

TENDER FOR STATIONERY PRINTING

Baroda U.P.Bank Regional Office Ballia-II invites application in sealed envelope from the only empanelled printers 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)

- 1.Applicants must have the financial capacity to execute order i.e. to print and supply the bank's stationery items within a given time period.
- 2.Applicant must possess at least 3 year experience in the line of supplying various stationery materials to bank/public sector undertaking.
- 3.Printer must have own printing press & godown , and must be registered in the name of the applicant.
4. Applicant must have PAN,GST and ITR for the last 3 year.

(B) Other details can be downloaded from our website www.barodaupbank.in

(C) Application from duly filled in and supported by requisite document/paper etc. must be submitted properly sealed cover to **The Regional Manager, Baroda U.P.Bank, Regional Office Ballia-II, Near Krishna Talkies Haibatpur, Ballia-277001** on or before 06.05.2024 ,13:00hrs and no application will be accepted after the above date.Incomplete application in any respect will be rejected.

All the received tender/applications will be opened on 06.05.2024 by 17:00hrs (On availability of committee) at **Baroda U.P.Bank, Regional Office Ballia-II, Near Krishna Talkies Haibatpur, Ballia-277001**

(D)The sealed envelope should be super scribed "Tender for stationery printing".

The right of selection rests absolutely with bank and bank's decision in this regard shall be final and binding.

(E) Bank will ask for EMD/Security Deposit from successful printers.

(F) Payment will be released after examination checking and the quality of stationery by Lab/forensic test.

(G) Bank reserves the right to reject any or all the applications/quotations without assigning any reason whatsoever.

(H) The rates quoted should be valid till 31.03.2025




Regional Manager
Ballia-II


Pre-Qualification Profile

1	Name of the Firm/Company	
2	Address(Head Office)	
3	Phone Number	
4	Year of Establishment	
5	Name of the Proprietor or Name of Partner/Director/Associates	1. 2. 3. 4.
6	List of other major customers(Work order/Experience/Service certificate to the effect from the customers are to be enclosed)	
7	PAN Number(for TDS)	
8	GSTIN Number(Certificate attached)	

Date:

Signature of Authorised Signatory



PROFARMA-1
Particulars in respect of the work executed

Name of work/project with address	Short description of work executed	Name and address of owners	Value of work executed	Stipulated time of completion	Actual time of completion
1	2	3	4	5	6

Date:

Signature of Authorised Signatory





SPECIFICATIONS

Sl. No.	Name of Item	F.No.	SIZE in Inches	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	Packing/ Colour	Quantity	Rate Per Unit(Rs)
A	B	C	D	E	F	G	I	J	
1	Attendance Register	Register	8*13	70 GSM Ledger paper century/built on 32 ouhnz datfi with full cloth binding and folio on each page	100 leaves/ 200 pages	Single color printing on Both side	Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	75	
2	Movement Register	Register	8*13	70 GSM Ledger paper century/built on 32 ouhnz datfi with full cloth binding and folio on each page	100 leaves/ 200 pages	Single color printing on Both side	Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	25	
3	Cheque Book Issue Register	Register	8*13	70 GSM Ledger paper century/built on 32 ouhnz datfi with full cloth binding and folio on each page	100 leaves/ 200 pages	Single color printing on Both side	Packing of 55 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	50	
4	Nomination Register	Register	8*13	70 GSM Ledger paper century/built on 32 ouhnz datfi with full cloth binding and folio on each page	100 leaves/ 200 pages	Single color printing on Both side	Packing of 55 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	75	
5	Cash Balance Book	Register	8*13	70 GSM Ledger paper century/built on 32 ouhnz datfi with full cloth binding and folio on each page	100 leaves/ 200 pages	Single color printing on Both side	Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	50	
6	Nomination Form		8.5*13.5	70GSM Ledger paper ballarpur/sirpur	100 leaves gum pad	100 Leaves gum pad, one side printing hard base and one page extra.	White	200 Pad	
7	FDR A/C Opening Form		8.5*13.5	70GSM Ledger paper ballarpur/sirpur	100 leaves gum pad	100 Leaves gum pad, one side printing hard base and one page extra.	White	200 Pad	
8	ATM Card Application Form		8.5*13.5	70GSM Ledger paper ballarpur/sirpur	100 leaves gum pad	100 Leaves gum pad, one side printing hard base and one page extra.	White	200 Pad	



