



बड़ौदा यू.पी. बैंक
Baroda U.P. Bank

REF: ROBHAD/P&E: TENDER/2024-25/1

DATE: 08.05.2024

TENDER FOR STATIONERY PRINTING

Baroda U.P. Bank Regional Office Bhadohi invites application in sealed envelope from the empanelled printers 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).

1. Applicants must have the financial capacity to execute order i.e. to print and supply the bank's stationery items within a given time period.
2. Applicant must have at least 3 year experience in the line of supplying various stationery materials to the bank/public sector undertaking. (Proof must be submitted)
3. Printers must have own printing press & godown, and must be registered in the name of the applicant. (Proof must be submitted)
4. Applicant must have PAN, GST and ITR for the last 3 year (copy must be submitted).

(B) Other details can be downloaded from our website www.barodaupbank.in

(C) Application form duly filled in and supported by requisite document/paper etc. must be submitted properly sealed cover to the **Regional Manager, Baroda UP Bank, Regional Office Tiwari Bhawan, Chauri Road, Bhadohi - 221401(UP)** on or before **04.06.2024 at 01:00 PM** and no application will be accepted after the above date. Incomplete application in any respect will be rejected.

All the received tender/applications will be opened on **04.06.2024 at 04.00 PM** at **Baroda UP Bank, Regional Office Tiwari Bhawan, Chauri Road, Bhadohi - 221401(UP)**

(D) The sealed envelope should be super scribed "**Tender for stationery printing**".

The right of selection rests absolutely with bank and bank's decision in this regard shall be final and binding.

(E) Bank reserves the right to reject any or all the applications/quotations without assigning any reason whatsoever.

(F) The rates quoted should be valid till **31.12.2024**

क्षेत्रीय कार्यालय: तिवारी भवन, चौरा रोड, भदोही) संत रविदास नगर 221401 - (
Regional Office: Tiwari Bhawan, Chauri Road, Bhadohi (Sant Ravidas Nagar)- 221401



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(G) Envelope 1: Only technical information (as per format of technical bid), technical bid also enclose aadhar and PAN of proprietor/partner, copy of previous work order etc.

(H) Envelope 2: Price bid must be submitted in **prescribed format-1**(attached) in separate envelope superscribe "**price Bid for stationery printing**".

Other terms and conditions:

1. Only Offset printing will be accepted.
2. Sample of paper will be enclosed with quotation.
3. Quoting incredibly low value of items with a view of subverting the tender process shall be outrightly rejected.
4. Bank reserve the right to accept or reject any/all tender without assigning any reason.
5. Bank will ask for EMD/Security Deposit from successful printers.
6. Successful printers/vendors have to submit **Rs. 25,000/-** (Twenty Five Thousand Rupees only) as Security Deposit (interest free). Security deposit will be return after successful completion of work.
7. Payment will be released after examination checking the quality of stationery by Lab/forensic test.

**Regional Manager
Bhadohi**



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Annexure-A

Pre-Qualification Profile

1	Name of the Firm/Company	
2	Address (Head Office)	
3	Phone No.	
4	Year of Establishment	
5	Name of Proprietor or Name of Partner/Director/Associates	1. 2. 3. 4.
6	List of other major customers (Work Order/ Experience/ Service certificate to the effect from the customers are to be enclosed)	
7	PAN Number (for TDS)	
8	GSTIN No. (Certificate attached)	

Date:

Signature of Authorised Signatory

PROFORMA-1

Particulars in respect of the work executed

Name of work/project with address	Short description of work executed	Name and address of owners	Value of work executed	Stipulated time of completion	Actual time of completion
1	2	3	4	4	6

Date:

Signature of Authorised Signatory



Baroda U.P. Bank

Regional Office : BHADODHI
Quotation Form (Format-1)

SPECIFICATIONS

S.N.	Name of Item	F.No.	SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING	Est. Quantity	Quoted rate per unit(excl. of gst)	Total Amount(excl. of gst)
A	B	C	D	E	F	G	H	I	J	K
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 fold/slater 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.	300000 forms		
2	GSM Passbook	PB-01	14.4 cm x 10.5 cm (close side)	Inner Pages 70 GSM Century/ Sirpur/Ballarpur /Andhra/Orient white Maplitcho Cover Pages 230 GSM Ballarpur Art Card	8 leaves/16 pages excluding cover	4 color printing on front & back page & single color printing on inside cover (2 & 3) & other inner pages. Each passbook should be centre stitched with a fine quality thread. 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.	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 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.	100000		
3	RTGS/NEFT Form	F-404	28.2 cm x 22.2 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	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.	1000 pad		
4	Common Deposit Slip	F-405	28 cm x 11 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.	5000 pad		
5	S.B. Withdrawal Slip	F-292	18 cm x 10.5 cm	70 GSM Century/sirpur/ballarpur/ Andhra/orient white	100 leaves pad	both side printing in single color with hard base & cover page extra	100 leaves gum pad	300 pad		
6	L.A.D Form	LD0C-19	8.5X13.5(17X27X1/4)	57 GSM Century/Orient white	100 leaves gum pad	light green,one side printing hard base and one page extra	50 leave gum pad	200 pad		
7	DP Note(JOINT)	LD0C-2,2	7.5X6.5	57 GSM Century/Orient white	50 leave gum pad	light green,one side printing hard base and one page extra	50 leave gum pad	150 pad		
8	DP Note(SINGLE)	LD0C-02(A)	7.5X6.5	57 GSM Century/Orient white	50 leave gum pad	white single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side roxine pati	22 leaves/44 pages	200		
9	Booklet- Housing loan	DB-10	22cmx26.5cm	Inner page 80gsm, cover page 140gsm	22 leaves/44 pages	Full cloth binding cover of Adoniz cardboard,inner postene of 80 GSM MG paper, numbering on each leaf, name slip of colour printing pack of 10 nos. in craft paper with name slip	10 register per packet in craft paper with labble there on showing type of form	120		
10	Cash Balance Book Register		8x13	70 GSM Ledger paper Century/Sirpur	200 leaves	Full cloth binding cover of Adoniz cardboard,inner postene of 80 GSM MG paper, numbering on each leaf, name slip of colour printing pack of 10 nos. in craft paper with name slip	10 register per packet in craft paper with labble there on showing type of form	200		
11	Credit Scroll Register		8x13	70 GSM Ledger paper Century/Sirpur	200 leaves	Full cloth binding cover of Adoniz cardboard,inner postene of 80 GSM MG paper, numbering on each leaf, name slip of colour printing pack of 10 nos. in craft paper with name slip	10 register per packet in craft paper with labble there on showing type of form	200		
12	Cash Receipt and Payment Register		8x13	70 GSM Ledger paper Century/Sirpur	200 leaves	Full cloth binding cover of Adoniz cardboard,inner postene of 80 GSM MG paper, numbering on each leaf, name slip of colour printing pack of 10 nos. in craft paper with name slip	10 register per packet in craft paper with labble there on showing type of form	200		
13	FDR cover		6x10.5	White transparent		300 micron plastic sheet(with name and logo printed on it)		6000		
14	Transfer Voucher	F-290	18*13.5 cm	70 GSM Sirpur/Century/Orient white	100 leaves pad	Single color printing on one side 100 leaves gum pad with LBS straw board at bottom & fullcraft 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	100 leaves pad	5000 pad		

