



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

**Baroda U. P. Bank**

**Regional Office – Kanpur**

**117/N/26 Kakadev Kanpur-208025**

**E-mail- pe.knpro@barodauprrb.co.in**

**Mobile No. 7310108509**

**Date: 28.01.2021**

**Tender Notice**

**TENDER FOR VARIOUS STATIONERY ITEMS**

**Baroda U. P. Bank, Regional Office, Kanpur invites sealed tender for various stationery items as per branches requirement .**

1. Tender issuing date : 28.01.2021
  2. Last date for submission of tender : 02.03.2021 at 11.00 AM
  3. Date for opening of tender : 02.03.2021 at 03.00 PM
  4. Tender to be address to :
- The Regional Manager  
Baroda U. P. Bank,  
Regional Office- Kanpur  
117/N/26, Kakadev Kanpur  
Pin-208025

**Terms and condition of tender:**

- Rates should be quoted on the space provided in annexure I only. No other sheet/form should be used for quoting rates.
- The competent authority (bank) does not bind themselves to accept the lowest or to give any reasons for its decision of acceptance or rejection of tenders.
- Incomplete in any respect or conditional tender shall liable to be rejected.

**Validity of Rates:**

Rate will be valid for **minimum one year from** the date of opening tender.

The bank (Regional office) will place order when there is requirement.

**Other conditions:**

- The registration number of the firm along with GST no. allotted by the authorities must be submitted.
- Three years experience with any PSU/Govt. for such type of work with satisfactory work done certificate.
- The entire tender document must be signed with the seal and attached as mark of acceptance of terms and conditions.

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

- PAN NUMBER of the firm allotted by the income tax authorities should be submitted (without which the vendor's bid would become invalid and shall be liable to reject)
- The tender must accompany the ITR for the last 3 Years.
- Conditional tenders shall not be accepted on any ground and shall be rejected straight.
- Any deviation of the conditions given by the purchaser will not be accepted and bid will be rejected without assigning any reasons.
- If any clarification is required the same should be obtained on E-Mail [pe.knpro@barodauprrb.co.in](mailto:pe.knpro@barodauprrb.co.in) before submitting the bid.
- The entire document must be signed with the seal and attached as mark of acceptance of terms and condition.
- Bank (Regional office) reserve the right to accept or reject any bid whole or in parts without assigning any reason thereof.
- Bank's decision will be final and no correspondence will be entertained in this regard.
- In case of delays in submission/non submission of bids, Bank will not assume any responsibility.
- Bank may reject any or all quotations without assigning any reason.
- Material must be used same and of standard quality as mentioned in quotation which is accepted by you at the time /period of allotment of any work order.

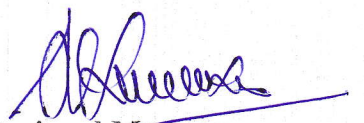

#### Tender submission:

Submission of tenders in sealed envelope super scribing "TENDER OF VARIOUS STATIONERY ITEMS" addressed to Baroda U. P. Bank, Regional Office, Kanpur, 117/N/26, Kakadev Kanpur-208025, and Complete in all respect latest by 11.00 A.M. dated 02.03.2021. Tenders received after that shall not be entertained.

Tender must be submitted through hand to hand or through registered post.

#### Evaluation of tender:

Quoting incredibly low value of items with a view of subverting the tender process shall be rejected straight away.

  
Regional Manager  




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**Baroda U.P. Bank**

General Information

Name of the vendor.....

Address for correspondence.....

Permanent Address.....

Telephone No/Mobile No.....

PAN NO.....

GST No.....

Email Id.....

