

TENDER FOR STATIONERY PRINTING

Baroda U.P. Bank Regional Office Bhadohi 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 the 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 form duly filled in and supported by requisite document/paper etc. must be submitted properly sealed cover to the **Regional Manager, Baroda UP Bank, Regional Office Tiwari Bhavan, Chauri Road, Bhadohi - 221401(UP)** on or before **29.05.2023 at 01:00 PM** 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 **29.05.2023 at 04.00 PM** at **Baroda UP Bank, Regional Office Tiwari Bhavan, Chauri Road, Bhadohi - 221401(UP)**

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

(E) The rates quoted should be valid till **31.12.2023**


Regional Manager



Other terms and conditions:

1. Only Offset printing will be accepted.
2. Sample of paper will be enclosed with quotation.
3. Quoting incredibly low value of items with a view of subverting the tender process shall be outrightly rejected.
4. Bank reserve the right to accept or reject any/all tender without assigning any reason.
5. Bank will ask for EMD/Security Deposit from successful printers.
6. Payment will be released after examination checking the quality of stationery by Lab/forensic test.

Annexure-A
Pre-Qualification Profile

1	Name of the Firm/Company	
2	Address (Head Office)	
3	Phone No.	
4	Year of Establishment	
5	Name of 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 No. (Certificate attached)	

Date:
Signature of Authorised Signatory




बड़ौदा यू.पी. बैंक
Baroda U.P. Bank

PROFORMA-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	4	6

Date:

Signature of Authorised Signatory



क्षेत्रीय कार्यालय: तिवारी भवन , चौरी रोड , भदोही)संत रविदास नगर 221401 - (
Regional Office: Tiwari Bhawan, Chauri Road, Bhadohi (Sant Ravidas Nagar)- 221401



Baroda U.P. Bank

Regional Office : BHADOLHI
Quotation Form

S.N.	Name of Item	F.No.	SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	SPECIFICATIONS			Est. Quantity	Rates	Total rates
						PRINTING	PACKING				
A	B	C	D	E	F	G	H	I	J	K	
1	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.	50000			
2	Kisan Credit Card- Documentation Booklet	DB-01	22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho-Orient/Century/Triadent 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 patli	Packing of 50 booklets in each packet should be packed in Craft paper with paper label indicating Name & Quantity (BOLD) on each packet.	10000			
3	CBS Passbook	PB-01	14.4 cm x 10.5 cm (close side)	Inner Pages 70 GSM Century/ Sirpur/Ballarpur /Andhra/Orient white Maplitho 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.	150000			
4	RTGS/N/EFT 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(BOLD) on each packet.Four packets of 5 pads in one bundle tied with string.	2000 pad			
5	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.	20000 pad			
6	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.	20000 pad			
7	Sara Vyapar Booklet	DB-02	22 cm x 26.5 cm	Inner page 80gsm, cover page 140gsm	17 leaves/34 page	pink color , single color printing on cover page(1, 2&3 only) and inside page Book binding with staples and side rexine patli	17 leaves/34 page	500			
8	L A D Form	LD0C-19	8.5x13.5(17x27x14)	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	1000 pad			
9	DP Note(JOINT)	LD0C-2.2	7.5x6.5	57 GSM Century/Orient white	50 leave gum pad	light green,one side printing hard base and one page extra	50 leave gum pad	1000 pad			
10	DP Note(SINGLE)	LD0C-02(A)	7.5x6.5	57 GSM Century/Orient white	50 leave gum pad	light green,one side printing hard base and one page extra	50 leave gum pad	1000 pad			
11	Letter of continuing security with negative lien	LD0C-7	8.5x13.5	70 GSM Ledger paper Ballarpur/Sirpur	100 leaves gum pad	one side printing in single color,hard base & cover page extra and pack of 10nos pad in craftpaper with name slip	100 leaves gum pad	1000 pad			
12	Alteration memo	LD0C-1	6.5x8	57 GSM Century/Orient white	100 leaves gum pad	white one side printing hard base and one page extra	100 leaves gum pad	1000 pad			
13	Loan Application form(Business)	LD0C-69(B)	8.5x13.5x(17x27x14)	57 GSM Century/Orient white	2 leaves/4 page	2 leaves/4 page centre folded printing on 3 pages from 1 to 3 only packed in polythene bags 50nos. Each packet	100 leaves gum pad	5000			
14	Booklet Dairy Loan	DB-06	22cmx26.5cm	Inner page 80gsm,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 patli	16 leaves/32 pages	500			
15	Booklet- goat/piggary/fishery	DB-07	22cmx26.5cm	Inner page 80gsm,cover page 140gsm	15leaves/30 pages	white Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine patli	15leaves/30 pages	500			
16	Booklet- Loan against NSC/KVP	DB-08	22cmx26.5cm	Inner page 80gsm,cover page 140gsm	8 leaves/15 pages	white Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine patli	8 leaves/15 pages	100			
17	Booklet- Personal loan TL/OD	DB-09	22cmx26.5cm	Inner page 80gsm,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 patli	16 leaves/32 pages	1000			



