



बड़ौदा यू.पी. बैंक
Baroda U.P. Bank

Ref No: 2024-25/RMP/GEN/ 79

Date: 23-07-2024

TENDER FOR STATIONERY PRINTING

Baroda U.P. Bank Regional Office Padrauna invites application in sealed envelope from the empaneled 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 have at least 3 year experience in the line of supplying various stationery materials to the bank/public sector undertaking. (Proof must be submitted)
3. Printers must have own printing press and godown, and must be registered in the name of the applicant. (Proof must be submitted)
4. Applicant must have PAN, GST and ITR for the last 3 year (copy must be submitted).
5. Applicant must submit **empanelment letter** issued by the **Head Office BUPB Gorakhpur**.

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

(C) 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 : 23.07.2024
- Last Date for submission of tender : 14.08.2024 till 11:00 AM
- Date of opening of tender : 14.08.2024 at 03:00 PM

For any query, please contact:

1. Mobile No. +91 9984039927
2. E-mail: PE.ROKUSH@barodauprb.co.in

Application form duly filled in and supported by requisite document/paper etc. must be submitted in properly sealed cover to the Regional Manager, **BARODA U.P. BANK Regional Office Padrauna Kuberasthan Road, Padrauna, U.P. - 274304** on or before 14.08.2024 till 11:00 AM and no application will be accepted after 14.08.2024 at 11:00 AM. Incomplete application in any respect will be rejected.

(D) The sealed envelope should be super scribed as "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 reserves the right to reject any or all the applications/quotations without assigning any reason whatsoever.

क्षेत्रीय कार्यालय, पडरौना, कुबेरस्थान रोड, छावनी, पडरौना, कुशीनगर-274304, टेलीफोन: 05564-245525, 6389203022
Regional Office, Padrauna, Kuberasthan Road, Chhawani, Padrauna, Kushinagar-274304, Telephone: 05564-245525, 6389203022

[Handwritten signatures]



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(F) The rates quoted should be valid till 31.03.2025

(G) **Envelope 1:** Only technical information (as per format of technical bid) also enclose aadhar and PAN of proprietor/partner, copy of previous work order etc.

(H) **Envelope 2:** Price/financial bid must be submitted in **prescribed format-1(attached)** in separate envelope superscribed as "**price/financial Bid for stationery printing**".

Other terms and conditions:

1. Only Offset printing will be accepted.
2. Sample of paper will be enclosed with quotation.
3. Quoting incredibly low value of items with a view of subverting the tender process shall be outrightly rejected.
4. Bank reserves the right to accept or reject any/all tender without assigning any reason.
5. Bank will ask for EMD/Security Deposit from successful printers.
6. Successful printers/vendors have to submit **Rs. 25,000/-** (Twenty Five Thousand Rupees only) as Security Deposit (interest free). Security deposit will be returned after successful completion of work.
7. Payment will be released after examination/checking the quality of stationery by Lab/forensic test.

Regional Manager
BUPB Regional Office, Padrauna

bpm



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Pre-Qualification Profile

1	Name of the Firm/Company	
2	Address (Head Office)	
3	Phone/Mobile No.	
4	Year of Establishment	
5	Name of 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 No. (Certificate attached]	

Date:

Signature of Authorized Signatory



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PROFORMA-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	4	6

Date:

Signature of Authorized Signatory



FORMAT - 1

SPECIFICATIONS

Sl.	Name of Item	F.No.	SIZE	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING	Quantity	Rate Per Unit(Rs)	Total
1	Mudra Loan- Documentation Booklet	DB-06	22 cm x 26.5 cm	Inner Pages Maplitho-Orient/Century/Trident mills Cover Pages 140 GSM Cardsheet Light Yellow Color Orient/Seshasayee/Star mills	27 leaves/ 54 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.	1200		
2	Self Help Group- Documentation Booklet	DB-03	22 cm x 26.5 cm	Inner Pages Maplitho-Orient/Century/Trident mills Cover Pages 120 GSM Cardsheet Light Blue Color Orient/Seshasayee/Star mills	11 leaves/ 22 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.	1000		
3	Saral Vyapar Rin Yojna- Documentation Booklet	DB-02	22 cm x 26.5 cm	Inner Pages Maplitho-Orient/Century/Trident mills Cover Pages 140 GSM Cardsheet Light Pink Color Orient/Seshasayee/Star mills	17 leaves/ 34 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.	500		
4	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.	2000 Pad		
5	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.	3000 Pad		

Handwritten signatures and initials in blue ink.



FORMAT - 1

Sl.	Name of Item	F.No.	SPECIFICATIONS							Quantity	Rate Per Unit(₹)	Total
			SIZE	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING					
A	B	C	D	E	F	G	H	I	J	K		
6	Account Operating 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/Balarpur/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.	300000				
7	Kisan Credit Card cum Passbook	PB-02 A	20.5 cm x 8.5 cm (close site)	Inner Pages 70 GSM Century/ Sirpur/Balarpur /Andhra/Orient white Maplitho Cover Pages 250 GSM Balarpur 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.	200000				
8	CES Passbook	PB-01	14.4 cm x 10.5 cm (close site)	Inner Pages 70 GSM Century/ Sirpur/Balarpur /Andhra/Orient white Maplitho Cover Pages 250 GSM Balarpur 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.	800000				
9	Passbook & Payment Register	R-3	21cm x 32 cm	Inner Pages 70 GSM Ledger Paper century milks, 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.	112				
10	Nominates form DA(1)	form	22 cm x 26.5 cm	80 GSM SS Maplitho-Orient/Century/Trident milks	50 leaves/ pad	50 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.	224 Pad				

Handwritten signatures and initials:
 1. A signature starting with 'P' and 'S' (possibly P. S. Singh).
 2. A signature starting with 'D' and 'M' (possibly D. M. Singh).
 3. A signature starting with 'S' and 'M' (possibly S. M. Singh).



