



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

Regional Office Kanpur Dehat  
Nabipur, Jainpur, Kanpur Dehat 209311

**Proposal for stationery printing (General)**

**Start Date : 10.11.2022**  
**End Date : 30.11.2022 5.00 pm**  
**Date of Opening : 01.12.2022 3.00 pm**

**Address for submission Tender/Bid/Proposal**

The Regional Manager  
Baroda U.P. Bank  
Nabipur, Jainpur  
Kanpur Dehat, 209311 (UP).

Contact No. : 10 am to 5.00 pm (on working days): Mob: 7839884617

*(Handwritten signature in blue ink)*

ISSUE DATE: 10.11.2022



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

**Proposal for stationery printing (General)**

**Baroda U.P. Bank Regional Office Kanpur Dehat** 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 20 Lakh. (Attach copy of proof)
- B. Application forms and other details can be downloaded from our website **[www.barodagraminbank.com](http://www.barodagraminbank.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 Kanpur Dehat, Nabipur Jainpur-209311(UP)** during office hours on or before 30.11.2022 at 5.00 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 stationery printing (General)**".
- D. The sealed covers containing the applications will be opened on 01.12.2022 at 3.00 p.m. at **Regional Manager, Baroda U. P. Bank, regional office Kanpur Dehat, Nabipur Jainpur-209311(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 stationery by Lab/ forensic test.**
- H. Bank reserves the right to reject any or all the applications without assigning any reason whatsoever.

  
**(Sanjeev Kumar)**  
**Regional Manager**



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.	with and. (i) Name of the Proprietor/Partners/Directors  (ii) Residential address  (iii) Telephone No  (iv) E-Mail	
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.	
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.	
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

St. No	Name of Item	F.No.	SPECIFICATIONS					Quantity	Rate Per Unit(Rs) Exclusive GST
			SIZE	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING		
1	Key register	R-88	8x13 inch	70 gsm ledger paper (sirpur/century mills)	50 leaves/100 pages	Half cloth binding with corner & rest part with abri, cover of 40onz cardboard, INNER POSTENE of 80 gsm mg paper, numbering on each leaf (1 to50) name slip of colour printing pack of 10 nos. in craft paper with name slip.		60	
2	Postage Register	R-85	8.5x13.5 inch	70 gsm ledger paper (sirpur/century mills)	100 leaves/200 pages	Half cloth binding with corner & rest part with abri, cover of 40onz cardboard, INNER POSTENE of 80 gsm mg paper, numbering on each leaf (1 to200) name slip of colour printing pack of 10 nos. in craft paper with name slip.		180	
3	Payment Scroll	R-6	5.5x9 inch	70 gsm ledger paper (sirpur/century mills)	150 leaves/300 pages	Half cloth binding with corner & rest part with abri, cover of 28 onz cardboard, INNER POSTENE of 80 gsm mg paper, numbering on each page (1 to300) pack of 5 nos. in craft paper with name slip.		300	
4	Credit Scroll	R-17	9.8x14.5 inch	70 gsm ledger paper (sirpur/century mills)	150 leaves/300 pages	Half cloth binding with corner & rest part with abri, cover of 28 onz cardboard, INNER POSTENE of 80 gsm mg paper, numbering on each page (1 to300) pack of 5 nos. in craft paper with name slip.		300	
5	FDR COVER		6x9 inch	Hard plastic Transparent	Packet of 100	Hard plastic Transparent with bank name and logo		2000	
6	Self Help Group-Documentation Booklet	DB-03	22 cm x 26.5 cm	Inner Pages GSM SS Maplitho-Orient/Century/Trident mills Cover Pages GSM Cardsheet Light Blue Color Orient/Seshasayee/Star mills	80 11 leaves/ 22 pages	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine pati	Packing of 50 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	1000	
7	Kisan Credit Card-Documentation Booklet	DB-01	22 cm x 26.5 cm	Inner Pages GSM SS Maplitho-Orient/Century/Trident mills Cover Pages GSM Cardsheet Light Green Color Orient/Seshasayee/Star mills	80 26 leaves/ 52 pages	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine pati	Packing of 50 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	20000	

