



बड़ौदा यू.पी.बैंक
Baroda U.P. Bank

Regional Office Kanpur Dehat
Nabipur, Jainpur, Kanpur Dehat 209311

Proposal for stationery printing (General)

Start Date : 06.01.2022
End Date : 24.01.2022 2.00 pm
Date of Opening : 24.01.2022 3.30 pm

Address for submission Tender/Bid/Proposal

The General Manager
Baroda U.P. Bank
Nabipur, Jainpur
Kanpur Dehat, 209311 (UP).

Contact No. : 10 am to 5.00 pm (on working days): Mob: 7311149818





ISSUE DATE: 06.01.2022



बड़ौदा यू.पी. बैंक
Baroda U.P. Bank

Proposal for stationery printing (General)

Baroda U.P. Bank Regional Office Kanpur Dehat invites applications in sealed covers from the empanelled as well as prospective printers (general) for printing and supply of bank's stationery.

The applicants have to satisfy the following eligibility criteria in this regard (shown under head 'A' below)

- A. (i) Applicants must possess at least 3 years experience in the line of supplying various stationery materials to the banks/Public Sector undertakings.
- (ii) Applicants must have the financial capacity to execute order i.e. to print and supply the Bank's stationery (Ledgers/books/forms and other stationery items) within a time bound period.
- (iii) Printers must have own printing press/workshop & the godown, and must be registered in the name of the applicant.
- (iv) Applicants must be in a position to submit, PAN, Income Tax, GST number as well as the audited Financial statement for the last 3 years.
- (v) Minimum Annual Turnover must be minimum 50 Lakh. (Attach copy of proof)
- B. Application forms and other details can be downloaded from our website **www.barodagraminbank.com**
- C. Applications duly filled in and supported by requisite documents/papers etc. must be submitted properly sealed cover to the **Regional Manager, Baroda U. P. Bank, regional office Kanpur Dehat, Nabipur Jainpur-209311(UP)** during office hours on or before 24.01.2022 at 2.00 p.m. and no application will be accepted after the above date. Incomplete applications in any respect will be rejected. The sealed covers should be super scribed "**Proposal for stationery printing (General)**".
- D. The sealed covers containing the applications will be opened on 24.01.2022 at 3.30 p.m. at **Regional Manager, Baroda U. P. Bank, regional office Kanpur Dehat, Nabipur Jainpur-209311(UP)**. Interested applicants may be present at the time of opening the sealed covers.
- E. The right of selection rests absolutely with the Bank and bank's decision in this regard shall be final and binding.
- F. Bank will ask for EMD/Security Deposit from successful printers.**
- G. Payment will be released after examine checking the quality of stationery by Lab/forensic test.**
- H. Bank reserves the right to reject any or all the applications without assigning any reason whatsoever.


(Sanjeev Kumar)
Regional Manager



PARTICULARS TO BE FURNISHED FOR THE PURPOSE OF

Printers (General), for

Baroda U. P. Bank

Printers(General)

1.	Name of the Organization	
2.	Address with Telephone No. (a) Printing Press (b) Office/Shop/Godown	
3.	Nature of Constitution	
4.	Date of Establishment	
5.	Name of the Proprietor/Partners/Directors with Residential address and Telephone No. (i) (ii) (iii)	
6.	Whether an S.S.I unit if so, Reg. No. and date. Also enclose copy of Certificate.	
7.	Whether Registered with the Registrar of the companies/Registrar of firms. If so mention number and date.	
8.	Whether the premises (Press/Office/Shop/Factory) is/are owned or hired.	
9.	Name and address of the Banker's (Please enclose latest solvency certificate from the Banker's) (i) (ii) (iii)	
10.	Whether registered for GST Purposes. If so, mention No. and Date.	

11.	Whether an assessee of Income-Tax if so, mention permanent account number.	
12	Copies of Audited Balance Sheets and Profit & Loss Account Statement for the last 3 years to be furnished.	
13.	If registered in the panel of other Organizations/Statutory bodies furnish their names, category and date of registration. (i) (ii) (iii) (iv)	
14.	What are your line of activities? Mention the fields on preference basis. (i) (ii) (iii) (iv) (v) (vi)	
15.	Furnish the names of three responsible persons/bodies who will be in a position to certify about the quality as well as past performance of your organization. (i) (ii) (iii)	
16.	Names and addresses of the principal customers (Enclose certified copies of the latest orders).	

PROFORMA - I

PARTICULARS IN RESPECT OF THE WORK EXECUTED

Name of Work/Project with address	Short description of work executed	Name and Address of owner	Value of Work executed	Stipulated time of completion	Actual time of completion
1	2	3	4	5	6

I/We declare that the particulars furnished above are true and correct and I shall abide by all the terms and conditions of the printing the bank's stationery. In case any information/particular is found in-correct at a later date, the application is liable to be cancelled.

Date:

