



**ALLAHABAD UP GRAMIN BANK, HEAD OFFICE-BANDA**

**ALLAHABAD UP GRAMIN BANK**

**TENDER DOCUMENT**

**FOR**

**SUPPLY OF STATIONERY TO  
ALLAHABAD UP GRAMIN BANK ON  
RATE CONTRACT  
BASIS.**

**D.M.COLONY  
CIVIL LINES  
BANDA**



# **ALLAHABAD UP GRAMIN BANK, HEAD OFFICE-BANDA**

## **OPEN TENDER DOCUMENT**

### **FOR**

### **SUPPLY OF STATIONERY TO ALLAHABAD UP GRAMIN BANK ON RATE CONTRACT BASIS.**

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## ALLAHABAD UP GRAMIN BANK, HEAD OFFICE-BANDA

### DATA SHEET

1.	Tender Notice No.	03/2017 : Dated 24.07.2017
2.	Name of the work	Printing & Supply of General Stationery items
3.	Locations for Dispatch	Various Regional Offices
4.	Owner	Allahabad UP Gramin Bank, Head Office, Banda-210 001,
5.	Earnest Money Deposit.	100000/- (Rupees One Lakh only ( by way of Demand Draft/TDR/B.G valid upto 31.01.2018 from the last date of submission of duly filled Tender)
6.	Cost of Tender Documents	Tender form fee Rs.5000/- (Rupees Five thousand only) by DD in favour of Allahabad UP Gramin Bank, payable at Banda. For tender forms which are downloaded from our website, tender fee shall be submitted along with the Technical Bid. Vendor who has already submitted tender fees in our previous Tender dated 20-05-2017 No.2/2017 they are not required to furnish the fresh tender fees.
7.	Tender Forms available from:	From: 24.07.2017 to 17.08.2017) At Allahabad UP Gramin Bank, Head Office Banda 210 001. Tel: 05192 220109; 221096.  Or from the Bank's website – <a href="http://www.allahabadgraminbank.in">www.allahabadgraminbank.in</a>
8.	Last date of submission of tender	18.08.2017 upto 2 p.m.
9.	Tender to be submitted to:	The General Manager, Allahabad UP Gramin Bank, Head Office, Banda – PIN 210001
10.	Bid System	Two Bid System
11.	Opening of Technical Bids	At 15.00 a.m. on 18.08.2017
12.	Opening of Financial Bids	At 12.00 a.m. on 19 .08.2017
13.	Defects liability period (DLP)	6 months from the date of supply of last consignment of General stationery items
14.	Mode of payment:	90% of the value of General Stationery items, on submission of delivery confirmation , 10% after DLP (Defect Liability Period)
15.	Liquidated damages for delayed supply	0.5% of the value of the delayed supply with reference to the delivery date given in the Purchase Order up to 7 days and thereafter at the rate of one percent (1.0%) of the value of the delayed supply for each week of delay or part thereof.



## ALLAHABAD UP GRAMIN BANK, HEAD OFFICE-BANDA

16 GST/Cess/other levy if any	The offer must be in Indian rupees only and the prices shall be inclusive of GST/Levy/Transportation charges/Transit Insurance etc., excluding Octroi. The price shall be firm and binding without any escalation whatsoever, till the date of supply of entire lot the said Gen. stationery items.
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**Cost of Tender Document:** Tender documents may be obtained from Allahabad UP Gramin Bank, Property Department, Head Office, Banda 210 001 on payment of a non- refundable Tender Document Fee of ₹ 5,000/- (Rupees Five thousand only) in the form of DD favouring Allahabad UP Gramin Bank payable at Banda from 24.07.2017 to 17.08.2017 between 10 AM and 5 PM on all working days. **Tender document can also be downloaded from our web site [www.allahabadgraminbank.in](http://www.allahabadgraminbank.in) in which case , tender document fee in the form of DD, favouring Allahabad UP Gramin Bank payable at Banda , shall be enclosed in a separate cover containing Technical Bid, otherwise the bid is liable for rejection.**

(Bidders who have down loaded the Tender Document from Website must enclose a DD for 5,000/- towards Tender Document Fee. Otherwise bid will be rejected)



## **ALLAHABAD UP GRAMIN BANK, HEAD OFFICE-BANDA**

### **ALLAHABAD UP GRAMIN BANK**

D.M. COLONY, CIVIL LINES-BANDA

TEL. NOS. 05192 220109, 221096

Website-www.allahabadgraminbank.in

Tender No. 3/2017

#### **TENDER NOTICE**

Sealed tenders are invited under **two bid system viz. Technical Bid and Financial Bid** from Suppliers for supply of **Stationery items to ALLAHABAD UP GRAMIN BANK on rate contract basis**. The approximate value of procurement is approximately **Rs.150 lakh**.

2. Bidders have to deposit the Earnest Money Deposit (EMD) Rs. 100,000. in the form of Demand Draft drawn in favour of '**ALLAHABAD UP GRAMIN BANK**' payable at BANDA.

3. In the first instance, the technical bids will be opened on **18.08.2017 at 15.00 hrs** and evaluated by the empowered Committee. At the second stage, Financial Bids of technically qualified Bidders only will be opened on **19.08.2017 at 12.00 hrs** for further evaluation and ranking before awarding the contract.

#### 4. Minimum Eligibility of the bidders

Bidders should -

- (i) be an Indian company/firm engaged in supplying **Stationery items** in Bank and having its office( head office/ regional/Branch Office) in **UTTAR PRADESH OR NCR.**
- (ii) have minimum **three years** of experience of supplying the said **Stationery items** in bulk to the Banks/PSU/Govt.Departments/RBI (Copies of two Purchase Orders received from Govt. depts./ PSUs during each of the last three years should be enclosed)
- (iii) have minimum turnover **of Rs. 2 CRORE** per year during each of the last three years (valid and certified proof has to be attached).
- (iv) not have been blacklisted by the Depts/Ministries of the Govt. of India/PSUs/Banks/RBI

**(Declaration has to submitted in the specified format in Annexure-I)**

(V) The bidder should have all the facilities necessary to complete the printing and supply of General stationery items within the stipulated date as per this tender from the date of placing confirmed print order of the proof.

5. This tender document consists of (i) Instructions to the Bidders; (ii) terms and conditions



## **ALLAHABAD UP GRAMIN BANK, HEAD OFFICE-BANDA**

of the tender; (iii) Technical Bid; (iv) Financial Bid (Price schedule) and annexures as mentioned therein.

6. The tender document can be downloaded from the website of Bank i.e. <http://www.allahabadgraminbank.in> Bidders are requested to go through the instructions to the bidders and terms & conditions contained in the bid document.

7. The tender, complete in all respects, should be submitted in a prescribed form along with supporting documents in sealed envelopes addressed to the General Manager, Allahabad UP Gramin Bank, Head Office, D.M. COLONY, CIVIL LINES-BANDA, must reach on or before **18.08.2017 by 14.00 hrs.** Bids should be hand delivered at the afore mentioned address on or before the said date.

8. The ALLAHABAD UP GRAMIN BANK reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason. Further Addendum/Corrigendum if any will be uploaded on website of Bank only. The decision of BANK, in this regard, shall be final and binding on all.

9. The Bank may at its discretion, increase the requirement and place orders subsequently within the validity or the extended validity of the Bid upto 25%, or decrease the requirement upto 25%.

**Note:**

**Last date of Tender submission : 18.08.2017 by 14.00 hours**

**Opening of Technical bids : 18.08.2017 at 15.00 hours**

**Opening of Financial bids : 19.08.2017 by 12.00 hours**

**General Manager  
ALLAHABAD UP GRAMIN BANK,  
BANDA**



# **ALLAHABAD UP GRAMIN BANK, HEAD OFFICE-BANDA**

## **SUPPLY OF STATIONERY ITEMS TO ALLAHABAD UP GRAMIN BANK ON RATE CONTRACT BASIS**

**Tender No. 3/2017, stationery & other items**

**Date of opening of technical bids: 18.08.2017 at 15.00 hrs**

**Date of opening of financial bids: 19.08.2017 at 12.00 hrs**

### **INSTRUCTIONS TO THE BIDDERS**

#### **1. Definitions**

- (i) "The Purchaser" means the ALLAHABAD UP GRAMIN BANK
- (ii) "The bidder" means the individual or firm who participates in this tender and submits bid
- (iii) "The supplier" means the individual or firm supplying the goods under the contract
- (iv) "The contract price" means the price payable to the supplier under the Purchase order for the full and proper performance of its contractual obligation

#### **2. Bid documents**

##### **2.1. The bid documents consists of the following –**

- (i) Notice inviting tender
- (ii) Instructions to the bidder
- (iii) Terms and conditions of the tender
- (iv) Technical bid format
- (v) Financial bid format ( price schedule)

2.2 The bidder(s) is/ are expected to examine all instructions, forms and terms & conditions contained in the bid document. Failure to furnish all information required as per the bid document or submission of bid not substantially responsive to the bid documents in every respect will be at the bidders' risk and may result in rejection of the bid.



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### **3. Documents / Certificates**

The bidders are required to submit technical bid enclosing therewith photocopies of following documents ( Documents in original should be produced for verification before signing of the agreement ), failing which their bids will be summarily rejected and will not be considered any further:

- (a) Registration Certificate as per existing norms (indicating the legal status – company/partnership firm/proprietorship concern, etc.)
- (b) Copy of GST/TIN Registration Certificates;
- (c) Copy of PAN Card;
- (d) Copies of Income Tax Return filed for last three financial years;
- (e) Copies of audited A/c Statements i.e. Balance sheets and Profit & Loss A/c for last three financial years
- (f) Proof of experience in supplying to Government Departments/Banks/RBI (Copies of two Purchase Orders received from Govt. depts. / PSUs/RRB/RBI during each of the last three years should be enclosed)
- (g) Declaration regarding blacklisting or otherwise. **(Annexure-I)**

### **4. Clarification on Bid Documents**

**4.1** A prospective bidder requiring any clarification on the Bid Documents may notify the General Manager ALLAHABAD UP GRAMIN BANK in writing or by e-mail at the mailing address [augb\\_ho@rediffmail.com](mailto:augb_ho@rediffmail.com) Such requests for clarifications should be sent not later than seven days prior to original or extended deadline for submission of the bids. Explanation of the query but without identifying the source of the inquiry will be uploaded on BANK website <http://www.allahabadgraminbank.in> for information of the all prospective bidders.

