



बड़ौदा यू.पी. बैंक
Baroda U.P. Bank

REF: ROVARA: P&E: Tender:2024-25:

Date: 29.08.2024

Tender For Printed Stationary

Baroda U.P. Bank, Regional Office, Varanasi invites application in sealed covers from the empanelled printers for printing and supply of bank's stationery.

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| 01. Tender Issue Date- | 29.08.2024 |
| 02. Last Date of Submission of Quotations/Tender- | 19.09.2024 upto 02.00 p.m. |
| 03. Date of Opening Tender- | 19.09.2024 at 04.00 p.m. |
| 04. Tender to be addressed to- | The Regional Manager,
Baroda U.P. Bank,
Regional Office- Varanasi
J12/140 D-1, Gulab Badi, Chauka Ghat,
Varanasi- 221001 (U.P.) |
| 05. Period of completion- | <u>20 days from the date of issue of intent / order.</u> |

Terms and Condition-

01. Rates must be quoted on attached annexure only. no other means will be accepted in any circumstances.
02. Bank reserves the right to: Reject any and/or all responses received in response to the RFP, Waive or change any formalities, irregularities, or inconsistencies in proposal format delivery. and Extend the time for submission of the tender. and Share the information/clarifications provided in response to tender by any Bidder, with any other Bidder(s)/others, in any form. and Withdraw, postpone or Cancel the tender at any stage, without assigning any reason whatsoever.
03. PAN number of the firm/individual allotted by the income tax authorities should be submitted Conditional tenders shall not be accepted on any ground and shall be rejected straight away.
04. Any deviation of the conditions laid by the bank will not be accepted and the bid will be rejected without assigning any reasons.
05. The entire tender document must be signed with the seal and attached as mark of acceptance of terms and conditions.

Bid Submission:

- The sealed tenders must reach the Baroda U.P. Bank Regional Office, J 12/140, D-1, Gulab Badi, Chauka Ghat, Varanasi- 221002. Complete in all respect latest by 2:00 PM on dated 19.09.2024. Bids received after that shall not be entertained.
- Bids must be submitted through hand to hand or through registered Post.

If any of the above documents is/are not submitted or if submitted but is not duly attested, the bid will be rejected & price bid will not be opened. It must be mentioned on envelope "**DOCUMENT SUBMITTED FOR PRINTED STATIONARY TENDER 29.08.2024 REGIONAL OFFICE VARANASI**".

- A. Application forms and other details can be downloaded from our website: www.barodagraminbank.com
- B. Applicants must enclose PAN, GST, and empanelment letter of Head office Gorakhpur.
- 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 Varanasi, J-12/140-D-1, Gulab Badi, chaukaghat, District- Varanasi-221001 (U.P.)** during office hours on or before 19.09.2024 at 2.00 P.M. and no application will

क्षेत्रीय कार्यालय, जे-12 / 140-डी-1, गुलाब बाड़ी, चौकाघाट, वाराणसी-221001, दूरभाष: 0542-2201094

Regional Office, J-12/140-D-1, Gulab Badi, Chaukaghat, Varanasi-221001, Telephone: 0542-2201094

e-mail: ROVARA@barodauprrb.co.in





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be accepted after the above date. Incomplete applications in any respect will be rejected. The sealed covers should be super scribed.

- D. The sealed covers containing the applications will be opened on 19.09.2024 at 4.00 p.m. in **Regional Manager, Baroda U.P. Bank, Regional office Varanasi, J-12/140-D-1, Gulab Badi, chaukaghat, District- Varanasi-221001 (U.P.)**. Interested applicants may be present at the time of the 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 may ask for EMD/Security Deposit from successful binding.
- G. Payment will be released after examine checking the quality of stationery.
- H. **The rates quoted should be valid till 31.03.2025.**
- I. Bank reserves the right to reject any or all the applications without assigning any reason whatsoever.

Regional Manager
Regional Office- Varanasi



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Sl.	Name of Item	F.No.	SPECIFICATIONS							
			SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING	Quantity	Rate Per Unit(Rs)	Total Amt. Rs. (excl. of GST)
A	B	C	D	E	F	G	H	I	J	K(IxJ)
1	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.	200 pad		
2	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 230 GSM Ballarpur Art Card	12 leaves/24 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.	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.	30,000		
3	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.	10,000		
4	KCC 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 230 GSM Ballarpur Art Card	12 leaves/24 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.	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.	10,000		
5	Aadhar Seeding form	Form	8.5x13.5 inch	70 GSM Century/sirpur/ballarpur/Andhra/orient white	100 leaves pad	100 leaves gum pad single side printing hard base and one page extra	Packets of 50 pads in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet.	200 pad		
6	Mobile Number Updation Form	Form	8.5x13.5 inch	70 GSM Century/sirpur/ballarpur/Andhra/orient white	100 leaves pad	100 leaves gum pad single side printing hard base and one page extra	Packets of 50 pads in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet.	200 pad		
7	KYC Form	Form	8.5x13.5 inch	70 GSM Century/sirpur/ballarpur/Andhra/orient white	100 leaves pad	100 leaves gum pad single side printing hard base and one page extra	Packets of 50 pads in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet.	200 pad		
8	Mobile Banking Form	Form	8.5x13.5 inch	70 GSM Century/sirpur/ballarpur/Andhra/orient white	100 leaves pad	100 leaves gum pad single side printing hard base and one page extra	Packets of 50 pads in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet.	200 pad		
9	ATM Form	Form	8.5x13.5 inch	70 GSM Century/sirpur/ballarpur/Andhra/orient white	100 leaves pad	100 leaves gum pad single side printing hard base and one page extra	Packets of 50 pads in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet.	200 pad		
10	Internet Banking Form	Form	8.5x13.5 inch	70 GSM Century/sirpur/ballarpur/Andhra/orient white	100 leaves pad	100 leaves gum pad single side printing hard base and one page extra	Packets of 50 pads in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet.	100 pad		
11	Form 60/61	Form	8.5x13.5 inch	70 GSM Century/sirpur/ballarpur/Andhra/orient white	100 leaves pad	100 leaves gum pad single side printing hard base and one page extra	Packets of 50 pads in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet.	200 pad		
12	PMSBY Application Form		8.5 inch x 11 inch	70 gsm white paper (orient/century)	100 leaves per pad	100 leaves gum pad single side printing hard base and one page extra	packing of 50 pad in each pocket packed in craft paper with paper label indicating name and quantity BOLD on each pocket.	200 pad		
13	Voucher Cover	cover	7.25x9.5 cm	2 KG Card Sheet	50 leaves/Pad	one sided printed & plain Bottom	packing of 1000 cover in each packet should be packed in craft paper with paper label indicating name & quantity (BOLD) on each packet.	1000 pad		