FORMAT - 1

SPECIFICATIONS

Sl.	Name of Item	F.No.	SIZE	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING	Quantity	Rate Per Unit(Rs)	Total
								I	J	K
A	B	C	D	E	F	G	H	I	J	K
11	Nominee form DA(2)	form	22 cm x 26.5 cm	80 GSM SS Maplitho-Orient/Century/Trident mills	50 leaves/ pad	50 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.	56 Pad		
12	Nominee form DA(3)	form	22 cm x 26.5 cm	80 GSM SS Maplitho-Orient/Century/Trident mills	50 leaves/ pad	50 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.	56 Pad		
13	Form 60	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.	250 Pad		
14	ATM Form	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.	500 Pad		
15	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.	500 Pad		
16	Aadhar Linking Form	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.	500 Pad		
17	Postage Register	Register	32 cm x 20.5 cm	Inner Pages 70 GSM Ledger Paper century mills, Full cloth binding With 2 pound cardboard	150 leaves(300pages)	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	100		

bp
15/11
B
mg



FORMAT - 1

Sl	Name of Item	F.No.	SIZE	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING	Quantity	Rate Per Unit(Rs)	Total
18	Loan Application Receipt and Disposal Register	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 kraft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet	112		
19	Declaration Register	Register	33 cm x 20.5 cm	Inner Pages 70 GSM Ledger Paper century mills, Full cloth binding With 2 pound cardboard	50 leaves(100 pages)	single colour printing on both sides & page numbering on each pages	Packing of 56 books in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet	112		
20	Cheque Book Issue Register	Register	S"X13"	70 GSM Ledger Paper century/built on 32 ounce datti with full cloth binding and folio on each page.	100 leaves/200 pages	single colour printing on both sides & page numbering on each pages	Packing of 56 books in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet	56		
21	Nominee Register	Register	S"X13"	70 GSM Ledger Paper century/built on 32 ounce datti with full cloth binding and folio on each page.	100 leaves/200 pages	single colour printing on both sides & page numbering on each pages	Packing of 56 books in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet	56		
22	Cash Balance Book	Register	S"X13"	70 GSM Ledger Paper century/built on 32 ounce datti with full cloth binding and folio on each page.	100 leaves/200 pages	single colour printing on both sides & page numbering on each pages	Packing of 56 books in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet	112		
23	GCSME Booklet	Booklet	22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho-Orient/Century/Triident mills Cover Pages 140 GSM Cardsheet Light Yellow Color Orient/Seshasayee/Star mills	22 leaves/ 44 pages	Single color printing on cover page(1, 2 & 3 only) and inside pages. Book binding with staples and side rexine pati	Packing of 50 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet	1200		
24	FDR A/C Opening Form	Form	8.5" x 13.5	70 GSM ledger paper ballarpur/sipur	100 leaves gum pad	100 Leaves gum pad one side printing hard base and one page extra	White	112 Pad		

Handwritten signatures and initials:
L.P.P.
S.P.
M.P.



FORMAT - 1

SPECIFICATIONS

Sl.	Name of Item	F.No.	SIZE	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING	PACKING	Quantity	Rate Per Unit(₹)	Total
								I	J	K
A	B	C	D	E	F	G	H	I	J	K
25	Mobile Number Update Form	Form	8.5" x 13.5	70 GSM ledger paper ballarpur/sirpur	100 leaves gum pad	100 Leaves gum pad one side printing hard base and one page extra	White	500 Pad		
26	Booklet- Housing Loan	DB-10	22 cm x 26.5 cm	Inner Pages GSM Cover Pages GSM 80 140	22 Leaves/44 Pages	White single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side texine pati	22 Leaves/44 Pages	100		
27	PMASBY FORM	Form	8.5" x 13.5	70 GSM ledger paper ballarpur/sirpur	100 leaves gum pad	100 Leaves gum pad one side printing hard base and one page extra	White	300 Pad		
28	PMUJBY FORM	Form	8.5" x 13.5	70 GSM ledger paper ballarpur/sirpur	100 leaves gum pad	100 Leaves gum pad one side printing hard base and one page extra	White	200 Pad		
29	APY FORM	Form	8.5" x 13.5	70 GSM ledger paper ballarpur/sirpur	100 leaves gum pad	100 Leaves gum pad one side printing hard base and one page extra	White	100 Pad		
30	KYC	Form	8.5" x 13.5	70 GSM ledger paper ballarpur/sirpur	100 Leaves/pad	100 Leaves gum pad one side printing hard base and one page extra	Packing of 56 books in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	560 Pad		
31	FDR Cover	Cover	6 x 9 inch	300 micron plastic sheet with bank name and logo	Packet of 100	Bank name and logo printed on it	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.	112 packets		
32	S.B.Wthdrawal 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		3000 Pad		

Handwritten signatures and initials in blue ink.