*W. G. D. W. S.*

Sr. No	Name of Item	F.No.	SPECIFICATIONS					Quantity	Rate Per Unit(Rs) Exclusive GST
			SIZE	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING		
8	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.	30000	
9	Kisan Credit Card cum Passbook	PB-02 A	20.5 cm x 8.5 cm (close site)	Inner Pages 70 GSM Century/ Sirpur/Ballarpur /Andhra/Orient white Maplitto Cover Pages 250 GSM Ballarpur Art Card	10 leaves/20 pages excluding cover	4 color printing on front & two color printing on back & inside cover pages (2 & 3) & single color on 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	
10	CBS Passbook	PB-01	20.5 cm x 8.5 cm (close site)	Inner Pages 70 GSM Century/ Sirpur/Ballarpur /Andhra/Orient white Maplitto Cover Pages 250 GSM Ballarpur Art Card	10 leaves/20 pages excluding cover	4 color printing on front & two color printing on back & inside cover pages (2 & 3) & single color on 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.	75000	
11	Cash Balance Book	R-17	28.5 cm x 22.5 cm(23*36*1/8)	Inner Pages 80 GSM Ledger Paper century mills, Full cloth bindin With 2 pound cardboard	180 leaves(360 Pages)	single colour printing on both sides	Packets of 10 Books in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet	200	
12	Stock Register		21cm x 32 cm	Inner Pages 70 GSM Ledger Paper century mills, Full cloth bindin With 2 pound cardboard	100 leaves(200 Pages)	single colour printing on both sides	Packets of 10 Books in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet	60	
13	Insurance Register		21cm x 32 cm	Inner Pages 70 GSM Ledger Paper century mills, Full cloth bindin With 2 pound cardboard	100 leaves(200 Pages)	single colour printing on both sides	Packets of 10 Books in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet	60	

Wg  


Sr. No	Name of Item	F.No.	SPECIFICATIONS					Quantity	Rate Per Unit(Rs) Exclusive GST
			SIZE	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING		
14	Security Register		21cm x 32 cm	Inner Pages 70 GSM Ledger Paper century mills, Full cloth bindin With 2 pound cardboard	100 leaves/(200 Pages)	single colour printing on both sides	Packets of 10 Books in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet	120	
15	Loan Application Register		21cm x 32 cm	Inner Pages 70 GSM Ledger Paper century mills, Full cloth bindin With 2 pound cardboard	180 leaves/(360 Pages)	single colour printing on both sides	Packets of 10 Books in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet	180	
16	Renewal Register		21cm x 32 cm	Inner Pages 70 GSM Ledger Paper century mills, Full cloth bindin With 2 pound cardboard	100 leaves/(200 Pages)	single colour printing on both sides	Packets of 10 Books in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet	60	
17	Mortgage Register		21cm x 32 cm	Inner Pages 70 GSM Ledger Paper century mills, Full cloth bindin With 2 pound cardboard	100 leaves/(200 Pages)	single colour printing on both sides	Packets of 10 Books in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet	60	
18	LAD Register		21cm x 32 cm	Inner Pages 70 GSM Ledger Paper century mills, Full cloth bindin With 2 pound cardboard	180 leaves/(360 Pages)	single colour printing on both sides	Packets of 10 Books in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet	120	
19	CERSAI Register		21cm x 32 cm	Inner Pages 70 GSM Ledger Paper century mills, Full cloth bindin With 2 pound cardboard	100 leaves/(200 Pages)	single colour printing on both sides	Packets of 10 Books in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet	60	
20	CGTMSE Register		21cm x 32 cm	Inner Pages 70 GSM Ledger Paper century mills, Full cloth bindin With 2 pound cardboard	100 leaves/(200 Pages)	single colour printing on both sides	Packets of 10 Books in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet	60	
21	Voucher Cover	Cover	7.5x9.5 inch	50x50 one side printed and plain bottom	Brown	50x50 one side printed and plain bottom		15000	

UGS  
  




Sr. No	Name of Item	F.No.	SPECIFICATIONS						Rate Per Unit(Rs) Exclusive GST
			SIZE	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING	Quantity	
22	Tatkaal Over Drefit Documentation Booklet		22 cm x 26.5 cm	Inner Pages GSM SS Maglitho-Orient/Century/Trident mills Cover Pages GSM Cardsheet Light Green 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 pati	Packing of 50 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	10000	
23	JLG Documentation Booklet		23 cm x 26.5 cm	Inner Pages GSM SS Maglitho-Orient/Century/Trident mills Cover Pages GSM Cardsheet Light Green 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 pati	Packing of 50 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	1000	
24	Car loan Documentation Booklet		24 cm x 26.5 cm	Inner Pages GSM SS Maglitho-Orient/Century/Trident mills Cover Pages GSM Cardsheet Light Green Color Orient/Seshasayee/Star mills	20 leaves/ 40 pages	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine pati	Packing of 50 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	1000	

*Handwritten signature and initials in blue ink.*