



बड़ौदा यू.पी. बैंक
Baroda U.P. Bank

Regional Office Maharajganj
Nichloul Road, Maupakar Maharajganj 273303

Proposal for stationary printing (General)

Start Date : 20.10.2022
End Date : 11.11.2022 2.00 pm
Date of Opening : 14.11.2022 3.30 pm

Address for submission Tender/Bid/Proposal

The Regional Manager
Baroda U.P. Bank
Regional Office, Maharajganj 273303 (UP).

Contact No. : 10 am to 5.00 pm (on working days): Mob: 8762703621, 7839886301, 7839886266



बड़ौदा यू.पी. बैंक
Baroda U.P. Bank

Proposal for stationary printing (General)

Baroda U.P. Bank Regional Office, Maharajganj, invites applications in sealed covers from the empanelled as well as prospective printers (general) for printing and supply of bank's stationary.

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 stationary 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 stationary (Ledgers/books/forms and other stationary 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 50 Lakh. (Attach copy of proof)
- B. Application forms and other details can be downloaded from our website www.barodaupbank.com
- 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 Maharajganj, 273303 (UP)**. during office hours on or before 11.11.2022 at 2.00 p.m. and 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 stationary printing (General)**".
- D. The sealed covers containing the applications will be opened on 14.11.2022 at 3.30 p.m. at **Regional Manager, Baroda U. P. Bank, regional office Maharajganj, 273303 (UP)**. Interested applicants may be present at the time of 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 will ask for EMD/Security Deposit from successful printers.**
- G. **Payment will be released after examine checking the quality of stationary by Lab/forensic test.**
- H. **The rates quoted should be valid till 31-03-2023**
- I. Bank reserves the right to reject any or all the applications without assigning any reason whatsoever.


(Pradeep Kumar)
Regional Head



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 stationary. 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)**



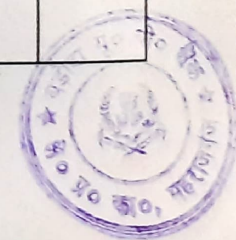
Sl.	Name of Item	SPECIFICATIONS								
		F. No	SIZE in	PAPER TYPE &	No. of Leaves excluding	PRINTING	PACKING	Quantit	Rate Per	Total
A	B	C	D	E	F	G	H	I	J	K
1.	Apy Form		22 cm x 26.5 cm	75 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves/ pad	100 Leaves gum pad one side printing hard base and one page extra	Packets of 10 pads in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet.Four packets of 10 pads in one bundle tied with string.	120		
2.	Attendance Register		32 cm x 20.5 cm	Inner Pages 70 GSM Ledger Paper century mills Full cloth binding With 2 pound	100 leaves (200 pages)	single color printing on both sides & page numbering on each pages	Packets of 20 Books in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet	100		
3.	Cash Balance Book		21cm x 32 cm	Inner Pages 70 GSM Ledger Paper century mills Full cloth bindin With 2 pound	150 leaves(300pages)	single color printing on both sides	Packets of 10 Books in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet	100		
4.	CERSAI Register		32 cm x 20.5 cm	Inner Pages 70 GSM Ledger Paper century mills Full cloth binding With 2 pound	100 leaves(200pages)	single colour printing on both sides & page numbering on each pages	Packets of 20 Books in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet	60		
5.	Cheque Returning Memo		22 cm x 26.5 cm	75 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves/ pad	100 Leaves gum pad one side printing hard base and one page extra	Packets of 10 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.	70		
6.	Insurance Register		32 cm x 20.5 cm	Inner Pages 70 GSM Ledger Paper century mills Full cloth binding With 2 pound	100 leaves(200pages)	single colour printing on both sides & page numbering on each pages	Packets of 20 Books in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet	60		
7.	Key Register		32 cm x 20.5 cm	Inner Pages 70 GSM Ledger Paper century mills Full cloth binding With 2 pound	100 leaves (200pages)	100 Leaves gum pad one side printing hard base and one page extra	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.	60		
8.	LAD Register		32 cm x 20.5 cm	Inner Pages 70 GSM Ledger Paper century mills Full cloth binding With 2 pound	180 leaves(360pages)	single colour printing on both sides & page numbering on each pages	Packets of 20 Books in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet	120		
9.	Letter pad		22 cm x 26.5 cm	75 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves/ pad	100 Leaves gum pad one side printing hard base and one page extra	Packets of 10 pads in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet.Four packets of 10 pads in one bundle tied with string.	200		
10.	Loan Application Register		32 cm x 20.5 cm	Inner Pages 70 GSM Ledger Paper century mills Full cloth binding With 2 pound	100 leaves(200pages)	single color printing on both sides & page numbering on each pages	Packets of 20 Books in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet	60		
11.	PMJJBY Form		22 cm x 26.5 cm	75 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves/ pad	100 Leaves gum pad one side printing hard base and one page extra	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.	120		

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Sl.	Name of Item	SPECIFICATIONS							Quantit	Rate Per	Total
		SIZE in	PAPER TYPE &	No. of Leaves excluding	PRINTING	PACKING					
12.	PMSBY Form		22 cm x 26.5 cm	75 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves/ pad		100 Leaves gum pad one side printing hard base and one page extra	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.	120		
13.	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.	25000		
14.	KYC Form		22 cm x 26.5 cm	70 GSM Century/sirpur/ballarpur/ Andhra/orient white	100 leaves/ pad		100 Leaves gum pad one side printing hard base and one page extra	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.	600		
15.	Term Deposit Cover		15.5 cm x 27 cm				White Transparent	300micronplastic Sheet (with Bank Name and Logo printed on it)	3000		
16.	S.H.G. Document 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		
17.	Term Deposit opening Form (Single Page Form)		22 cm x 26.5 cm	75 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves/ pad		100 Leaves gum pad one side printing hard base and one page extra	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.	300		
18.	Loan Inspection register		32 cm x 20.5 cm	Inner Pages 70 GSM Ledger Paper century mills, Full cloth binding With 2 pound	180 leaves(360pages)		single colour printing on both sides & page numbering on each pages	Packets of 20 Books in craft paper with paper label indicating Form Number, name & quantity(BOLD) on each packet	80		
19.	Region visit register		32 cm x 20.5 cm	Inner Pages 70 GSM Ledger Paper century mills, Full cloth binding With 2 pound	180 leaves(360pages)		single colour printing on both sides & page numbering on each pages	Packets of 20 Books in craft paper with paper label indicating Form Number, name & quantity(BOLD) on each packet	80		
20.	PSR Format		40.5 cm x 30.0 cm	Inner Pages 70 GSM Ledger Paper century mills, Full cloth binding With 2 pound	100 leaves/ pad		100 Leaves gum pad one side printing hard base and one page extra	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		
21.	Currency Note slip		5.5cmx 15cm	70 GSM Century/sirpur/ballarpur/ Andhra/orient white	100 leaves/ pad		100 Leaves gum pad one 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.Four packets of 10 pads in one bundle tied with string.	2000		
22.	Housing Loan Agreement 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	Loan Documents		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		

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23.	Mortgage Loan 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	Loan Documents	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		
24.	MSME Loan 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	Loan Documents	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.	300		
25.	Car Loan 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	Loan Documents	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		
26.	Tractor Loan 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	Loan Documents	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		
27.	LABOD 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	Loan Documents	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.	300		

[Handwritten signatures and initials]

