



Proposal for stationery printing (General)

Start Date: 13.09.2022
End Date: 06.10.2022 2.00 pm
Date of Opening: 07.10.2022 3.30 pm

Address for Submission Tender/Bid/Proposal

The Regional Manager
Baroda UP Bank
Regional Office
Badi Bagh,233001(up)
Contact no.:10.00 am to 5.00pm (on working day): mob:9984296707

Issue Date:13-09-2022



बड़ौदा यू.पी. बैंक
BARODA U.P. BANK

Proposal for stationery printing (General)

Baroda U.P. Bank Regional Office Ghazipur invites applications in sealed covers from the empanelled as well as prospective printers (general) 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. (i) Applicants must possess at least 3 years experience in the line of supplying various Stationery materials to the banks/Public Sector undertakings.
(ii) Applicants must have the financial capacity to execute order i.e. to print and Supply the Bank's stationery (Ledgers/books/forms and other stationery items) within a time bound period.
(iii) Printers must have own printing press/workshop & the godown, and must be registered in the name of the applicant.
(iv) Applicants must be in a position to submit, PAN, Income Tax, GST number as well as the audited Financial statement for the last 3 years.
(v) Minimum Annual Turnover must be minimum 25 Lakh. (Attach copy of proof)

B. Application forms and other details can be downloaded from our website www.barodaupgraminbank.com

C. Applications duly filled in and supported by requisite documents/papers etc. must be submitted properly in sealed cover to the, **Baroda U. P. Bank, Regional office Ghazipur, Badi bagh, Lanka-233001(UP)** during office hours on or before 06.10.2022 at 2.00p.m. No application will be accepted after the above date. Incomplete applications in any respect will be rejected. The sealed covers should be super scribed.

"Proposal for stationery printing (General)".

- D. The sealed covers containing the applications will be opened on 07.10.2022 at 3.30 p.m. at **Regional Manager, Baroda U. P. Bank, regional office, Ghazipur, Badi bagh, Lanka-233001(UP)** Interested applicants may be present at the time of opening the bid.
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 bidders.**
G. **Payment will be released after examine checking the quality of stationery by Lab/ forensic test.**
H. Bank reserves the right to reject any or all the applications without assigning any reason whatsoever.


(PRAVAKAR JHAPATSINGH)
Regional Manager



क्षेत्रीय कार्यालय, रामलीला मैदान के सामने, बड़ी बाग, लंका, गाजीपुर-233001. दूरभाष: 05482-226294
Regional Office, Opposite Ramlila Maidan, Badi Bagh, Lanka, Ghazipur-233001, Telephone: 05482-226294

e-mail: ROGZPR@barodauprb.co.in

PARTICULARS TO BE FURNISHED FOR THE PURPOSE OF
Printers (General), for
Baroda U. P. Bank

Printers(General)

1.	Name of the Organization	
2.	Address with Telephone No. (a) Printing Press (b) Office/Shop/Godown	
3.	Nature of Constitution	
4.	Date of Establishment	
5.	Name of the Proprietor/Partners/Directors with Residential address and Telephone No. (i) (ii) (iii)	
6.	Whether an S.S.I unit if so, Reg. No. and date. Also enclose copy of Certificate.	
7.	Whether Registered with the Registrar of the companies/Registrar of firms. If so mention number and date.	
8.	Whether the premises (Press/Office/Shop/Factory) is/are owned or hired.	
9.	Name and address of the Banker's (Please enclose latest solvency certificate from the Banker's) (i) (ii) (iii)	
10.	Whether registered for GST Purposes. If so, mention No. and Date.	