**4.2** Any clarification issued by the Purchaser in response to query raised by the prospective bidders shall form an integral part of bid document and it may amount to amendment of relevant clauses of the bid document

### **5. Amendment of Bid Documents**

**5.1** At any time prior to the dead line for submission of bids, the Purchaser may for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the Bid Documents by amendment. The amendment will be uploaded on BANK website <http://www.allahabadgraminbank.in> for information of the all prospective bidders.

**5.2** In order to give prospective bidders reasonable time for taking an amendment into account in preparing their bids, the General Manager, may, at his discretion, extend the deadline for the submission of bids.





## **ALLAHABAD UP GRAMIN BANK, HEAD OFFICE-BANDA**

### **6. Rejection of incomplete and conditional tenders**

The incomplete and conditional tenders will be rejected. **Quoting unrealistic rates will be treated as disqualification.**

### **7. Non transferability**

This tender is non transferable.

### **8. Minimum eligibility criteria**

Bidder(s) should

- (i) be an Indian company/firm engaged in **supply of Stationery items** in bulk in Banks/RBI/Govt, Deptt. and having its Office ( head office/ regional/Branch Office) in Uttar Pradesh.
- (ii) have minimum **three years** of experience of supplying **Stationery items on rate contract basis** in bulk to the Departments/Ministries of the Government of India/PSUs/Banks/RBI (Copies of two **Purchase Orders** received from Govt. depts. / PSUs /Banks/RBI during each of the last three years should be enclosed)
- (iii) have minimum Turnover of **Rs. 2 Crore** per year during each of the last three years (valid and certified proof has to be attached).
- (iv) not have been blacklisted by the Depts/Ministries of the Govt. Of India/PSUs/Banks/RBI (declaration has to be submitted in the specified format given at annexure-1)

However, it is informed that mere fulfillment of minimum eligibility criteria does not entitle the firm to demand that their financial bid be evaluated.

### **9. Details of Rate Contract with DGS&D.**

The bidders shall also inform whether any of the Stationery items which the firm is quoting rates is/are covered under Rate Contract with DGS&D. In case, the item is covered, the details as to the price, validity period, etc may be furnished.

### **10. Preparation of Bids**

#### **Indexing of Bid**

10 The bid prepared by the bidders and all correspondence and documents relating to the bid exchanged by the bidder with the Purchaser shall be properly indexed.

#### **Documents comprising the bid**

11 The bids prepared by the bidder shall comprise of (i) technical bid and (ii) the financial bid.

- (i) The technical bid should be sealed in a separate cover and super scribed **'technical bid for supplying Stationery items to ALLAHABAD UP GRAMIN**



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**BANK on rate contract basis**'. All the information/ documents sought should be provided with the technical bid. The documents / information sought should be in the same serial order as given in the technical bid.

- (ii) The financial bid shall specify the rates / prices in the format shown in the financial bid/price schedule

**N.B. All the documents submitted in the bid must be legible and self attested. Otherwise the bid is likely to be rejected**

### **12. Bid Prices**

12.1 The rates/ prices should be quoted in Indian Rupees only in words as well as figures. GST, packing, forwarding, etc., as applicable should be quoted separately. If these levies are included in the price quoted without giving the break up details such bids will summarily be rejected.

12.2 Only one price should be quoted for each item and if more than one price is quoted under different options the rate quoted by him in the first option only will be valid and considered for evaluation.

12.3 Rates/ should be valid for one year from the date of signing of the agreement. Rates/ prices should remain fixed during the entire period of the contract. i.e. one year and shall not be subject to variation on any account. However, in case of decrease in prices, the benefit shall be passed on to the Purchaser. No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained. A bid submitted with an adjustable price quotation will be treated as non responsive and will be rejected.

12.4 Prices should be quoted FoD basis (Free delivery at destination).

### **13. Bid Security/ Earnest Money Deposit (EMD)**

**13.1** EMD Rs. 1,00,000.00 of the bid value in the form of banker's cheque/ demand draft/TDR/B.G. from any scheduled bank drawn in favour of '**ALLAHABAD UP GRAMIN BANK**' shall accompany the bid.

**13.2** EMD shall remain valid for a period of **45 days** beyond the final validity period of bids ( 120 days)

**13.3** A bid received without Bid security (EMD) shall be rejected as non responsive at the bid opening stage and returned to the bidder unopened.

**13.4** EMD for lesser amount / EMD not submitted in the manner prescribed will be rejected and returned to the bidder.



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**13.5** The submission of EMD is compulsory for all the Bidders and no exemption will be granted for submission of EMD in any case.

**13.6** The Bid security of the unsuccessful bidder will be discharged / returned to them within **30 days** after finalization and award of the contract without any interest.

**13.7** The bid security may be forfeited:

- (a) If a bidder withdraws his bid during period of bid validity specified in the bid document
- (b) In the case of successful bidder , if the bidder fails to :
  - (i) sign the contract
  - (ii) furnish the Performance security within the specified time in the document.

### **14. Period of validity of bids**

The bid shall remain valid and open for acceptance for a period of 120 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.

### **15. Signing of the bids**

**15.1 The bid shall be typed or printed.** All pages of the bid document shall be numbered consecutively and shall be signed by the bidder as proof of having read the contents therein and in acceptance thereof.

**15.2** All entries in the bid form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached.

**15.3** The bid shall contain no interlineations , erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be signed by the person / persons signing the bid.

### **16. Submission of Bid**

#### **Sealing, Marking & Submission**

**16.1** The bid shall be submitted in accordance with the procedure detailed herein.

- (i) Specified documents shall be enclosed in envelope of appropriate size each of which shall be sealed.



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- (ii) **Envelope No.1** Shall contain the bid security/EMD as indicated in clause 13.2 of these instructions to bidders.
- (iii) **Envelope No.2** Shall contains all the information and documents in the same serial order as shown in the technical bid. A covering letter also may accompany the technical bid.
- (iv) **Envelope No.3** shall contain the rates / prices of the items duly filled in (schedule of rates) and signed and stamped. The bidder must fill up quoted price against each item in the spaces provided in the respective columns.

**N.B. Price should not be indicated in any of the documents enclosed in envelope 1 and / or 2.**

**16.2** All the above envelopes shall bear the Name of the Work as described in the Notice inviting tenders i.e. **Supply of Stationery items to ALLAHABAD UP GRAMIN BANK on Rate Contract Basis** along with Tender Number, due date and time and shall be sealed in a fourth envelope (fourth envelope also should bear the name of the work as described above along with tender number, due date and time) and addressed to **TheGeneral Manager, ALLAHABAD UP GRAMIN BANK, Head Office, BANDA-210001** and must reach on or before **18.08.2017 by 2.00 P.M.** If the date on which the tender is opened for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day.

**16.3** **The bidders must have to submit samples of paper for Stationery items for which rates are quoted along with their bids. Bids not accompanied by samples will be summarily rejected.**

**16.4** Bids should be hand delivered at the address mentioned in clause 16.2

**16.5** All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened, if required.

**16.6** The bidder shall seal the bid.

### **17. Deadline for submission of bids**

**17.1** Bids must be submitted to the General Manager, **ALLAHABAD UP GRAMIN BANK, Head Office, BANDA** on or before the prescribed date and time i.e. on or before **18.08.2017 by 14.00 hrs.**



## **ALLAHABAD UP GRAMIN BANK, HEAD OFFICE-BANDA**

**17.2** No bids will be received/ accepted after the expiry of the prescribed date and time for submission of the bids.

**17.3** General Manager, **ALLAHABAD UP GRAMIN BANK**, may, at his discretion, extend the deadline for submission of bids through the issuance of an amendment for the reasons mentioned therein in which case all rights and obligations of the Purchaser and the bidders previously subject to the deadlines shall thereafter be subject to the new deadline as extended.

**17.4** The responsibility for submission of the bids in time would rest with the bidder.

**17.5** Telegraphic / Fax offers will be treated as defective, invalid and rejected. Only detailed complete bids received prior to the closing time and date of the bids will be taken as valid;

**17.6** Bids received, if any, by the Purchaser after the prescribed deadline/extended deadline for submission will be returned unopened to the bidder.

### **18. Modification and withdrawal of bids:**

**18.1** The bidder may modify or withdraw his bid after submission provided that the written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of the bids.

**18.2** The bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched as required in the case of bid submission in accordance with clause 16. A withdrawal notice may also be sent by telex/ fax but followed by a signed confirmation copy by post (which should be received by the Purchaser before the deadline for submission of bids

**18.3** Subject to clause 17 no bid shall be modified subsequent to the deadline for submission of bids.



## **19 Bid Opening and Evaluation**

### **Bid Opening**

**19.1 Envelop No.1** containing the bid security shall be opened by bid opening empowered Committee for the purpose of ALLAHABAD UP GRAMIN BANK on **18.08.2017 at 15.00 A.M.** in the presence of the bidders or their representatives duly authorized by the bidder who wish to be present. If the Bid Security is not found as prescribed the bid shall be summarily rejected. The representatives are required to bring photo identity card issued by the firm / employer and also a copy of the authorization as given in the **Annexure-2**

**19.2 Envelop No. 2** containing the technical bid shall then be opened. Bids shall be numbered serially by EMPOWERED COMMITTEE. The bidder's names, documents submitted/ not submitted and such other details as the EMPOWERED COMMITTEE, at its discretion may consider appropriate shall be announced at the bid opening.

