

RO/PRAYAGRAJ/05/P&E/2024-25/71

Date:- 07-06-2024

Tender for Stationery Printing – Prayagraj Region

बड़ौदा यू. पी. बैंक, क्षेत्रीय कार्यालय प्रयागराज, बैंक के सूचीबद्ध स्टेशनरी प्रिंटर से प्रयागराज क्षेत्र के लिए स्टेशनरी छपाई हेतु मुहरबंद निविदा आमंत्रित करता है। निविदा का विवरण निम्नानुसार है :-

1. निविदा जारी करने की तारीख : 07.06.2024
2. निविदा जमा करने की आखिरी तारीख : 27.06.2024 at 4:00 PM
3. निविदा खोलने की तारीख व समय : 27.06.2024 at 5.00 PM
4. संपर्क सूत्र : 9793138316
5. निविदा जारीकर्ता का पता : **क्षेत्रीय प्रबंधक**
बड़ौदा यू पी बैंक,
क्षेत्रीय कार्यालय - प्रयागराज,
3D ताशकंद मार्ग सिविल लाइन्स; प्रयागराज 211001

निविदा की नियम व शर्तें :-

1. स्टेशनरी छपाई के रेट टेंडर के साथ संलग्न Annexure-I में ही लिखे जायेंगे। रेट के लिए कोई अन्य पत्रक स्वीकार्य नहीं होगा।
2. सक्षम प्राधिकारी (बैंक) न्यूनतम दर स्वीकार्य करने या निविदा की स्वीकृति/अस्वीकृति के अपने निर्णय बताने के लिए बाध्य नहीं होगा।
3. किसी भी प्रकार से अधूरी निविदा या सशर्त निविदा को अस्वीकार कर दिया जायेगा।
4. केवल बैंक के सूचीबद्ध प्रिंटर की निविदा को ही स्वीकार्य किया जायेगा।

अन्य शर्तें :-

1. फर्म का रजिस्ट्रेशन नं. GST नं. के साथ प्रस्तुत करना होगा।
2. प्रधान कार्यालय गोरखपुर के द्वारा जारी मनोनयन पत्र (empaneled Letter) प्रस्तुत करना होगा।
3. फर्म का PAN अवश्य होना चाहिए जिसके बिना वेंडर/प्रिंटर की बोली अमान्य हो जायेगी।
4. सशर्त निविदा किसी भी आधार पर स्वीकार नहीं की जायेगी।
5. बैंक द्वारा दी गयी शर्तों में कोई विचलन स्वीकार नहीं किया जायेगा और अपरिहार्य परिस्थितियों में बिना कोई कारण बताये बोली निरस्त की जा सकती है।

6. यदि निविदाकर्ता को किसी स्पष्टीकरण की आवश्यकता है तो उसे बोली प्रस्तुत करने से पहले प्राप्त किया जाना चाहिए।
7. पूरे दस्तावेज को सील के साथ हस्ताक्षरित किया जाना चाहिए और नियम व शर्तों की स्वीकृत के निशान के रूप में संलग्न किया जाना चाहिए।
8. बैंक बिना कोई कारण बताये किसी भी बोली को पूरी तरह या आंशिक रूप से स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखता है।
9. बैंक का निर्णय अन्तिम होगा और इस संबंध में कोई पत्रचार नहीं किया जायेगा।
10. बैंक बिना कोई कारण बताये किसी किसी या सभी कोटेशन को अस्वीकार कर सकता है।
11. लैब/फोरेंसिक जांच द्वारा स्टेशनरी की गुणवत्ता की जांच के बाद भुगतान जारी किया जायेगा।
12. कार्य आदेश प्राप्त होने के एक माह के भीतर आदेशित स्टेशनरी, प्राप्त हो जाना चाहिए।
13. वेंडर (स्टेशनरी प्रिंटर) द्वारा दिए गये रेट कार्य आदेश की तिथि से एक वर्ष के लिए प्रभावी होंगे।
14. फर्म को भुगतान, समय-समय पर सरकार द्वारा जारी टैक्स नियमों के अनुसार TDS की कटौती के उपरांत किया जायेगा।

