



बड़ौदा यू.पी. बैंक
Baroda U.P. Bank

NOTICE INVITING TENDER FOR PRINTED STATIONARY

Baroda U. P. Bank, Regional Office, Azamgarh invites sealed tender for various stationery Printing as per branches requirement from existing Eampanelled Printers of BUPB.

1. Tender issuing date : 11.01.2024
2. Last date for submission of tender : 03.02.2024 at 12.00 PM
3. Date for opening of tender : 03.02.2024 at 04.00 PM
4. Tender to be address to : The Regional Manager
: Baroda U. P. Bank,
Regional Office- Azamgarh, 1st floor,
Raghuvanshi Tower, Mau Road, Sidhari,
Azamgarh-276001.

Terms and condition of tender:

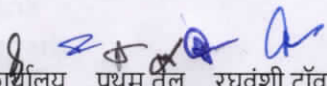
The applicants have to satisfy the following eligibility criteria in this regard (shown under head "A" below)

- 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 and the godown, and must be registered in the name of the applicant.
- (iv) Applicants must be in a position to submit PAN, Income Tax Return, GST number as well as the audited Financial statement for the last 03 years.

B. Please submit your quotation in sealed envelope on said proforma and all pages of proforma should be duly signed/authenticated with firm's seal.

C. Other term and Conditions:

1. Rate should be quoted inclusive of freight charges.


क्षेत्रीय कार्यालय, प्रथम तल, रघुवंशी टॉवर, निकट राहुल प्रेक्षागृह, मऊ रोड, सिधारी, आजमगढ़ - 276001
Regional Office. First Floor. Raghuvanshi Tower. Near Rahul Prekshagrih. Mau Road. Sidhari. Azamgarh -



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2. While quoting the rates, please insure 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 centre or Regional Office Azamgarh.
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. GST will be extra.
7. Sample of paper must be enclosed with quotation.
8. Bank will ask for EMD/Security Deposit of rs. 5000.00 from successful printers.
9. Payment will be released after examine/checking the quality of stationery by Lab/Forensic test.
10. The rates quoted should be valid till 31.12.2024.

Tender submission:


Submission of tenders in sealed envelope super scribing "TENDER OF STATIONERY PRINTING" addressed to Regional Manager Baroda U.P. Bank, 1st floor, Raghuvanshi Tower, Near Rahul Prekshagrih, Mau Road, Sidhari, Azamgarh-276001 and Complete in all respect latest by 12.00 P.M. dated 05.02.2024.

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
Baroda UP Bank
Region: Azamgarh

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General Information

Name of Printer.....

PAN No

GST No

Address for Correspondence

.....

.....

Permanent Address

.....

.....

Telephone/Mobile No.....

Email ID

[Handwritten signature]

क्षेत्रीय कार्यालय, प्रथम तल, रघुवंशी टॉवर, निकट राहुल प्रेक्षागृह, मऊ रोड, सिधारी, आजमगढ़ - 276001
Regional Office, First Floor, Raghuवंशी Tower, Near Rahul Prekshagrih, Mau Road, Sidhari, Azamgarh -

