



## TENDER DOCUMENT

### Notice for inviting tender for Stationery Printing for Branches under Basti Region

Sealed bids are invited for and on behalf of Baroda U.P. Bank, Regional Office, Basti from existing Empaneled Printers/Firms/Agencies of BUPB for printing and supply of various stationery items mentioned in proforma enclosed herewith.

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

- Applicants must possess at least 3 years' experience in the line of supplying various stationery materials to the banks/Financial Institutions/Government Departments.
- 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. Also, they must have completed an order of five Lakh in last two financial years.
- Printers/Firms/Agencies must have own printing press and must be registered in the name of the applicant.
- Applicants must submit, PAN, Income Tax, GST number as well as the audited financial statement for the last 3 years.
- 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.
- Applicant must submit empanelment letter issued by **Head Office BUPB Gorakhpur.**

#### Important Dates:

- **Tender Issuing date** : 13.02.2025
- **Last Date for submission of tender** : 06.03.2025 till 04:00 PM
- **Date of opening of tender** : 07.03.2025 at 11:00 AM

**For any query, please contact:**

1. Mobile No. 8755325931
2. e-mail: [pe.robsti@barodauprb.co.in](mailto:pe.robsti@barodauprb.co.in)

For further information, please visit to our Bank's official website  
[www.barodaupbank.in/tender.php](http://www.barodaupbank.in/tender.php)



**In accordance with double bid system, following information should be provided in two sealed envelopes.**

**Envelope No. 1** - Only technical information (As per format of Technical Bid) viz. Name and other information of the firm/company/Printer and other related documents should be provided in **"Technical Bid"** super-scribed envelopes.

Technical Bid also enclose following documents:- Aadhar card of Proprietor/Partner, PAN Card of Proprietor/Firm/Printer, and Signed Copy of last three years Balance Sheet, GST Registration Certificate, Empanellment letter.

**Envelope No 2-** Only financial information (As per format of financial bid) should be provided in **"Financial Bid"** super-scribed envelopes.

Super-scribe the Technical and Financial Bid envelopes as **"Quotation for Printing of Stationery items"** With name and full address of firm/company and to keep both Technical and Financial Bid envelopes in one sealed envelope and shall be deposited at the address mentioned below on or before up **06.03.2025 to 4:00 PM.**

**BARODA U.P. BANK Regional Office Basti**  
**Malviya Marg, Gandhi Nagar, Basti, Pin 272001**

**Other terms and Conditions:**

- Rate should be quoted inclusive of freight charges and GST will be extra.
- While quoting the rates, please ensure 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/leads to deduction in payment and no justification /correspondence will be entertained by bank in this regard.
- Delivery at our specified center or Regional office, Basti.
- Quoting incredibly low value of items with a view of subverting the tender process shall be outrightly rejected.
- Only offset printing will be accepted.
- Incomplete in any respect or conditional tender shall liable to be rejected.
- Sample of paper must be enclosed with quotation.
- In case of delay submission/Non-Submission of bids, bank will not assume any responsibility.
- **Order will be placed as per requirement and Payment will be released after examining/checking the quality of stationery by bank.**
- **The rates quoted should be valid till 31-03-2026 but if the quality of the stationery not found satisfactory bank has right to publish the tender.**
- **Bank (regional Office) reserve right to accept or reject any bid whole or in parts without assigning any reason thereof.**

Regional Manager

Encl: Annex-1,2



**Annexure: 1**

**Technical Bid**

**(To be submitted in separate envelope with supporting documents)**

Office Name: Baroda UP Bank Regional Office Basti

<b>Sr.No.</b>	<b>Description</b>	
1	Name of Printing Firm	
2	Address	
3	Contact No	
4	PAN Card (Enclosed attested copy)	
5	Goods & Service Tax Registration Certificate (Enclose attested copy).	
6	Name of Proprietor/ Partner	
7	Type of Printing Machine	
8	Empanelment Letter (Enclose copy)	
9	Audited Financial statement for the last 3 years (Enclose attested copies)	
10	Copy of order five Lakh and above in last two financial years.	
11	Email	

