

Date:22.09.2023

Tender Notice
TENDER FOR STATIONERY PRINTING

Baroda U. P. Bank, Regional Office, Maharajganj invites sealed tender for various stationery Printing as per branches requirement from all Bank's Empanelled printer .

1. Tender issuing date : 22.09.2023
2. Last date for submission of tender : 16.10.2023 at 2.00pm
3. Date for opening of tender : 16.10.2023 at 4.00pm
4. Tender to be address to : The Regional Manager
Baroda U. P. Bank,
Regional Office- Nichloul Road,
Maharajganj (U.P.) 273303

Terms and conditions of tender:

- Rates should be quoted on the space provided in annexure-I (attached) only. No other sheet/form should be used for quoting rates.
- The competent authority (bank) does not bind them to accept the lowest or to give any reasons for its decision of acceptance or rejection of tenders.
- Incomplete in any respect or conditional tender shall liable to be rejected.
- Rates quoted only by Existing Bank's Empanelled Printers will be consider/accepted.

Other conditions:

- The registration number of the firm along with GST no. allotted by the authorities must be submitted.
- The entire tender document must be signed with the seal and attached as mark of acceptance of terms and conditions.
- PAN NUMBER of the firm allotted by the income tax authorities should be submitted (without which the vendor's bid would become invalid and shall be liable to reject).
- Conditional tender shall not be accepted on any ground and shall be rejected straight.
- Any deviation of the conditions given by the purchaser will not be accepted and bid will be rejected without assigning any reasons.
- If any clarification is required the same should be obtained on E mail - PE.ROMAHR@barodauprb.co.in before submitting the bid.
- Bank (Regional office) reserve the right to accept or reject any bid whole or in parts without assigning any reason thereof.
- Bank's decision will be final and no correspondence will be entertained in this regard.



- In case of delays in submission/non submission of bids, Bank will not assume any responsibility.
- Bank may reject any or all quotations without assigning any reason.
- Material must be used same and of standard quality as mentioned in quotation which is accepted by you at the time /period of allotment of any work order.
- Sample of paper will be enclosed with quotation.

Tender submission:

Submission of tenders in sealed envelope super scribing "TENDER OF STATIONERY PRINTING" addressed to Regional Manager Baroda U. P. Bank, Regional Office, Maharajganj, Nichloul Road, Mahrajganj - 273303, and Complete in all respect latest by 02.00 P.M. dated 16.10.2023.

Tenders received after that shall not be entertained.

Tender must be submitted through hand to hand or through registered post.

Evaluation of tender:

Quoting incredibly low value of items with a view of subverting the tender process shall be rejected straight away.




Regional Manager
J. G. B. A.
R.





बड़ौदा यू.पी. बैंक
Baroda U.P. Bank

General Information

Name of the Printer.....

Address for correspondence.....

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Permanent Address.....

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Telephone No/Mobile No

PAN NO.....

GST No.....

Email Id.....



Quotation Form (Annexure-I)

SPECIFICATIONS										
Sl.	Name of Item	F. No	SIZE in	PAPER TYPE & GSM	No. of Leaves excluding Cover	PRINTING	PACKING	Quantity	Cyoted Rate Per unit	Total
A	B	C	D	E	F	G	H	I	J	K
1	S.H.G. Document 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.	1500 pad		
2	Mudra File	DB-06	22cm 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	27 leaves/ 54 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.	2500 pad		
3	Cash Balance Book		21cm x 32 cm	Inner pages 80 GSM Ledger Paper century mills, Full cloth bindin With 2 pound	150 leaves(300pages)	single color printing on both sides	Packets of 10 Books in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet	60		
4	Apy Form		22 cm x 26.5 cm	75 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves/ pad	100 Leaves gum pad one side printing hard base and one page extra	Packets of 10 pads in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet.Four packets of 10 pads in one bundle tied with string.	300 pad		
5	PMSBY Form		22 cm x 26.5 cm	75 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves/ pad	100 Leaves gum pad one side printing hard base and one page extra	Packets of 10 pads in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet.Four packets of 10 pads in one bundle tied with string.	600 pad		
6	PMJJB Form		22 cm x 26.5 cm	75 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves/ pad	100 Leaves gum pad one side printing hard base and one page extra	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.	600 pad		
7	KYC Form		22 cm x 26.5 cm	70 GSM Century/sirpur/baliapur/ Andhra/orient white	100 leaves/ pad	100 Leaves gum pad one side printing hard base and one page extra	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.	600 pad		
8	Term Deposit Cover		15.5 cm x 27 cm			White Transparent	300micronplastic Sheet (with Bank Name and Logo printed on it)	5000 pcs		



9	Term Deposit opening Form (Single Page Form)	22 cm x 26.5 cm	75 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves/ pad	100 Leaves gum pad one side printing hard base and one page extra	Packet of 5 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.	300 pad	
10	RTGS/NEFT Form	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.	1500 pad	
11	S.B. Withdrawal Slip	18cm x 10.5cm	70 GSM Century/sirpur/ballarpur/ Andhra/orient white	100 leaves pad	Single Side in two color bilingual printing with bank's emblem. One LBS straw board at bottom & full craft paper on top & paste	Packets 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.	10000 Pad	
12	Transfer Voucher	18 cm x 13.5 cm	57 GSM	100 leaves pad	Single color printing one side only. 100 leaves gum pad 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	

TERMS AND CONDITIONS:

1. Printing should strictly be done as per the specifications given herewith only (including paper quality)
2. Proofs and paper specimen must be got approved from our Regional Office before printing as stamped APPROVED FOR PRINTING and duly signed by the bank official
3. Only Offset printing will be accepted
4. Supply should be made within 20 days from the date of receipt of order.
5. Supply shall be effected at our regional office **Maharajganj**.
6. Above rates are net hence no transportation/freight/delivery charges etc. are payable extra. Only applicable GST will be paid extra.
7. Part supply /execution of the work ordered will not be accepted
8. Non-adherence to the above terms and conditions will make the supply liable for rejection.
9. Abbreviated name of Printer/month/year/Quantity (printed for whole bank) should be marked on each item.
10. All disputes subject to Maharajganj jurisdiction only
11. No deviation in paper/Specification allowed

Date :

Signature & Seal of Printer

