

**BANK OF INDIA - MADURAI ZONE**  
ADMIN. & SERVICES DEPARTMENT  
FORMAT OF APPLICATION FORM

| From | To   |
|------|--|
|      | The Zonal Manager<br>Bank of India, Madurai Zone<br><b>Kind Attn: Corporate Services Department</b><br>Sri ram Complex, 4th Floor<br>Uchaparambu Main Road<br>Iyerbungalow, Madurai - 625014 |

Dear Sir,

QUOTATION FROM MANUFACTURERS/ THEIR AUTHORIZED  
AGENTS/DISTRIBUTERS/SUPPLIERS OF STATIONERY ITEMS

Ref: Tendering in.....

I/We wish to introduce myself/ourselves as stationery items manufacturers/ authorized agents/distributors/ suppliers and request you to consider my/our quotation for providing stationery items (name of the item) in your branches/offices in India. I/We furnish hereby the required information about my/our firm/company and business:

|   |   |  |
|---|---|--|
|   | Name of the firm / company  |  |
|   | Full Address of HO /Branch  |  |
| a | Telephone No. /Mobile No.   |  |
| b | Constitution  |  |
| c | Date of establishment   |  |
| d | E-mail id of the firm   |  |
|   | a) Registration and License Number<br>(Please provide relevant document)  |  |
|   | b) Full name(s) and addresses of Proprietor/<br>Partners / Directors  |  |
| 2 | Name and addresses of branches/associates<br>of the firm/company<br>a)<br>b)<br>c)<br>(Separate list may be provided in case the<br>space provided is not sufficient) |  |

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|   |  |  |
|---|--|--|
|   | Annual Turnover of last three years (Rs. Lakh)<br>2021-22<br>2022-23<br>2023-24  |  |
| 3 | Provide annual audited balance sheet of F. Y. 2021-22, 2022-23, 2023-24  |  |
| 4 | Number Of Offices/outlets throughout India: (Provide a list)<br>Income tax return of 2021-22, 2022-23, 2023-24.  |  |
| 5 | The details of at least three contracts which the firm/ company had/has with Other Banks/Public Sector undertakings/ other Institution for providing stationery items in the preceding three financial years i.e. from FY 2021-22 to FY 2023-24 (Please provide name of the entity, period and value of the contract, geographical coverage of the entities) |  |
| 6 | Bidder should provide a list of directors / member of management team who are also directors / members of management team in other entities (name of such directors and name of such entities should be mentioned.   |  |
| 7 | Other information, if any<br>(Please attach sheets, if needed )  |  |

Note: In the event of dispute on any issue, the legal proceedings will be held at Madurai.

**DECLARATION OF THE APPLICANT**

I/We hereby confirm that the information furnished herein above is true to the best of my/our knowledge and belief. You are free to call for confidential opinion from any one as also from my/ Banker as you deem fit. I/We also certify that, I/We have understood all the Terms and Conditions indicated in the tender document and hereby accept the same completely.

Yours faithfully,

Authorized signatory

Name:

Place:

Date:

**BANK OF INDIA - MADURAI ZONE**  
**ADMIN. & SERVICES DEPARTMENT**  
**PARI-I - TECHNICAL BID**

To,

The Zonal Manager  
Bank of India, Madurai Zone  
Kind Attn: Corporate Services Department  
Sriram Complex, 4th Floor  
Uchaparambu Main Road  
Iyerbungalow, Madurai — 625014

Dear Sir.

**QUOTATION FROM MANUFACTURERS/ THEIR AUTHORIZED**  
**AGENTS/DISTRIBUTERS/SUPPLIERS OF STATIONERY ITEMS**

Having examined the conditions specified in the memorandum herein set out and acquired the requisite information relating thereto as affecting the tender, I/we hereby offer to provide stationeries specified in the said memorandum while strictly adhering to the time specified in it, at the rates mentioned in Part II of the quotations, and in all other respects in accordance with such conditions as may be applicable.

**MEMORANDUM**

|     |                   |  |
|-----|-------------------|--|
| (a) | Description of    | To supply and deliver Stationery Items to BOI Madurai Zonal Office   |
| (b) | Estimated Cost    | Annually around 50.00 lakh   |
| (c) | Tenure            | The Contract is up to 31.03.2026 and renewable annually at the Bank's option for a further period of two years (one year at a time) with an annual increase of up to 5% in the existing rates and as per the existing terms and conditions subject to providing satisfactory services. |
| (d) | Delivery schedule | The quarterly/monthly indent as required would be given and supply and delivery has to be made within 10 days.   |

2. Should this tender be accepted, we hereby agree to abide by and fulfil all the terms and provisions of the said contract annexed hereto in so far as they may be applicable or in default thereof and the amount to be forfeited by Bank of India and to pay to the Bank of India the amount mentioned in the said conditions.

3 I/We have deposited a sum of Rs 20,000/- (as EMI) by DD. (If not applicable for MSME firms) No interest is payable on the above Earnest Money Deposit (EMD) or security deposit amount . If we fail to execute the Contract when called upon to do so, I/we do hereby agree that this sum shall be forfeited by Bank of India, And, I/ We shall have no objection and shall raise no dispute in this department.

4. I/We are enclosing herewith list of my/our clients along with full details like names, postal addresses, e-mail ids, telephone (landline and mobile) Nos., Fax Nos., etc., of the contact executives (i.e. the persons who can be contacted by Bank of India, if required).



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Name of the Director of the company authorized to sign (or)/  
Name of person having Power of Attorney to sign the contract.  
(Certified true copy of the Power of Attorney should be attached.)

Yours faithfully

Signature of Authorized Signatory  
With Seal