

Issue Date: 15.11.2022

बड़ौदा यू.पी.बैंक
BARODA U.P. BANK

Proposal for stationery printing (General)

Baroda U.P. Bank Regional Office Chandauli invites applications in sealed covers from the empanelled as well as other 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 50 Lakh. (Attach copy of proof)
- B. Application forms and other details can be downloaded from our website: www.barodaupbank.in
- 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 Chandauli, G.T.Road, Near Gupta Service Station, Alinagar, POST- Mughalsarai, District- Chandauli- 232101 (UP)** during office hours on or before 08.12.2022 at 4.00 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 08.12.2022 at 4.30 P.M. at **Regional Manager, Baroda U. P. Bank, Regional office Chandauli, G.T.Road, Near Gupta Service Station, Alinagar, POST- Mughalsarai, District- Chandauli- 232101 (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 may ask for EMD/Security Deposit from successful bidding.**
- G. **Payment will be released after examine checking the quality of stationery 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.

(Vinod Kumar Singh)
Regional Manager

[Handwritten Signature]



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. | |

Date:

Signature of the Applicant
(with Rubber Stamp)



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|-----|--|--|
| 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). | |

Date:



Signature of the Applicant
(with Rubber Stamp)

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 - Chandauli

Quotation



| SPECIFICATIONS | | | | | | | | | |
|----------------|-----------------------|----------|----------------|---|-------------------------------|---|--|----------|-------------------|
| Sl. | Name of Item | F.No. | SIZE in Inches | PAPER TYPE & GSM | No. of Leaves excluding cover | PRINTING | Packing/ Colour | Quantity | Rate Per Unit(Rs) |
| A | B | C | D | E | F | G | I | J | |
| 1 | Attendance Register | Register | 8*13 | Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Hard Cardsheet Light Green Color Orient/Seshasayee/Star mills | 100 leaves/ pages 200 | Single color printing on cover page (1, 2 & 3 only) and inside pages. Both side printing. Book binding with stitching and side rexine patti | Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet. | 100 | |
| 2 | Leave Record Register | Register | 8*13 | Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Hard Cardsheet Light Green Color Orient/Seshasayee/Star mills | 100 leaves/ pages 200 | Single color printing on cover page (1, 2 & 3 only) and inside pages. Both side printing. Book binding with stitching and side rexine patti | Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet. | 55 | |

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|---|----------------------------|----------|------|--|-----------------------------|---|---|-----|
| 3 | Movement Register | Register | 8*13 | Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Hard Cardsheet Light Green Color Orient/Seshasayee/Star mills | 100 leaves/ pages 200 | Single color printing on cover page (1, 2 & 3 only) and inside pages. Both side printing. Book binding with stitching and side rexine patli | Packing of 50 book in each packet should be packed in Kraft paper with paper label Indicating Name & Quantity (BOLD) on each packet. | 100 |
| 4 | DCV Register | Register | 8*13 | Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Hard Cardsheet Light Green Color Orient/Seshasayee/Star mills | 100 leaves/ pages 200 | Single color printing on cover page (1, 2 & 3 only) and inside pages. Both side printing. Book binding with stitching and side rexine patli | Packing of 50 book in each packet should be packed in Kraft paper with paper label Indicating Name & Quantity (BOLD) on each packet. | 55 |
| 5 | Cheque Book Issue Register | Register | 8*13 | Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Hard Cardsheet Light Green Color Orient/Seshasayee/Star mills | 100 leaves/ pages 200 | Single color printing on cover page (1, 2 & 3 only) and inside pages. Both side printing. Book binding with stitching and side rexine patli | Packing of 50 book in each packet should be packed in Kraft paper with paper label Indicating Name & Quantity (BOLD) on each packet. | 55 |





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|---|---|----------|------|--|--------------------------|---|--|-----|--|
| 6 | Loose Cheque Issue Register | Register | 8*13 | <p>Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Hard Cardsheet Light Green Color Orient/Seshasayee/Star mills</p> | 100 leaves/ 200 pages | Single color printing on cover page (1, 2 & 3 only) and inside pages. Both side printing. Book binding with stitching and side rexine patti | Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet. | 55 | |
| 7 | Pass Book Issue Register | Register | 8*13 | <p>Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Hard Cardsheet Light Green Color Orient/Seshasayee/Star mills</p> | 100 leaves/ 200 pages | Single color printing on cover page (1, 2 & 3 only) and inside pages. Both side printing. Book binding with stitching and side rexine patti | Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet. | 100 | |
| 8 | Cash Remittance (Inward/Outward) Register | Register | 8*13 | <p>Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Hard Cardsheet Light Green Color Orient/Seshasayee/Star mills</p> | 100 leaves/ 200 pages | Single color printing on cover page (1, 2 & 3 only) and inside pages. Both side printing. Book binding with stitching and side rexine patti | Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet. | 55 | |

