



बड़ौदा यू.पी. बैंक
Baroda U.P. Bank

Dated: 11-10-2023

SHORT TERM TENDER NOTICE

Scaled quotations are invited for and on behalf of Baroda U.P. Bank, Regional Office, Basti from existing Empaneled Printers/Firms/Agencies of BUPB as well as Competent & Experienced Printers/Firms/Agencies also for printing and supply of various stationery items mentioned in proforma enclosed herewith.

The applicants have to satisfy the following eligibility criteria in this regard (shown under head 'A' below)

- Applicants must possess at least 3 years' experience in the line of supplying various stationery materials to the banks/Financial Institutions/Government Departments.
- 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. Also, they must have completed a order of five Lakh in last two financial years.
- Printers/Firms/Agencies must have own printing press and must be registered in the name of the applicant.
- 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.
- Applicant must submit its quotation in sealed envelope on said proforma and all pages of proforma should be duly signed / authenticated with firm's seal.

Important Dates

- Tender Issuing date : 13.10.2023
- Last Date for submission of tender : 03.11.2023 till 04:00 PM
- Date of opening of tender : 04.11.2023 at 11:30 AM

For any query, please contact:

1. Mobile No. **8755325931**
2. e-mail: **pe.robsti@barodauprrb.co.in**

For further information, please visit to our Bank's official website
www.barodaupbank.in/tender.php

क्षेत्रीय कार्यालय, बस्ती, मालवीय मार्ग, गांधी नगर, बस्ती-272001, मो.नं. 6389203042
Regional Office, Basti, Malviya Marg, Gandhi Nagar, Basti-272001, Mob.: 6389203042
e-mail: **ROBAST@barodauprrb.co.in**





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In accordance with double bid system, following information should be provided in two sealed envelopes.

Envelope No. 1 - Only technical information (As per format of Technical Bid) viz. Name and other information of the firm/company/Printer and other related documents should be provided in "Technical Bid" super-scribed envelopes.

Technical Bid also enclose following documents: - Aadhar Card of Proprietor/Partner, PAN Card of Proprietor/Firm/Printer, and Copy of last three years Balance Sheet, GST Registration Certificate.

Envelope no 2- Only financial information (As per format of financial bid) should be provided in "Financial Bid" super-scribed envelopes.

Super-scribe the Technical and Financial Bid envelopes as "Quotation for Printing of Stationery items" With name and full address of firm/company and to keep both Technical and Financial Bid envelopes in one sealed envelope and shall be deposited at the address mentioned below on or before up 03.11.2023 to 4 :00 PM.

BARODA U.P. BANK Regional Office Basti
Malviya Marg, Gandhi Nagar, Basti

G. Other terms and Conditions:

1. Rate should be quoted inclusive of freight charges and GST will be Extra.
2. While quoting the rates, please ensure specified size and paper quality of respective mentioned GSM should only be used for printing, inferior quality of paper if used will be rejected outrightly and no justification /correspondence will be entertained by bank in this regard.
3. Delivery at our specified center or Regional office, Basti.
4. Quoting incredibly low value of items with a view of subverting the tender process shall be outrightly rejected.
5. Only offset printing will be accepted.
6. Incomplete in any respect or conditional tender shall liable to be rejected.
7. Sample of paper must be enclosed with quotation.
8. Bank will ask for EMD/Security Deposit from successful printers.
9. In case of delay submission/Non-Submission of bids, bank will not assume any responsibility.

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10. Payment will be released after examine/ checking the quality of stationery by bank.
11. The rates quoted should be valid till 31-03-2024
12. Bank (regional Office) reserve right to accept or reject any bid whole or in parts without assigning any reason thereof.

Regional Manager

Encl: Annex-1,2



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Annexure:1

Technical Bid

(To be submitted in separate envelope with supporting documents)

Office Name: Baroda UP Bank Regional Office Basti

Sr. No.	Description	
1	Name of Printer	
2	Address	
3	Contact No	
4	PAN Card (Enclosed attested copy)	
5	Goods & Service Tax Registration Certificate (Enclose attested copy).	
6	Name of Proprietor/ Partner	
7	Type of Printing Machine	
8	Audited Financial statement for the last 3 years (Enclose attested copies)	

Place:

Signature of Applicant

Date:

(Firm/company/Printer to put stamp/seal)



