



TENDER FOR STATIONERY PRINTING

Baroda U.P. Bank Regional Office Bhadohi invites application in sealed envelope from the empanelled as well as other 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 possess at least 3 year experience in the line of supplying various stationery materials to the bank/public sector undertaking.
3. Printer must have own printing press & godown, and must be registered in the name of the applicant.
4. Applicant must have PAN, GST and ITR for the last 3 year.

(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 Bhavan, Chauri Road, Bhadohi – 221401(UP) on or before 29.08.2022 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 29.08.2022 at 05.00 PM at Baroda UP Bank, Regional Office Tiwari Bhavan, 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 will ask for EMD/Security Deposit from successful printers.

(F) Payment will be released after examination checking the quality of stationery by Lab/forensic test.

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

(H) The rates quoted should be valid till 31.01.2023


Regional Manager





बड़ौदा यू.पी. बैंक Baroda U.P. Bank

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



क्षेत्रीय कार्यालय: तिवारी भवन , चौरी रोड , भदोही)संत रविदास नगर22140 – (1
Regional Office: Tiwari Bhawan, Chauri Road, Bhadohi (Sant Ravidas Nagar)- 221401



बड़ौदा यू.पी.बैंक
Baroda U.P. Bank

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



क्षेत्रीय कार्यालय: तिवारी भवन , चौरी रोड , भदोही)संत रविदास नगर 22140 – (1
Regional Office: Tiwari Bhawan, Chauri Road, Bhadohi (Sant Ravidas Nagar)- 221401

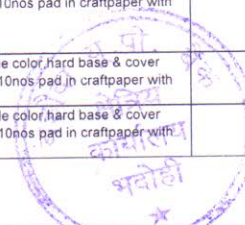


Baroda U.P. Bank

Regional Office : BHADOHI

Quotation Form

S.N.	Name of Item	F.No.	SPECIFICATIONS							Est. Quantity	Rates per unit
			SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING				
A	B	C	D	E	F	G	H	I	J		
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.	50000			
2	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 Craft paper with paper label indicating Name & Quantity (BOLD) on each packet.	10000			
3	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	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.	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			
4	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.	2000 pad			
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.	20000 pad			
6	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.	20000 pad			
7	Saral Vyapar Booklet	DB-02	22 cm x 26.5 cm	inner page 80gsm,cover page 140gsm	17 leaves/34 page	pink color , single color printing on cover page(1, 2&3 only) and inside page.Book binding with staples and side rexine patti	17 leaves/34 page	500			
8	L.A.D Form	LDOC-19	8.5X13.5(17X27X1/4)	57 GSM Centuary/Orient white	100 leaves gum pad	both side printing in Single color with hard base & cover page extra	100 leaves gum pad	1000 pad			
9	DP Note(JOINT)	LDOC-2.2	7.5X6.5	57 GSM Centuary/Orient white	50 leave gum pad	light green,one side printing hard base and one page extra	50 leave gum pad	1000 pad			
10	DP Note(SINGLE)	LDOC-02(A)	7.5X6.5	57 GSM Centuary/Orient white	50 leave gum pad	light green,one side printing hard base and one page extra	50 leave gum pad	1000 pad			
11	Letter of continuing security with negative lien	LDOC-7	8.5X13.5	70 GSM Ledger paper Ballarpur/Sirpur	100 leaves gum pad	one side printing in single color,hard base & cover page extra and pack of 10nos pad in craftpaper with name slip	100 leaves gum pad	1000 pad			
12	RC Issue Form Agriculture	F-124	8.5x13.5	57 GSM Centuary/Orient white	100 leaves gum pad	white,one side printing hard base and one page extra	100 leaves gum pad	1000 pad			
13	Attestation memo	LDOC-1	6.5X8	57 GSM Centuary/Orient white	100 leaves gum pad	white,one side printing hard base and one page extra	100 leaves gum pad	1000 pad			
14	Loan Application form(Business)	LDOC-69(B)	8.5x13.5x(17x27x1/4)	57 GSM Centuary/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	5000			
15	Booklet Dairy Loan	DB-06	22cmx26.5cm	Inner page 80gsm,cover page 140gsm	16 leaves/32 pages	white Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine patti	16 leaves/32 pages	500			
16	Booklet- goat/piggary/fishery	DB-07	22cmx26.5cm	Inner page 80gsm,cover page 140gsm	15leaves/30 pages	white Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine patti	15leaves/30 pages	500			
17	Booklet- Loan against NSC/KVP	DB-08	22cmx26.5cm	Inner page 80gsm,cover page 140gsm	8 leaves/15 pages	white Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine patti	8 leaves/15 pages	100			
18	Booklet-Personal loan TL/OD	DB-09	22cmx26.5cm	Inner page 80gsm,cover page 140gsm	16 leaves/32 pages	white Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine patti	16 leaves/32 pages	1000			
19	Booklet- Housing loan	DB-10	22cmx26.5cm	Inner page 80gsm,cover page 140gsm	22 leaves/44 pages	white Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine patti	22 leaves/44 pages	200			
20	Booklet- Car loan	DB-11	22cmx26.5cm	Inner page 80gsm,cover page 140gsm	20leaves/40 pages	white Single color printing on cover page (1, 2 & 3 only) and inside pages Book binding with staples and side rexine patti	20leaves/40 pages	500			
21	Composite Hypothecation of agri advance	LDOC-06	8.5X13.5	70 GSM Ledger paper Ballarpur/Sirpur	100 leaves gum pad	both side printing in single color,hard base & cover page extra and pack of 10nos pad in craftpaper with name slip	100 leaves gum pad	10000			
22	Declaration Cum Undertaking Cum Authority	LDOC-07	8.5X13.5	70 GSM Ledger paper Ballarpur/Sirpur	100 leaves gum pad	both side printing in single color,hard base & cover page extra and pack of 10nos pad in craftpaper with name slip	100 leaves gum pad	6000			
23	General Form of Guarantee	LDOC-03	8.5X13.5	70 GSM Ledger paper Ballarpur/Sirpur	100 leaves gum pad	both side printing in single color,hard base & cover page extra and pack of 10nos pad in craftpaper with name slip	100 leaves gum pad	300 pad			
24	Letter of installment with acceleration clause	LDOC-08	8.5X13.5	70 GSM Ledger paper Ballarpur/Sirpur	100 leaves gum pad	one side printing in single color,hard base & cover page extra and pack of 10nos pad in craftpaper with name slip	100 leaves gum pad	300 pad			
25	Composite Hypothecation of Machinery/Equipments/Vehicle/Goods	LDOC-04	8.5X13.5	70 GSM Ledger paper Ballarpur/Sirpur	100 leaves gum pad	both side printing in single color,hard base & cover page extra and pack of 10nos pad in craftpaper with name slip	100 leaves gum pad	300 pad			
26	Irrevocable power of attorney	LDOC-11	8.5X13.5	70 GSM Ledger paper Ballarpur/Sirpur	100 leaves gum pad	one side printing in single color,hard base & cover page extra and pack of 10nos pad in craftpaper with name slip	100 leaves gum pad	300 pad			
27	Letter of sole proprietorship		8.5X13.5	70 GSM Ledger paper Ballarpur/Sirpur	100 leaves gum pad	one side printing in single color,hard base & cover page extra and pack of 10nos pad in craftpaper with name slip	100 leaves gum pad	300 pad			



