



Tender For Printed Stationary

Baroda U.P. Bank, Regional Office, Ayodhya invites application in sealed covers from the empanelled printers for printing and supply of bank's stationery.

01. Tender Issue Date - 21.10.2024.

02 Last Date of Submission of Quotations/Tender-30.10.2024 upto 04.00 pm.

03. Date of Opening Tender-04.11.2024 at 04:00p.m.

**04. Tender to be addressed to-The Regional Manager,
Baroda UP Bank.
Regional Office-Ayodhya,
Baldev Niwas Compound
Acharya Narendra Dev Road, Reidganj Ayodhya-224001.**

05. Period of completion - 20 Days from the date of issue of order.

Terms and Condition-

01. Rates must be quoted on attached annexure only no other means will be accepted in any circumstances

02. Bank reserves the right to Reject any and/or all responses received in response to the RFP, Waive or change any formalities, irregularities, or inconsistencies in proposal format delivery, and Extend the time for submission of the tender and Share the information/clarifications provided in response to tender by any Bidder, with any other Bidder(s)/others, in any form, and Withdraw, postpone or Cancel the tender at any stage, without assigning any reason whatsoever

03. PAN number of the firm/individual allotted by the income tax authorities should be submitted Conditional tenders shall not be accepted on any ground and shall be rejected straight away.

04 Any deviation of the conditions laid by the bank will not be accepted and the bid will be rejected without assigning any reasons

05. The entire tender document must be signed with the seal and attached as mark of acceptance of terms and conditions.





बड़ौदा यू.पी. बैंक
Baroda U.P. Bank

Bid Submission:

The sealed tenders must reach the Baroda U.P. Bank Regional Office-Ayodhya, Baldev Niwas Compound, Acharya Narendra Dev Road, Reidganj, Ayodhya-224001.

Bids must be submitted through hand to hand or through registered Post.

If any of the above documents is/are not submitted or if submitted but is not duly attested, the bid will be rejected & price bid will not be opened. It must be mentioned on envelope **"DOCUMENT SUBMITTED FOR PRINTED STATIONARY TENDER REGIONAL OFFICE AYODHYA"**.

- Application forms and other details can be downloaded from our website: www.barodagraminbank.com.
- Applicants must enclose PAN, GST, and empanelment letter of Head office Gorakhpur.
- Applications duly filled in and supported by requisite documents/papers etc. must be submitted properly sealed cover to the Regional Manager, Baroda U.P. Bank, Regional office Ayodhya, Baldev Niwas Compound, Acharya Narendra Dev Road, Reidganj, Ayodhya-224001(U.P.) during office hours on or before 30.10.2024 at 04:00 PM 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.
- The sealed covers containing the applications will be opened on 04.11.2024 at 04:00 PM at Regional Office-Ayodhya, Baldev Niwas Compound, Acharya Narendra Dev Road, Reidganj-Ayodhya-224001. Interested applicants may be present at the time of the opening of the sealed covers.
- The right of selection rests absolutely with the Bank and Bank's decision in this regard shall be final and binding.
- Payment will be released after examining and checking the quality of the stationary.
- The rates quoted should be valid till 31.03.2025.
- Bank reserves the right to reject any or all the applications without assigning any reason whatsoever.

Regional Manager
Regional Office-Ayodhya



क्षेत्रिय कार्यालय-बलदेव निवास परिसर, आचार्य नरेन्द्र देव रोड, रीडगंज, अयोध्या-224001

INDENT FOR QUOTATION

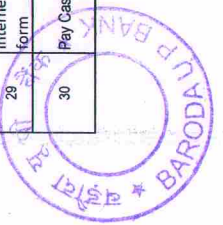
Baroda U. P. Bank
Regional Office - Ayodhya



