum of works including original works, alterations and renovations involving internal and external LT/HT electrification, panel boards, associated cabling, earthing, wiring for air-conditioners, UPS, liaison with local Electricity Board for obtaining of additional power, breakdown repairs for branches / offices of a Bank / Government departments/public sector undertaking/ central autonomous bodies/state autonomous bodies/financial institutions during last 5 years ending with 31.03.2023.

For works above Rs.1 lakhs even if the connected load is less than 10 KW, the work should be done by B class contractor.

The contractors who are eligible to undertake works costing more than Rs.200000/- should

- A)** have well-established office in Kerala with adequate engineering staff.
- B)** be an assessee of Income Tax and should have registered with sales Tax department.
- C )**submit income tax clearance certificate/copy of the income tax returns and valid GSTIN.
- D)** have the average annual financial turnover of at least Rs.10 lakhs during last 3 years ending with 31.03.2023.

**C For works above Rs.10 lakhs**

The contractors should have valid A-class electrical contractors(for doing works above 250KW) license issued by the Electrical Inspectorate and have the experience of successfully completed following quantum of works including original works, alterations and renovations involving internal and external LT/HT electrification, panel boards, associated cabling, earthing, wiring for air-conditioners, UPS, liaison with local Electricity Board for obtaining of additional power, breakdown repairs for branches / offices of a Bank / Government departments/public sector undertaking/ central autonomous bodies/state autonomous bodies/financial institutions during last 5 years ending with 31.03.2023.

For works above Rs.10 lakhs even if the connected load is less than 250 KW, the work should be done by A class contractor.

The contractors who are eligible to undertake works costing more than Rs.10 lakhs /- should

- A)** have well-established office in Kerala with adequate engineering staff.
- B)** be an assessee of Income Tax and should have registered with sales Tax department.
- C)** submit income tax clearance certificate/copy of the income tax returns and valid GSTIN.
- D)** have the average annual financial turnover of at least Rs.20 lakhs during last 3 years ending with 31.03.2023.

**Engineers/contractors who are not currently empanelled with the Bank shall submit application for empanelment along with an application fee of Rs.500/- (Non refundable) through Demand Draft favouring " Kerala Gramin Bank" payable at Malappuram, Kerala State, which is to be enclosed along with the application.**

**IMPORTANT:**

- ii. Application shall be sent for empanelment in this category and the envelope to be super-scribed as

**APPLICATION FOR EMPANELMENT (Category – I) .**

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## **II. SCOPE FOR DEALERS/SUPPLIERS/VENDORS/MANUFACTURES ETC etc (Category-II)**

**a. SCOPE:** The scope for suppliers includes, supply following items as per requirement of the Bank, and as per specification.

- Fire extinguishers, Fire alarm / Fire resisting equipments.
- Burglar Alarm.
- Other security equipments.
- All kinds of Office stationery items. (File,Pusthi,Era file,A4 /legal papers etc)
- Computer stationery items.
- Electrical fittings and fixtures.
- Air Conditioners.
- Photocopiers/Fax machines / Telecome equipments
- Note counting machine, NASM, sorting machines, fake note detector etc.
- Office furniture such as Chairs, Tables, Almirahs, Sofa,Seaters, etc.
- Storewells, Racks,Shelves,Trays,Side racks, Cash Box
- Physical security items such as strong room door,TRTL safes,Lockers,Vaults etc.
- as per RBI /BIS specifications.
- Rubber stamps and monograms.
- CCTV and accessories.
- Electronic Weighing machines /Balances / measuring equipments etc.
- UPS, Inverters, Batteries etc
- Other fixed asset items required by the Bank.
- ATM print rolls
- Other security items for the Bank
- Other items.

(List is not exhaustive)

### **b. ELIGIBILITY CRITERIA:**

1. The Suppliers should be original manufacturers / authorized dealers / approved suppliers of the above items having wide dealership and service network in the geographical Jurisdiction of Bank. They should be established in this field for minimum 5 years. They should have service centers in the area.
2. The Suppliers/Vendors should:
  - a) Submit GST registration certificate /PAN card /other Registration certificate.
  - b) Have previous satisfactory records of supply of similar items to Banks / Govt. Departments / Public Sector undertakings / Central / State Autonomous bodies during last 5 years.
3. The suppliers/vendors should have the experience of successfully completed works/supplies coming under their category, for Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 5 years ending with 01.04.2023.
4. The proof for establishing experience, expertise and ability to extent prompt after sales service should be enclosed with the application.
5. The suppliers/vendors /Manufactures should:
  - a. have well established office in the respective centre with adequate staff.
  - b. be an assessee of Income Tax
  - c. have registered with sales Tax department / GSTetc

- d. submit income tax clearance certificate/copy of the income tax returns and sales tax /GST.
- e. have registration certificate with valid registration number.
- f. have the average annual financial turnover of at least Rs.5 lakhs during last 5 years ending with 31.03.2023.
- g. submit necessary certification/license issued by statutory authorities.
- h. have well-structured after sales service /complaint redresses system.

**IMPORTANT:**

Application shall be sent for empanelment under this category and the envelope to be super-scribed as

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**APPLICATION FOR EMPANELMENT (Category – II ) .**

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**III . SCOPE AND ELIGIBILITY CRITERIA FOR NAME BOARD WORKS-DESIGN WORKS-ART WORKS. (Category-III)**

**SCOPE:** The scope for making following items as per requirement of the Bank, and as per specification.

**Making of Name Boards/ Designing works/Art works/other related servicers**

Applications are invited in the prescribed format from reputed Firms /persons /companies persons who are having required background, engaged in making Name Boards /other items /art works /designing works etc for empanelling in the Bank's panel for providing Name Boards, side boards, stickers /other required art works etc for the various branches and offices of the Bank

**c. ELIGIBILITY CRITERIA:**

The applicants should have experience of 5 years in the field of undertaking the above works for Banks /Financial institutions/Govt offices . They should have service centers in the area of jurisdiction of the Bank.