**19.3** The empowered Committee shall examine/ evaluate the technical bids to determine whether they (i) fulfill the eligibility criteria, (ii) submitted the requisite documents (iii) meet the terms and conditions specified, (iv) complied with all the instructions contained therein, etc. **For the purpose of this clause a substantially responsive bid is one which conforms to all the terms and conditions of the bid document without material deviation.**

**19.4** The **financial bids** of technically qualified bidders only will be recommended for opening and consideration by the empowered Committee. The said Committee will evaluate the bids to determine whether (i) they are complete; (ii) the requisite bid securities have been furnished; (iii) the bids have been properly signed and stamped; and (iv) the bids are generally in order.

**19.5 Envelop No.3:** Containing the sealed price bid of bidders whose bid is found to be generally in order and substantially responsive shall be opened on **19.08.2017 at 12.00 P.M.**

**19.6** Only summary of prices quoted by the bidders will be read out;



## **20. Process to be confidential**

**20.1** After the public opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.

**20.2** Any effort by the bidder to influence the Purchaser in the process of examination, clarification, evaluation and comparison of bids and decision concerning award of contract may result in the rejection of the bidder's bid.

## **21. Clarification of Bids**

To assist in the examination, evaluation and comparison of bids, the empowered committee/ official may ask bidders individually for clarification of their bids, including breakdowns of unit prices. The request for clarification and the response shall be in writing or e mail or Fax, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction or arithmetical errors discovered during the evaluation of the bids in accordance with Clause 22 hereof.

## **22. Determination of Eligibility & Responsiveness**

**22.1** The empowered Committee will determine whether the bid is **substantially responsive** to the requirements of the Bid documents. For the purpose of this clause, a substantially responsive bid is one which conforms to all the terms & conditions and specifications of the bid documents without any deviation or reservation.

**22.2** A bid which in relation to the cost estimates of the empowered Committee is unrealistically priced and which cannot be substantiated satisfactorily by the bidder may be rejected as non responsive.

## **23. Evaluation and Comparison of Bids**

**23.1** Only such of the bids as have been determined to be substantially responsive to the requirements of the bid documents, in accordance with Clause 25 will be evaluated. Other non responsive bids will be rejected.



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**23.2** Bidders shall note that no preference of any nature will be given to any Bidder notwithstanding any custom, usage or instructions to the contrary

**23.3** Evaluation of the bids will take into account, in addition the bid amounts, the following factors;

- a) Arithmetical errors corrected in accordance with Clause 25.2
- b) Such other factors as may be considered to have a potentially significant impact on contract execution price and payments

**23.4** Offers, deviation and other factors, which are in excess of the requirements of the bid documents or otherwise result in the accrual of unsolicited benefits to the Purchaser, shall not be taken into account in bid evaluation;

### **24. Technical evaluation.**

**24.1** Purchaser shall evaluate the technical bids to determine whether they are complete, whether documents have been furnished, properly signed and whether the bids are generally in order.

**24.2** Prior to financial evaluation, pursuant to clause 25, the Purchaser will determine the substantial responsiveness of each bid to the bid document. For the purpose of this clause, a substantially responsive bid is one which conforms to all the terms, conditions and specifications of the bid documents without any deviation or reservation. **The determination of bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.**

**24.3** A bid determined as substantially non responsive will be rejected by the purchaser and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non conformity.

### **25. Financial evaluation and comparison of substantially responsive technical bids.**

**25.1** The purchaser shall shortlist those who are eligible and submitted substantially responsive technical bids for opening of financial bid. Successful bidders would be called to attend opening of financial bids. **The financial bids of unsuccessful bidders would not be opened.**





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**25.2** Bids determined to be substantially responsive will be checked for any arithmetical errors in computation and summation. Errors will be dealt as follows:

- a) Where there is discrepancy between amounts in figures and in words, amount in words will govern;
- b) Incorrectly added totals will be corrected;
- c) In case there is any inconsistency between the rate and the value extended (after multiplication with the tender quantity), the rate quoted shall prevail;

If a bidder does not accept the correction of errors as outlined above, his bid is liable for rejection.

**25.3** The purchaser may waive any minor infirmity or non conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

### **26. Contacting the Purchasers.**

**26.1** Subject to clause 21 (clarification of bids) no bidder shall try to influence the Purchaser on any matter relating to its bid, from the time of the bid opening till the time contract is awarded.

**26.2** Any effort by the bidder to influence the Purchaser in the Purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

### **27. Award of Contract**

#### **Award Criteria**

Subject to Clause 24 & 25, the contract shall be awarded with the approval of the competent authority to the bidder whose bid has been determined to be eligible and to be substantially responsive to the bid documents and who has offered the lowest evaluated bid (**subject to the selection of the sample by the empowered committee**) provided further the bidder has the capability and resources effectively to carry out the contract works.



## **28. Right to accept / reject any or all Bids**

Notwithstanding Clause 24 & 25 the ALLAHABAD UP GRAMIN BANK reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the said action.

## **29. Notification of Award**

**29.1** Prior to the expiration of the prescribed period of bid validity, the General Manager will notify the successful bidder by fax or e mail or letter confirming in writing that his bid has been successful .

**29.2** The notification of award will constitute the formation of the contract.

**29.3** Upon furnishing of Performance Security Deposit by the successful bidder in accordance with the provisions of Clause 3 of Terms & Conditions of the Tender, General Manager, will promptly notify the unsuccessful bidders that their bids have been unsuccessful.

## **30. Signing of Agreement**

Upon the receipt of the notification of award by the successful bidder, the successful bidder shall fill the Agreement in accordance with form of Agreement included in the Bid Document and submit the same to the General Manager, within a week of the date of receipt of notification of award. The General Manager, shall return the draft duly approved within ten days from the receipt of the draft and the successful bidder shall get the same engrossed, have the correct amount to stamp duly adjudicated by Superintendent of Stamps and thereafter return the same duly signed and executed on behalf of the successful bidder, all at his own cost within two weeks from the receipt of the approved draft.

## **31. Annulment of the Award**

**31.1** Failure of the successful bidder to comply with any of the requirements shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in which event the Purchaser may make the award to any other bidder at the discretion of the Purchaser or call for new bids.



## **ALLAHABAD UP GRAMIN BANK, HEAD OFFICE-BANDA**

**31.2** Purchaser reserves the right to disqualify the supplier for a suitable period who habitually failed to supply the item in time. Further, the suppliers whose items do not perform satisfactorily may also be disqualified for a suitable period as decided by the Purchaser.

**31.3** Purchaser reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.

### **32. Samples of the items need for undertaking**

Bidders are requested to examine the Stationery items in respect of which examination of the samples is required before quoting the rates. The samples may kindly be seen at , ALLAHABAD UP GRAMIN BANK, Head Office, D.M.Colony- BANDA (Ph no.05192 220109,221096) between **1500 hrs to 1700 hrs on any working days.**



# **ALLAHABAD UP GRAMIN BANK, HEAD OFFICE-BANDA**

## **SUPPLY OF STATIONERY ITEMS TO** **ALLAHABAD UP GRAMIN BANK** **ON RATE CONTRACT BASIS**

**Tender No.03/2017/stationery & other items**

**Date of Opening of Technical bids: 18.08.2017(15.00 hrs).**

**Date of opening of financial bids: 19.08.2017 (12.00hrs)**

### **TERMS AND CONDITIONS OF THE TENDER**

#### **1. Application**

The general conditions shall apply in contracts made by the Purchaser for the procurement of Goods.

#### **2. Standards**

2.1 The goods supplied under this contract shall conform to the standards prescribed specifications mentioned there against the goods in the financial bid.

2.2 The bidder should furnish the full specification of the goods such as **weight, dimensions, unit, length, colour/ shade, make/ brand etc.** offered in the tender. No change shall be permitted after opening of bids.

#### **3. Performance Security Deposit (PSD).**

3.1. PSD @ 5% of order value of the contract will have to be made **within 7 days** of receipt of the communication of the selection of the bid in pursuance of clause 29.1 of instructions to the bidders.

3.2. PSD shall be in the form of

- (i) Demand Draft payable to **General Manager, Allahabad UP Gramin Bank,**
- (ii) Deposit receipt from a Nationalized Bank; or
- (iii) Bank Guarantee from a Nationalized Bank. In case PSD is in the form of bank guarantee, such a bank guarantee should be from a nationalized banks and in the form provided in the **Annexure-4**

3.3 The PSD should remain **valid** for a period of **sixty days** beyond the date of completion of all contractual obligations by the supplier including warranty/guarantee obligation, if any. EMD will be refunded to the successful bidder on receipt of performance security.

3.4 PSD can be withheld or forfeited in full or in part in case the supply order is not executed satisfactorily within the stipulated period.



**4. Liquidated damages**

Should the supplier fails to deliver the store or any consignment thereof within the period prescribed for delivery, the purchaser shall be entitled to recover 0.5% of the value of the delayed supply with reference to the delivery date given in the Purchase Order up to 7 days and thereafter at the rate of one percent (1.0%) of the value of the delayed supply for each week of delay or part thereof.

**5. Force Majeure.**

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war of hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall due to such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non- performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the Purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

**6. Termination for Default**

6.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part ,if

- (a) the supplier fails to deliver any or all the goods/items within the time period(s) specified in the P.O., or any extension thereof granted by the purchaser;
- (b) the supplier fails to perform any other obligation(s) under the Contract; and
- (c) the supplier, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the purchaser may authorize in writing) after receipt of the default notice from the purchaser.

