



क्षेत्रांक/कान०/05/पी०एण्डई०/2024-25/101



बड़ौदा यू.पी. बैंक  
Baroda U.P. Bank

दिनांक : 14.08.2024

**Short Term Tender Notice for Stationery Printing- Kanpur Region**

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

- |                                   |                                                                                  |
|-----------------------------------|----------------------------------------------------------------------------------|
| 1. निविदा जारी करने की तारीख      | : 16-08-2024                                                                     |
| 2. निविदा जमा करने की अंतिम तारीख | : 06-09-2024 17:00 PM                                                            |
| 3. निविदा खोलने की तारीख व समय    | : 07-09-2024 03:00 PM                                                            |
| 4. संपर्क सूत्र                   | : 9807825886                                                                     |
| 5. निविदा जारीकर्ता का पता        | : The Regional Manager,<br>Baroda U P Bank,<br>117/N/26 Kakadeo<br>Kanpur-208025 |

**निविदा की नियम व शर्तें :-**

1. स्टेशनरी छपाई के रेट टेंडर के साथ संलग्न annexure में ही लिखे जायेंगे। रेट के लिए कोई अन्य पत्रक स्वीकार्य नहीं होगा।
2. सक्षम प्राधिकारी (बैंक) न्यूनतम दर को स्वीकार 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।

**अन्य शर्तें :-**

1. फर्म का रजिस्ट्रेशन नं., जीएसटी नं. के साथ प्रस्तुत करना होगा।
2. फर्म का PAN अवश्य होना चाहिए जिसके बिना वेंडर की बोली अमान्य हो जायेगी।
3. सशर्त निविदा किसी भी आधार पर स्वीकार नहीं की जायेगी।
4. बैंक द्वारा दी गयी शर्तों में कोई विचलन स्वीकार नहीं किया जायेगा और अपरिहार्य परिस्थितियों में बिना कोई कारण बताये बोली को निरस्त की जा सकती है।
5. यदि निविदाकर्ता को किसी स्पष्टीकरण की आवश्यकता है तो उसे बोली प्रस्तुत करने से पहले प्राप्त किया जाना चाहिए।
6. पूरे दस्तावेज को सील के साथ हस्ताक्षरित किया जाना चाहिए और नियम व शर्तों की स्वीकृति के निशान के रूप में संलग्न किया जाना चाहिए।
7. बैंक बिना कोई कारण बताये किसी भी बोली को पूरी तरह या आंशिक रूप से स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखता है।
8. बैंक का निर्णय अंतिम होगा और इस संबंध में कोई पत्राचार नहीं किया जायेगा।
9. बैंक बिना कोई कारण बताये किसी या सभी कोटेशन को अस्वीकार कर सकता है।
10. लैब/फॉरेंसिक जांच द्वारा स्टेशनरी की गुणवत्ता की जांच के बाद भुगतान जारी किया जाएगा।
11. कार्य आदेश प्राप्त होने के एक माह के भीतर स्टेशनरी डिलीवर कर देनी चाहिए।

क्षेत्रीय कार्यालय, 117/एन/26, काकादेव, कानपुर-208025, दूरभाष: 0512-2501953

Regional Office, 117/N/26, Kakadev, Kanpur-208025, Telephone: 0512-2501953

e-mail: rokanp@barodauprrb.co.in





**बड़ौदा यू.पी.बैंक**  
**Baroda U.P. Bank**

12. विक्रेता द्वारा दिये गये रेट कार्य आदेश की तिथि से अगले एक वर्ष के लिए प्रभावी होंगे।
13. फर्म को भुगतान, समय-समय सरकार द्वारा जारी टैक्स नियमों के अनुसार टैक्स की कटौती के उपरान्त किया जायेगा।