टेंडर जमा करना:-

मोहरबंद लिफाफे में ऊपर "**Tender for Stationery Printing – Prayagraj Region**" "क्षेत्रीय प्रबंधक, बड़ौदा यू पी बैंक, क्षेत्रीय कार्यालय प्रयागराज" को संबोधित करते हुए दिनांक 27.06.2024 सायं 16:00 बजे तक अवश्य पहुंच जाना चाहिए। उपरोक्त तिथि व समय के उपरांत प्राप्त किसी भी निविदा को स्वीकार नहीं किया जायेगा।

नोट:- निविदा पंजीकृत/स्पीड पोस्ट, कोरियर अथवा क्षेत्रीय कार्यालय प्रयागराज में निर्दिष्ट सील बंद टेंडर बॉक्स में जमा किया जा सकता है।

भवदीय



(संतोष कुमार पाण्डेय)

क्षेत्रीय प्रमुख

प्रयागराज क्षेत्र

SPECIFICATIONS

A	B	C	D	E	F	G	H	I	
Name of Item	F.No.	SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING	Quantity	Quoted Rate per Unit (in Rs.) (excl. of GST)	Total Amount Rs. (excl. of GST)
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	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 & Quantity (BOLD) on each packet.	2000		
2 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	12 leaves/24 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 & Quantity (BOLD) on each packet.	3000		
3 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	19 leaves/38 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 & Quantity (BOLD) on each packet.	2000		
4 Kisan Tatkal Rin Yojna 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	14 leaves/28 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 & Quantity (BOLD) on each packet.	5000		
5 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 PAD		
6 Transfer Voucher	F-290	18 cm x 13.5 cm	70 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.	1500 PAD		



SPECIFICATIONS

A	B	C	D	E	F	G	H	I	Total Amount Rs. (excl. of GST)
Name of Item	F.No.	SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING	Quantity	Quoted Rate per Unit (In Rs.) (excl. of GST)	Total Amount Rs. (excl. of GST)
7 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.	5000 PAD		
8 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.	25000 PAD		
9 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.	50000		
10 Kisan Credit Card cum Passbook	PB-02 A	14.4 cm x 10.5 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.	25000		
11 CBS Passbook	PB-01	14.4 cm x 10.5 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		



SPECIFICATIONS

A	B	C	D	E	F	G	H	I	Total Amount Rs. (excl. of GST)
Name of Item	F.No.	SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING	Quantity	Quoted Rate per Unit (In Rs.) (excl. of GST)	
12	Letter Of Acknowledgment of Debt (L.A.D.)	LD0C-19	22 cm x 26.5 cm	80 GSM SS Maplitho-Orient/Century/Trident mills	1 Leaves/2 Pages Both Side Printing & 50 Forms/ Pad	100 Leaves gum pad both side printing bilingual, hard base and one page extra	Packets of 50 pads in kraft paper with paper label indicating name & quantity (BOLD) on each packet.	750 PAD	
13	Cash Receipt & Payment Register	R-3	21cm x 32 cm	Inner Pages 70 GSM Ledger Paper century mills, Full cloth bindin With 2 pound cardboard	180 leaves(360 Pages)	single colour printing on both sides	Packets of 10 Books in kraft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet	500	
14	Scroll Register	R-5	21cm x 32 cm	Inner Pages 70 GSM Ledger Paper century mills, Full cloth bindin With 2 pound cardboard	180 leaves(360 Pages)	single colour printing on both sides	Packets of 10 Books in kraft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet	500	
15	Nominee form DA(1)	form	8.5X13.5 inch	70 GSM SS Maplitho-Orient/Century	100 leaves pad	100 leaves gum pad one side printing hard base and one cover page	Packing of 50 Pad in each Packet should be packed in kraft paper with paper label indicating name & quantity (BOLD) on each packet.	100 PAD	
16	Nominee form DA(2)	form	8.5X13.5 inch	71 GSM SS Maplitho-Orient/Century	101 leaves pad	50 Leaves gum pad one side printing hard base and one page extra	Packets of 10 pads in kraft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet.Four packets of 10 pads in one bundle tied with string.	100 PAD	
17	Nominee form DA(3)	form	8.5X13.5 inch	72 GSM SS Maplitho-Orient/Century	102 leaves pad	50 Leaves gum pad one side printing hard base and one page extra	Packets of 10 pads in kraft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet.Four packets of 10 pads in one bundle tied with string.	100 PAD	
18	Form 60/61	form	8.5X13.5 inch	70 GSM SS Maplitho-Orient/Century	100 leaves pad	100 Leaves gum pad one side printing hard base and one page extra	Packing of 50 Pad in each Packet should be packed in kraft paper with paper label indicating name & quantity (BOLD) on each packet.	200 PAD	
19	ATM Form	Form	8.5X13.5 inch	70 GSM SS Maplitho-Orient/Century	1X100 leaves gum pad	100 Leaves gum pad one side printing hard base and one page extra	Packing of 50 Pad in each Packet should be packed in kraft paper with paper label indicating name & quantity (BOLD) on each packet.	500 PAD	
20	Mobile Banking Form	Form	8.5X13.5 inch	70 GSM SS Maplitho-Orient/Century	100 leaves/ pad	100 Leaves gum pad one side printing hard base and one page extra	Packing of 50 Pad in each Packet should be packed in kraft paper with paper label indicating name & quantity (BOLD) on each packet.	500 PAD	