6.2 In the event the purchaser terminates the contract in whole or in part pursuant to



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para 6.1 the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods similar to those undelivered and the supplier shall be liable to the Purchaser for any excess cost for such similar goods. However the supplier shall continue the performance of the contract to the extent not terminated.

### **7. Termination for Insolvency**

The Purchaser may at any time terminate the Contract by giving written notice to the supplier, without compensation to the supplier. If the supplier becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

### **8. Set Off**

Any sum of money due and payable to the supplier (including Performance Security Deposit refundable to him) under this contract may be appropriated by the purchaser or the ALLAHABAD UP GRAMIN BANK or any other person(s) contracting through the Purchaser and set off the same against any claim of the Purchaser or BANK or such other person or person(s) for payment of sum of money arising out to this contract or under any other contract made by the supplier with the Purchaser or BANK or such other person(s) contracting through the BANK.

### **9. Settlement of disputes**

All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Secretary General, Lok Sabha Allahabad UP Gramin Bank or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

### **10. Mode of Payment.**

10.1 Payment against Bill / Invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction of the BANK. Payment will be made direct to the supplier through **A/c payee cheque or through electronic transfer only.**



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10.2 No request for other mode of payment will be entertained. **No advance payment will be made in any case.**

### **11. Change in quantity.**

Quantity given in the financial bid is approximate. It may likely to vary.

### **12. Agreement.**

The selected bidder should sign an agreement with the ALLAHABAD UP GRAMIN BANK (BANDA) as per the specimen (**Annexure -5**)

### **13. Purchaser's Rights**

13.1 The BANK reserves the right to accept/reject any or all the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever.

13.2 The BANK reserves the right to award the contract to more than one Bidder.

13.3 The BANK reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.

13.4 If a firm after award of the contract violates any of the terms and conditions, fails to honour its bid without sufficient grounds and within reasonable time it shall be liable for blacklisting for a suitable period. EMD/performance security shall be forfeited.

### **14. Delivery**

i) On acceptance of tender, Bank shall issue a Letter of Intent (LOI) to the successful bidder and the bidder shall accept the same within one week of the date of issue of LOI. Firm purchase order will be placed by the Bank, only after the successful bidder accepts LOI and enter into the Agreement as per Bank's format.(enclosed as Annexure – 1)

ii) Time is the essence of this contract. The supply of entire lot General stationery items shall be supplied within a maximum period of 3 months at specified quantity per month as per annexure or earlier from the date of issue of confirmed print order/final approval of the proof by the Bank whichever is earlier.

iii) In case the printer fails to supply the said stationery items within the specified delivery period, the Bank shall be at liberty to cancel the order for the undelivered number of stationery items if any, besides de-listing the printer from the empanelled list and also denying any future empanelment in the Bank.

iv) If the printer fails to deliver the said general stationery items as above and in the event of such cancellation, the Security Deposit of the printer shall stand forfeited and the printer shall not be entitled to any compensation but the printer shall continue to carry out all his obligations under this contract, including warranty in respect of the said



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General stationery items that may have already been supplied before cancellation.

If the Bank, at its sole discretion, decides to accept the delayed supply of any lot of General stationery items, liquidated damages for a delay upto 30 days from the stipulated date of delivery @ 1% of printing charges. Delay from 31 days upto 60 days @ 2% of printing charges. Delay beyond 60 days @ 3% of printing charges.

v) The amount of damages so calculated shall be deducted at the time of making any payment after successful completion of supply of the said General stationery items and the cost of transportation and other cost there on shall be borne by the printer.

vi) The decision of the bank in regard to cancellation of the Print Order, levy of liquidated damages and forfeiting the Security Deposit shall be final.

vii) In case of supply of General stationery to States where Road Permit is required for transportation of goods, it is the responsibility of supplier to procure the same by making all arrangements required well in advance. However, Bank will provide any letter, if required by the bidders for getting the permits. The Bank shall not be responsible for any delay on this account. However, the Bank may consider, in exceptional circumstances and purely at its sole discretion, granting additional time for completion of supply, if it is satisfied that the delay was on account of delay in issuing road permits by the concerned authorities and not on account of any delay or lapse on the part of the supplier

However, BANK reserves the right to change the above schedule of supply depending upon their urgent requirement. In case, the firm fails to supply the required quantity **within stipulated period** from the receipt of supply order, the material will be procured from other sources and the difference of cost, if any, will be recovered from Performance Security Deposit (PSD) by issuing notice and necessary action for **blacklisting** the firm will also be taken.

14.2 The Inspection Team of ALLAHABAD UP GRAMIN BANK shall inspect the items on receipt to examine whether the items supplied are in conformity with the sample approved in terms of quality, size, colour, shade, dimensions, etc before issuance of the same to the officers/ staff of the Purchaser. In case the inspection team rejects the consignment for not conforming to the approved sample the supplier has to replace the consignment ensuring conforming to the approved sample within the given time.





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### **15. Penalty for substandard / inferior quality.**

15.1 If it is found that items are fake or of substandard quality and not conforming to the required specifications, the firm, will not have to replace the fake/substandard items with genuine ones but they will also be liable to be blacklisted.

15.2 If the selected bidder/firm does not supply the items/ does not make available within the stipulated period as may be indicated by the Purchaser, the Purchaser reserves the right to arrange the supply from another firm and the bidder will have to reimburse the additional expenditure, if any, incurred by the purchaser and the PSD submitted by the bidder will be forfeited.

### **16. Validity of rates.**

Rates quoted should be valid for one year from the date of signing of the contract. Bids quoting the rates valid for periods less than one year will be considered non responsive

### **17. General/Others.**

17.1 In no circumstances, the firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the order will be terminated forthwith without any notice and Performance Security Deposit will be forfeited.

17.2 The bidders will be bound by the details furnished by him / her to BANK, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for **legal action besides termination of contract**.

17.4 All the pages of tender document shall be sealed (stamped) and signed by Authorized signatory as token of having read the entire tender document and understood the instructions, terms & conditions etc. No changes whatsoever be permitted in the tender document and the tender submitted by the bidder shall be strictly as per Bank's format.

17.5 The Bank at its discretion may split the order at 60% (approximate) to L-1 bidder and 40% (approximate) to L-2 bidder provided the L-2 bidder agrees to supply the General stationery items at the same rates as quoted by L-1 bidder. However, if the L-2 bidder does not agree to the above condition or not interested, Bank at its discretion may give 40% to L-3 bidder provided the bidder agrees to supply the General stationery items at the same rates as quoted by L-1 bidder. The decision of splitting as above will be at the sole discretion of



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the Bank, and the Bank may or may not implement the splitting.

17.6 Notwithstanding anything contained herein above, in case of any dispute, claim and legal action arising out of this RFP, the parties shall be subject to the jurisdiction of courts at Banda, Uttar Pradesh, only.

17.7 L-1 for each stationery item will be decided separately.

Tender for printing & supply of General Stationery items to Allahabad UP Gramin Bank

S.No.	Stationery Item	TOTAL No.	Pad/Farm/Booklet/ Register	Specifications/ Paper/Weight	Page/Leaves excluding Cover	Size	Other Remark If any
1	mi fLFkfr i ft dk de p k j h	671	Register	सँचुरी / जे0के0 लेजर पेपर 80 जीएसएम	100 पन्ने (200 पेज) का रजिस्टर	20"×30" 4	छपाई दोनों तरफ व रूलिंग, प्रत्येक पन्ने पर नम्बरिंग, मोटे खरवा कपड़े की जुजबन्दी, दफ्ती (3 पौंड) के साथ बाइंडिंग, मुख्य पृष्ठ पर एक स्टिकर (जिसपर रजिस्टर का नाम व बैंक का नाम छपा होगा लोगो के साथ), छपाई एक रंग में हमारे नमूनानुसार।
2	mi fLFkfr i ft dk vf/ k d k j h	671	Register	सँचुरी / जे0के0 लेजर पेपर 80 जीएसएम	48 पन्ने (96 पेज) का रजिस्टर	17"×27" 4	छपाई दोनों तरफ व रूलिंग, प्रत्येक पन्ने पर नम्बरिंग, मोटे खरवा कपड़े की जुजबन्दी, दफ्ती (3 पौंड) के साथ बाइंडिंग, मुख्य पृष्ठ पर एक स्टिकर (जिसपर रजिस्टर का नाम व बैंक का नाम छपा होगा लोगो के साथ), छपाई एक रंग में हमारे नमूनानुसार।
3	fcYI l lV Qkj dyD'ku jftLVj	455	Register	सँचुरी / जे0के0 लेजर पेपर 80 जीएसएम	125 पन्ने (250 पेज) का रजिस्टर	20"×30" 4	छपाई दोनों तरफ व रूलिंग, प्रत्येक पन्ने पर नम्बरिंग, मोटे खरवा कपड़े की जुजबन्दी, दफ्ती (3 पौंड) के साथ बाइंडिंग, मुख्य पृष्ठ पर एक स्टिकर (जिसपर रजिस्टर का नाम व बैंक का नाम छपा होगा लोगो के साथ), छपाई एक रंग में हमारे नमूनानुसार।
4	d\$ k c\$y l l c p l	2800	Register	सँचुरी / जे0के0 लेजर पेपर 80 जीएसएम	125 पन्ने (250 पेज) का रजिस्टर	17"×27" 4	छपाई दोनों तरफ व रूलिंग, प्रत्येक पन्ने पर नम्बरिंग, मोटे खरवा कपड़े की जुजबन्दी, दफ्ती (3 पौंड) के साथ बाइंडिंग, मुख्य पृष्ठ पर एक स्टिकर (जिसपर रजिस्टर का नाम व बैंक का नाम छपा होगा लोगो के साथ), छपाई एक रंग में हमारे नमूनानुसार।
5	d\$' k; j f j l h V & i e \$ / c p l	4100	Register	सँचुरी / जे0के0 लेजर पेपर 80 जीएसएम	125 पन्ने (250 पेज) का रजिस्टर	17"×27" 4	छपाई दोनों तरफ व रूलिंग, प्रत्येक पन्ने पर नम्बरिंग, मोटे खरवा कपड़े की जुजबन्दी, दफ्ती (3 पौंड) के साथ बाइंडिंग, मुख्य पृष्ठ पर एक स्टिकर (जिसपर रजिस्टर का नाम व बैंक का नाम छपा होगा लोगो के साथ), छपाई एक रंग में हमारे नमूनानुसार।
6	d\$ k L d k y	4000	Register	सँचुरी लेजर पेपर 80 जीएसएम	125 पन्ने (250 पेज) का रजिस्टर	17"×27" 4	छपाई दोनों तरफ, नम्बरिंग एक तरफ, रूलिंग, कपड़े की बाइंडिंग, मुख्य पृष्ठ पर एक स्टिकर (जिसपर रजिस्टर का नाम व बैंक का नाम छपा होगा लोगो के साथ) अबरी कवर दफ्ती 3 पाउण्ड, कोने पर कपड़े की पट्टी, ऊपर स्टिकर लगा हुआ, आफसेट प्रिंटिंग मैटर नमूनानुसार।