**टेंडर जमा करना:-**

मोहरबंद लिफाफे में ऊपर “**Short Term Tender Notice for Stationery Printing- Kanpur Region**”  
**क्षेत्रीय प्रबंधक, बड़ौदा यू.पी. बैंक, क्षेत्रीय कार्यालय कानपुर** को संबोधित करते हुये दिनांक 06-09-2024 सायं 17.00 बजे तक अवश्य पहुँच जाना चाहिये। उपरोक्त तिथि व समय के बाद प्राप्त किसी भी निविदा को स्वीकार नहीं किया जायेगा।

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



भवदीय

(संजीव कुमार)

क्षेत्रीय प्रबंधक

**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	J	I
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.	40000	
2	ATM Form		22 cm x 26.5 cm	80 GSM SS Maplitho-Orient/Century/Trident mills	50 leaves/ pad	50 Leaves gum pad one side printing hard base and one page extra	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.	300 Pad	
3	Car Loans Booklet		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	18 leaves/ 36 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.	1000	
4	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.	150000	
5	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.	10000 Pad	
6	Declarartion cum undertaking Cum Authority Letter	LD-07	22 cm x 26.5 cm	80 GSM Ledger Paper-Orient/Century/Trident mills	2Leaves /3Pages Both side Printing 50 Forms/Pad	Both Side Printing in white colour paper	Packets of 10 pads in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet.Four packets of 10 pads in one bundle tied with string.	200 Pad	
7	Form 60		22 cm x 26.5 cm	80 GSM SS Maplitho-Orient/Century/Trident mills	50 leaves/ pad	50 Leaves gum pad one side printing hard base and one page extra	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	
8	General Form Of Guarantee	LD-03	22 cm x 26.5 cm	80 GSM Ledger Paper-Orient/Century/Trident mills	2 Leaves/4 Pages Both Side Printing & 50 Forms/ Pad	Both Side Printing in white colour paper	Packets of 10 pads in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet.Four packets of 10 pads in one bundle tied with string.	200 Pad	



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**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	J	I
9	House Loans Booklet		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	23 leaves/ 46 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	
10	Kisan Credit Card cum Passbook	PB-02 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.	20000	
11	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 & Quantity (BOLD) on each packet.	10000	
12	Letter of Continuing Security	LD-09	22 cm x 26.5 cm	80 GSM Ledger Paper-Orient/Century/Trident mills	50 leaves/ pad	50 Leaves gum pad one side printing hard base and one page extra	Packets of 10 pads in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet.Four packets of 10 pads in one bundle tied with string.	200 Pad	
13	Letter Of Sole Proprietorship	LD-02.3	22 cm x 26.5 cm	80 GSM Ledger Paper-Orient/Century/Trident mills	100 leaves/ pad	100 Leaves gum pad one side printing hard base and one page extra	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.	200 Pad	
14	Mobile Banking Form		22 cm x 26.5 cm	80 GSM SS Maplitho-Orient/Century/Trident mills	50 leaves/ pad	50 Leaves gum pad one side printing hard base and one page extra	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.	300 pad	
15	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 & Quantity (BOLD) on each packet	2000	
16	Nominee form DA(1)		22 cm x 26.5 cm	80 GSM SS Maplitho-Orient/Century/Trident mills	50 leaves/ pad	50 Leaves gum pad one side printing hard base and one page extra	Packets of 10 pads in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet.Four packets of 10 pads in one bundle tied with string.	200	



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**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	J	I
17	Pre & Post Sanction Report		22 cm x 26.5 cm	80 GSM SS Maplitho-Orient/Century/Trident mills	2Leaves /3Pages Both side Printing 50 Forms/Pad	Both Side Printing in white colour paper	Packets of 10 pads in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet.Four packets of 10 pads in one bundle tied with string.	200	
18	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.	10000 Pad	
19	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 & Quantity (BOLD) on each packet.	2000	
20	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 & Quantity (BOLD) on each packet.	2000	
21	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.	2000 Pad	
22	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.	1000 Pad	



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**BARODA U.P. BANK REGIONAL OFFICE KANPUR**