They should:

- Submit GST registration certificate /PAN card /other Registration certificate.
- Have previous satisfactory records of supply of similar items to Banks / Govt. Departments / Public Sector undertakings / during last 5 years
- Have a cohesive team having adequate number of staff/artists etc
- Have excellent financial background
- Have a central office in Kerala with required machineries, computer systems and other environment.
- Ready to supply the item with in short notice
- Have balance sheet for last 3 years.

The proof for establishing experience, expertise and ability to extent prompt after sales service should be enclosed with the application.

**IMPORTANT:**

- i. Application shall be sent for empanelment in this category and the envelope containing the application to be super-scribed as

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**APPLICATION FOR EMPANELMENT (Category – III)**

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**IV) SCOPE AND ELIGIBILITY CRITERIA FOR PRINTING WORKS**  
**GENERAL CATEGORY. (Category-IV)**

**Kerala Gramin Bank**, a Regional Rural bank having its Head Office at Malappuram and 634 branches & 10 Regional offices spread all over Kerala, proposes to empanel Printers 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 situated at Malappuram and at other destinations in Kerala state 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 01-01-2021 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 for high value works till the order is executed to the satisfaction of the Bank.
4. The Bank would require to procure items at short notice. Only Printers capable of meeting the stipulated schedule should apply. Non adherence to supply schedule will attract penalty prescribed by the Bank.
5. The Printer should be possessing PAN No., GST 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 high value printing jobs undertaken 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 submit renewal application with complete details of printing machinery.
8. **Printers who are not currently empanelled with the Bank shall submit application for empanelment along with an application fee of Rs.500/- (Non refundable) through Demand Draft favouring " Kerala Gramin Bank" payable**

**at Malappuram, Kerala State, which is to be enclosed along with the application.**

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 /enquiries in a year.
- ii. Inability to supply materials in time 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 [www.keralagbank.com](http://www.keralagbank.com) Last date for receipt of application for empanelment along with required information and demand draft on or before the scheduled date

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

**IMPORTANT:**

Application shall be sent for empanelment under this category and the envelope to be super-scribed as

**APPLICATION FOR EMPANELMENT (Category – IV)**

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**V) SCOPE AND ELIGIBILITY CRITERIA FOR PRINTING WORKS  
SECURITY ITEMS (Category-V)**

**Kerala Gramin Bank**, a Regional Rural bank having its Head Office at Malappuram and 634 branches & 10 Regional offices spread all over Kerala, proposes to empanel Printers in Kerala State for undertaking printing security items such as Cheque Books, Demand Drafts, Common Deposit Receipt and SB pass books for the Bank.

**c. Scope of the work/orders**

Printing of Cheque Books, Specialized personalized cheques, Demand Drafts, Common Deposit Receipt, other Security documents and SB pass books as per specification of the Bank on the required quality of paper, including all cost of transportation for supplying finished items to the Bank's godown situated at Malappuram and at other destinations in Kerala state at Supplier's cost.

**d. PRE QUALIFICATION CRITERIA**

10. Printing Unit should be well established in printing line, at least for a minimum period of last 10 years (Units established prior to 01.04.2013 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)
11. List of modern machineries and other facilities required for printing the above items duly certified by a qualified Engineer/Printer's Banker/Auditor may be enclosed.
12. The printer has to provide specified amount of EMD/Security deposit for high value works till the order is executed to the satisfaction of the Bank.
13. The Bank would require to procure items at short notice. Only Printers capable of meeting the stipulated schedule should apply. Non adherence to supply schedule will attract penalty prescribed by the Bank.
14. The Printer should be possessing PAN No., GST 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.
15. The Printer should have valid License /approval from competent Authority for printing such security items for the Bank and xerox copies of the said documents are to be enclosed.
16. Copy of latest audited balance sheet and Last 2 years annual report ( having Balance sheet & profit & loss account) also shall be submitted along with the application.
17. Details of high value printing jobs undertaken for Banks /PSUs/ Government Departments shall be enclosed.



18. List of such high value 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.
19. Printers who are presently on Bank's Panel have to submit renewal application with recent /updated details .
20. **Printers who are not currently empanelled with the Bank shall submit application for empanelment along with an application fee of Rs.500/- (Non refundable) through Demand Draft favouring " Kerala Gramin Bank" payable at Malappuram, Kerala State, which is to be enclosed along with the application.**
21. Machineries and facilities (basic) essential for Empanelment will be as follows:
  - c. MACHINERIES FOR PRINTING:
    - vi. Web Offset – Single / Multi colour OR
    - vii. Sheet fed – Single/ Multi colour with minimum of Single Demy or equivalent size  
OR
    - viii. Baby Offset/Screen Printing Machine
  - d. 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):-

- iv. Non participation in 50% of the Tenders /enquiries in a year.
- v. Inability to supply materials in time as per rate quoted.
- vi. 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.

- ix. 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.
- x. 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 [www.keralagbank.com](http://www.keralagbank.com) Last date for receipt of application for empanelment along with required information and demand draft on or before the scheduled date .

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

**IMPORTANT:**

Application shall be sent for empanelment under this category and the envelope to be super-scribed as

**APPLICATION FOR EMPANELMENT (Category – V )**

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