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7	चेक ईश्यू रजिस्टर	450	Register	सैंचुरी/जे0के0 लेजर पेपर 80 जीएसएम	<u>17"x27"</u> 4	आफसेट प्रिंटिंग	125 पन्ने (250 पेज) का रजिस्टर , छपाई दोनों तरफ व रूलिंग , प्रत्येक पन्ने पर नम्बरिंग , मोटे खरवा कपड़े की जुजबन्दी , दफ्ती (3 पौंड) के साथ बाइंडिंग , मुख्य पृष्ठ पर एक स्टिकर ( जिसपर रजिस्टर का नाम व बैंक का नाम छपा होगा लोगो के साथ ) , छपाई एक रंग में हमारे नमूानुसार।
8	चेक रिटर्न रजिस्टर	400	Register	सैंचुरी/जे0के0 लेजर पेपर 80 जीएसएम	<u>17"x27"</u> 4	आफसेट प्रिंटिंग	125 पन्ने (250 पेज) का रजिस्टर , छपाई दोनों तरफ व रूलिंग , प्रत्येक पन्ने पर नम्बरिंग , मोटे खरवा कपड़े की जुजबन्दी , दफ्ती (3 पौंड) के साथ बाइंडिंग , मुख्य पृष्ठ पर एक स्टिकर ( जिसपर रजिस्टर का नाम व बैंक का नाम छपा होगा लोगो के साथ ) , छपाई एक रंग में हमारे नमूानुसार।
9	Mkd fMLi p jftLVj	520	Register	सैंचुरी/जे0के0 लेजर पेपर 80 जीएसएम	125 पन्ने (250 पेज) का रजिस्टर	<u>17"x27"</u> 4	छपाई दोनों तरफ व रूलिंग, प्रत्येक पन्ने पर नम्बरिंग मोटे खरवा कपड़े की जुजबन्दी, दफ्ती (3 पौंड) के साथ बाइंडिंग , मुख्य पृष्ठ पर एक स्टिकर (जिसपर रजिस्टर का नाम व बैंक का नाम छपा होगा लोगो के साथ), छपाई एक रंग में हमारे नमूानुसार।
10	Mkd ikflr jftLVj	525	Register	सैंचुरी/जे0के0 लेजर पेपर 80 जीएसएम	125 पन्ने (250 पेज) का रजिस्टर	<u>17"x27"</u> 4	छपाई दोनों तरफ व रूलिंग, प्रत्येक पन्ने पर नम्बरिंग मोटे खरवा कपड़े की जुजबन्दी, दफ्ती (3 पौंड) के साथ बाइंडिंग, मुख्य पृष्ठ पर एक स्टिकर (जिसपर रजिस्टर का नाम व बैंक का नाम छपा होगा लोगो के साथ), छपाई एक रंग में हमारे नमूानुसार।
11	फर्नीचर एवं फिक्सचर रजिस्टर	100	Register	सैंचुरी/जे0के0 लेजर पेपर 80 जीएसएम	125 पन्ने (250 पेज) का रजिस्टर	<u>17"x27"</u> 4	छपाई दोनोतरफ व रूलिंग, प्रत्येक पन्ने पर नम्बरिंग, मजबूत कपड़े जुजबन्दी, दफ्ती के साथ बाइंडिंग, मुख्य पृष्ठ पर एक स्टिकर, छपाई एक रंग में हमारे नमूानुसार।
12	इण्डियन ड्राफ्ट रजिस्टर	175	Register	सैंचुरी/जे0के0 लेजर पेपर 80 जीएसएम	<u>20"x30"</u> 4 तैयार	आफसेट प्रिंटिंग नमूानुसार	जीन बाउन्ड क्लथ कवर , 125 लीवज का प्रत्येक रजिस्टर , नम्बरिंग दोनों ओर , 3 पाउण्ड की दफ्ती , चारों कोनों पर मजबूत पट्टी शेष भाग पर कपड़ा , ट्रांजेक्शन हेतु 33 लाइनें। अन्य सभी मैटर हमारे नमूानुसार।
13	लीव रजिस्टर	230	Register	सैंचुरी/जे0के0 लेजर पेपर 80 जीएसएम	125 पन्ने (250 पेज) का रजिस्टर	8x13 इंच तैयार	छपाई दोनो तरफ, दफ्ती 03 पौंड के साथ बाइंडिंग, मुखपृष्ठ पर स्टिकर (जिसपर लोगो के साथ रजिस्टर का नाम व बैंक का नाम छपा होगा), रूलिंग तथा पेज नम्बरिंग, छपाई एक रंग में हमारे नमूानुसार।

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14	लोन एप्लीकेशन रजिस्टर	680	Register	सैंचुरी/जे0के0 लेजर पेपर 80 जीएसएम	17x27 4	8x13 इंच तैयार	100 पन्ने का रजिस्टर , छपाई दोनो तरफ, दफ्ती 03 पौंड के साथ बाइंडिंग, मुखपृष्ठ पर स्टिकर (जिसपर लोगो के साथ रजिस्टर का नाम व बैंक का नाम छपा होगा), रूलिंग तथा पेज नम्बरिंग, छपाई एक रंग में हमारे नमूनानुसार।
15	नॉमिनेशन रजिस्टर	550	Register	सैंचुरी/जे0के0 लेजर पेपर 80 जीएसएम	100 पन्ने (200 पेज) का रजिस्टर	8x13 इंच तैयार	छपाई दोनो तरफ, दफ्ती 03 पौंड के साथ बाइंडिंग, मुखपृष्ठ पर स्टिकर (जिसपर लोगो के साथ रजिस्टर का नाम व बैंक का नाम छपा होगा), रूलिंग तथा पेज नम्बरिंग, छपाई एक रंग में हमारे नमूनानुसार।
16	प्रोनोट अटस्टेशन रजिस्टर	680	Register	सैंचुरी/जे0के0 लेजर पेपर 80 जीएसएम	100 पन्ने (200 पेज) का रजिस्टर	8x13 इंच तैयार	छपाई दोनो तरफ, दफ्ती 03 पौंड के साथ बाइंडिंग, मुखपृष्ठ पर स्टिकर (जिसपर लोगो के साथ रजिस्टर का नाम व बैंक का नाम छपा होगा), रूलिंग तथा पेज नम्बरिंग, छपाई एक रंग में हमारे नमूनानुसार।
17	पियून बुक	175	Register	सैंचुरी/जे0के0 लेजर पेपर 80 जीएसएम	100 पन्ने (200 पेज) की पुस्तक	7x6 इंच तैयार	मोटे खरवा कपड़े की जुजबंदी,, दफ्ती 3 पौंड के साथ बाइंडिंग, मुखपृष्ठ पर स्टिकर (जिसपर पुस्तिका का नाम व बैंक का नाम छपा होगा लोगो के साथ), रूलिंग तथा नम्बरिंग, छपाई एक रंग में हमारे नमूनानुसार।
18	स्टेशनरी रजिस्टर	420	Register	सैंचुरी/जे0के0 लेजर पेपर (80 जी.एस.एम.)	125 पन्ने (250 पेज) का रजिस्टर	17"x27" 4	छपाई दोनोतरफ व रूलिंग,प्रत्येक पन्ने पर नम्बरिंग,मजबूत कपड़े जुजबन्दी, दफ्ती के साथ बाइंडिंग , मुख्य पृष्ठ पर एक स्टिकर, 13 पन्नों की इंडेक्सिंग अतिरिक्त , छपाई एक रंग में हमारे नमूनानुसार।
19	सिक्चुरिटी लेजर	465	Register	सैंचुरी/जे0के0 लेजर पेपर (90 जी.एस.एम.)	125 पन्ने (250 पेज) का रजिस्टर	20"x30" 4	छपाई दोनों तरफ नमूनानुसार, 13 पन्ने की इंडेक्सिंग जीन बाइंडिंग, कैनवास क्लाथ, 3 पाउन्ड की दफ्ती ट्रांजेक्शन हेतु कम से कम 32 लाइनें , नम्बरिंग दोनों तरफ।
20	टोकन बुक	350	Register	सैंचुरी/जे0के0 लेजर पेपर 80 जीएसएम	100 पन्ने की प्रत्येक पुस्तिका	7x6 इंच तैयार	मोटे खरवा कपड़े की जुजबंदी,, दफ्ती 3 पौंड के साथ बाइंडिंग, मुखपृष्ठ पर स्टिकर (जिसपर पुस्तिका का नाम व बैंक का नाम छपा होगा लोगो के साथ), रूलिंग तथा नम्बरिंग, छपाई एक रंग में हमारे नमूनानुसार।
21	बचत खाता पासबुक (कम्प्यूटराइज्ड)	930000	Book	जे0के0 मैपलिथो 70 जी.एस.एम.	10 पन्ने की पासबुक	18.5 x10.0 cms तैयार	10 पन्ने की पासबुक, छपाई दोनों तरफ, कवर पेज 10.4 कि.ग्रा. की लैमिनेटेड बैंक द्वारा निर्धारित रंग की कार्ड शीट, कवर पेज के मुख पृष्ठ एवं दूसरे पन्ने पर दोनों तरफ छपाई, छपाई एक रंग में, पासबुक के बीच से पतले रेशम के धागे से मजबूत सिलार्ड, 50 बुक का एक बंडल धागे से बंधा हुआ। छपाई हमारे नमूनानुसार।