11.	Whether an assessee of Income-Tax if so, mention permanent account number.	
12.	Copies of Audited Balance Sheets and Profit & Loss Account Statement for the last 3 years to be furnished.	
13.	If registered in the panel of other Organizations/Statutory bodies furnish their names, category and date of registration. (i) (ii) (iii) (iv)	
14.	What are your line of activities? Mention the fields on preference basis. (i) (ii) (iii) (iv) (v) (vi)	
15.	Furnish the names of three responsible persons/bodies who will be in a position to certify about the quality as well as past performance of your organization. (i) (ii) (iii)	
16.	Names and addresses of the principal customers (Enclose certified copies of the latest orders).	

PROFORMA - I

PARTICULARS IN RESPECT OF THE WORK EXECUTED

Name of Work/Project with address	Short description of work executed	Name and Address of owner	Value of Work executed	Stipulated time of completion	Actual time of completion
1	2	3	4	5	6

I/We declare that the particulars furnished above are true and correct and I shall abide by all the terms and conditions of the printing the bank's stationery. In case any information/particular is found in-correct at a later date, the application is liable to be cancelled.

Date:

SIGNATURE OF THE APPLICANT
(With Rubber Stamp)



Baroda U.P. Bank

Regional Office

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	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.	10,000	
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	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.	200000	
3	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	

NOTE

- 1-Time for execution of work will be maximum 30days from the date of receipt of order.
- 2- Sample must be send duly sealed and signed for approval of printing stationery.
- 3-For any clarifications regarding specifications etc,you may contact our P&E department mob no.9984296707

Applicable GST will paid extra

Date :

Signature & Seal of Printer





Baroda U.P. Bank

Regional Office

Sl.	Name of Item	F.No.	SPECIFICATIONS					Rate Per Unit(Rs)	
			SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING		Quantity
A	B	C	D	E	F	G	H	I	J
4	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	
5	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.	5000	
6	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	

NOTE

- 1-Time for execution of work will be maximum 30days from the date of receipt of order.
- 2- Sample must be send duly sealed and signed for approval of printing stationery.
- 3-For any clarifications regarding specifications etc.you may contact our P&E department mob no.9984296707

Applicable GST will be paid extra

Date-

Signature & Seal of Printer





Baroda U.P. Bank

Regional Office

SPECIFICATIONS									
Sl.	Name of Item	F.No.	SIZE in Inches	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	Colour	Quantity	Rate Per Unit(Rs)
A	B	C	D	E	F	G	I	J	
7	L.A.D. Form	LDOC-59	8.5*13.5(17*27*1/4)	57 GSM Century/orient white	100 leaves pad	100 Leaves gum pad,both side printing in singal colour with hard base & cover page extra.	White	500	
8	DP Note (Single)	LDOC-02(A)	7.5*6.5	75 GSM Orient/century white	50 leaves gum pad	50 Leaves gum pad,one side printing hard base and one page extra.	light green	1500	
9	Letter of Continuing Security with negative lien	LDOC-07	8.5*13.5	70GSM Ledger paper ballarpur/sirpur	100 leaves gum pad	100 Leaves gum pad,one side printing in single colour,hard base and cover page extra and pack of 10nos.Pad in craftpaper with name slip.	Ledger Paper	1000	
10	Post sanction review PSR monthly	LDOC	13.5*18	57GSM Orient/century White	50leaves gum pad	50Leaves gum pad,one side printing in single colour,printing hard base and cover page extra.	White	100	
11	DP Note (Jointly)	LDOC-02(A)	7.5*6.5	75 GSM Orient/century white	50 leaves gum pad	50 Leaves gum pad,one side printing hard base and one page extra.	light green	1500	

NOTE: Applicable GST will be paid extra

- 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 clarifications regarding specifications etc.you may contact our P&E department mob no.9984296707

Date :

Signature & Seal of Printer





Baroda U.P. Bank

Regional Office



Sl.	Name of Item	F.No.	SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	SPECIFICATIONS			Rate Per Unit(Rs)
						PRINTING	PACKING	Quantity	
A	B	C	D	E	F	G	H	I	J
12	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.	1000	
13	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.	500	
14	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.	500.00	

