

Date: 21.06.2022

REF: ROVARA: P&E: Tender:2022-23:

#### **Tender For Printed Stationary**

**Baroda U.P. Bank, Regional Office, Varanasi** invites application in sealed covers from the empanelled as well as other prospective printers (general) for printing and supply of bank's stationery.

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

- A. (i) Applicants must possess at least 3 years 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 & the godown, and must be registered in the name of the applicant.
  - (iv) 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.
  - (v) Minimum Annual Turnover must be minimum 50 Lakh ( Attach copy of proof).
- B. Application forms and other details can be downloaded from our website: www.barodagraminbank.com
- C. Applications duly filled in and supported by requisite documents/papers etc. must be submitted properly sealed cover to the Regional Manager, Baroda U.P. Nank, Regional office Varanasi, J-12/140-D-1, Gulab Badi, chaukaghat, District- Varanasi-221001 (U.P.) during office hours on or before 11.07.2022 at 3.00 P.M. and no application will be accepted after the above date. Incomplete applications in any respect will be rejected. The sealed covers should be super scribed.
- D. The sealed covers containing the applications will be opened on 11.07.2022 at 4.00 p.m. in Regional Manager, Baroda U.P. Bank, Regional office Varanasi, J-12/140-D-1, Gulab Badi, chaukaghat, District-Varanasi-221001 (U.P.). Interested applicants may be present at the time of the opening the sealed covers.
- E. The right od selection rests absolutely with the Bank and bank's decision in this regard shall be final and binding.
- F. Bank may ask for EMD/Security Deposit from successful binding.
- G. Payment will be released after examine checking the quality of stationery by Lab /forensic test.
- H. The rates quoted should be valid till 31.03.2023.
- I. Bank reserves the right to reject any or all the applications without assigning any reason whatsoever.

Regional Manager

क्षेत्रीय कार्यालय, जे-12 राज्य 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@barodauprrb.co.in

### PARTICULARS TO BE FURNISHED FOR THE PURPOSE OF Printers (General), for

# Baroda U. P. Bank

# Printers(General)

1.	Name of the Organization
2.	Address with Telephone No.
	(a) Printing Press
	(b) Office/Shop/Godown
3.	Nature of Constitution
4.	Date of Establishment
5.	Name of the Proprietor/Partners/Directors with Residential address and Telephone No. (i)  (ii)
	(iii)
).	Whether an S.S.I unit if so, Reg. No. and date. Also enclose copy of Certificate.
7.	Whether Registered with the Registrar of the 'companies/Registrar of firms. If so mention number and date.
	Whether the premises (Press/Office/Shop/Factory) is/are owned or hired.
9.	Name and address of the Banker's (Please enclose latest solvency certificate from the Banker's)
	(1)
	(ii)
	(iii)
10.	Whether registered for GST Purposes. If so, mention No. and Date.



11.	Whether an assessee of Income-Tax if so, mention permanent account number.	
12	Copies of Audited Balance Sheets and Profit & Loss Account Statement for the last 3 years to be furnished	
13.	If registered in the panel of other Organizations/Statutory bodies furnish their names, category and date of registration.  (i)  (ii)  (iii)	
14.	What are your line of activities? Mention the fields on preference basis.  (i)  (ii)  (iv)  (v)  (vi)	

15.	Furnish the names of three responsible persons/bodies who will be in a position to certify about the quality as well as past performance of your organization.  (i)  (ii)  (iii)	
16.	Names and addresses of the principal customers (Enclose certified copies of the latest orders).	



### PROFORMA-I

## PARTICULARS IN RESPECT OF THE WORK EXECUTED

Name of Work/Proje ct with address	Short description of work executed	Name and Address of owner	Value of Work executed	Stipulated time of completion	Actual time of completion
1	2	3	4	5	6



I/We declare that the particulars furnished above are true and correct and I shall abide by all the terms and conditions of the printing the bank's stationery. In case any information/particular is found in-correct at a later date, the application is liable to be cancelled.

Date:

SIGNATURE OF THE APPLICANT (With Rubber Stamp)