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22	करेन्ट खाता पासबुक (कम्प्यूटराइज्ड)	15500	Book	जे०के० मैपलिथो 70 जी.एस.एम.	10 पन्ने की पासबुक	18.5 x10.0 cms तैयार	10 पन्ने की पासबुक, छपाई दोनों तरफ, कवर पेज 10.4 कि.ग्रा. की लैमिनेटेड बैंक द्वारा निर्धारित रंग की कार्ड शीट, कवर पेज के मुख पृष्ठ एवं दूसरे पन्ने पर दोनों तरफ छपाई, छपाई एक रंग में, पासबुक के बीच से पतले रेशम के धागे से मजबूत सिलाई, 50 बुक का एक बंडल धागे से बंधा हुआ। छपाई हमारे नमूनानुसार ।
23	प्रोनोट पासबुक (कम्प्यूटराइज्ड)	37000	Booklet	जे०के० मैपलिथो 70 जी.एस.एम.	10 पन्ने की पासबुक	18.5 x10.0 cms तैयार	10 पन्ने की पासबुक, छपाई दोनों तरफ, कवर पेज 10.4 कि.ग्रा. की लैमिनेटेड बैंक द्वारा निर्धारित रंग की कार्ड शीट, कवर पेज के मुख पृष्ठ एवं दूसरे पन्ने पर दोनों तरफ छपाई, छपाई एक रंग में, पासबुक के बीच से पतले रेशम के धागे से मजबूत सिलाई, 50 बुक का एक बंडल धागे से बंधा हुआ। छपाई हमारे नमूनानुसार ।
24	आर.डी. पासबुक (कम्प्यूटराइज्ड)	49000	Booklet	(जे०के०/सेन्चुरी) मैपलिथो 80 जी. एस.एम	10 पन्ने (20 पेज) की प्रत्येक पासबुक	18.5 x10.0 cms तैयार	10 पन्ने की पासबुक, छपाई दोनों तरफ, कवर पेज 10.4 कि.ग्रा. की लैमिनेटेड बैंक द्वारा निर्धारित रंग की कार्ड शीट, कवर पेज के मुख पृष्ठ एवं दूसरे पन्ने पर दोनों तरफ छपाई, छपाई एक रंग में, पासबुक के बीच से पतले रेशम के धागे से मजबूत सिलाई, 50 बुक का एक बंडल धागे से बंधा हुआ। छपाई हमारे नमूनानुसार ।
25	किसान कार्ड पास बुक(कम्प्यूटराइज्ड)	100000	Booklet	(जे०के०/सेन्चुरी) मैपलिथो 80 जी. एस.एम	10 पन्ने (20 पेज) की प्रत्येक पासबुक	18.5 x10.0 cms तैयार	10 पन्ने की पासबुक, छपाई दोनों तरफ, कवर पेज 10.4 कि.ग्रा. की लैमिनेटेड बैंक द्वारा निर्धारित रंग की कार्ड शीट, कवर पेज के मुख पृष्ठ एवं दूसरे पन्ने पर दोनों तरफ छपाई, छपाई एक रंग में, पासबुक के बीच से पतले रेशम के धागे से मजबूत सिलाई, 50 बुक का एक बंडल धागे से बंधा हुआ। छपाई हमारे नमूनानुसार ।
26	चेक/कैश पे-इन-स्लिप	180000	Pad	सेंचुरी 60 जी.एस.एम सफेद	25 पन्ने का एक पैड	18"x22" 8	25 पन्ने का एक पैड , छपाई एक तरफ , बाई तरफ स्टेपिल्ड , बाई तरफ काउन्टर फाइल हेतु परफोरेटेड , 100 पैड के बंडल में छपाई हमारे नमूनानुसार
27	Vkd Oj okmpj & Nk&vk %okmpj u0&2%	11000	Pad	सेंचुरी /ओरियंट गुलाबी 49 जी.एस.एम.	100 पन्ने का प्रत्येक पैड	18"x22" 12	छपाई एक तरफ साधारण अबरी की पट्टी से बाइंडिंग, नीचे दफ्ती और ऊपर काफ्ट पेपर, 10 पैड का एक बंडल मजबूत धागे से बंधा हुआ, छपाई हमारे नमूनानुसार ।

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28	Vkd Qj okmpj & cMk %okmpj u0&3½	10000	Pad	सेंचुरी /ओरियंट गुलाबी 49 जी.एस. एम.	100 पन्ने का प्रत्येक पैड	18"x22" 6	छपाई एक तरफ साधारण अबरी की पट्टी से बाइंडिंग, नीचे दफ्ती और ऊपर क्राफ्ट पेपर, 10 पैड का एक बंडल मजबूत धागे से बंधा हुआ, छपाई हमारे नमूनानुसार।
29	MfcV okmPkj %i hyk%okmpj u0&4½	8700	Pad	सेंचुरी /ओरियंट पीला 49 जी.एस. एम.	100 पन्ने का प्रत्येक पैड	18"x22" 8	छपाई एक तरफ साधारण अबरी की पट्टी से बाइंडिंग, नीचे दफ्ती और ऊपर क्राफ्ट पेपर, 10 पैड का एक बंडल मजबूत धागे से बंधा हुआ, छपाई हमारे नमूनानुसार।
30	clfMV okmPkj %gj k%okmpj u0&9½	5000	Pad	सेंचुरी /ओरियंट / जे0के0 हरा 49 जी.एस.एम.	100 पन्ने का प्रत्येक पैड	18"x22" 12	छपाई एक तरफ साधारण अबरी की पट्टी से बाइंडिंग, नीचे दफ्ती और ऊपर क्राफ्ट पेपर 10 पैड का एक बंडल मजबूत धागे से बंधा हुआ, छपाई हमारे नमूनानुसार।
31	yVj gM%cMk &lyu½	1500	Pad	सेंचुरी /जे0के0 70 जी.एस.एम मैपलिथो	100 पन्ने का प्रत्येक लूज पैड,	18"x22" 4	छपाई 4 कलर में, लूज, मैटर हमारे नमूनानुसार।
32	vkmV LV' ku pxd dyD' ku eeks %ch- l h-, l -½	4700	Pad	सेंचुरी /ओरियंट / जे0के0 लाल ,पीला व हरा 49 जी.एस. एम.		18"x22" 6	50 पन्ने की मूल प्रति सफेद पेपर पर 50 पन्ने की द्वितीय प्रति पीले रंग में और 50 पन्ने की तृतीय प्रति धानी हरे रंग में, इस प्रकार कुल 150 पन्ने का प्रत्येक। नीचे दफ्ती तथा सरेस बाइंडिंग होगी। छपाई हमारे नमूनानुसार।
33	pxd Hk%rku i%k eeks %ch-l h-&80½	2000	Pad	सेंचुरी /जे0के0 70 जी.एस.एम. मैपलिथो	100 पन्ने का प्रत्येक पैड	16"x26" 8	छपाई एक तरफ साधारण अबरी की पट्टी से बाइंडिंग, नीचे दफ्ती और ऊपर क्राफ्ट पेपर, 10 पैड का एक बंडल मजबूत धागे से बंधा हुआ, छपाई हमारे नमूनानुसार।
34	pxd oki l h eeks % QkEk l h-Vh&5½	250	Pad	सेंचुरी /जे0के0 70 जी.एस.एम. मैपलिथो	100 पन्ने का एक पैड	18"x22" 8	छपाई दोनो तरफ, नीचे दफ्ती ऊपर की तरफ सरेस से साधारण बाइंडिंग, 10 पैड का एक बंडल मजबूत धागे से बंधा हुआ। मैटर आदि अन्य सभी हमारे नमूनानुसार।

