

Dated: 04.05.2024

**SHORT TERM TENDER NOTICE**

Sealed quotations are invited for and on behalf of Baroda U.P. Bank, Regional Office, Basti from existing Empanelled 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 be in a position to 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.

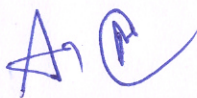
**Important Dates:**

- **Tender Issuing date** : 04.05.2024
- **Last Date for submission of tender** : 27.05.2024 till 04:00 PM
- **Date of opening of tender** : 28.05.2024 at 12:00 PM

For any query, please contact:

1. Mobile No. 8755325931
2. e-mail: [pe.robsti@barodauprrb.co.in](mailto:pe.robsti@barodauprrb.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 Copy of last three years Balance Sheet, GST Registration Certificate.

**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 **27.05.2024 to 04:00 PM.**

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

#### **G. Other terms and Conditions:**

1. Rate should be quoted inclusive of freight charges and GST will be extra.
2. 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/ lead to deduction in payment and no justification /correspondence will be entertained by bank in this regard.
3. Delivery at our specified center or Regional office, Basti.
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. Incomplete in any respect or conditional tender shall liable to be rejected.
7. Sample of paper must be enclosed with quotation.
8. Bank will ask for EMD/Security Deposit from successful printers.
9. In case of delay submission/Non-Submission of bids, bank will not assume any responsibility.
10. Payment will be released after examine/ checking the quality of stationery by bank.
11. **The rates quoted should be valid till 31-03-2025 but if the quality of the stationary not found satisfactory bank has right to publish the tender.**
12. **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**



क्षेत्रीय कार्यालय, बस्ती, मालवीय मार्ग, गांधी नगर, बस्ती-272001, मो.नं. 6389203042

Regional Office, Basti, Malviya Marg, Gandhi Nagar, Basti-272001, Mob.: 6389203042

e-mail: ROBAST@barodauprrb.co.in

**Annexure: 1****Technical Bid**

(To be submitted in separate envelope with supporting documents)

Office Name: Baroda UP Bank Regional Office Basti

Sr. No.	Description	
1	Name of Printer	
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	Audited Financial statement for the last 3 years (Enclose attested copies)	
9	Email	

**Stamp & Signature of Printer**

## Financial Bid

## SPECIFICATIONS

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)
1	Kisan Tarkal		22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho-Orient/Century/Triident 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 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	1800 Book				
2	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	Packing 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				
3	Transfer Voucher	1-290	18 cm x 13.5 cm	57 GSM Century/sirpur/ballarpur/Andhra/Orient 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.	Packing 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.	1500 Pad				
4	ATM Form		22 cm x 26.5 cm	80 GSM SS Maplitho-Orient/Century/Triident 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				
5	Mobile No. Updation form		22 cm x 26.5 cm	80 GSM SS Maplitho-Orient/Century/Triident 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				
6	Mobile Banking Form		22 cm x 26.5 cm	80 GSM SS Maplitho-Orient/Century/Triident 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				
7	Nominee form DA(1)		22 cm x 26.5 cm	80 GSM SS Maplitho-Orient/Century/Triident 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				
8	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 250 GSM Ballarpur Air 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 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.	20000 Pieces				
9	KYC FORM		22 cm x 26.5 cm	80 GSM SS Maplitho-Orient/Century/Triident 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				
10	JLG Booklet		22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho-Orient/Century/Triident mills Cover Pages 120 GSM Cardsheet white Color Orient/Seshasayee/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	1200 BOOK				
11	Dairy Loan Scheme		22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho-Orient/Century/Triident 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 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 BOOK				

12	Modra Loan	DB-02	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	27 leaves/ 54 pages	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine part	Packing of 50 Booklets in each packet should be packed in kraft paper with paper label indicating name & Quantity ( BOLD) on Each Packet	1000 Pad		
13	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/ 22 pages	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine part	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		
14	Account Opening form		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/ballarpu/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		
15	Inspection Register	Register	8*13	70 GSM Ledger paper century/built on 32 ounce datti 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		
16	Movement Register	Register	8*13	70 GSM Ledger paper century/built on 32 ounce datti 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		
<b>IS AND CONDITIONS</b>										
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 effected at our regional office.									
7	Above rates are net hence no transportation/weight/delivery charges etc. are payable be extra. Only applicable GST will be paid extra.									
8	Part supply/execution of the work ordered will not be accepted.									
9	Non-adherence to the above terms and conditions will make the supply liable for rejection.									
10	Abbreviated name of Printer/month/year/Quantity(printed for whole bank) should be marked on each item.									
11	All disputes subject to Basit jurisdiction only.									

Date :04.05.2024

Stamp & Signature of Printer