



Uttar Bihar Gramin Bank

Head Office, Kalambagh Chowk, Muzaffarpur

HO/GAD/13/2020-21/ 148

DATE :- 26.05.2020

(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 **05.06.2020 till 3:00 P.M.** The quotation will be opened on **05.06.2020** 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 H.O 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.

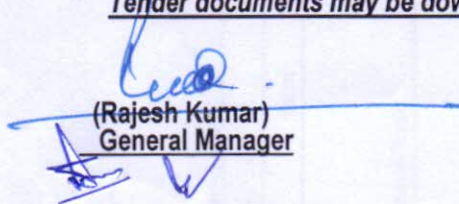
Printers who do not deliver the Printed stationery within the prescribed time will be liable for all damages/detriment or losses to the Bank and in case, despite warning, they continue to be late in deliveries, they will forfeit all rights to claim any payment from the bank and may be disqualified for further inquiries/entrustment of work.No extra charges will be payable by the Bank for stationary delivered at our office.

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

Name of Printer:-

(only empanelled stationery printers can quote)

Books/Pads /Registers /Booklets

Sl. No.	Item		Size	Paper	Printing	Binding	Page / Leaf	Quantity	Rate
1	Annual Book	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	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	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	Register	13" X 8"	Ledger Paper 70 GSM	Both Side / One Colour	32 Ounce straw board with corner cloth binding with numbering	200	1100	
5	Letter Dispatch Register	Register	13" X 8"	Ledger Paper 70 GSM	Both Side / One Colour	32 Ounce straw board with corner cloth binding with numbering	200	1100	
6	Letter Receipt Register	Register	13" X 8"	Ledger Paper 70 GSM	Both Side / One Colour	32 Ounce straw board with corner cloth binding with numbering	200	1100	
7	Attendance Register	Register	13" X 8"	Ledger Paper 70 GSM	Both Side / One Colour	board with corner cloth binding with numbering	200	1100	
8	PMSBY	Pad	12" X 7.5"	Orient Paper 57 GSM	One Side	Pad Binding	100	2000	
9	PMJIBY	Pad	12" X 7.5"	Orient Paper 57 GSM	One Side	Pad Binding	100	2000	

[Handwritten signature]

[Handwritten signature]

10	APY	Pad	12"X7.5"	Orient Paper 57 GSM	One Side	Pad Binding	100	2000	
11	Gramin Vikash Khata A/C Opening Form	Pads	13" X 8"	Orient Paper 57 GSM	Both Side / One Colour	Pad Binding	100	10,000	
12	Pay in Slip	Pads	11"X4.5"	Orient Paper 57 GSM	Single Side / One Colour	Pad Binding	100	5,00,000	
13	Application cum Pay in Slip NEFT/RTGS	Pads	13" X 8"	Orient Paper 57 GSM	Single Side / One Colour	Pad Binding	100	10,000	
14	Withdrawal Form HSS	Pads	5.5"X3.5"	Balarpur/Sirpur 56 GSM Red Colour Paper	Single Side / One Colour	Pad Binding	100	5,00,000	
15	Withdrawal Form KCC/OD/SCC	Pads	5.5"X3.5"	Balarpur/Sirpur 56 GSM Yellow Colour Paper	Single Side / One Colour	Pad Binding	100	1,00,000	
16	Cash Credit Slip	Pads	7"X 5"	Balarpur / Sirpur 56 GSM Green Colour Paper	Single Side / One Colour	Pad Binding	100	10,000	
17	Cash Debit Slip	Pads	7"X 5"	Balarpur / Sirpur 56 GSM Green Colour Paper	Single Side / One Colour	Pad Binding	100	10,000	
18	Transfer Voucher credit	Pads	7.25"X4"	Balarpur/Sirpur 56 GSM Red Colour Paper	Single Side / One Colour	Pad Binding	100	20,000	
19	Transfer Voucher debit	Pads	7.25"X4"	56 GSM Yellow Colour Paper	Single Side / One Colour	Pad Binding	100	20,000	
20	Manifold	Pads	9" X 7"	56 GSM Red / Yellow Colour Pad	Single Side / One Colour	Pad Binding	50 X 2 = 100	20,000	
21	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	
22	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	

23	JLG Loan Booklet	Booklet	13"x8"	Inner page- Ledge Paper 70 gsm	Both Side/ One Colour		6	5000	
				Cover page- Colour Card Board- 8 kg	Single Side / One Colour on Top				
24	SHG Loan Booklet	Booklet	10.5"x8.5"	Inner page- Ledge Paper 70 gsm	Both Side/ One Colour		28	10000	
				Cover page- Colour Card Board- 8 kg	Single Side / One Colour				
25	K.C.C. Loan Booklet	Booklet	13"x8"	Inner page- Ledge Paper 70 gsm	Both Side/ One Colour		10	50000	
				Cover page- Craft Paper- 100 Gsm	Single Side / One Colour on Top				
26	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)				
				Cover page- Art Board- 220 GSM	Both Side / Multi Colour	Full Thread sttch in centre . cover top side laminated	14 Sheet (28 Pages)	10,00,000	
27	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