28	Memorandum of deposit of title goods	LDOC-25	8.5X13.5	70 GSM Ledger paper Ballarpur/Sirpur	100 leaves gum pad	both side printing in single color,hard base & cover page extra and pack of 10nos pad in craftpaper with name slip	100 leaves gum pad	300 pad	
29	Memorandum of mortgage(agreement)	LDOC-24	8.5X13.5	70 GSM Ledger paper Ballarpur/Sirpur	100 leaves gum pad	both side printing in single color,hard base & cover page extra and pack of 10nos pad in craftpaper with name slip	100 leaves gum pad	300 pad	
30	Letter of appropriation for loan against RD/TD	LDOC-20	8.5X13.5	70 GSM Ledger paper Ballarpur/Sirpur	100 leaves gum pad	both side printing in single color,hard base & cover page extra and pack of 10nos pad in craftpaper with name slip	100 leaves gum pad	300 pad	
31	Pre inspection report	LDOC	8.5X13.5(17X27X1/4)	57 GSM Centuary/Orient white	100 leaves gum pad	both side printing in Single color with hard base & cover page extra	100 leaves gum pad	300 pad	
32	Post inspection report	LDOC	8.5X13.5(17X27X1/4)	57 GSM Centuary/Orient white	100 leaves gum pad	both side printing in Single color with hard base & cover page extra	100 leaves gum pad	300 pad	
33	Credit Report	LDOC	8.5X13.5(17X27X1/4)	57 GSM Centuary/Orient white	100 leaves gum pad	both side printing in Single color with hard base & cover page extra	100 leaves gum pad	300 pad	
34	Single line review format	LDOC	13.5x18	57 GSM Centuary/Orient white	50 leaves gum pad	one side printing in Single color with hard base & cover page extra	50 leaves gum pad	300 pad	
35	PSR format	LDOC	13.5x18	57 GSM Centuary/Orient white	100 leaves gum pad	one side printing in Single color with hard base & cover page extra	100 leaves gum pad	300 pad	
36	RC issue form Non Agri	F-124	8.5X13.5	57 GSM Centuary/Orient white	50 leaves gum pad	one side printing in Single color with hard base & cover page extra	50 leaves gum pad	300 pad	
37	Cash Balance Book Register		8x13	70 GSM Ledger paper Centuary/Sirpur	200 leaves	Full cloth binding cover of 40onz 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 lable there on showing type of form	150	
38	Credit Scroll Register		8x13	70 GSM Ledger paper Centuary/Sirpur	200 leaves	Full cloth binding cover of 40onz 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 lable there on showing type of form	300	
39	Cash Receipt and Payment Register		8x13	70 GSM Ledger paper Centuary/Sirpur	200 leaves	Full cloth binding cover of 40onz 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 lable there on showing type of form	300	
40	FDR cover		6x10.5	White transparent		300 micron plastic sheet(with name and logo printed on it)		3000	
41	Transfer Voucher	F-290	18*13.5 cm	57 GSM Sirpur/Centuary/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 bulndle tied with string	100 leaves pad	5000 pad	

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 FOR ANY CLARIFICATION REGARDING SPECIFICATION ETC, YOU MAY CONTACT OUR P&E DEPARTMENT
- 4 EXACT QUANTITY WII BE GIVEN IN WORK ORDER BY THE RO
- 5 ALL THE FORMATES WII BE PROVIDED BY OUR P&E DEPARTMENT
- 6 L1 will be decided by adding prices from items with Sr. No.1 to 41, while Order will be given saperately

NO DEVIATION IN PAPER/SPECIFICATION ALLOWED

Note : Applicable GST will be paid extra

SIGNATURE & SEAL OF PRINTER

