



बड़ौदा यू.पी.बैंक
Baroda U.P. Bank

Regional Office Siddharthnagar
Hussainganj ,Uska Road, Naugarh-272207

Proposal for stationery printing (General)

Start Date :19.12.2023
End Date :09.01.2024 5.00pm
Date of Opening : 09.01.2024 5.00pm

Address for submission of Tender/Bid/Proposal

The Regional Manager
Baroda U.P. Bank
Regional Office, Siddharthnagar-272207(UP).

Contact No.:10 am to 5.00pm (on working days):Mob:7571811554,7571810340

ISSUE DATE:19.12.2023



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Baroda U.P. Bank

Proposal for stationery printing(General)

Baroda U.P. Bank Regional Office Siddharth nagar 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/form sand other stationery items) with in 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, Income Tax, GST number as well as the audited Financial statement for the last 3 years.
- (v) Minimum Annual Turnover must be minimum 50 Lakh.(Attach copy of proof)
- B. Application forms and other details can be downloaded from our website **www.barodaupbank.in**
- 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 Naugarh - 272207 (UP)** during office hours on or before 09.01.2024 at 5.00 p.m. and no application will be accepted after the above 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 09.01.2024 at 5.00 p.m.** at **Regional Manager, Baroda U. P. Bank , Regional office,Naugarh-272207 (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 regard shall be final and binding.
- F. **Bank will ask for EMD/Security Deposit from successful printers.**
- G. **Payment will be released after examine checking the quality of stationery by Lab/ forensic test.**
- H. Bank reserves the right to reject any or all the applications without assigning any reason whatsoever.

(C.D.Pandey)
Regional Manager
Regional Office(Naugarh)

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.	Name of the Proprietor/Partners/Directors with Residential address and Telephone No. (i) (ii) (iii)	
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.	
9.	Name and address of the Banker's (Please enclose latest solvency certificate from the Banker's) (i) (ii) (iii)	
10.	Whether registered for GST Purposes. If so, mention No. and Date.	

11.	Whether an assessee of Income-Tax is so, mention permanent account number.	
12	Copies of Audited Balance Sheets and Profit & Loss Account Statement for the last 3 years to be furnished.	
13.	If registered in the panel of other Organizations/Statutory bodies furnish their names, category and date of registration. (i) (ii) (iii) (iv)	
14.	What are your line of activities? Mention the field on 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).	

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

I/We declare that the particulars furnished above are true and correct and I shall abide by all the terms and conditions of the printing stationery. In case any information/particular is found incorrect at a later date, the application is liable to be cancelled.

Date:

**SIGNATURE OF THE APPLICANT
(With Rubber Stamp)**

SPECIFICATIONS

Sl.	Name of Item	F.No.	SPECIFICATIONS						Quantity	Rate Per Unit(Rs)
			SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING			
A	B	C	D	E	F	G	H	I	J	
1	Transfer Voucher	F-290	18 cm x 13.5 cm	57 GSM Century/sirpur/ballarpur/Andhra/orient white	100 leaves pad	Single color printing on 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		
2	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.	40000		
3	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.	25000		
4	ATM Form		22 cm x 26.5 cm	80 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.	200 Pad		
5	Kisan Credit Card cum Passbook	PB-02 A	20.5 cm x 8.5 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.	20000		
6	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.	100000.00		
7	Vault Register	R-11	32 cm x 20.5 cm(17*27*1/4)	Inner Pages 70 GSM Ledger Paper century mills, Full cloth bindin With 2 pound cardboard	100leaves(200pages)	single colour printing on both sides	Packets of 20 Books in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet	100		
8	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	70		

Sum

9	Movement Register	32 cm x 20.5 cm	Inner Pages 70 GSM Ledger Paper century mills, Full cloth binding With 2 pound cardboard	100 leaves (200pages)	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.	120	
10	Loan Application Receipt and Disposal Register	32 cm x 20.5 cm	Inner Pages 70 GSM Ledger Paper century mills, Full cloth binding With 2 pound cardboard	100 leaves(200pages)	single colour printing on both sides & page numbering on each pages	Packets of 20 Books in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet	60	
11	Mobile Banking Form	22 cm x 26.5 cm	80 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	120 Pad	
	<i>Sampath</i> Manager(P&E)					<i>[Signature]</i> Senior Manager (HRM)		