SPECIFICATIONS									
Sl.	Name of Item	SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING	Quantity	Rate Per Unit(Rs)	Total
A	B	D	E	F	G	H	I	J	K
1	Account Opening Forms for Individuals	28.5 cm x 63.5 cm making 3-parts of A4	80 GSM paper of Century/Sirpur/Ballaipur/Audhr a/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.	250 pads		
2	Attendance Register	32 cm x 20.5 cm	Inner Pages 70 GSM/Ledger Paper century mills, Full cloth binding With 2 pound	100 leaves (200 pages)	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	80 registers		
3	Cash Balance Register	21 cm x 32 cm	Inner Pages 70 GSM/Ledger Paper century mills, Full cloth binding With 2 pound	150 leaves(300pages)	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	80 registers		
4	CBS Passbook	14.4 cm x 10.5 cm (close site)	Inner Pages 70 GSM/Century/Sirpur/Ballaipur /Andhra/Orient white	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.	200000 passbooks		
5	Cersal Register	32 cm x 20.5 cm	Inner Pages 70 GSM/Ledger Paper century mills, Full cloth binding With 2 pound	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	80 registers		
6	Cgrmse Register	32 cm x 20.5 cm	Inner Pages 70 GSM/Ledger Paper century mills, Full cloth binding With 2 pound	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	80 registers		
7	Insurance Register	32 cm x 20.5 cm	Inner Pages 70 GSM/Ledger Paper century mills, Full cloth binding With 2 pound	200 leaves(400pages)	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	80 registers		
8	Lad Register	32 cm x 20.5 cm	Inner Pages 70 GSM/Ledger Paper century mills, Full cloth binding With 2 pound	200 leaves(400pages)	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	80 registers		
9	Letter Of Acknowledgment of Debt (L.A.D.)	22 cm x 26.5 cm	Inner Pages 75 GSM/Ledger Paper century mills	1 Leaves/2 Pages Both Side Printing & 100 Forms/ 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.	400 pads		
10	Loan Application Register	32 cm x 20.5 cm	Inner Pages 70 GSM/Ledger Paper century mills, Full cloth binding With 2 pound	200 leaves(400pages)	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	80 registers		

11	Mortgage Register	32 cm x 20.5 cm	Inner Pages 70 GSM Ledger Paper century mills, Full cloth binding With 2 pound cardboard	200 leaves(400pages)	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	80 registers	
12	Renewal Register	32 cm x 20.5 cm	Inner Pages 70 GSM Ledger Paper century mills, Full cloth binding With 2 pound cardboard	200 leaves(400pages)	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	80 registers	
13	Security Register	32 cm x 20.5 cm	Inner Pages 70 GSM Ledger Paper century mills, Full cloth binding With 2 pound cardboard	200 leaves(400pages)	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	80 registers	
14	Stock Register	32 cm x 20.5 cm	Inner Pages 70 GSM Ledger Paper century mills, Full cloth binding With 2 pound cardboard	200 leaves(400pages)	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	80 registers	
15	V/e Visit 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	80 registers	
16	Mobile banking	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 5 pads in one bundle tied with string.	50 pads	
17	Booklet Dairy Loan	22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Pages	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 25 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	1000 booklets	
18	Booklet LABOD	22 cm x 26.5 cm	80 GSM SS Maplitho-Orient/Century/Trident mills Cover Pages		Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine patti	Packing of 25 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	500 booklets	
19	Booklet Housing Loan	22 cm x 26.5 cm	80 GSM SS Maplitho-Orient/Century/Trident mills Cover Pages	22 leaves/ 44 pages	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine patti	Packing of 25 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	100 booklets	
20	Booklet Business Loan(MSME)	22 cm x 26.5 cm	80 GSM SS Maplitho-Orient/Century/Trident mills Cover Pages		Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine patti	Packing of 25 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	500 booklets	
21	Booklet Mortgage Loan	22 cm x 26.5 cm	80 GSM SS Maplitho-Orient/Century/Trident mills Cover Pages		Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine patti	Packing of 25 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	500 booklets	

S-DA

22	ATM 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 5 pads in one bundle tied with string.	100 pads	
23	PMJBY Application	8.5x10.5	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 5 pads in one bundle tied with string.	100 pads	
24	PMSBY Application	8.5x10.5	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 5 pads in one bundle tied with string.	200 pads	
25	KYC 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 5 pads in one bundle tied with string.	100 pads	
26	Booklet NRLM SHG Loan	22 cm x 26.5 cm	80 GSM SS Maplitho-Orient/Century/Trident mills THREE PAGES		Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine putti	Packing of 25 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	1000 booklets	
27	FDR Cover	06 cm x 10.5 cm	White plastic	100 leaves/ pad	300 micron plastic sheet with bank logo	100 leaves/ pad	100 pads	
28	FD/RD 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	100 leaves/ pad	200 pads	

Handwritten marks and signatures in blue ink, including a large '2' and several initials.