**SIGNATURE OF THE APPLICANT
(With Rubber Stamp)**



Baroda U.P. Bank

Regional office Kanpur Dehat

Quotation Form

SPECIFICATIONS									
Sl.	Name of Item	F.No.	SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING	Quantity	Rate Per Unit(Rs)
A	B	C	D	E	F	G	H	I	J
1	Account Opening Forms for Individuals	F-401	28.5 cm x 63.5 cm making -3- parts of A4 size (only one paper sheet- main sheet)	80 GSM paper of Century/ sirpur/ballarpur/Andhra/orient	Single leaf with two folds(after folding size will be 28.5 cm x 21.1 cm)	Both side printing in two color.	200- Forms per packet in craft paper packing with label there on showing type of form.	30000	
2	Kisan Credit Card cumPassbook	PB-02 A	20.5 cm x 8.5 cm(close site)	Inner Pages 70 GSM Century/ Sirpur/Ballarpur /Andhra/Orient white MaplithoCover Pages 250 GSM Ballarpur Art Card	10 leaves/20 pages excluding cover	4 color printing on front & two color printing on back & inside cover pages (2& 3) & single color onother inner pages. Each Passbook should be centre stitched with a finequality thread.	Packing of 100 passbooks in each packet & 4 Packets in abundle. Passbook should be packed in craft paper with paper label indicating Form Number, name & quantity (BOLD) on each packet.	25000	
3	S.B.Withdrawal Slip	F-292	18 cm x 10.5 cm	70 GSM Century/sirpur/ballarpur/ Andhra/orient white	100 leaves pad	Single side in two colour bilingual printing with bank's emblem. One LBS straw board at bottom & full craft paper on top & paste	Packet of 20 pads in craft paper with paper label indicating Form Number, name & quantity(BOLD) on each packet. Three packets of 20 pads in one bundle tied with string.	15000	

Note : Applicable GST will be paid extra

Note :

1. Time for execution of work will be maximum 30 days from the date of receipt of order.
2. Sample must be send duly sealed and signed for approval of printing stationery.
3. For any clarifications regarding specifications etc,you may contact our P&E department Mob No. 7311149818.

No Deviation in paper/specifications allowed

Date :

Signature & Seal of Printer



Baroda U.P. Bank

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Sl.	Name of Item	F.No.	SPECIFICATIONS					Rate Per Unit(Rs)	
			SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING		Quantity
A	B	C	D	E	F	G	H	I	J
1	Common Deposit Slip	F-405	28 cm x 11 cm	70 GSM Century/sirpur/ballarpur/ Andhra/orient white	100 leaves pad	Printing on one side in English & other side in Hindi and duly numbered serially on one side only and hard perforation bounded with one LBS straw board at bottom & full craft paper on top & paste	Packet of 20 pads in craft paper with paper label indicating Form Number, name & quantity(BOLD) on each packet. Three packets of 20 pads in one bundle tied with string.	15000	
2	CBS Passbook	PB-01 A	20.5 cm x 8.5 cm (close site)	Inner Pages 70 GSM Century/ Sirpur/Ballarpur /Andhra/Orient white Maplitho Cover Pages 250 GSM Ballarpur Art Card	10 leaves/20 pages excluding cover	4 color printing on front & two color printing on back & inside cover pages (2 & 3) & single color on other inner pages. Each Passbook should be centre stitched with a fine quality thread.	Packing of 100 passbooks in each packet & 4 Packets in a bundle. Passbook should be packed in craft paper with paper label indicating Form Number, name & quantity (BOLD) on each packet.	100000	

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Sl.	Name of Item	F.No.	SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING	Quantity	Rate Per Unit(Rs)
A	B	C	D	E	F	G	H	I	J
3	Transfer Voucher	F-290	18 cm x 13.5 cm	57 GSM Century/sirpur/ballarpur/ Andhra/orient white	100 leaves pad	Single color printing on one side only. 100 leaves gum pad with one LBS straw board at bottom & full craft paper on top & paste	Packet of 20 pads in craft paper with paper label indicating Form Number, name & quantity(BOLD) on each packet. Three packets of 20 pads in one bundle tied with string.	5000	
4	RTGS/NEFT Form	F-404	28.2 cm x 22.2 cm	70 GSM Century/sirpur/ballarpur/ Andhra/orient white	100 leaves pad	Both side printing one side in English & other side in Hindi in royal blue with hard perforation. 1 LBS straw board at bottom & full craft paper on top & paste	Packets of 5 pads in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet.Four packets of 5 pads in one bundle tied with string.	500	

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			SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING		Quantity
A	B	C	D	E	F	G	H	I	J
1	Kisan Credit Card- Documentation Booklet	DB-01	22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho- Orient/Century/Trident mills Cover Pages 140 GSM Cardsheet Light Green Color Orient/Seshasayee/Star mills	26 leaves/ 52 pages	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine patti	Packing of 50 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quality (BOLD) on each packet.	14000	
2	Saral Vyapar Rin Yojna- Documentation Booklet	DB-02	22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho- Orient/Century/Trident mills Cover Pages 140 GSM Cardsheet Light Pink Color Orient/Seshasayee/Star mills	17 leaves/ 34 pages	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine patti	Packing of 50 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quality (BOLD) on each packet.	1500	

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Quotation Form

SPECIFICATIONS									
Sl.	Name of Item	F.No.	SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING	Quantity	Rate Per Unit(Rs)
A	B	C	D	E	F	G	H	I	J
1	Self Help Group- Documentation Booklet	DB-03	22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho- Orient/Century/Trident mills Cover Pages 120 GSM Cardsheet Light Blue Color Orient/Seshasayee/Star mills	11 leaves/ 22 pages	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine patti	Packing of 50 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quality (BOLD) on each packet.	1000	
2	Loan for Salaried Employees- Documentation Booklet	DB-04	22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho- Orient/Century/Trident mills Cover Pages 140 GSM Cardsheet White Color Orient/Seshasayee/Star mills	16 leaves/ 32 pages	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine patti	Packing of 50 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quality (BOLD) on each packet.	2000	

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Quotation Form

Sl.	Name of Item	F.No.	SPECIFICATIONS				Rate Per Unit(Rs)		
			SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING		PACKING	Quantity
A	B	C	D	E	F	G	H	I	J
1	Mudra Loan- Documentation Booklet	DB-06	22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho- Orient/Century/Trident mills Cover Pages 120 GSM Cardsheet Light Yellow Color Orient/Seshasayee/Star mills	27 leaves/ 54 pages	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine patti	Packing of 50 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quality (BOLD) on each packet.	2000	

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