NOTE

- 1-Time for execution of work will be maximum 30days from the date of receipt of order.
- 2- Sample must be send duly sealed and signed for approval of printing stationery.
- 3-For any clarifications regarding specifications etc,you may contact our P&E department mob no.9984296707

Applicable GST will paid extra

Date-

Signature & Seal of Printer



Baroda U.P. Bank

Regional Office :

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	I	J
15	Kisan Credit Card cum Passbook	PB-02	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.	10000.00	
16	Saral Vyapar Rin Yojna- Documentation Booklet	DB-2	22CM x 26.5CM	Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Pages 140 GSM Cardsheet Light Green Color Orient/Seshasayee/Star mills	17 leaves/34pages excluding cover	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.	2000.00	
17	Loan for salaried employees- Documentation Booklet	DB-4	22CM x 26.5CM	Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Pages 140 GSM Cardsheet Light Green Color Orient/Seshasayee/Star mills	16 leaves/32pages excluding cover	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.	500.00	

Note : Applicable GST will be paid extra

Note

- 1-Time for execution of work will be maximum 30days from the date of receipt of order.
- 2- Sample must be send duly sealed and signed for approval of printing stationery.
- 3-For any clarifications regarding specifications etc,you may contact our P&E department mob no.9984296707

Date :





Baroda U.P. Bank



SPECIFICATIONS									
Sl.	Name of Item	F.No.	SIZE in Inches	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	Colour	Quantity	Rate Per Unit(Rs)
A	B	C	D	E	F	G	H	I	J
18	RC issue Form Agricultural	F-124	8.5*13.5	57GSM Orient/century White	100 leaves gum pad	100 Leaves gum pad,one side printing in single colour,printing hard base and cover page extra.	White	100	
19	Attestation Memo	LDOC-1	6.5*8	57GSM Orient/century White	100 leaves gum pad	100 Leaves gum pad,one side printing in single colour,printing hard base and cover page extra.	White	100	
20	Loan Application form(Business)	LDOC-69(b)	8.5*13.5(17*27*1/4)	70GSM Ledger/century/sirpur	2leaves(4 pages)	2 Leaves /4pagesCentre folded printing on 3 pages from 1 to 3 only packed in polythene bags50nos.each packet.	Ledger paper	500	
21	Booklet-Dairy Loan	DB-06	22CM*26.5CM	Inner page-80gsm cover page-140gsm	16 leaves/32 pages	Single colour printing on cover page(1,2&3 only) and inside pages,Book binding with staples and side rexine patti	White colour	1500	
22	RC issue Form None Agricultural	F-124	8.5*13.5	57GSM Orient/century White	100 leaves gum pad	100 Leaves gum pad,one side printing in single colour,printing hard base and cover page extra.	White	100	

Applicable GST will paid extra

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 clarifications regarding specifications etc,you may contact our P&E department mob no.9984296707

Date :

Signature & Seal of Printer



Baroda U.P. Bank



SPECIFICATIONS									
Sl.	Name of Item	F.No.	SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	Colour	Quantity	Rate Per Unit(Rs)
A	B	C	D	E	F	G	H	I	J
23	Booklet-Goat/piggary/fishery	DB-07	22CM*26.5CM	Inner page-80gsm cover page-140gsm	15 leaves/30 pages	Single colour printing on cover page(1,2&3 only) and inside pages,Book binding with staples and side rexine patti	White colour	700	
24	Booklet-Loan Against NSC	DB-08	22CM*26.5CM	Inner page-80gsm cover page-140gsm	8 leaves/15pages	Single colour printing on cover page(1,2&3 only) and inside pages,Book binding with staples and side rexine patti	White colour	400	
25	Booklet-Personal Loan TL/OD	DB-09	22CM*26.5CM	Inner page-80gsm cover page-140gsm	16leaves/32pages	Single colour printing on cover page(1,2&3 only) and inside pages,Book binding with staples and side rexine patti	White colour	1500	
26	Booklet-Housing Loan	DB-10	22CM*26.5CM	Inner page-80gsm cover page-140gsm	22leaves/44pages	Single colour printing on cover page(1,2&3 only) and inside pages,Book binding with staples and side rexine patti	White colour	500	
27	Booklet-Car Loan	DB-11	22CM*26.5CM	Inner page-80gsm cover page-140gsm	20leaves/40pages	Single colour printing on cover page(1,2&3 only) and inside pages,Book binding with staples and side rexine patti	White colour	500	