**Place:**

**Date:**

**Signature of Applicant**

**(Firm/company/Printer to put stamp/Seal)**

## Financial Bid (Stationery required for FY 2025-26)

S.N.	Name of Item	E.No.	SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	SPECIFICATIONS		Packing	Quantity	Rate Per unit (Rs.)	Total Am. Rs. (Excl. of GST)
						PRINTING CRITERIA					
	B	C	D	E	F	G	H	I	J	K	
1	Account Opening form		28.5 cm x 63.5 cm making -3- parts of A4 size (only one paper sheet- main sheet)	70 GSM paper of Century/ sirpurballarpur/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 Pieces			
2	APY - Consent Cum Declaration Form		22 cm x 28.5 cm	70 GSM SS Maplitho-Orient/Century/Trident mills	1 Leaves/2 Pages Both Side Printing & 50 Forms/ Pad	Single side Printing in Hard base and one page extra 100 leaves gum pad	Packing of 20 pads in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	800 PAD			
3	ATM Form		22 cm x 28.5 cm	70 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves/ pad	100 Leaves gum pad one side printing hard base and one page extra	Packing of 20 pads in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	650 Pad			
4	Attendance Register	Register	8*13	70 GSM Ledger paper century/built on 32 ounce darts 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.	125 Pieces			
5	Cash Balance Book		22 cm x 24 cm	70 GSM SS Maplitho-Orient/Century/Trident mills	250 leaves/ Register	200 Leaves printing both side with number and binding, color light yellow and green mix.	Packing of 20 Registers in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	125 Pieces			
6	CBS Passbook	PE-01	14.4 cm x 10.5 cm (close site)	Inner Pages 70 GSM Century/ Sirpur/Ballarapur /Andhra/Orient white Maplitho Cover Pages 250 GSM Ballarpur Art Card-4 Color Printing	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 time 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.	30000 Pieces			
7	Dairy Loan Scheme		22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Pages 120 GSM Cardsheet white Color Orient/Seshasayee/Star mills	16 Leaves/ 32 Pages Excluding Cover	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side raphe patt	Packing of 50 Booklets in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	600 BOOK			
8	Deceased Booklet		22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho Orient/Century/Trident mills Cover Pages 120 GSM Cardsheet Light Green Color Orient/Seshasayee/Star mills 70 GS	06 leaves/ 12 pages excluding cover	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side raphe patt	Packing of 50 booklets in each packet should be packed in kraft paper with paper label indicating Name & Quantity (BOLD) on each packet	1200 Book			
9	Dorment Account Activation Form		22 cm x 26.5 cm	70 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves/ pad	Single side printing- 100 Gum pad with One LBS straw board at bottom & full craft paper on top & past	Packing of 20 pads in each packet should be packed in kraft paper with paper label indicating name & Quantity (BOLD) on Each Packet	600 Pad			

Financial Bid (Stationary required for FY 2025-26)

