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अमृत महोत्सव



बड़ौदा यू.पी. बैंक
Baroda U.P. Bank

Regional Office Etawah
Pakka bag Tiraha Etawah- 206001 (U.P)

Proposal for stationery printing(General)

Start Date :02.02.2023
End Date :23.02.2023 4.00pm
Date of Opening :24.02.2023 3.00pm

Address for submission Tender/Bid/Proposal

The Regional Manager
Baroda U.P. Bank
Pakka bag Tiraha,
Etawah, 206001 (UP).

Contact No.:10.00 am to 5.00 pm (only working days): Mob:7524842538

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ISSUE DATE: 02.02.2023



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Baroda U.P. Bank

Proposal for stationery printing(General)

Baroda U.P. Bank Regional Office Etawah 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, IncomeTax, GST number as well as the audited financial statement for the last 3 years.
- (v) Minimum Annual Turnover must be minimum 20Lakh.(Attach copy of proof)
- B. Application forms and other details can be downloaded from our website bank's **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 pakka bag Tiraha Etawah-206001 (UP)** during office hours on or before 23.02.2023 at 4.00 p.m.and no application will be accepted after the above mentioned 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 24.02.2023 3.00 p.m. at **Baroda U. P. Bank, regional office Pakka Bag Tiraha Etawah-206001 (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 regards hall be final and binding.
- F. **Payment will be released after examine checking the quality of stationery by Lab/ forensic test.**
- G. Bank reserves the right to reject any or all the applications without assigning any reason whatsoever.


(D.Bandopadhyay)
Regional Manager



PROFORMA-A

**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.	

(Handwritten signatures and marks)

11.	Whether an assessed 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 is your line of activities? Mention the field son 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).	

Handwritten signature and scribbles in blue ink.

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

Handwritten signature and scribbles

SPECIFICATIONS									
Sr. No	Name of Item	F.No.	SIZE	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING	Qty	Rate Per Unit(Rs) Exclusive GST
1	FDR COVER		6x9 inch	Hard plastic Transparent		Hard plastic Transparent with bank name and logo	Packet of 100	6000	
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.	2000	
3	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.	20000	
4	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 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.	25000	
5	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 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.	150000	
6	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	
7	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	

NE 27/3/20

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		Qty
8	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	
9	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	
10	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	250	
11	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	150	
12	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	100	
13	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	150	
14	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	
15	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	
16	Voucher Cover	Cover	7.5x9.5 inch	50x50 one side printed and plain bottom	Brown	50x50 one side printed and plain bottom		20000	

Handwritten signature and initials in blue ink.

SPECIFICATIONS									
Sr. No	Name of Item	F.No.	SIZE	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING	Qty	Rate Per Unit(Rs) Exclusive GST
17	Tatkaal Over Drefit Documentation Booklet		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	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.	10000	
18	JLG Documentation Booklet		23 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	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.	1000	
19	Car loan Documentation Booklet		24 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	20 leaves/ 40 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	

Date :

Sign & Seal of Vendor