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 clarifications regarding specifications etc,you may contact our P&E department mob no.9984296707

Applicable GST will be paid

Date-

Signature & Seal of Printer



Baroda U.P. Bank

Regional Office :

SPECIFICATIONS									
Sl.	Name of Item	F.No.	SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING	Rate Per Unit(Rs)	Quantity
A	B	C	D	E	F	G	H	I	J
28	Kisan Credit Card- Tatkal 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	16 leaves/ 32pages	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	
29	Swarojgar SCC Booklet		8.32x10.5	70 GSM WHITE LEDGER PAPER (ORIENT/CENTURY)	16 leaves/ 32pages	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.	200	
30	FDR Cover		6x10.5			White transparent	300 micron plastic sheet(with bank name and logo incrypted on it)	10000	
31	Tractor loan Booklet		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	16 leaves/ 32pages	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.	100	

Applicable GST will be paid extra

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 clarifications regarding specifications etc,you may contact our P&E department mob no.9984296707

Date-



Baroda U.P. Bank

Regional Office :



SPECIFICATIONS									
Sl.	Name of item	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	I	
32	General guarantee form	A-4	70GSM Ledger/century/sirp	4	—	—	1000 FORM		
33	Agri composit hypothecation agreement	A-4	70GSM Ledger/century/sirp	4	—	—	1000 FORM		
34	Non Agri composit hypothecation agreement	A-4	70GSM Ledger/century/sirp	8	—	—	1000 FORM		
35	Declaration cum undertaking cum authority letter	A-4	70GSM Ledger/century/sirp	3	100 Leaves gum pad,both side printing in singal colour	100 leaves gum pad	100		
36	Letter of installment with exceleration clause	A-4	70GSM Ledger/century/sirp	1	100 Leaves gum pad,both side printing in singal colour	100 leaves gum pad	100		
37	Letter of continuity	A-4	70GSM Ledger/century/sirp	1	100 Leaves gum pad,both side printing in singal colour	100 leaves gum pad	100		

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 clarifications regarding specifications etc,you may contact our P&E department mob no.9984296707

Applicable GST will paid extra

Date :

Signature & Seal of Printer



Baroda U.P. Bank

Regional Office :

Sl.	Name of Item	F.No.	SPECIFICATIONS					Rate Per Unit(Rs)	
			SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING		Quantity
A	B	C		E	F	G	H	i	j
38	Special Undertaking	70GSM Ledger/century/sirpur	A-4	70GSM Ledger/century/sirpur	1	100 Leaves gum pad,both side printing in singal colour	100 leaves gum pad	100	
39	LIC Pledge Form	70GSM Ledger/century/sirpur	A-4	70GSM Ledger/century/sirpur	1	50 Leaves gum pad,both side printing in singal colour	50 leaves gum pad	100	
40	LIC Pledge Information	70GSM Ledger/century/sirpur	A-4	70GSM Ledger/century/sirpur	1	50 Leaves gum pad,both side printing in singal colour	50 leaves gum pad	100	
41	Govt Security form	70GSM Ledger/century/sirpur	A-4	70GSM Ledger/century/sirpur	1	50 Leaves gum pad,both side printing in singal colour	50 leaves gum pad	100	
42	Cover file		11*14	Paper,Cardboard				5000	
43	Envelope		5*11					5000	

Applicable GST will paid extra

- 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 clarifications regarding specifications etc,you may contact our P&E department mob

Date :

Signature & Seal of Printer