Annexure I						
Sl	Item	SIZE in Inches	PAPER TYPE & GSM	Paper Colour/Type	No. of leaves	Specifications
1	VLE Transaction Register	8 X 13	70 GSM Paper (Orient) Ledger Paper	Light Green	100 leaves/200pages	Full cloth binding cover of 40 onz card board, inner postene of 80 GSM MG paper, numbering on each leaf name slip of colour printing pack of 10 nos. in craft paper with name slip
2	VLE ACCOUNT Opening Form	8.5 X 11.6	70 GSM Paper (Orient)	Both side printing in two color.	1 X 100 per pad	Both side printing in two color. 100 leaves gum pad with one LBS straw board at bottom & full craft paper on top & paste
3	ATM Request Form	8.5 X 11.6	70 GSM Paper (Orient)	White	1 X 100 per pad	Single printing on one side only. 100 leaves gum pad with one LBS straw board at bottom & full craft paper on top & paste
4	Form 60	8.5 X 10.5	70 GSM white paper orient	white	1 X 100 per pad	Single printing on one side only. 100 leaves gum pad with one LBS straw board at bottom & full craft paper on top & paste
5	KYC Form	8.5 X 11.6	70 GSM Maplitho/ballapur/century	White	1 X 100 per pad	Single printing on one side only. 100 leaves gum pad with one LBS straw board at bottom & full craft paper on top & paste
6	Transfer Voucher	6.5 X 5	70 GSM White Paper (Orient)	White	1 X 100 per pack	Single printing on one side only. 100 leaves gum pad with one LBS straw board at bottom & full craft paper on top & paste
7	RTGS/NEFT Form	28.2 cm x 22.2 cm	70 GSM Century/sirpur/ballapur/ Andhra/orient white	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
8	FD Account Opening Form	8.5 X 11.6	70 GSM Maplitho/ballapur/century	White	1 X 100 per pad	Single printing on one side only. 100 leaves gum pad with one LBS straw board at bottom & full craft paper on top & paste
9	Account Opening Register	8 X 13	70 GSM Paper (Orient) Ledger Paper	Light Green	100 leaves/200pages	Full cloth binding cover of 40 onz card board, inner postene of 80 GSM MG paper, numbering on each leaf, name slip of colour printing pack of 10 nos. in craft paper with name slip
10	CBS Passbook	14.4 cm x 10.5 cm (close site)	Inner Pages 70 GSM Century/ Sirpur/Ballapur /Andhra/Orient white Maplitho Cover Pages 230 GSM Ballapur Art Card	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.	10 leaves/20 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.
11	Self Help Group- Documentation Booklet	22cm X 28.5 cm	Inner Pages 80 GSM SS Maplitho- Orient/Century/Trident mills Cover Pages 120 GSM Cardsheet Light Blue Color Orient/Seshasayee/Star mills	white	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
12	Cash Receipt & Payment Register	9.8X14.5	70 GSM Paper (Orient) Ledger Paper	Light Green	150 leaves/300 pages excluding cover	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)
13	Credit scroll Register	8X13	70 GSM Paper (Orient) Ledger Paper	Light Green	150 leaves/300 pages excluding cover	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)



14	Cash Balance Book	8X13	70 GSM Paper (Orient) Ledger Paper	Light Green	150 leaves/300 pages excluding cover	Full cloth binding cover of 40 onz card board, inner postene of 80 GSM MG paper, numbering on each leaf, name slip of colour printing pack of 10 nos. in craft paper with name slip	200 pieces	Within 20 days
15	Dead stock register	8X13	70 GSM Paper (Orient) Ledger Paper	Light Green	100 leaves/200 pages excluding cover	Full cloth binding cover of 40 onz card board, inner postene of 80 GSM MG paper, numbering on each leaf, numbering on each page (1 to 200), name slip of colour printing pack of 10 nos. in craft paper with name slip	100 pieces	Within 20 days
16	Stock register	8X13	70 GSM Paper (Orient) Ledger Paper	Light Green	100 leaves/200 pages excluding cover	Full cloth binding cover of 40 onz card board, inner postene of 80 GSM MG paper, numbering on each leaf, numbering on each page (1 to 200), name slip of colour printing pack of 10 nos. in craft paper with name slip	100 pieces	Within 20 days
17	Renewal/Review Register	8X13	70 GSM Paper (Orient) Ledger Paper	Light Green	100 leaves/200 pages excluding cover	Full cloth binding cover of 40 onz card board, inner postene of 80 GSM MG paper, numbering on each leaf, numbering on each page (1 to 200), name slip of colour printing pack of 10 nos. in craft paper with name slip	100 pieces	Within 20 days
18	Payment Scroll	13 cm X 22 cm	70 GSM Paper (Orient) Ledger Paper	Light Green	100 leaves/200 pages excluding cover	full cloth binding with corner, cover of 40 onz cardboard, inner postene of 80 gsm mg paper, numbering on each page (1 to 200) name slip of color printing and pack of 5 no in craft paper (with name slip)	300 pieces	Within 20 days
19	Voucher Cover	19cmX23.50cm	25 kg Card Sheet			one side printed and plain bottom	60000 pieces	Within 20 days
20	Attendance Register	8 X 13	70 GSM Paper (Orient) Ledger Paper	Light Green	100 leaves/200 pages	Full cloth binding cover of 40 onz card board, inner postene of 80 GSM MG paper, numbering on each leaf, name slip of colour printing pack of 10 nos. in craft paper with name slip	100 pieces	Within 20 days
21	Complaint Register	8 X 13	70 GSM Paper (Orient) Ledger Paper	Light Green	50 leaves/100 pages	Full cloth binding cover of 40 onz card board, inner postene of 80 GSM MG paper, numbering on each leaf, name slip of colour printing pack of 10 nos. in craft paper with name slip	100 pieces	Within 20 days
22	Security Register	8 X 13	70 GSM Paper (Orient) Ledger Paper	Light Green	100 leaves/ 200 pages	full cloth binding with corner, cover of 40 onz cardboard, inner postene of 80 gsm mg paper, numbering on each page (1 to 200) name slip of color printing and pack of 5 no in craft paper (with name slip)	100 pieces	Within 20 days
23	Ceisal Register	8 X 13	70 GSM Paper (Orient)	Light Green	100 leaves/200 pages	Single printing on one side only, 100 leaves gum pad with one LBS straw board at bottom & full craft paper on top & paste	100 pieces	Within 20 days
24	Bandhak Register	8 X 13	70 GSM Paper (Orient)	Light Green	100 leaves/200 pages	Single printing on one side only, 100 leaves gum pad with one LBS straw board at bottom & full craft paper on top & paste	100 pieces	Within 20 days
25	Cheque book requisition slip	5.5 X 8.5	57 GSM Orient T White	White	1 X 100 per pad	100 leaves gum pad, single side printing bilingual hard base, cover page extra and strip binding	500 pads	Within 20 days
26	L.A.D. Form	8.5 X 13.5	57 GSM orient white	White	1 X 100 per pad	100 leaves gum pad single side printing hard base and strip binding with bundle of 20 pads	1000 pads	Within 20 days
27	Deceased claim booklet	8.5 X 10.5	70 GSM white paper orient	white	10 leaves/ 20 pages	inner 10 leaves 70 gsm orient/ century papers cover page extra orient cardsheet	3000 pieces	Within 20 days
28	Mobile banking form	8.5 X 10.5	70 GSM white paper orient	white	1 X 100 per pad	Single printing on one side only, 100 leaves gum pad with one LBS straw board at bottom & full craft paper on top & paste	800 pads	Within 20 days
28	Internet banking form	8.5 X 10.5	70 GSM white paper orient	white	1 X 100 per pad	Both side printing, 100 leaves gum pad with one LBS straw board at bottom & full craft paper on top & paste	500 pads	Within 20 days
30	Pay Cash Voucher	4.25X7	70 GSM Paper (Orient)	Light Green	100 leaves/200 pages	Single printing on one side only, 100 leaves gum pad with one LBS straw board at bottom & full craft paper on top & paste	400 pads	Within 20 days



