

**NOTICE INVITING TENDER FOR PRINTED STATIONARY**

Baroda U. P. Bank, Regional Office, Varanasi invites sealed tender for various stationery Printing as per branches requirement from existing Empanelled Printers of BUPB as well as Competent & Experienced printers.

1. Tender issuing date : 23.02.2024
2. Last date for submission of tender : 14.03.2024 at 12.00 PM
3. Date for opening of tender : 14.03.2024 at 03.00 PM
4. Tender to be address to : The Regional Manager  
: Baroda U. P. Bank,  
Regional Office- Varanasi  
J 12/140-D-1, Gulab Badi,  
Chaukaghat, Varanasi-221001

**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 year 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, जे-12/140-डी-1, गुलाब बाड़ी, चौकाघाट, वाराणसी-221001, दूरभाष: 0542-2201094

Regional Office, J-12/140-D-1, Gulab Badi, Chaukaghat, Varanasi-221001, Telephone: 0542-2201094

e-mail: ROVARA@barodauprb.co.in





**बड़ौदा यू.पी. बैंक**  
**Baroda U.P. Bank**

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 Varanasi.
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 may 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 31.03.2024.

**Tender submission:**


Submission of tenders in sealed envelope super scribing "TENDER OF STATIONERY PRINTING" addressed to Regional Manager Baroda U.P. Bank, J 12/140-D-1, Gulab Badi, Chaukaghat, Varanasi-221001, and Complete in all respect latest by 12.00 P.M. dated 14.03.2024.

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: Varanasi**



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**Baroda U.P. Bank**

**General Information**

Name of Printer.....

PAN No .....

GST No .....

Address for Correspondence .....

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Permanent Address .....

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Telephone/Mobile No.....

Email ID .....

क्षेत्रीय कार्यालय, जे-12/140-डी-1, गुलाब बाड़ी, चौकाघाट, वाराणसी-221001, दूरभाष: 0542-2201094

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Sl.	Name of Item	F.No.	SPECIFICATIONS							
			SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING	Quantity	Rate Per Unit(Rs)	Total Amt.Rs. (excl. of GST)
A	B	C	D	E	F	G	H	I	J	K(IxJ)
1	KYC Form	F-292	14.5 cm x 8 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.	200 pad		
2	Kisan Credit Card- Documentation Booklet	DB-01	22 cm x 26.5 cm	Inner Pages 80 GSM SS Mapliitho-Orient/Century/Trident 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 patti.Packing of 50 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	5000		