18	Booklet- Housing loan	DB-10	22cmx26.5cm	Inner page 80gsm 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 reline patti	22 leaves/44 pages	200	
19	Booklet- Car loan	DB-11	22cmx26.5cm	Inner page 80gsm cover page 140gsm	20leaves/40 pages	White Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side reline patti	20leaves/40 pages	500	
20	Composite Hypothecation of agrn advance	LDOC-06	8.5X13.5	70 GSM Ledger paper Ballarpur/Sirpur	100 leaves gum pad	both side printing in single color; hard base & cover page extra and pack of 10nos pad in craftpaper with name slip	100 leaves gum pad	10000	
21	Declaration Cum Undertaking Cum Authority	LDOC-07	8.5X13.5	70 GSM Ledger paper Ballarpur/Sirpur	100 leaves gum pad	both side printing in single color; hard base & cover page extra and pack of 10nos pad in craftpaper with name slip	100 leaves gum pad	6000	
22	General Form of Guarantee	LDOC-03	8.5X13.5	70 GSM Ledger paper Ballarpur/Sirpur	100 leaves gum pad	both side printing in single color; hard base & cover page extra and pack of 10nos pad in craftpaper with name slip	100 leaves gum pad	300 pad	
23	Letter of installment with acceleration clause	LDOC-08	8.5X13.5	70 GSM Ledger paper Ballarpur/Sirpur	100 leaves gum pad	one side printing in single color; hard base & cover page extra and pack of 10nos pad in craftpaper with name slip	100 leaves gum pad	300 pad	
24	Composite Hypothecation of Machinery/Equipments/Vehicle/Goods	LDOC-04	8.5X13.5	70 GSM Ledger paper Ballarpur/Sirpur	100 leaves gum pad	both side printing in single color; hard base & cover page extra and pack of 10nos pad in craftpaper with name slip	100 leaves gum pad	300 pad	
25	Irrevocable power of attorney	LDOC-11	8.5X13.5	70 GSM Ledger paper Ballarpur/Sirpur	100 leaves gum pad	one side printing in single color; hard base & cover page extra and pack of 10nos pad in craftpaper with name slip	100 leaves gum pad	300 pad	
26	Letter of sole proprietorship		8.5X13.5	70 GSM Ledger paper Ballarpur/Sirpur	100 leaves gum pad	one side printing in single color; hard base & cover page extra and pack of 10nos pad in craftpaper with name slip	100 leaves gum pad	300 pad	
27	Memorandum of deposit of title goods	LDOC-25	8.5X13.5	70 GSM Ledger paper Ballarpur/Sirpur	100 leaves gum pad	both side printing in single color; hard base & cover page extra and pack of 10nos pad in craftpaper with name slip	100 leaves gum pad	300 pad	
28	Memorandum of mortgage/agreement)	LDOC-24	8.5X13.5	70 GSM Ledger paper Ballarpur/Sirpur	100 leaves gum pad	both side printing in single color; hard base & cover page extra and pack of 10nos pad in craftpaper with name slip	100 leaves gum pad	300 pad	
29	Letter of appropriation for loan against RD/TD	LDOC-20	8.5X13.5	70 GSM Ledger paper Ballarpur/Sirpur	100 leaves gum pad	both side printing in single color; hard base & cover page extra and pack of 10nos pad in craftpaper with name slip	100 leaves gum pad	300 pad	
30	Pre inspection report	LDOC	8.5X13.5(17X27X14)	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	300 pad	
31	Post inspection report	LDOC	8.5X13.5(17X27X14)	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	300 pad	
32	Cash Balance Book Register		8X13	70 GSM Ledger paper Century/Sirpur	200 leaves	Full cloth binding cover of 40onz cardboard; inner postene of 80 GSM MG paper, numbering on each leaf; name slip of colour printing pack of 10 nos. in craft paper with name slip	10 register per packet in craft paper with label there on showing type of form	150	
33	Credit Scroll Register		8X13	70 GSM Ledger paper Century/Sirpur	200 leaves	Full cloth binding cover of 40onz cardboard; inner postene of 80 GSM MG paper, numbering on each leaf; name slip of colour printing pack of 10 nos. in craft paper with name slip	10 register per packet in craft paper with label there on showing type of form	300	
34	Cash Receipt and Payment Register		8X13	70 GSM Ledger paper Century/Sirpur	200 leaves	Full cloth binding cover of 40onz cardboard; inner postene of 80 GSM MG paper, numbering on each leaf; name slip of colour printing pack of 10 nos. in craft paper with name slip	10 register per packet in craft paper with label there on showing type of form	300	
35	FDR cover		6x10.5	White transparent	300 micron plastic sheet(w/with name and logo printed on it)			3000	
36	Transfer Voucher	F-290	18-13.5 cm	57 GSM Sirpur/Century/Orient white	100 leaves pad	Single color printing on one side 100 leaves gum pad with LBS straw board at bottom & fullcraft 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	100 leaves pad	5000 pad	
37	ATM application form		8.5X13.5	57 GSM Century/Orient white	1 Page	white one side printing hard base and one page extra	100 leaves gum pad	300	
38	Form DA-1, nomination form		8.5X13.5	57 GSM Century/Orient white	1 Page	white one side printing hard base and one page extra	100 leaves gum pad	300	
39	PMSBY		8.5X13.5x(17x27x14)	57 GSM Century/Orient white	2 leaves/4 page	2 leaves/4 page centre folded printing on 3 pages from 1 to 3 only packed in polythene bags 50nos Each packet	180 leaves gum pad	600	
40	SHG booklet		22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Color 140 GSM Cardsheet White Color Orient/Seshasayee/Star mills	12 leaves/24 pages	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side reline patti	Packing of 50 booklets in each packet should be packed in Craft paper with paper/label indicating Name & Quantity (BOLD) on each packet.	2000	