SPECIFICATIONS

A	B	C	D	E	F	G	H	I	Quoted Rate per Unit (In Rs.) (excl. of GST)	Total Amount Rs. (excl. of GST)
21	PMJJBY Form	Form	8.5X11 inch	70 GSM SS Maplitho-Orient/Century	1X100 leaves gum pad	100 Leaves gum pad one side printing hard base and one page extra	Packing of 50 Pad in each Packet should be packed in kraft paper with paper label indicating name & quantity (BOLD) on each packet.	500 PAD		
22	PMSBY Form	Form	8.5X11 inch	70 GSM SS Maplitho-Orient/Century	1X100 leaves gum pad	100 Leaves gum pad one side printing hard base and one page extra	Packing of 50 Pad in each Packet should be packed in kraft paper with paper label indicating name & quantity (BOLD) on each packet.	1000 PAD		
23	APY Form	Form	8.5X11 inch	70 GSM SS Maplitho-Orient/Century	1X100 leaves gum pad	100 Leaves gum pad one side printing hard base and one page extra	Packing of 50 Pad in each Packet should be packed in kraft paper with paper label indicating name & quantity (BOLD) on each packet.	250 PAD		
24	FDR Cover	Cover	6X9 inch	300 micron plastic sheet with bank name and logo	Packet of 100	Bank Name and Logo printed on it	Packet of 100	100 PAD		
25	KYC Form	Form	8.5X13.5 inch	70 GSM SS Maplitho-Orient/Century	1X100 leaves gum pad	100 Leaves gum pad one side printing hard base and one page extra	Packing of 50 Pad in each Packet should be packed in kraft paper with paper label indicating name & quantity (BOLD) on each packet.	500 PAD		
26	Mobile Number Updation Form	Form	8.5X13.5 inch	70 GSM SS Maplitho-Orient/Century	1X100 leaves gum pad	100 Leaves gum pad one side printing hard base and one page extra	Packing of 50 Pad in each Packet should be packed in kraft paper with paper label indicating name & quantity (BOLD) on each packet.	500 PAD		
27	Aadhar Seeding Form	Form	8.5X13.5 inch	70 GSM SS Maplitho-Orient/Century	1X100 leaves gum pad	100 Leaves gum pad one side printing hard base and one page extra	Packing of 50 Pad in each Packet should be packed in kraft paper with paper label indicating name & quantity (BOLD) on each packet.	500 PAD		
28	Voucher Cover	Cover	7.25X9.50C M	2 KG Card Sheet	50 leaves/ pad	One side printed & plain Bottom	Packing of 1000 cover in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on each packet.	500 PAD		

