

TENDER FOR STATIONERY PRINTING

Baroda U.P.Bank Regional Office Ballia-II invites application in sealed envelope from the empanelled as well as other printers 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)

1. Applicants must have the financial capacity to execute order i.e. to print and supply the bank's stationery items within a given time period.
2. Applicant must possess at least 3 year experience in the line of supplying various stationery materials to bank/public sector undertaking.
3. Printer must have own printing press & godown , and must be registered in the name of the applicant.
4. Applicant must have PAN, GST and ITR for the last 3 year.

(B) Other details can be downloaded from our website www.barodaupbank.in

(C) Application from duly filled in and supported by requisite document/paper etc. must be submitted properly sealed cover to **The Regional Manager, Baroda U.P.Bank, Regional Office Ballia-II, Near Krishna Talkies Haibatpur, Ballia-277001** on or before 23.12.2022 ,13:00hrs and no application will be accepted after the above date. Incomplete application in any respect will be rejected.

All the received tender/applications will be opened on 23.12.2022 by 17:00hrs (On availability of committee) at **Baroda U.P.Bank, Regional Office Ballia-II, Near Krishna Talkies Haibatpur, Ballia-277001**

(D)The sealed envelope should be super scribed "Tender for stationery printing".

The right of selection rests absolutely with bank and bank's decision in this regard shall be final and binding.

(E) Bank will ask for EMD/Security Deposit from successful printers.

(F) Payment will be released after examination checking and the quality of stationery by Lab/forensic test.

(G) Bank reserves the right to reject any or all the applications/quotations without assigning any reason whatsoever.

(H) The rates quoted should be valid till 30.06.2023


Regional Manager
Ballia-II



Pre-Qualification Profile

1	Name of the Firm/Company	
2	Address(Head Office)	
3	Phone Number	
4	Year of Establishment	
5	Name of the Proprietor or Name of Partner/Director/Associates	1. 2. 3. 4.
6	List of other major customers(Work order/Experience/Service certificate to the effect from the customers are to be enclosed)	
7	PAN Number(for TDS)	
8	GSTIN Number(Certificate attached)	

Date:

Signature of Authorised Signatory



PROFARMA-1
Particulars in respect of the work executed

Name of work/project with address	Short description of work executed	Name and address of owners	Value of work executed	Stipulated time of completion	Actual time of completion
1	2	3	4	5	6

Date:

Signature of Authorised Signatory





SPECIFICATIONS

Sl. A	Name of Item B	F.No. C	SIZE in Inches D	PAPER TYPE & GSM E	No. of Leaves excluding cover F	PRINTING G	Packing/ Colour I	Quantity J	Rate Per Unit(Rs)
1	Attendance Register	Register	8*13	70 GSM Ledger paper century/built on 32 ouhnz datfi with full cloth binding and folio on each page	100 leaves/ 200 pages	Single color printing on Both side	Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	75	
2	Leave Record Register	Register	8*13	70 GSM Ledger paper century/built on 32 ouhnz datfi with full cloth binding and folio on each page	100 leaves/ 200 pages	Single color printing on Both side	Packing of 55 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	55	
3	Movement Register	Register	8*13	70 GSM Ledger paper century/built on 32 ouhnz datfi with full cloth binding and folio on each page	100 leaves/ 200 pages	Single color printing on Both side	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	Cheque Book Issue Register	Register	8*13	70 GSM Ledger paper century/built on 32 ouhnz datfi with full cloth binding and folio on each page	100 leaves/ 200 pages	Single color printing on Both side	Packing of 55 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	50	
5	Nomination Register	Register	8*13	70 GSM Ledger paper century/built on 32 ouhnz datfi with full cloth binding and folio on each page	100 leaves/ 200 pages	Single color printing on Both side	Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	50	
6	Cash Balance Book	Register	8*13	70 GSM Ledger paper century/built on 32 ouhnz datfi with full cloth binding and folio on each page	100 leaves/ 200 pages	Single color printing on Both side	Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	100	
7	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	
	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	
	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	