31	Atal pension application forms	8.5 X 10.5	70 GSM White Paper (Orient)	White	100 leaves	100 leaves gum pad. Single side printing, hard base and strip binding with Bundle of 20 pads.	300 pads	Within 20 days
32	PMJBY application form	8.5 X 10.5	70 GSM White Paper (Orient)	White	1 X 100 per pad	100 leaves gum pad. Both side printing, hard base and strip binding with Bundle of 20 pads.	800 pads	Within 20 days
33	PMJSBY application form	8.5 X 10.5	70 GSM White Paper (Orient)	White	1 X 100 per pad	100 leaves gum pad. Both side printing, hard base and strip binding with Bundle of 20 pads.	800 pads	Within 20 days
34	Mudra Loan- Documentation Booklet	22 cm x 26.5 cm	Inner Pages 80 GSM SS Mapilitho- Orient/Century/Trident mills Cover Pages 120 GSM Cardsheet Light Yellow Color Orient/Seshasayee/Star mills	white	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	1000 pieces	Within 20 days
35	Common Dseposit Slip	28 cm x 11 cm	70 GSM Century/sirpur/ballarpur/ Andhra/orient white	White	100 leaves per 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	15000 pads	Within 20 days
36	Withdrawal	18 cm x 10.5 cm	70 GSM Century/sirpur/ballarpur/ Andhra/orient white	White	100 leaves per pad	Single side in two colour bilingual printing with bank's emblem. One LBS straw board at bottom & full craft paper on top & paste	5000 pads	Within 20 days
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 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 here.							
6	Supply shall be effected at our Regional office with door delivery at Luxmanpuri colony, Amaniganj, Ayodhya							
7	Rates will be including of all the charges up to dooralep delivery i.e. transportation/freight excluding applicable GST.							
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	Printing should be in accordance with the attached specimens.							
11	Soft copy of the matter as to be printed must be provided to the Bank in the form of pdf.							
12	Abbreviated name of Printer/month/year/Quantity should be marked on each item.							
13	All disputes subject to Ayodhya (place of Regional Office) jurisdiction only.							
14	Please provide the required sample of all the papers.							
15	Last Date for submission of quotations will be 30.10.2024 till 4.00 pm.							



Regional Manager
Regional Office - Ayodhya