Financial Bid

SPECIFICATIONS

Annexure-2

S.N.	Name of Item	F.No.	SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING CRITERIA	Packing	Quantity	Rate Per unit (Rs.)	Total Amt. (Rs. (excl. of GST))
1	APY - Consent Cum Declaration Form		22 cm x 28.5 cm	80 GSM SS Maplitho-Orient/Century/Triadent mills	1 Leaves/2 Pages Both Side Printing & 50 Forms/ Pad	Single side Printing in Hard base and one page extra 100 leaves gum pad	Packing of 20 pads in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	800 PAD		
2	PMUJBY-consent Cum Declaration		22 cm x 28.5 cm	80 GSM SS Maplitho-Orient/Century/Triadent mills	1 Leaves/2 Pages Both Side Printing & 50 Forms/ Pad	Single side Printing in Hard base and one page extra 100 leaves gum pad	Packing of 20 pads in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	1000 PAD		
3	PMSBY-consent Cum Declaration		22 cm x 28.5 cm	80 GSM SS Maplitho-Orient/Century/Triadent mills	1 Leaves/2 Pages Both Side Printing & 50 Forms/ Pad	Single side Printing in Hard base and one page extra 100 leaves gum pad	Packing of 20 pads in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	1500 PAD		
4	Deceased Booklet		22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho-Orient/Century/Triadent mills Cover Pages 120 GSM Cardsheet white Color Orient/Seshasayee/Star mills	6 leaves/ 12 pages excluding cover	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side resinex paste	Packing of 50 Booklets in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	1000 BOOK		
5	JLG Booklet		22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho-Orient/Century/Triadent mills Cover Pages 120 GSM Cardsheet white Color Orient/Seshasayee/Star mills	11 Leaves/ 22 Pages Excluding Cover	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side resinex paste	Packing of 50 Booklets in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	1500 BOOK		
6	PASUPALAN KISAN CREDIT CARD		22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho-Orient/Century/Triadent mills Cover Pages 120 GSM Cardsheet white Color Orient/Seshasayee/Star mills	13 Leaves/ 26 Pages Excluding Cover	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side resinex paste	Packing of 50 Booklets in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	1800 BOOK		
7	Dairy Loan Scheme		22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho-Orient/Century/Triadent mills Cover Pages 120 GSM Cardsheet white Color Orient/Seshasayee/Star mills	16 Leaves/ 32 Pages Excluding Cover	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side resinex paste	Packing of 20 Registers in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	800 BOOK		
8	CASH BALANCE BOOK		22 cm x 24 cm	80 GSM SS Maplitho-Orient/Century/Triadent mills	280 leaves/ Register	200 Leaves printing both side with number and binding color light yellow and green mix.	Packing of 20 Registers in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	125 BOOK		
9	RECEIPT AND PAYMENT REGISTER		21 cm x 32 cm	80 GSM SS Maplitho-Orient/Century/Triadent mills	200 leaves/ Register	200 Leaves printing both side with number and binding color light yellow and green mix.	Packing of 20 Registers in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	300 REGISTER		
10	SCROLL REGISTER		21 cm x 32 cm	80 GSM SS Maplitho-Orient/Century/Triadent mills	200 leaves/ Register	200 Leaves printing both side with number and binding color light yellow and green mix.	Packing of 20 Registers in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	300 REGISTER		
11	LOAN APPLICATION REGISTER		21 cm x 32 cm	80 GSM SS Maplitho-Orient/Century/Triadent mills	200 leaves/ Register	200 Leaves printing both side with number and binding color light yellow and green mix.	Packing of 20 Registers in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	100 REGISTER		
12	KYC FORM		22 cm x 26.5 cm	80 GSM SS Maplitho-Orient/Century/Triadent mills	100 leaves/ pad	100 Leaves gum pad one side printing hard base and one page extra	Packing of 20 pads in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	200 PAD		
13	LAD REGISTER		21 cm x 32 cm	80 GSM SS Maplitho-Orient/Century/Triadent mills	200 leaves/ Register	200 Leaves printing both side with number and binding color light yellow and green mix.	Packing of 20 Registers in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	70 REGISTER		



Financial Bid										continue....	
SPECIFICATIONS											
S.N.	Name of Item	F.No.	SIZE In cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING CRITERIA	Packing	Quantity	Rate Per unit (Rs.)	Total Amt. Rs. (Excl. of GST)	
A	B	C	D	E	F	G	H	I	J	K	
12	INSURANCE REGISTER		21 cm x 32 cm	80 GSM SS Maplitho-Orient/Century/Trident mills	200 leaves/ Register	200 Leaves printing both side with number and binding color light yellow and green mx.	Packing of 20 Registers in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	70 REGISTER			
15	LOAN APPLICATION REGISTER		21 cm x 32 cm	80 GSM SS Maplitho-Orient/Century/Trident mills	200 leaves/ Register	200 Leaves printing both side with number and binding color light yellow and green mx.	Packing of 20 Registers in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	70 REGISTER			
16	STOCK REGISTER		21 cm x 32 cm	80 GSM SS Maplitho-Orient/Century/Trident mills	200 leaves/ Register	200 Leaves printing both side with number and binding color light yellow and green mx.	Packing of 20 Registers in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	70 REGISTER			
17	RENEWAL REGISTER		21 cm x 32 cm	80 GSM SS Maplitho-Orient/Century/Trident mills	200 leaves/ Register	200 Leaves printing both side with number and binding color light yellow and green mx.	Packing of 20 Registers in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	70 REGISTER			
18	MORTGAGE REGISTER		21 cm x 32 cm	80 GSM SS Maplitho-Orient/Century/Trident mills	200 leaves/ Register	200 Leaves printing both side with number and binding color light yellow and green mx.	Packing of 20 Registers in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	70 REGISTER			
19	CERSAI REGISTER		21 cm x 32 cm	80 GSM SS Maplitho-Orient/Century/Trident mills	200 leaves/ Register	200 Leaves printing both side with number and binding color light yellow and green mx.	Packing of 20 Registers in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	70 REGISTER			
								Total			

Note: Applicable GST will be paid extra