S.NO.	ITEMS	REG./FO RM NO.	SIZE in inches	PAPER TYPE&GSM	COLOUR	NO OF LEAVE EXCLUDING COVER WITH HARD BASE	OTHER SPECIFICATIONS	QUANTITY	Rate Per Unit (Rs.)
1	FDR COVER		6x9	Hard plastic Transparent	off white	Packet of 100	Hard plastic Transparent with bank name and logo	15000 Pc	
2	Hypothecation of Goods	LDOC-5	8.5x13.5	70GSM ledger paper Ballarpur /sirpur/centuary	Ledger paper	2 leaves /4pages with centrefolded	2leaves/4pages with centre folded single color printing on 4 pages (1 to 4 ) 50 forms packed in polythene bags .	1000 Pad	
3	Hypothecation of Machinery	LDOC-08	Legal page	70 GSM Ledger Paper	light green	8 leaves/16 page	8 leaves/16pages With centre fold printing on all pages(1 to 16 ), 50 forms to be packed in polythene bags.	200 Pad	
4	Hypothecation of Vehicle	LDOC-08	Legal page	70 GSM Ledger Paper sirpur/Ballarpur	light green	2 leaves /4pages with centrefolded	Two leaves/4pages With centre fold printing on four pages(1 to 4 only ), 50 forms to be packed in polythene bags.	100 Pad	
5	Loan Application Form (agriculture)	LDOC-69	8.5x13.5(17 x27x1/4)	70 GSM Ledger Paper Centuary/sirpur	Ledger Paper	2 leaves(4 pages)	2leaves/4pages Centre folded printing on 3 pages from 1 to 3 only packed in polythene bags 50 nos. each packet .	4000 pc	
6	Loan Application form (Business)	LDOC-69 (B)	8.5x13.5(17 x27x1/4)	70 GSM Ledger Paper Centuary/sirpur	Ledger paper	2 leaves (4 pages)	2 leaves/4pages Centre folded printing on 3 pages from 1 to 3 only packed in polythene bags 50 nos. each packet .	1000 pc	
7	Loan Sanction letter	LDOC	8.5x13.5	57 GSM Orient /centuary white	White	100 leaves gum pad	100 leaves gum pad one side single color printing hard base & cover page extra .	100 pad	
8	PMUJBY Form	Form	A4	57 GSM Orient /centuary white	White	100 leaves gum pad	100 leaves gum pad one side printing hard base and one page extra	300 pad	
9	PMSBY Form	Form	A4	57 GSM Orient /centuary white	White	100 leaves gum pad	100 leaves gum pad one side printing hard base and one page extra	500 pad	
10	Postage Register	R-85	8.5x13.5	70 gsm ledger paper (sirpur/century mills)	Ledger paper	100 leaves/200 pages	Half cloth binding with corner & rest part with abri, cover of 40onz cardboard, INNER POSTENE of 80 gsm mg paper , numbering on each leaf (1 to200) name slip of colour printing pack of 10 nos. in craft paper with name slip.	200 Reg	

**TERMS AND CONDITIONS :-**

- 1 Printing should strictly be done as per the specifications given herewith only (including paper quality)
- 2 Proofs and paper specimen must be got approved from our Regional Office before printing as stamped APPROVED FOR PRINTING and duly signed by the bank official.
- 3 Only Offset printing will be accepted
- 4 Supply should be made within the stipulated time given above.
- 5 Supply shall be effected at our regional offices address already communicated to you by our Head Office.
- 6 Above rates are net hence no transportation/freight/delivery charges etc. are payable be extra. Only applicable GST will be paid extra.
- 7 Part supply /execution of the work ordered will not be accepted.
- 8 Non-adherence to the above terms and conditions will make the supply liable for rejection.
- 9 Abbreviated name of Printer/month/year/Quantity(printed for whole bank) should be marked on each item.
- 10 All disputes subject to Kanpur (Place of Regional office) jurisdiction only.



*(Signature)*