



Uttar Bihar Gramin Bank

Head Office, Kalambagh Chowk, Muzaffarpur

HO/ GAD/12/2019-20/ 11

DATE :- 05.04.2019

(Only empanelled stationery printers can quote)

Uttar Bihar Gramin Bank invites quotation from empanelled stationery printers for printing and supply of Stationery as per Annexure-I.

Please submit your competitive rates in closed envelope positively on or before **16.04.2019 till 2:30 P.M.** The quotation will be opened on **16.04.2019** at Bank's Head office at **03:30 PM** in presence of committee members. All empanelled stationery printers (who quoted the rates) are requested to remain present at the time of opening of tenders. Please note that no separate invitation will be sent.

Tenders with counter conditions will not be entertained.

The quoted rates will be valid for one year.

It may be noted that once the order is placed, the successful tenderer will be bound to execute the same within the period specified and no request for the increase in rate subsequently or any excuse for not executing the order on account of non-availability of paper or any other reason etc will not be entertained. We shall not pay any advance against our order, if, any, placed with the successful tenderer.

Rates should be quoted as per the specifications and quantity mentioned in Annexure-I. If after the delivery, it is found that the paper is not exactly according to our specification/quality stipulated, such supply will be rejected at the suppliers' cost.

In case of failure/delay in supply fully or partially the Bank will be at liberty to get the same printed through other sources at its sole discretion and the difference in cost, if any, will be recoverable from defaulting printer. Printed stationery must have to be properly delivered at our Regional offices i.e. Muzaffarpur, Araria, Bettiah, Chapra, Darbhanga, Gopalganj, Hajipur, Madhubani, Motihari, Purnea, Saharsa, Sitamarhi, Siwan and Jhanjharpur as per our order.

The Bank need not necessarily accept the lowest tender and the decision of the Bank in this regard will be final. Quantity of materials to be printed mentioned in Annexure- I may vary as per Bank's requirement.

Printers who do not deliver the Printed stationery within the prescribed time will be liable for all damages/detriment or losses to the Bank and in case, despite warning, they continue to be late in deliveries, they will forfeit all rights to claim any payment from the bank and may be disqualified for further inquiries/entrustment of work. No extra charges will be payable by the bank for Stationery delivered at our Regional offices i.e Muzaffarpur, Araria, Bettiah, Chapra, Darbhanga, Gopalganj, Hajipur, Madhubani, Motihari, Purnea, Saharsa, Sitamarhi, Siwan and Jhanjharpur.

This letter is neither an order nor an assurance to award the job. The Bank reserves its right to reject any or all the tenders received without assigning any reasons whatsoever.

The quantity of stationery to be supplied at Regional Offices will be mentioned in printing order.

Security amount must have to be deposited @ 5% of order value by successful bidder within one week of issue of printing order.

Tender documents may be downloaded from our website www.ubgb.in


(Rajesh Kumar)
General Manager

**UTTAR BIHAR GRAMIN BANK
HEAD OFFICE, MUZAFFARPUR**

Books/Pads /Registers /Booklets

Name of Printer:-.....

Sl. No.	Item	Size	Paper	Printing	Binding	Page / Leaf	Quantity	Rate
1	Annual Book	11" X 8.5"	300 GSM Art Paper - Cover page, 120 GSM,Art Paper- Inner page	Both Side / Multi Colour	Hard Binding	60 leaves /120 Pages	1250	
2	Cash Receipt Register	13" X 8"	Ledger Paper 70 GSM	Both Side / One Colour	32 Ounce straw board with corner cloth binding with numbering	200	1100	
3	Cash Payment Register	13" X 8"	Ledger Paper 70 GSM	Both Side / One Colour	32 Ounce straw board with corner cloth binding with numbering	200	1100	
4	Cash Balance Book	13" X 8"	Ledger Paper 70 GSM	Both Side / One Colour	board with corner cloth binding with numbering	200	1100	
5	PMSBY	12"X7.5"	Orient Paper 57 GSM	One Side	Pad Binding	100	2000	
6	PMJBY	12"X7.5"	Orient Paper 57 GSM	One Side	Pad Binding	100	2000	
7	APY	12"X7.5"	Orient Paper 57 GSM	One Side	Pad Binding	100	2000	
9	Gramin Vikash Khata A/C Opening Form	13" X 8"	Orient Paper 57 GSM	Both Side / One Colour	Pad Binding	100	10,000	
10	Pay in Slip	11"X4.5"	Orient Paper 57 GSM	Single Side / One Colour	Pad Binding	100	5,00,000	
11	Application cum Pay in Slip NEFT/RTGS	13" X 8"	Orient Paper 57 GSM	Single Side / One Colour	Pad Binding	100	10,000	
12	Withdrawal Form HSS	5.5"X3.5"	Balarpur/Sirpur 56 GSM Red Colour Paper	Single Side / One Colour	Pad Binding	100	5,00,000	
13	Withdrawal Form KCC/OD/SCC	5.5"X3.5"	Balarpur/Sirpur 56 GSM Yellow Colour Paper	Single Side / One Colour	Pad Binding	100	1,00,000	

14	PMML-Shishu	Booklet	Demise 1/4	Cover page-Colour Card Board,8kg Inner page ledger paper 70GSM	Both Side / One Colour	Book Binding	18	20,000	
15	PMML-Tarun/Kishore	Booklet	Demise 1/4	Cover page-Colour Card Board,8kg Inner page ledger paper 70GSM	Both Side / One Colour	Book Binding	22	5,000	
16	JLG Loan Booklet	Booklet	13"x8"	Inner page- Ledger Paper 70 gsm	Both Side/ One Colour		6	5000	
				Cover page- Colour Card Board- 8 kg	Single Side / One Colour on Top	Book Binding			
17	SHG Loan Booklet	Booklet	10.5"x8.5"	Inner page- Ledger Paper 70 gsm	Both Side/ One Colour	Book Binding	28	10000	
				Cover page- Colour Card Board- 8 kg	Single Side / One Colour				
18	K.C.C. Loan Booklet	Booklet	13"x8"	Inner page- Ledger Paper 70 gsm	Both Side/ One Colour	Book Binding	10	50000	
				Cover page- Craft Paper- 100 Gsm	Single Side / One Colour on Top	Book Binding			
19	Pass Book	Piece	7"x 3.60"	Inner page- Maplitho 70 gsm	Both Side/ One Colour (With watermark of UBGB LOGO on center in each page)		14 Sheet (28 Pages)	10,00,000	
				Cover page- Art Board- 220 GSM	Both Side / Multi Colour	Full Thread stitch in centre . cover top side laminated			
20	A/C Opening Form + Customer Master Form	Piece	11.5"x8"	Orient Paper-57 GSM	Both Side / One Colour	Pad Binding	4 Pages 4Pages	One lakh + One Lakh	

Note :- 1. Tenderer can see sample of printing items in working hour. Paper Sample must be submitted with quotation / Tender.

2. Quantity of materials to be printed mentioned in the above list may vary as per Bank's requirement.

3. Rate should be quoted exclusive GST