41	Property Loan booklet	22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplittho-Orient/Century/Trident mills Cover Pages 140 GSM Cardsheet White Color Orient/Seshaaavee/Star mills	11 leaves/22pages	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 Craft paper with paper label indicating Name & Quantity (BOLD) on each packet.	500	
42	Education loan booklet	22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplittho-Orient/Century/Trident mills Cover Pages 140 GSM Cardsheet White Color Orient/Seshaaavee/Star mills	6 leaves/10page	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 Craft paper with paper label indicating Name & Quantity (BOLD) on each packet.	200	
43	Mudra loan booklet	22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplittho-Orient/Century/Trident mills Cover Pages 140 GSM Cardsheet White Color Orient/Seshaaavee/Star mills	28 leaves/58page	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 Craft paper with paper label indicating Name & Quantity (BOLD) on each packet.	2000	
44	MSME loan booklet	22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplittho-Orient/Century/Trident mills Cover Pages 140 GSM Cardsheet White Color Orient/Seshaaavee/Star mills	10 leaves/20page	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 Craft paper with paper label indicating Name & Quantity (BOLD) on each packet.	2000	
45	KCC Takkal booklet	22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplittho-Orient/Century/Trident mills Cover Pages 140 GSM Cardsheet White Color Orient/Seshaaavee/Star mills	15 leaves/30page	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 Craft paper with paper label indicating Name & Quantity (BOLD) on each packet.	3000	
46	SRTO loan booklet	22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplittho-Orient/Century/Trident mills Cover Pages 140 GSM Cardsheet White Color Orient/Seshaaavee/Star mills	10 leaves/20page	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 Craft paper with paper label indicating Name & Quantity (BOLD) on each packet.	300	
47	Attendance register	8x13	70 GSM Ledger paper Century/Sirpur	100 leaves	Full cloth binding cover of 40gms cardboard, inner postene of 80 GSM MG paper, numbering on each leaf, name slip of colour printing pack of 100 nos. in craft paper with name slip	10 register per packet in craft paper with lable there on showing type of form	200	

NOTE:

- 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 EXACT QUANTITY WILL BE GIVEN IN WORK ORDER BY THE RO
- 4 ALL THE FORMATES WILL BE PROVIDED BY OUR P&E DEPARTMENT
- 5 L1 will be decided by adding prices from items with Sr. No. 1 to 47. (column J) while Order will be given saperately

NO DEVIATION IN PAPERS/SPECIFICATION ALLOWED

SIGNATURE & SEAL OF PRINTER

Note : Applicable GST will be paid extra

