Annexure I

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF PAPER MANUFACTURERS INTERESTED IN SUPPLYING WRITING AND PRINTING PAPER VIZ. COMPUTER PAPER COPIER PAPER, MAPLITHO PAPER ETC. TO THE BANK.

Applications are hereby invited from integrated paper mills **having their own pulp unit** manufacturing good quality of writing and printing paper and are willing to be empanelled with the Bank. The Bank will purchase their requirement of the different varieties of writing and printing paper viz. Computer paper, Copier paper, Maplitho paper, Cream wove paper, Azurelaid paper etc in different sizes and GSM with 85% or higher brightness on the basis of L1 rates discovered during auctions conducted by the Bank among the empanelled paper mills. The paper mills short listed for empanelment will have to execute suitable stamped agreement with the Bank and must also be agreeable to periodical inspection of their manufacturing facilities by the Bank's authorised officials and the cost of the inspection will have to be borne by them. The panel is being constituted for a period of two years but may be continued thereafter at the Bank's discretion.

Interested paper mills willing to be empanelled with the Bank and participating in the auctions conducted by the Bank thereafter are requested to submit their application on their letter head as per Annexure -II signed by the authorised signatories with company seal, at the under noted address along with sample sheets of all the varieties of writing and printing paper manufactured by them so as to reach at this office on or before **26/10/2018** by **5 pm**. Any communication received through Fax, e-mail etc will not be entertained. Bank reserves the right to accept or reject any application for empanelment without assigning any reason.

ELIGIBLITY CRITERIA :

Apart from the conditions mentioned above, the prospective applicant mill should fulfill the following eligibility criteria:-

1. Should have own pulp unit and the capacity to manufacture and supply different varieties of writing and printing paper required by the Bank in bulk at multiple locations spread across the country. **Mills engaged in the manufacture of paper only with waste paper need not apply.**

2. Should have minimum **sales turnover of Rs. 200.00 crore per annum for the last three financial years** .If the Paper Mill is a group company or division of another company the sales turnover of the paper mill only will be considered in such case the sales on account of writing and printing paper only for the last 3 years will have to be certified duly by a Chartered Accountant.

3. Should have submitted up-to-date Income Tax/ Sales Tax/ GST and other statutory returns.

4. Address for submission of the application:

The Deputy General Manager,
State Bank of India, Central Stationery Department,
Kankaria Centre, 3th Floor,
2/1, Russel Street, Kolkata- 700071

Annexure II

The Deputy General Manager,
State Bank of India,
Central Stationery Department,
Kankaria Centre, 3th Floor,
2/1, Russel Street,
Kolkata- 700071

Dear Sir,

Your Notice inviting Application for Empanelment of Paper Manufacturer for supply of different varieties of writing and printing paper viz. Computer Paper, Copier Paper, Maplitho Paper, Creamwove Paper, Azurelaid Paper etc. to the Bank.

With reference to your notice appearing on the Bank's Website, inviting applications for empanelment of Paper Manufacturers for supply of different varieties of writing and printing paper viz. Computer Paper, Copier Paper, Maplitho Paper, Creamwove Paper, Azurelaid Paper etc. to the Bank, we express our willingness to get ourselves empanelled with your Bank for the purpose.

2. We confirm that we fulfill all the eligibility criteria mentioned in your Notice inviting applications for empanelment and confirm that we shall fulfill the Bank's requirements for empanelment, subsequent tendering process for discovery of L1 rates and shall also supply paper as per the rates and other terms and conditions, in case orders are placed on us. We furnish hereunder the information called for, copies of the Company's Audited Financial Reports (Balance Sheet, P&L A/c etc) of the last 3 years and sample sheets of different varieties of writing and printing paper manufactured by us, as enclosures.

Sl. No.	Particulars	Documentary proof submitted (Yes/No)
1.	Name of the applicant	
2.	Address	
3.	Name, Designation, Address, Tel/ Fax No. of the applicant's contact person	
4.	Year of establishment	
5.	Details of supplies made to other Banks/ Institutions at multiple locations spread across the country during the last three years.	
6.	Whether the company is having their own integrated pulp unit.	
7.	Details of ISO Certification, if any	
8.	Sales for the last three years (copies of audited financial statements to be submitted)	
9.	Net result for the last three years.	
10.	Whether the company has already submitted statutory Govt. returns	

* IF THE PAPER MILL IS A GROUP OF COMPANY OR DIVISION OF A COMPANY, THE SALES AND NET RESULT SHOULD BE FURNISHED RELATING TO THE PAPER MILL ONLY ALONG WITH THE CHARTERED ACCOUNTANTS CERTIFICATE TO THE EFFECT.