4 4	13	12	=======================================	10	ω	00	7	on .	on .	4	ω	N	_	Þ	<u>s</u>
Letter of Instalment with Acceleration	Declaration cum Undertaking cum Authority Letter	Hypothecation Letter for Agri. Finance	Housing Loan Agreement	Hypothecation Letter	General Guaruntee Form	DP Note	DP Note	DP Note	Attestation Memo	8	Name of Item				
(Loan Document-08	(Loan Document-07	(Loan Document-06	(Loan Document-05)	(Loan Document-04)	(Loan Document-03)	(Loan Document-2.7)	(Loan Document-2.6)	(Loan Document-2.5)	(Loan Document-2.4)	(Loan Document-2-3)	(Loan Document-2.2)	(Loan Document-2.1)	(Loan Document-1)	C	F.No.
22 cm × 26 5 cm	22 cm x 26.5 cm	22 cm x 26.5 cm	22 cm x 26.5 cm	22 cm x 26 5 cm	22 cm × 26.5 cm	22 cm x 26.5 cm	22 cm x 26.5 cm	22 cm x 26.5 cm	22 cm x 26.5 cm	D	SIZE in cm				
80 GSM SS Maplitho- Onent/Century/Trident mills	80 GSM SS Maplitho- Orient/Century/Trident mills	80 GSM SS Maplitho- Orient/Century/Trident mills	80 GSM SS Maplitho- Orient/Century/Trident mills	80 GSM SS Maplitho- Orient/Century/Trident mills	80 GSM SS Maplitho- Orient/Century/Trident mills	80 GSM SS Maplitho- Orient/Century/Trident mills	80 GSM SS Maplitho- Orient/Century/Trident mills	80 GSM SS Maplitho- Orient/Century/Trident mills	80 GSM SS Maplitho- Orient/Century/Trident mills	80 GSM SS Maplitho- Orient/Century/Trident mills		80 GSM SS Maplitho- Onent/Century/Trident mills	80 GSM SS Maplitho- Orient/Century/Trident mills	Е	PAPER TYPE & GSM
100 leaves	100 leaves	100 leaves	100 leaves	100 leaves	100 leaves	100 leaves pad	100 leaves pad	100 leaves	100 leaves pad	100 leaves	100 leaves	100 leaves	100 leaves	71)	No. of Leaves excluding cover
100 leaves gum pad one side printing hard base and one page	100 leaves gum pad one side printing hard base and one page extra-light green polor	100 leaves gum pad one side printing hard base and one page extra-light green color	100 leaves gum pad one side printing hard base and one page extra-light green color	100 leaves gum pad one side printing hard base and one page extra-light green color	100 leaves gum pad one side printing hard base and one page extra-light green color	100 leaves gum pad one side printing hard base and one page extra	100 leaves gum pad one side printing hard base and one page extra	100 leaves gum pad one side printing hard base and one page extra	100 leaves gum pad one side printing hard base and one page extra	100 leaves gum pad one side printing hard base and one page extra	100 leaves gum pad one side printing hard base and one page extra	100 leaves gum pad one side printing hard base and one page extra	100 leaves gum pad one side printing hard base and one page extra		PRINTING
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.	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.	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.	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.	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.	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.	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.	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.	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.	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.	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.	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.	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.	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.	I	PACKING
100 pad	100 pad	100 pad	100 pad	100 pad	200 pad	100 pad	100 pad	100 pad	100 pad	_	Quantity				
* 20														U	Rate Per Unit(Rs)
7	H H H													K(lxJ)	Total Amt.Rs. (excl. of

5.B.Withdrawal	Account Opening 41 Forms for Individuals	40 FDR Cover	39 KYC form	38 ATM form SB acct	37 Cashier Scroll	36 Cheque book	35 Deceased Booklet	34 Application	33 Application	32 SPECIAL UNDERTAKING	UNDERTAKING UNDERTAKING FROM THE EMPLOYER	EXTENSION OF EQUITABLE THROUGH SALE	DECLAR LETTER EQUITAR MORTG/	В	
F-292	F-401			14			*			LD27	LD28	DB-25	DB-24	C	
14.5 cm x 8 cm	28.5 cm x 63.5 cm making -3- parts of A4 size (only one paper sheet)	6*10.5	8.5*11.6	8.5*11.6	9,8*14.5	5.5*8.5	8.32*10.5	8.5*10.5	8.5*10.5	22 cm x 26.5 cm	22 cm x 26.5 cm	22 cm x 26.5 cm	22 cm x 26.5 cm	D	
70 GSM Century/sirpur/ballarpur/ Andhra/orient white	80 GSM paper of Century/ sirpur/ballarpur/Andhra/orient		70 GSM Maplitho/ballapur/century	70 GSM Maplitho/ballapur/century	70 GSM ledger paper (sirpur/cetury/mills)		70 gsm white paper (orient/century)	70 gsm white paper (orient/century)	70 gsm white paper (orient/century)	80 GSM SS Maplitho- Orient/Century∏rident mills	80 GSM SS Maplitho- Orient/Century/Trident mills	80 GSM SS Maplitho- Orient/Century/Trident mills	80 GSM SS Maplitho- Orient/Century/Trident mills	m	
		transparent	white	white	Ledger paper	white		white	white	100 leaves pad	100 leaves pad	100 leaves pad	100 leaves	F	cover
100 leaves pad	Single leaf with two folds(after folding size will be 28.5 cm × 21.1 cm)		1*100	1*100	150	100	inner 10 leaves 70 GSM orient/century papers cover page extra on 14kg orient cardsheet	100 per pad	100 per pad	nting hard ne page	one side printing hard base and one page extra	nting hard	7 4	G	
Single side in two colour burilyon printing the 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.		increpted on it)	Strip binding	50 leaves gum pad one side printing hard base with strip binding	full cloth binding with corner, cover of 40 onz cardboard, inner postene of 80 gsm mg paper, numbering on each page (1 to 300) name slip of color printing and pack of 5 no. in craft paper (with name slip)	100 leaves gum pad one side printing bilingual nard base cover page extra and strip binding		strip binding with bundle of 20 pads	strip binding with bundle of 20 pads  100 leaves num pad single side printing hard base and	Packets of 5 pads in unan paper in proceedings of 5 pads in one bundle tied with string.  100 leaves our pad single side printing hard base and	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.	Packets of 5 pads in craft paper with paper laver invicently Form Number name & quantity(BOLD) on each packet. Four packets of 5 pads in one bundle fied with string	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.	3	
100 pad	100 pad	DOOL	200 pad	200 pad	100 book	200 pad	50 book	occ par	500 000	100 pad	100 pad	100 pad	100 pad		
SE															
15 E															K(IxJ)