S.N.	Name of Item	F.No.	SPECIFICATIONS			PRINTING	PACKING	Est. Quantity	Quoted rate per unit(excl. of gst)	Total Amount(excl. of gst)
			SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover					
A	B	C	D	E	F	G	H	I	J	K
15	ATM application form		8.5X13.5	70 GSM Century/Orient white	1 Page	white,one side printing hard base and one page extra	100 leaves gum pad	300 pad		
16	Form DA-1,nomination form		8.5X13.5	70 GSM Century/Orient white	1 Page	white,one side printing hard base and one page extra	100 leaves gum pad	150 pad		
17	APY form		8.5X11 inch	70 GSM Century/Orient white	2 leaves/4 page	2 leaves/4 page centre folded printing on 3 pages from 1 to 3 only packed in polythene bags 50nos. Each packet	100 leaves gum pad	400 pad		
18	PMJBY		8.5X11 inch	70 GSM Century/Orient white	2 leaves/4 page	2 leaves/4 page centre folded printing on 3 pages from 1 to 3 only packed in polythene bags 50nos. Each packet	100 leaves gum pad	400 pad		
19	PMSBY		8.5X11 inch	70 GSM Century/Orient white	2 leaves/4 page	2 leaves/4 page centre folded printing on 3 pages from 1 to 3 only packed in polythene bags 50nos. Each packet	100 leaves gum pad	400 pad		
20	SHG booklet		22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Pages 140 GSM Cardsheet White Color Orient/Seehasavee/Star mills	12 leaves/24 pages	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine pati	Packing of 50 booklets in each packet should be packed in Craft paper with paper label indicating Name & Quantity (BOLD) on each packet.	1500		
21	Mudra loan booklet		22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Pages 140 GSM Cardsheet White Color Orient/Seehasavee/Star mills	28 leaves/58 page	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine pati	Packing of 50 booklets in each packet should be packed in Craft paper with paper label indicating Name & Quantity (BOLD) on each packet.	1500		
22	MSME loan booklet		22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Pages 140 GSM Cardsheet White Color Orient/Seehasavee/Star mills	10 leaves/20page	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine pati	Packing of 50 booklets in each packet should be packed in Craft paper with paper label indicating Name & Quantity (BOLD) on each packet.	1500		
23	Attendance register		8X13	70 GSM Ledger paper Century/Sirpur	100 leaves	Full cloth binding cover of 400nz cardboard,inner postene of 80 GSM MG paper, numbering on each leaf,name slip of colour printing pack of 10 nos. in craft paper with name slip	10 register per packet in craft paper with labble there on showing type of form	100		
24	KYC form		8.5X13.5(17X27X1/4)	70 GSM Century/Orient white	100 leaves gum pad	one side printing in Single color with hard base & cover page extra	100 leaves gum pad	300 pad		
25	Mobile banking form		8.5X13.5(17X27X1/4)	70 GSM Century/Orient white	100 leaves gum pad	one side printing in Single color with hard base & cover page extra	100 leaves gum pad	200 pad		
26	Key Register		8X13	70 GSM Ledger paper Century/Sirpur	100 leaves	Full cloth binding cover of 400nz cardboard,inner postene of 80 GSM MG paper, numbering on each leaf,name slip of colour printing pack of 10 nos. in craft paper with name slip	10 register per packet in craft paper with labble there on showing type of form	65		

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 EXACT QUANTITY WILL BE GIVEN IN WORK ORDER BY THE RO
- 4 ALL THE FORMATES WILL BE PROVIDED BY OUR P&E DEPARTMENT
- 5 LI will be decided by adding prices from items with Sr. No.1 to 26, (columns J) while Order will be given separately

NO DEVIATION IN PAPER/SPECIFICATION ALLOWED

Note : Applicable GST will be paid extra

SIGNATURE & SEAL OF PRINTER