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35	Dyh; fjæ gkml f'kM; iy	1000	Pad	सॅन्चुरी/जे0के0 70 जी.एस.एम. मैपलिथो	100 पन्ने का एक पैड	11"×8.5" तैयार	छपाई एक तरफ,, नीचे दफती ऊपर की तरफ सरेस से साधारण बाइंडिंग, 50 पैड का एक बंडल मजबूत धागे से बंधा हुआ। मैटर हमारे नमूनानुसार।
36	Dyh; fjæ gkml fLyI	150	Pad	सॅन्चुरी/जे0के0 70 जी.एस.एम. मैपलिथो	100 पन्ने का एक पैड	11"×8.5" तैयार	छपाई एक तरफ, नीचे दफती ऊपर की तरफ सरेस से साधारण बाइंडिंग, 50 पैड का एक बंडल मजबूत धागे से बंधा हुआ। मैटर हमारे नमूनानुसार। बीच मे 3 जगह परफोरेटिंग
37	bUMfEuVh vkQ yKLV i kl cpd ¼, l -ch-&6½	700	Pad	सॅचुरी /जे0के0 70 जी.एस.एम. मैपलिथो	100 पन्ने का प्रत्येक पैड	18"×22" 8	साधारण अबरी की पट्टी से बाइंडिंग, नीचे दफती और ऊपर काफ्ट पेपर, 10 पैड का एक बंडल मजबूत धागे से बंधा हुआ। , छपाई एक तरफ हमारे नमूनानुसार।
38	bUMfEuVh vkQ yKLV , Q-Mh-vkj	700	Pad	सॅचुरी/जे0के0 70 जी.एस.एम. मैपलिथो	100 पन्ने का प्रत्येक पैड	18"×22" 8	छपाई एक तरफ साधारण अबरी की पट्टी से बाइंडिंग, नीचे दफती और ऊपर काफ्ट पेपर, 10 पैड का एक बंडल मजबूत धागे से बंधा हुआ, छपाई हमारे नमूनानुसार।
39	bUMfEuVh vkQ yKLV MKQV ¼MKQV&1½	100	Pad	सॅचुरी/जे0के0 70 जी.एस.एम. मैपलिथो	50 पन्ने का प्रत्येक पैड	18"×22" 8	छपाई एक तरफ, साधारण अबरी की पट्टी से बाइंडिंग, नीचे दफती और ऊपर काफ्ट पेपर, 10 पैड का एक बंडल मजबूत धागे से बंधा हुआ, छपाई हमारे नमूनानुसार।
40	cpr [kkrk foMky	950000	Pad	सॅचुरी/जे0के0 लेजर पेपर , 80 जी.एस.एम.	50 पन्ने का प्रत्येक पैड	17"×27" 20	50 पन्ने का एक पैड, छपाई एक तरफ 2 रंग में, सरेस से साधारण बाइंडिंग, नीचे दफती ऊपर की ओर काफ्ट पेपर, 10 पैड का प्रत्येक बंडल मजबूत धागे से बांधा जायेगा। छपाई हमारे नमूनानुसार।
41	, Q-Mh- IyKfLVd doj	60000	Cover	प्लास्टिक का कवर , संलग्न नमूने के अनुसार। एक बार प्रयोग के बाद पुनः चक्रित प्लास्टिक	Cover	अन्दर का हिस्सा 24×16 सेण्टीमीटर	कवर के अन्दर का हिस्सा 24×16 सेण्टीमीटर का होगा जिसमें जिसमें लम्बाई की तरफ 2 सेमी0 का फोल्ड रहेगा जो कि पट्टी में फंसाकर कवर बंद करने के लिये रहेगा तथा नई अपारदर्शी प्लास्टिक का होगा एवं इसी पर बैंक का नाम, मोनोग्राम आदि प्रिंट होगा तथा दूसरा हिस्सा (नीचे वाला) पारदर्शी प्लास्टिक का होगा, 100 कवर का प्रत्येक बंडल



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42	yku Okby doj	115000	Cover	प्लास्टिक का कवर , संलग्न नमूने के अनुसार एक बार प्रयोग के बाद पुनः चक्रित प्लास्टिक का प्रयोग न करें।	Cover	14.5"×10"	नई पारदर्शी प्लास्टिक का होगा एवं इसी पर बैंक का नाम, मोनोग्राम आदि प्रिंट होगा तथा दूसरा हिस्सा (नीचे वाला) पारदर्शी प्लास्टिक का होगा, 100 कवर का प्रत्येक बंडल होगा। गेज बैंक के नमूनानुसार। ऋणी का नाम पता अंकित करने हेतु स्टिकर 4" X 5" चिपका हुआ
43	vklfQl Okby	10000	File	ओरियंट ट्रिपलेक्स बोर्ड .	File	14.5"×10" तैयार	आफिस फाइल के मुख्य पृष्ठ पर छपाई हमारे नमूनानुसार, प्रत्येक फाइल में एक फीता लगाया जायेगा, 25 फाइल का एक बंडल मजबूत धागे से बांधा जायेगा।
44	uks M; it+ I VhfQdV %u; k%	1000	Pad	सेंचुरी / जे0के0 70 जी.एस.एम. मैपलिथो	100 पन्ने का पैड	18"×22" 6 तैयार	प्रत्येक पैड 100 पन्ने का होगा। छपाई एक तरफ, नीचे दफ्ती और ऊपर काफ्ट पेपर ऊपर की तरफ से सरेस से साधारण बाइंडिंग। मैटर हमारे नमूनानुसार
45	cdk; k I Ei pVhdj .k i =	2500	Pad	सेंचुरी / जे0के0 70 जी.एस.एम. मैपलिथो	100 पन्ने का पैड	7.5"×6" तैयार	छपाई एक तरफ, नीचे दफ्ती, ऊपर की तरफ काफ्ट पेपर बाई तरफ सरेस द्वारा साधारण बाइंडिंग, छपाई हमारे नमूनानुसार
46	dfMV fj i kV/ %0; fDxr o xksi uh; %	1000	Pad	सेंचुरी / जे0के0 70 जी.एस.एम. मैपलिथो		17"×27" 4	दोनों तरफ छपाई एक रंग में, पेपर सफेद, प्रत्येक पैड 100 लीवज की साधारण बाइंडिंग। मैटर हमारे नमूनानुसार
47	Hkfe c/kd djkus grq fMDyjs ku&6- 1	2500	Pad	सेंचुरी पेपर रंग सफेद (60/58 जी.एस.एम.)	100 पन्ने का पैड	18"×22" 2	100 पन्ने ( 200 पेज ) का एक पैड जिसमें दोनों तरफ प्रिंटिंग होगी, नीचे दफ्ती ऊपर की ओर काफ्ट पेपर, सरेस द्वारा साधारण बाइंडिंग छपाई एक रंग में हमारे नमूनानुसार
48	fj dojh I VhfQdV % Oke&, O %	10000	Pad	ओरिएण्ट अम्लाइ 56 जी.एस.एम..	100 पन्ने का पैड	18"×22" 4	प्रत्येक पैड 100 पन्ने का होगा। छपाई एक तरफ, नीचे दफ्ती और ऊपर काफ्ट पेपर तथा तरफ से सरेस से साधारण बाइंडिंग। मैटर हमारे नमूनानुसार
49	fj dojh I VhfQdV % Oke&2 %	10000	Pad	ओरिएण्ट अम्लाइ 56 जी.एस.एम..	100 पन्ने का पैड	18"×22" 4	प्रत्येक पैड 100 पन्ने का होगा। छपाई एक तरफ, नीचे दफ्ती और ऊपर काफ्ट पेपर तथा तरफ से सरेस से साधारण बाइंडिंग। मैटर हमारे नमूनानुसार

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50	i ſu l a[; k u mi yC/k u gkus okys 0; fDr }kjk fn; k tkus okyk घोषणा पत्रफार्म-60 %bude VDI ½	1500	Pad	ओरियन्ट अम्लार्ड/सॅचुरी 56 जी.एस.एम.		17"x27" 4	100 पन्ने का प्रत्येक पैड, छपाई तरफ एक रंग में दोनों तरफ, नीचे दफ्ती ऊपर काफ्ट पेपर सरेस द्वारा साधारण बाइंडिंग, छपाई हमारे नमूनानुसार ।
51	कृषि आय वाले 0; fDr }kjk fn; k tkus okyk घाषणापत्र फार्म-61 %bude VDI ½	1500	Pad	ओरियन्ट अम्लार्ड/सॅचुरी 56 जी.एस.एम.		17"x27" 4	100 पन्ने का प्रत्येक पैड , छपाई तरफ एक रंग में दोनों तरफ , नीचे दफ्ती ऊपर काफ्ट पेपर , सरेस द्वारा साधारण बाइंडिंग , छपाई हमारे नमूनानुसार ।
52	fgLVh श्khV	1000	Pad	सॅचुरी / जे0के0 70 जी.एस.एम. मैपलिथो	100 पन्ने का पैड	16"x26" 4	, छपाई एक रंग में दोनों तरफ , नीचे दफ्ती ऊपर काफ्ट पेपर , सरेस द्वारा साधारण बाइंडिंग , छपाई हमारे नमूनानुसार ।
53	i kusk/ %i h&2½	1400	Pad	सॅचुरी / जे0के0 लेजर पेपर 100 जी.एस.एम	100 पन्ने का पैड	17"x27" 8	एक तरफ छपाई एक रंग में, पेपर लाइट ग्रीन प्रत्येक पैड 100 लीवज की साधारण बाइंडिंग। मैटर हमारे नमूनानुसार
54	i kusk/ %i h&3½	1400	Pad	सॅचुरी / जे0के0 लेजर पेपर 100 जी.एस.एम	100 पन्ने का पैड	17"x27" 8	एक तरफ छपाई एक रंग में, पेपर लाइट ग्रीन ,प्रत्येक पैड 100 लीवज की साधारण बाइंडिंग। मैटर हमारे नमूनानुसार
55	, e-l h-vkj	1400	Pad	सॅचुरी / जे0के0 मैपलिथो 80 जी. एस.एम.	100 पन्ने का पैड	5.5"x4" तैयार	एक तरफ छपाई एक रंग में , पेपर लाइट ग्रीन , प्रत्येक पैड 100 लीवज की साधारण बाइंडिंग। मैटर हमारे नमूनानुसार
56	i kLV oj hfQd's ku fj i kVZ	1400	Pad	सॅचुरी / जे0के0 मैपलिथो 70 जी. एस.एम.	100 पन्ने का पैड	16"x26" 4	100 पन्ने का पैड, छपाई एके तरफ, नीचे दफ्ती ऊपर की तरफ काफ्ट पेपर ,सरेस द्वारा साधारण बाइंडिंग,छपाई हमारे नमूनानुसार
57	y?kq 0; ol k; grq : - 25]000@ rd dh jkf'k grq __.k vkonu QkeZ %; l - ch-, Q&, -Mh-oh&1½	10000	Form	सॅचुरी / जे0के0 मैपलिथो 100 जी. एस.एम.		17"x27" 2	दो तरफ छपाई एक रंग में , पेपर लाइट ग्रीन, बीच से फोल्डेड (17"x27" 2)साइज। प्रत्येक बंडल 100 लीवज का मजबूत धागे से बंधा होगा। छपाई हमारे नमूनानुसार।