Ch.	4							_	
50 M	49 Er	48 Do	47 You	# B D K	45	4	43	1	» ii
Mudra Loan- Documentation Booklet	Loan for Salaried Employees- Documentation Booklet	Self Help Group- Documentation Booklet	Saral Vyapar Rin Yojna- Documentation Booklet	Kisan Credit Card- Documentation Booklet	RTGS/NEFT Form	Transfer Voucher	Common Deposit Slip	c	Name of Item
DB-06	DB-04	DB-03	DB-02	DB-01	F-404	F-290	F-405	c	T.No.
22 cm x 26.5 cm	22 cm × 26.5 cm	22 cm x 26.5 cm	22 cm x 26.5 cm	22 cm × 26.5 cm	28.2 cm × 22.2 cm	18 cm x 13.5 cm	28 cm x 11 cm	5	SIZE in am
Inner Pages SS Maplitho-Orient/Century/Trident mills Cover Pages 120 GSM Cardsheet Light Yellow Color Orient/Seshasayee/Star mills	Inner Pages SS Maplitho-Orient/Century/Trident mills Cover Pages GSM Cardsheet White Color Orient/Seshasayee/Star mills	Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Pages 120 GSM Cardsheet Light Blue Color Orient/Seshasayee/Star mills	Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Pages 140 GSM Cardsheet Light Pink Color Orient/Seshasayee/Star mills	Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Pages 140 GSM Cardsheet Light Green Color Orient/Seshasayee/Star mills	70 GSM Century/sirpur/ballarpur/ Andhra/orient white	57 GSM Century/sirpur/ballarpur/ Andhra/orient white	70 GSM Century/sirpur/ballarpur/ Andhra/orient white	n	PAPER TYPE & GSM
								7	No. of Leaves excluding cover
27 leaves/ 54 pages	16 leaves/ 32 pages	11 leaves/ 22 pages	17 leaves/ 34 pages	26 leaves/ 52 pages	100 leaves pad	100 leaves pad	100 leaves pad	G	PRINTING
	Single color printing on cover page (1, 2 & 3 only) and Inside pages. Book binding with staples and side rexine pattl. Packing of 50 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	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.	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine patt. Packing of 50 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	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.	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.	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.	Printing on one side in English & other side in Hindl 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.	I	PACKING
500 book	500 book	500 book	50 book	50 book	200 pad	1000 pad	100 pad	-	Quantity
								J	Rate Per Unit(Rs)
								K(lxJ)	Total Amt.Rs. (excl. of GST)



52 CBS	51 Such	A	SI. Na
CBS Passbook	Swarojgar Sccbooklet	ш	Name of Item
PB-01		C	F.No.
14.4 cm x 10.5 cm (close site)	8.32*10.5	D	SIZE in cm
Inner Pages 70 GSM Century/ Sirpur/Ballarpur /Andhra/Orient white Maplitho Cover Pages 230 GSM Ballarpur Art Card	70 GSM white ledger paper (orient/century)	E.	PAPER TYPE & GSM
8 leaves/16 pages excluding cover	white ledger paper	TI	No. of Leaves 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.	Inner 16 leaves O5leaves on white 70 GSM orient century paper and 11 white papers cover page extra orient card sheet	9	PRINTING
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.	16 leaves, on both side printing, 05 leaves on white 70 GSM leadger paper and as per specimen 4 stril line Blank paper size 4"10.5" with back cover page only cover front and back both inner pages printing book binding with side rexine patt. Packing of 50 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quantity (BOLD) on each packet.	H	PACKING
50000	200 book	-	Quantity
		J	Rate Per Unit(Rs)
		K(ixJ)	Amt.Rs. (excl. of GST)

