



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

Date: 19.09.2022

**Tender Notice**

**TENDER FOR STATIONERY PRINTING**

Baroda U. P. Bank, Regional Office, Pratapgarh invites sealed tender for various stationery Printing as per branches requirement from all Bank's Empanelled printer .

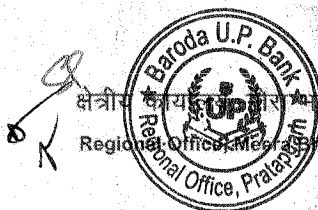
1. Tender issuing date : 19.09.2022
2. Last date for submission of tender : 10.10.2022 at 03.00 PM
3. Date for opening of tender : 11.10.2022 at 03.00 PM
4. Tender to be address to : The Regional Manager  
Baroda U. P. Bank,  
Regional Office- Pratapgarh  
City Road, Near Meera Bhawan, Pratapgarh  
Pin-230001

**Terms and condition of tender:**

- Rates should be quoted on the space provided in annexure-I (attached) only. No other sheet/form should be used for quoting rates.
- The competent authority (bank) does not bind them 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.
- **Rates quoted only by Existing Bank's Empanelled Printers will be consider/accepted.**

**Other conditions:**

- The registration number of the firm along with GST no. allotted by the authorities must be submitted.
- The entire tender document must be signed with the seal and attached as mark of acceptance of terms and conditions.
- 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)
- Conditional tender 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.prtro@barodauprrb.co.in](mailto:pe.prtro@barodauprrb.co.in) before submitting the bid.
- 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.



क्षेत्रीय कार्यालय, प्रतापगढ़, सिटी रोड, प्रतापगढ़-230001, दूरभाष: 05345-220235  
Regional Office, Meera Bhawan, City Road, Pratapgarh-230001, Telephone: 05345-220235  
e-mail: roprat@barodauprrb.co.in



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**Baroda U.P. Bank**

- 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.
- Sample of paper will be enclosed with quotation.


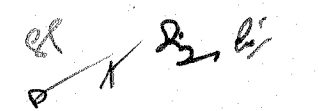
Tender submission:

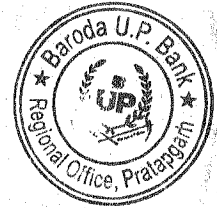
Submission of tenders in sealed envelope super scribing "TENDER OF STATIONERY PRINTING" addressed to Regional Manager Baroda U. P. Bank, Regional Office, Pratapgarh, City Road, Near Meera Bhawan, Pratapgarh - 230001, and Complete in all respect latest by 03.00 P.M. dated 10.10.2022. Tenders received 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 Printer.....

Address for correspondence.....

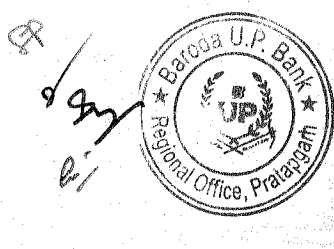
Permanent Address.....

Telephone No/Mobile No.....

PAN NO.....

GST No.....

Email Id.....



क्षेत्रीय कार्यालय, मीरा भवन, सिटी रोड, प्रतापगढ़-230001, दूरभाष: 05345-220235

Regional Office, Meera Bhawan, City Road, Pratapgarh-230001, Telephone: 05345-220235

e-mail: roprat@barodauprb.co.in

**Quotation Form (Annexure-I)**

Sl.	Name of Item	F.No.	SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING	Quantity	QUOTED RATE PER UNIT (in Rs.) (Excl. of GST)	Total Amt. Rs. (excl. of GST)
1	Loan for Salaried Employees- Documentation Booklet	DB-04	22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Pages 140 GSM Cardsheet White Color Orient/Seshasayee/Star mills	16 leaves/32 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 Pcs		
2	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.	3000 Pcs		
3	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.	1000 Pcs		
4	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 Pcs		
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.	1500 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.	3000 Pad		
7	Kisan Credit Card cum 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	8 leaves/16 pages excluding cover	4 color printing on front & back page & single color printing on inside cover 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.	50000 Pcs		



**Quotation Form (Annexure-I)**

Sl.	Name of Item	F.No.	SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING	Quantity	QUOTED RATE PER UNIT (in Rs.) (Excl. of GST)	Total Amt. Rs. (excl. of GST)
8	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 200 passbooks in each packet & 4 packets in a bundle. Passbook should be packed in kraft paper with paper label indicating name & quantity (BOLD) on each packet.	150000 Pcs		
9	PMIJB Form	Form	8.5x11 inch	70 GSM SS Maplitho-Orient/Century	1x100 leaves gum pad	100 Leaves gum pad one side printing hard base with one cover page	Packing of 50 pad in each packet should be packed in kraft paper with paper label indicating name & quantity (bold) on each packet	500 Pad		
10	PMSBY Form	Form	8.5x11 inch	70 GSM SS Maplitho-Orient/Century	1x100 leaves gum pad	100 Leaves gum pad one side printing hard base with one cover page	Packing of 50 pad in each packet should be packed in kraft paper with paper label indicating name & quantity (bold) on each packet	500 Pad		
11	APY Form	Form	8.5x11 inch	70 GSM SS Maplitho-Orient/Century	1x100 leaves gum pad	100 Leaves gum pad one side printing hard base with one cover page	Packing of 50 pad in each packet should be packed in kraft paper with paper label indicating name & quantity (bold) on each packet	500 Pad		
12	Letter of Acknowledgment of Debt (L..A.D)	LD-19	13.5x8.5 inch	Inner Pages 70 GSM Ledger Paper Century/ Sirpur Green	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	500 Pad		
13	FDR Cover	Cover	6x9 inch	300 micron plastic sheet with bank Name and logo	Packet	Bank Name and Logo printed on it.	Packet of 100	15000 Pcs		
14	ATM Form	Form	8.5x11 inch	70 GSM White Sirpur / Century Mills	1x100 leaves gum pad	100 leaves gum pad one side printing, 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	500 Pad		



**Quotation Form (Annexure-I)**

Sl.	Name of Item	F.No.	SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	SPECIFICATIONS			QUOTED RATE PER UNIT (in Rs.) (Excl. of GST)	Total Amt. Rs. (excl. of GST)
						PRINTING	PACKING	Quantity		
A	B	C	D	E	F	G	H	I	J	K (Txl)
15	Voucher Cover	Cover	7.5x9.5 inch	18Kg Sirpur Triplex 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	Packet of 100	35000	Pcs	
16	Deceased Claim Form Booklet	Booklet	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	10 leaves/20 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.	5000	Pcs	

**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 15 days from the date of receipt of order.
- 5 Supply shall be effected at our regional offices Pratapggarh.
- 6 Above rates are net hence no transportation/freight/delivery charges etc. are payable 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 Pratapggarh jurisdiction only.
- 11 **No deviation in paper/Specification allowed.**

**Date :**

**Signature & Seal Of Printer**