10	Self Help Group- Documentation Booklet	DB-03	22 cm x 26.5 cm	Inner Pages SS Maplitho-Orient/Century/Trident mills Cover Pages GSM Cardsheet Light Blue Colour Orient/Seshasayee/Star mills	80 GSM 120	11 leaves/ pages	22	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 side of packet.	500 Booklet	
11	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	100 PAD	
12	Mobile Banking Form		8.5*13.5	70GSM Ledger paper ballarpur/sipur		100 leaves gum pad		100 Leaves gum pad,one side printing hard base and one page extra.	White	200 Pad	
13	Mobile number updation form		8.5*13.5	70GSM Ledger paper ballarpur/sipur		100 leaves gum pad		100 Leaves gum pad,one side printing hard base and one page extra.	White	200 Pad	
14	Aadhar seeding form		8.5*13.5	70GSM Ledger paper ballarpur/sipur		100 leaves gum pad		100 Leaves gum pad,one side printing hard base and one page extra.	White	200 Pad	
15	Form 60		8.5*13.5	70GSM Ledger paper ballarpur/sipur		100 leaves gum pad		100 Leaves gum pad,one side printing hard base and one page extra.	White	400 PAD	
6	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 pati	White colour	1000 Booklet	
	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.	15000 Pieces	

18	CBS Passbook	PB-01	14.4 cm x 10.5 cm (close site)	Inner Pages 70 GSM Century/ Sipur/Ballarpur /Andhra/Orient white Maplittho 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.	25000 Piece	
19	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	
20	Cash receipt & Payment scroll book	Book	8*13	Inner Pages SS Maplittho-Orient/Century/Trident mills Cover Hard Cardsheet Light Green Color Orient/Seshasayee/Star mills	150 leaves/ 300 pages	Single color printing on cover page (1, 2 & 3 only) and inside pages. Both side printing. Book binding with stitching and side rexine pati	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	
21	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.	2000 Pad	





22	Booklet- Housing Loan	DB-10	22cm x 26.5cm	Inner page 80 gsm, cover page 140gsm	22 leaves/44 pages	white single color printing on cover page (1, 2& 3 only) and inside pages. Book binding with staples and side rexine patti.	22 leaves/44 pages	
23	Booklet- Dairy Loan	DB-06	22cm x 26.5cm	Inner page 80 gsm, cover page 140gsm	16 leaves/32 pages	white single color printing on cover page (1, 2& 3 only) and inside pages. Book binding with staples and side rexine patti.	16 leaves/32 pages	1000
24	Kisan Credit Card- Documentation Booklet	DB-01		Inner Pages SS Mapilitho-Orient/Century/Tritdent mills Cover Pages GSM Cardsheet Light Green Color Orient/Seshasayee/Star mills 80 GSM 140	26 leaves/ 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 packer should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	10000
25	Post inspection report	LDOC	8.5x13.5(17x27x1/4)	57 GSM Century/Orient white	100 leaves gum pad	both side printing in single color with hard base & cover page extra	100 leaves gum pad	250 PAD
26	Pre inspection report	LDOC	8.5x13.5(17x27x1/4)	57 GSM Century/Orient white	100 leaves gum pad	both side printing in single color with hard base & cover page extra	100 leaves gum pad	250 PAD
27	Booklet- Car loan	DB-11	22cm x 26.5cm	Inner page 80 gsm, cover page 140gsm	20 leaves/40 pages	white single color printing on cover page (1, 2& 3 only) and inside pages. Book binding with staples and side rexine patti.	20 leaves/40 pages	150
	DP Note (Joint)	LDOC-2.2	7.5x6.5	57 GSM Century/Orient white	50 leaves gum pad	light green, one side printing hard base and one page extra	50 leaves gum pad	50 PAD

29	General form of Guarantee	LDCC-03	8.5X13.5	70 GSM Ledger Paper Ballarpur/sirpur	100 leaves gum pad	both side printing in single color with hard base & cover page extra and pack of 10nos pad in craft paper with name slip		50 PAD	
30	Declaration cum undertaking cum authority	LDCC-07	8.5X13.5	70 GSM Ledger Paper Ballarpur/sirpur	100 leaves gum pad	both side printing in single color with hard base & cover page extra and pack of 10nos pad in craft paper with name slip	100 leaves gum pad	100 PAD	
31	DP Note (Single)	LDCC-02(A)	7.5X6.5	57 GSM Century/Orient white	50 leaves gum pad	light green, one side printing hard base and one page extra white, one side printing hard base and one page extra	50 leaves gum pad	100 PAD	
32	Attestation memo	LDCC-1	6.5X8	57 GSM Century/Orient white	100 leaves gum 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	100 leaves gum pad	200 PAD	
33	RTGS/MEFT Form	F-404	28.2 cm x 22.2 cm	70 GSM Century/sirpur/ballarpur/ Andhra/orient white	100 leaves pad	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.	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.9911983817

Date :05.12.2022

Signature & Seal of Printer