9	Self Help Group- Documentation 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/ pages 22	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.	1000 Booklet
10	Mobile Banking Form		8.5*13.5	70GSM Ledger paper ballarpur/sirpur	100 leaves gum pad	100 Leaves gum pad,one side printing hard base and one page extra.	White	500 Pad
11	Mobile number updation form		8.5*13.5	70GSM Ledger paper ballarpur/sirpur	100 leaves gum pad	100 Leaves gum pad,one side printing hard base and one page extra.	White	500 Pad
12	Aadhar seeding form		8.5*13.5	70GSM Ledger paper ballarpur/sirpur	100 leaves gum pad	100 Leaves gum pad,one side printing hard base and one page extra.	White	500 Pad
13	Form 60		8.5*13.5	70GSM Ledger paper ballarpur/sirpur	100 leaves gum pad	100 Leaves gum pad,one side printing hard base and one page extra.	White	400 PAD
14	Booklet-Personal Loan TL/OD	DB-09	22CM*26.5CM	Inner page-80gsm cover page- 140gsm	16 leaves/32 pages	Single colour printing on cover page(1,2&3 only) and inside pages,Book binding with staples and side rexine patti	White colour	500 Booklet
15	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.	15000 Pieces



16	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 230 GSM Ballarpur Art Card	8 leaves/16 pages excluding cover	4 color printing on front & back page & single color printing on inside cover (2 & 3) & 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.	25000 Piece
17	S.B.Withdrawal Slip	F-292	18 cm x 10.5 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.	5000 Pad
18	Cash receipt & Payment scroll book	Book	8*13	Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Hard Cardsheet Light Green Color Orient/Seshasayee/Star mills	150 leaves/ 300 pages	Single color printing on cover page (1, 2 & 3 only) and inside pages. Both side printing. Book binding with stitching and side rexine patti	Packing of 50 book in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	75 Book
19	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.	5000 Pad



20	Booklet- Housing Loan	DB-10	22cm x 26.5cm	Inner page 80 gsm, cover page 140gsm	22 leaves/44 pages	white single color printing on cover page (1, 2& 3 only) and inside pages. Book binding with staples and side rexine patti.	22 leaves/44 pages	100
21	Booklet- Car loan	DB-11	22cm x 26.5cm	Inner page 80 gsm, cover page 140gsm	20 leaves/40 pages	white single color printing on cover page (1, 2& 3 only) and inside pages. Book binding with staples and side rexine patti.	20 leaves/40 pages	150
22	RTGS/NEFT Form	F-404	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.	1000 Pad
23	PMSBY FORM		8.5*13.5	70GSM Ledger paper ballarpur/sirpur	100 leaves gum pad	100 Leaves gum pad,one side printing hard base and one page extra.	White	500 Pad
24	PMJJBY FORM		8.5*13.5	70GSM Ledger paper ballarpur/sirpur	100 leaves gum pad	100 Leaves gum pad,one side printing hard base and one page extra.	White	300 Pad
25	APY FORM		8.5*13.5	70GSM Ledger paper ballarpur/sirpur	100 leaves gum pad	100 Leaves gum pad,one side printing hard base and one page extra.	White	100 Pad



26	Mudra Booklet	22CM*26.5CM	Inner page-80gsm cover page-140gsm	16 leaves/32 pages	Single colour printing on cover page(1,2&3 only) and inside pages,Book binding with staples and side rexine patti	White colour	2500 Booklet
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NOTE : Applicable GST will be paid extra

- 1-Time for execution of work will be maximum 30 days from the date of receipt of order.
- 2- Sample must be send duly sealed and signed for approval of printing stationery.
- 3-For any clarifications regarding specifications etc,you may contact our P&E department mob no.9911983817

Date :15.04.2024

Signature & Seal of Printer