Annexure 2

S.N.	Name of Item	SPECIFICATIONS							Rate Per unit (Rs.)	Total Amt. Rs. (Excl. of GST)
		F.No. cover	SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING CRITERIA	Packing	Quantity		
	D	C	D	E	F	G	H	I	J	K
10	FD Account Form		8.5x11.6 Inch	70 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves/ pad	Single side printing. 100 Gum pad with One LBS straw board at bottom & full craft paper on top & past	Packing of 20 pads in each packet should be packed in kraft paper with paper label indicating name & Quantity ( BOLD) on Each Packet	600 Pad		
11	FDR Cover	Cover	6 Inch x 9 Inch	Hard Plastic Transparent	Packet of 100	Hard Plastic Transparent with Bank Name and Logo	Packet of 100	120 Packet		
12	Form 60		22 cm x 28.5 cm	70 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves/ pad	100 Leaves gum pad one side printing hard base and one page extra	Packing of 20 pads in each packet should be packed in kraft paper with paper label indicating name & Quantity ( BOLD) on Each Packet	180 Pad		
13	Internet Banking		22 cm x28.5 cm	70 GSM SS Wapilitho Orient/Century/Trident mills	50 leaves/ pad	Single side printing. 100 Gum pad with One LBS straw board at bottom & full craft paper on top & past	Packing of 50 Booklets in each packet should be packed in kraft paper with paper label indicating name & Quantity ( BOLD) on Each Packet	100 Pad		
14	JLG Booklet		22 cm x 28.5 cm	Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Pages 120 GSM Cardsheet white Color Orient/Seshaayaee/Star mills	11 Leaves/ 22 Pages Excluding Cover	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	600 BOOK		
15	Kisan Talkal		22 cm x 28.5 cm	Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Pages 140 GSM Cardsheet Light Green Color Orient/Seshaayaee/Star mills	16 leaves/ 32 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	2000 Book		
16	KYC FORM		22 cm x 28.5 cm	70 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves/ pad	100 Leaves gum pad one side printing hard base and one page extra	Packing of 20 pads in each packet should be packed in kraft paper with paper label indicating name & Quantity ( BOLD) on Each Packet	600 Pad		
17	Mobile Banking Form		22 cm x 28.5 cm	70 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves/ pad	100 Leaves gum pad one side printing hard base and one page extra	Packing of 20 pads in each packet should be packed in kraft paper with paper label indicating name & Quantity ( BOLD) on Each Packet	650 Pad		
18	Mobile No. Updation form		22 cm x 28.5 cm	70 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves/ pad	100 Leaves gum pad one side printing hard base and one page extra	Packing of 20 pads in each packet should be packed in kraft paper with paper label indicating name & Quantity ( BOLD) on Each Packet	650 Pad		
19	Mudra Loan	DB-02	22 cm x 28.5 cm	Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Pages 120 GSM Cardsheet white Color Orient/Seshaayaee/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 pati	Packing of 50 Booklets in each packet should be packed in kraft paper with paper label indicating name & Quantity ( BOLD) on Each Packet	600 Pad		