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|----|--------------------------------|----------|------|---|-----------------------------|---|--|-----|--|
| 9 | Voucher Register | Register | 8*13 | <p>Inner Pages 80 GSM SS Maplitho- Orient/Century/Trident mills Cover Hard Cardsheet Light Green Color Orient/Seshasayee/Star mills</p> | 100 leaves/ 200 pages | Single color printing on cover page (1, 2 & 3 only) and inside pages. Both side printing. Book binding with stitching and side rexine patti | Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet. | 100 | |
| 10 | Balancing Book Register | Register | 8*13 | <p>Inner Pages 80 GSM SS Maplitho- Orient/Century/Trident mills Cover Hard Cardsheet Light Green Color Orient/Seshasayee/Star mills</p> | 100 leaves/ 200 pages | Single color printing on cover page (1, 2 & 3 only) and inside pages. Both side printing. Book binding with stitching and side rexine patti | Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet. | 55 | |
| 11 | OFF and OFF Complaint Register | Register | 8*13 | <p>Inner Pages 80 GSM SS Maplitho- Orient/Century/Trident mills Cover Hard Cardsheet Light Green Color Orient/Seshasayee/Star mills</p> | 100 leaves/ 200 pages | Single color printing on cover page (1, 2 & 3 only) and inside pages. Both side printing. Book binding with stitching and side rexine patti | Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet. | 55 | |





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| 12 | Letter Inward/Outward Register | Register | 8*13 | Inner Pages 80 GSM SS Maplitho- Orient/Century/Trident mills Cover Hard Cardsheet Light Green Color Orient/Seshasayee/Star mills | 100 leaves/ 200 pages | Single color printing on cover page (1, 2 & 3 only) and inside pages. Both side printing. Book binding with stitching and side rexine patti | Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet. | 55 | |
| 13 | Complaint from customers Register | Register | 8*13 | Inner Pages 80 GSM SS Maplitho- Orient/Century/Trident mills Cover Hard Cardsheet Light Green Color Orient/Seshasayee/Star mills | 100 leaves/ 200 pages | Single color printing on cover page (1, 2 & 3 only) and inside pages. Both side printing. Book binding with stitching and side rexine patti | Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet. | 55 | |
| 14 | Village Register | Register | 8*13 | Inner Pages 80 GSM SS Maplitho- Orient/Century/Trident mills Cover Hard Cardsheet Light Green Color Orient/Seshasayee/Star mills | 100 leaves/ 200 pages | Single color printing on cover page (1, 2 & 3 only) and inside pages. Both side printing. Book binding with stitching and side rexine patti | Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet. | 55 | |



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|----|---|----------|------|--|-----------------------------|---|--|-----|--|
| 15 | Inward/Outward Cheque Collection Register | Register | 8*13 | Inner Pages 80 GSM SS Maplitho- Orient/Century/Trident mills Cover Cardsheet Light Green Color Orient/Seshasayee/Star mills | 100 leaves/ pages 200 | Single color printing on cover page (1, 2 & 3 only) and inside pages. Both side printing. Book binding with stitching and side rexine patti | Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet. | 55 | |
| 16 | Nomination Register | Register | 8*13 | Inner Pages 80 GSM SS Maplitho- Orient/Century/Trident mills Cover Cardsheet Light Green Color Orient/Seshasayee/Star mills | 100 leaves/ pages 200 | Single color printing on cover page (1, 2 & 3 only) and inside pages. Both side printing. Book binding with stitching and side rexine patti | Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet. | 55 | |
| 17 | Cash Balance Book | Register | 8*13 | Inner Pages 80 GSM SS Maplitho- Orient/Century/Trident mills Cover Cardsheet Light Green Color Orient/Seshasayee/Star mills | 100 leaves/ pages 200 | Single color printing on cover page (1, 2 & 3 only) and inside pages. Both side printing. Book binding with stitching and side rexine patti | Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet. | 100 | |