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ANNEXURE - 1  
QUOTATION FOR VARIOUS STATIONARY ITEMS

Baroda U. P. Bank Regional Office Kanpur

SPECIFICATIONS

Sl.	NAME OF ITEM	F. No.	SIZE IN INCH	PAPER TYPE & GSM	COLOR	No. Of Leaves excluding cover, with hard base and packaging	PRINTING & PACKING	ESTIMATED QUANTITY	QUOTED RATE PER UNIT (In Rs.) (Excl. of GST)
1	Letter Pad for Branches (White & Yellow Mix)		A4	1st copy 70 GSM white, K Bond & yellow colour printing second copy 57 GSM J K Bond	White/Yellow Colour Printing	2x50	100 leaves gum pad with 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	
2	Attestation Memo	LDCC-1	6.5x8	70 GSM Sirpur / Century Mills	White	1x100 leaves gum pad one side printing hard base and over 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	100 Pad	
3	Leave Application Form	F-001	11x8.5	70 GSM White Sirpur / Century Mills	White	1x100 leaves gum pad one side printing hard base and over 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	100 Pad	
4	ATM Form		A4	70 GSM White Sirpur / Century Mills	White	1x100 leaves gum pad one side printing hard base and over 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	
5	Voucher Cover		7.5x9.5	18kg Sirpur Tripler Board	Mustard Yellow	2x100 one side printed and Plain Bottom, loose sheet card	One side printing on one leaf only & other leaf will be blank, 100 sets of leaves will be packed properly	5000 Pcs.	
6	FDR Cover		6x9	300 micron plastic sheet with bank logo as per sample	Off White	Packet of 100	As per specimen	5000 Pcs.	
7	Letter Depositing Fixed/Short Deposit	LDCC-16	12.5x8.5	70 GSM Ledger Paper Sirpur / Century Mills	White	100 leaves gum pad one side printing hard base and over 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	100 Pad	
8	LAD Pad	LDCC-59	13x8	70 GSM Ledger Paper (Sirpur/Century Mills)	White	100 leaves gum pad both side single color printing hard base and over page extra	100 leaves gum pad both side printing bilingual, hard base & cover 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	
9	Post Sanction Review		14.5x19	70 GSM Ledger Paper (Sirpur/Century Mills)	White	100 leaves gum pad one side printing hard base with strip binding and over 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	100 Pad	
10	Recovery Notice		10x7	70 GSM Ledger Paper (Sirpur/Century Mills)	White	100 leaves gum pad both side single color printing hard base and over page extra	100 leaves gum pad both side printing bilingual, hard base & cover 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	
11	PMSBY Form		8.5x11	70 GSM Ledger Paper (Sirpur/Century Mills)	White	1x100 leaves gum pad	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	
12	PMLJB Form		8.5x11	70 GSM Ledger Paper (Sirpur/Century Mills)	White	1x100 leaves gum pad	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	
13	APY FORM		8.5x11	70 GSM Ledger Paper (Sirpur/Century Mills)	White	1x100 leaves gum pad	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	
14	Cash Receipt Payments Register	R-37	9.8x14.5	70 GSM Ledger Paper (Sirpur/Century Mills)	Ledger Paper	150 leaves/300 pages	Full cloth binding with corner cover of 40 Onz card board inner postense of 80 GSM MG paper, numbering on each page (1 to 300), pack of 5 nos in craft paper with name slip	200 Register	
15	Transfer/Cash Scoll Register	R-16	8x13	70 GSM Ledger Paper (Sirpur/Century Mills)	Ledger Paper	150 leaves/300 pages	Full cloth binding cover of 40 onz cardboard, inner postense of 80 GSM mg paper, numbering on each leaf (1 to 300) name slip of colour printing pack of 10 nos craft paper with name slip	200 Register	

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 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 15 days.
- 5 Supply shall be effected at our regional offices Kanpur.
- 6 Quoted rates are net hence no transportation/ freight/delivery charges etc. are payable the 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 should be marked on each item.
- 10 All disputes subject to Kanpur jurisdiction only.

Date :

*[Handwritten Signature]*



NAME OF PRINTER :  
ADDRESS :  
MOBILE No. :  
SIGN WITH STAMP :