## Financial Bid (Stationary required for FY 2025-26)

S.N.	Name of Item	F.No.	SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING CRITERIA	Packing	Quantity	Rate Per unit (Rs.)	Total Amt. Rs. (Excl. of GST)
20	Nominee form DA(1)		22 cm x 26.5 cm	70 GSM SS Maplittho-Orient/Century/Trident mills	100 leaves/ pad	100 Leaves gum pad one side printing hard base and one page extra	Packing of 20 pads in each packet should be packed in kraft paper with paper label indicating name & Quantity ( BOLD) on Each Packet	240 Pad		
21	PMJUBY-consent Cum Declaration		22 cm x 26.5 cm	70 GSM SS Maplittho-Orient/Century/Trident mills	1 Leaves/2 Pages Both Side Printing & 50 Forms/ Pad	Single side Printing in Hard base and one page extra 100 leaves gum pad	Packing of 20 pads in each packet should be packed in kraft paper with paper label indicating name & Quantity ( BOLD) on Each Packet	600 PAD		
22	PMSBY-consent Cum Declaration		22 cm x 26.5 cm	70 GSM SS Maplittho-Orient/Century/Trident mills	1 Leaves/2 Pages Both Side Printing & 50 Forms/ Pad	Single side Printing in Hard base and one page extra 100 leaves gum pad	Packing of 20 pads in each packet should be packed in kraft paper with paper label indicating name & Quantity ( BOLD) on Each Packet	1200 PAD		
23	POSTAGE REGISTER		21 cm x 32 cm	70 GSM SS Maplittho-Orient/Century/Trident mills	200 leaves/ Register	200 Leaves printing both side with number and binding, color light yellow and green mix.	Packing of 20 Registers in each packet should be packed in kraft paper with paper label indicating name & Quantity ( BOLD) on Each Packet	66 Pieces		
24	RTGS/NEFT Form	F-404	26.2 cmX 22.2 cm	70 GSM SS Maplittho-Orient/Century/Trident mills	100 leaves/ pad	Both side printing one language English and one side hindi in royal blue word with hard perforation. 100 Gum pad with One LBS straw board at bottom & full craft paper on top & past	Packing of 20 pads in each packet should be packed in kraft paper with paper label indicating name & Quantity ( BOLD) on Each Packet	1200 PAD		
25	S.B.Withdrawal Slip	F-292	18 cm x 10.5 cm	70 GSM Century/sirpur/bailarpur/ Andhratorient 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	25000 Pad		
26	Self Help Group-Documentation Booklet	DB-03	22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplittho-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 rexline pattl	Packing of 50 Booklets in each packet should be packed in kraft paper with paper label indicating name & Quantity ( BOLD) on Each Packet	1200 BOOK		
27	SRT0		22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplittho-Orient/Century/Trident mills Cover Pages 140 GSM Cardsheet Light Green Color Orient/Seshasayee/Star mills	8 leaves/ 16 pages	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexline pattl	Packing of 50 Booklets in each packet should be packed in kraft paper with paper label indicating name & Quantity ( BOLD) on Each Packet	600 Booklet		
28	Tractor		22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplittho-Orient/Century/Trident mills Cover Pages 140 GSM Cardsheet Light Green Color Orient/Seshasayee/Star mills	16 leaves/ 32 pages	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexline pattl	Packing of 50 Booklets in each packet should be packed in kraft paper with paper label indicating name & Quantity ( BOLD) on Each Packet	240 Booklet		

SPECIFICATIONS

**Financial Bid (Stationary required for FY 2025-26)**

Annexure 2

S.N.	Name of Item	F.No.	SIZE in cm	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING CRITERIA		Packing	Quantity	Rate Per unit (Rs.)	Total Amt. Rs. (Excl. of GST)
29	Transfer Voucher	1-290	18 cm x 13.5 cm	67 GSM Century/sirpurballarpur/ Andhra/onest 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.	2000 Pad			
30	Vault Register		22 cm x 24 cm	70 GSM SS Maplitho-Orient/Century/Trident mills	280 leaves/ Register	200 Leaves printing both side with number and binding, color light yellow and green mix.	Packing of 20 Registers in each packet should be packed in kraft paper with paper label indicating name & Quantity ( BOLD) on Each Packet	66 Pieces			
31	Voucher Cover	Cover	7.5x8.5 inch	50x50 one side printed and plain bottom		50x50 one side printed and plain bottom		25000 Pieces			

**TERMS AND CONDITIONS**

- 1 Duplicate copy of this work order must be sent back to us within three days from date of receipt duly signed with seal towards token of acceptance of the order, failing which this order shall be treated as cancelled without further notice.
- 2 Printing should strictly be done as per the specifications given herewith only (including paper quality)
- 3 Proofs and paper specimen must be got approved from our Office before printing as stamped APPROVED FOR PRINTING and duly signed by the bank official.
- 4 Only Offset printing will be accepted
- 5 Supply should be made within the stipulated time given above.
- 6 Supply shall be checked at our regional office.
- 7 Above rates are not liable for transportation/regional/delivery charges etc. are payable by extra. Only applicable GST will be paid extra.
- 8 Non-adherence to the above terms and conditions will make the supply liable for rejection.
- 9 Abbreviated name of Printer/month/year/Quantity/Printer for whole bands, should be marked on each item.
- 10 All disputes subject to local jurisdiction only.

Date: 13.02.2025

Stamp & Signature of Printer