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| 18 | Plain Register | Register | 8*13 | Inner Pages 80 GSM SS Maplitho- Orient/Century/Trident mills Cover Hard Cardsheet Light Green Color Orient/Seshasayee/Star mills | 100 leaves/ pages 200 | Single color printing on cover page (1, 2 & 3 only) and inside pages. Both side printing. Book binding with stitching and side rexine patti | Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet. | 400 | |
| 19 | Nomination Form | | 8.5*13.5 | 70GSM Ledger paper ballarpur/sirpur | 100 leaves gum pad | 100 Leaves gum pad,one side printing hard base and one page extra. | White | 200 Pad | |
| 20 | FDR A/C Opening Form | | 8.5*13.5 | 70GSM Ledger paper ballarpur/sirpur | 100 leaves gum pad | 100 Leaves gum pad,one side printing hard base and one page extra. | White | 200 Pad | |
| 21 | ATM Card Application Form | | 8.5*13.5 | 70GSM Ledger paper ballarpur/sirpur | 100 leaves gum pad | 100 Leaves gum pad,one side printing hard base and one page extra. | White | 200 Pad | |
| 22 | 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/ pages 22 | 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 Booklet | |
| 23 | Post sanction review PSR monthly | LDOC | 13.5*18 | 57 GSM Orient/century White | 50 leaves gum pad | 50 Leaves gum pad,one side printing in single colour,printing hard base and cover page extra. | White | 120 Pad | |
| 24 | Brown File | | 9*12.5 | 300 GSM, Brown paper, Star paper | 100 Files per packet | With Printing on only front cover side, 100-Files per packet in kraft paper packing with label there on showing type of envelop. | Brown | 6000 Pieces | |



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| 25 | Flat File | | 9.5*13 | 400 GSM, Triplex Board, Sirpur | 100 Files per packet | With Printing on only front cover side, 100-Files per packet in craft paper packing with label there on showing type of envelop. | Light yellow | 2500 Pieces | |
| 26 | Envelop (Long size) | | 5"*11" | 57 GSM Orient/century White | 100 Envelops per packet | With Printing on left corner at one side, 100- Envelops per packet in craft paper packing with label there on showing type of envelop. | White | 5000 Pieces | |
| 27 | Mobile Banking Form | | 8.5*13.5 | 70GSM Ledger paper ballarpur/sirpur | 100 leaves gum pad | 100 Leaves gum pad, one side printing hard base and one page extra. | White | 200 Pad | |
| 28 | Mobile number updation form | | 8.5*13.5 | 70GSM Ledger paper ballarpur/sirpur | 100 leaves gum pad | 100 Leaves gum pad, one side printing hard base and one page extra. | White | 200 Pad | |
| 29 | Aadhar seeding form | | 8.5*13.5 | 70GSM Ledger paper ballarpur/sirpur | 100 leaves gum pad | 100 Leaves gum pad, one side printing hard base and one page extra. | White | 200 Pad | |
| 30 | Form 60 | | 8.5*13.5 | 70GSM Ledger paper ballarpur/sirpur | 100 leaves gum pad | 100 Leaves gum pad, one side printing hard base and one page extra. | White | 200 Pad | |
| 31 | Booklet-Personal Loan TL/OD | DB-09 | 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 | 100 Booklet | |
| 32 | 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. | 10000 Pieces | |

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| 33 | CBS Passbook | PB-01 | 14.4 cm x 10.5 cm (close site) | <p>Inner Pages 70 GSM Century/Sirpur/Ballarpur /Andhra/Orient white Maplitho Cover Pages 230 GSM Ballarpur Art Card</p> | 8 leaves/16 pages excluding cover | <p>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.</p> | <p>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.</p> | 100000 Piece |
| 34 | S.B. Withdrawal Slip | F-292 | 18 cm x 10.5 cm | 70 GSM Century/sirpur/ballarpur/ Andhra/orient white | 100 leaves pad | <p>Single side in two colour bilingual printing with bank's emblem. One LBS straw board at bottom & full craft paper on top & paste</p> | <p>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.</p> | 3000 Pad |





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|----|------------------------------------|-------|---------------|--|-----------------------------|---|---|----------|--|
| 35 | Cash receipt & Payment scroll book | Book | 8*13 | <p>Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Hard Cardsheet Light Green Color Orient/Seshasayee/Star mills</p> | 150 leaves/ pages 300 | Single color printing on cover page (1, 2 & 3 only) and inside pages. Both side printing. Book binding with stitching and side rexine patti | Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet. | 200 Book | |
| 36 | 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 | 50 Pad | |
| 37 | 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. | 1000 Pad | |



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|----|--|----------------|-------------------|--|--------------------|---|--|------------|--|
| 38 | 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(BOL D) on each packet.Four packets of 5 pads in one bundle tied with string. | 500 Pad | |
| 39 | गैर कृषि ऋणों के लिये समिश्र दृष्टिबंधन करार | ऋण दस्तावेज-04 | 8.5*13.5 | 70GSM Ledger paper ballarpur/sirpur | 4 leaves (8 pages) | 4 Leaves/8 pages central folded printing on 8 pages from 1 to 8. Only packed in polythene bags 25 nos. each packet. both side printing in singal colour. | White | 500 PIECES | |
| 40 | Re-KYC Form for Individuals | Form | A4 | 57 GSM Orient/Century white | 100 leaves gum pad | 100 Leaves gum pad,one side printing hard base and one page extra. | White | 500 Pad | |

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.9450240760

Date : 15.11.2022

Signature & Seal of Printer