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58	y?kq 0; ol k; grq : - 25]000@ l s vf/kd rd dh j k' k grq . k vkonu OkeZ OkeZ %, l -ch-, Q&, -Mh- oh&2½	20000	Form	संचुरी / जे0के0 मैपलिथो 100 जी. एस.एम.	17"×27" 4	2 पन्नों का प्रत्येक सेट ,दो तरफ छपाई एक रंग में, पेपर लाइट ग्रीन, बीच से फोल्डेड (17"×27")/4 साइज। प्रत्येक बंडल 100 लीव्ज का मजबूत धागे से बंधा होगा। छपाई हमारे नमूनानुसार।
59	[kqj k 0; ol k; grq : - 25]000@ l s vf/kd rd dh j k' k grq . k vkonu OkeZ %, l - ch-, Q&, -Mh-oh&3	20000	Form	संचुरी / जे0के0 मैपलिथो 100 जी. एस.एम.	17"×27" 4	2 पन्नों का प्रत्येक सेट ,दो तरफ छपाई एक रंग में, पेपर लाइट ग्रीन, बीच से फोल्डेड (17"×27")/4 साइज । प्रत्येक बंडल 100 लीव्ज का मजबूत धागे से बंधा होगा। छपाई हमारे नमूनानुसार।
60	i s koj @Loj kst xkj 0; ol k; grq : - 25]000@ l s vf/kd rd dh j k' k grq . k vkonu OkeZ %, l - ch-, Q&, -Mh-oh&4½	15000	Form	संचुरी / जे0के0 मैपलिथो 100 जी. एस.एम.	17"×27" 4	दो तरफ छपाई एक रंग में, पेपर लाइट ग्रीन, बीच से फोल्डेड (17"×27")/4साइज।प्रत्येक बंडल 100 लीव्ज का मजबूत धागे से बंधा होगा। छपाई हमारे नमूनानुसार।
61	y?kq 0; ol k; i fjogu l pkyd % ekVj l s pfy l Hkh oxl ds i fjogu grq %OkeZ , l -ch-, Q&, -Mh- oh&5½	6000	Form	संचुरी / जे0के0 मैपलिथो 100 जी. एस.एम.	17"×27" 4	दो तरफ छपाई एक रंग में , पेपर लाइट ग्रीन, बीच से फोल्डेड (17"×27")/4 साइज 3 पन्ने का चिपका हुआ। प्रत्येक बंडल 100 लीव्ज का मजबूत धागे से बंधा होगा। छपाई हमारे नमूनानुसार।
62	dkj @ekckbld yku cplyv	2500	Booklet	संचुरी / जे0के0 मैपलिथो 100 जी. एस.एम.	8.5"×11" तैयार	16 पन्ने की एक बुकलेट। कवर अलग जिसमें दोनों तरफ प्रिंटिंग होगी जिसमें 2 पन्ने परफोरेटेड रहेंगे कवर पेज पीले रंग की कार्ड शीट का, कवर पेज के चारो पृष्ठों के दोनों तरफ छपाई, बाई तरफ 3 स्टिपिल से स्टिपिलिंग छपाई एक रंग में हमारे नमूनानुसार, 50 बुकलेट का एक बंडल धागे से बंधा हुआ।
63	fdl ku dkM cplyv	23500	Booklet	संचुरी / जे0के0 मैपलिथो 100 जी. एस.एम.	8.5"×11" तैयार	20 पन्ने की एक बुकलेट। कवर अलग। जिसमें 5 पन्ने एक तरफ तथा शेष पन्नों पर दोनों तरफ प्रिंटिंग होगी जिसमें 2 पन्ने परफोरेटेड रहेंगे, कवर पेज पीले रंग की कार्ड शीट का, कवर पेज के चारो पृष्ठों के दोनों तरफ छपाई, बाई तरफ 3 स्टिपिल से स्टिपिलिंग, छपाई एक रंग में हमारे नमूनानुसार, 50 बुकलेट का एक बंडल धागे से बंधा हुआ।

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64	Lojkt xkj h i kl cpl	7000	Booklet	संचुरी / जेके0 मैपलिथो 80 जी. एस.एम.	18.5 x10.0 cms तैयार	10 पन्ने की पासबुक, छपाई दोनों तरफ, कवर पेज 10.4 कि.ग्रा. की लैमिनेटेड बैंक द्वारा निर्धारित रंग की कार्ड शीट, कवर पेज के मुख पृष्ठ एवं दूसरे पन्ने पर दोनों तरफ छपाई, छपाई एक रंग में, पासबुक के बीच से पतले रेशम के धागे से मजबूत सिलाई, 50 बुक का एक बंडल धागे से बंधा हुआ। छपाई हमारे नमूनानुसार ।
65	i ftyd gkmfl x yku cplyW	3000	Booklet	संचुरी / जेके0 मैपलिथो 100 जी. एस.एम.	8.5"x11" तैयार	32 पन्ने की एक बुकलेट। कवर अलग जिसमें 16 पन्ने एक तरफ तथा 16 पन्नों पर दोनों तरफ प्रिंटिंग होगी जिसमें 2 पन्ने परफोरेटेड रहेंगे, कवर पेज गुलाबी रंग की कार्ड शीट का, कवर पेज के मुख्य पृष्ठ पर छपाई दूसरा पन्ना सादा रहेगा, बाई तरफ 3 स्टिपिल से स्टिपिलिंग, छपाई एक रंग में हमारे नमूनानुसार,, 50 बुकलेट का एक बंडल धागे से बंधा हुआ।
66	Lojkt xkj h dkMl cplyW	6000	Booklet	संचुरी / जेके0 मैपलिथो 100 जी. एस.एम.	8.5"x11" तैयार	11 पन्ने की एक बुकलेट जिसमें 3 पन्ने एक तरफ तथा 8 पन्नों पर दोनों तरफ प्रिंटिंग होगी जिसमें 2 पन्ने परफोरेटेड रहेंगे, कवर पेज लाल रंग की कार्ड शीट का, कवर पेज के चारो पृष्ठों के दोनों तरफ छपाई, बाई तरफ 3 स्टिपिल से स्टिपिलिंग, छपाई एक रंग में हमारे नमूनानुसार, 50 बुकलेट का एक बंडल धागे से बंधा हुआ।
67	Lo; a l gk; rk l eig dSk dffMV cplyW	5000	Booklet	संचुरी / जेके0 मैपलिथो 100 जी. एस.एम.	8.5"x11" तैयार	12 पन्ने की एक बुकलेट। कवर अलग। जिसमें 3 पन्ने एक तरफ तथा 9 पन्नों पर दोनों तरफ प्रिंटिंग होगी जिसमें 2 पन्ना परफोरेटेड रहेगा, कवर पेज Grey-25 % Colour रंग की कार्ड शीट का, कवर पेज के चारो पृष्ठों के दोनों तरफ छपाई, बाई तरफ 3 स्टिपिल से स्टिपिलिंग, छपाई एक रंग में हमारे नमूनानुसार, 50 बुकलेट का एक बंडल धागे से बंधा हुआ।
68	tek fo: ) _ .k cplyW	10000	Booklet	संचुरी / जेके0 मैपलिथो 100 जी. एस.एम.	8.5"x11" तैयार	10 पन्ने की एक बुकलेट । कवर अलग। जिसमें 4 पन्ने एक तरफ तथा 6 पन्नों पर दोनों तरफ प्रिंटिंग होगी जिसमें 2 पन्ने परफोरेटेड रहेंगे, कवर पेज हरे रंग की कार्ड शीट का, कवर पेज के चारो पृष्ठों के दोनों तरफ छपाई, बाई तरफ 3 स्टिपिल से स्टिपिलिंग, छपाई एक रंग में हमारे नमूनानुसार, 50 बुकलेट का एक बंडल धागे से बंधा हुआ।
69	V DVj yku cplyW	4500	Booklet	जेके0एस.एस. मैपलिथो 100 जी. एस.एम.	8.5"x11" तैयार	32 पन्ने की एक बुकलेट । कवर अलग। जिसमें 16 पन्ने एक तरफ तथा 16 पन्नों पर दोनों तरफ प्रिंटिंग होगी जिसमें 2 पन्ने परफोरेटेड रहेंगे, कवर पेज गुलाबी रंग की कार्ड शीट का, कवर पेज के मुख्य पृष्ठ पर छपाई दूसरा पन्ना सादा रहेगा, बाई तरफ 3 स्टिपिल से स्टिपिलिंग,

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							छपाई एक रंग में हमारे नमूनानुसार,, 50 बुकलेट का एक बंडल धागे से बंधा हुआ।
70	fdl ku dffMV dkMZ Hkxrkku okmpj	26000	Pad	जे०के०/ओरियंट रंग पीला  60 जी.एस.एम.	100 पन्ने का पैड	18"×22"  12	50 पन्ने का एक पैड, छपाई एक तरफ, नीचे दफ्ती ऊपर काफ़्ट पेपर, सर्रेस द्वारा साधारण बाइंडिंग, 25 पैड का प्रत्येक बंडल मजबूत धागे से बंधा हुआ, छपाई हमारे नमूनानुसार।
71	I Q fMi kftV ykdj ,DI d jftLVj	120	Register	जे०के०/संचुरी लेजर पेपर 90 जी एस एम		17"×27"  4	100 पन्ने का प्रत्येक रजिस्टर, मोटे खरवा कपड़े की जुजबंदी,, दफ्ती 3 पौंड के साथ बाइंडिंग, मुखपृष्ठ पर स्टिकर (जिसपर रजिस्टर का नाम व बैंक का नाम छपा होगा लोगो के साथ) रूलिंग तथा नम्बरिंग, छपाई एक रंग में हमारे नमूनानुसार।
72	I Q fMi kftV ykdj dh jftLVj	150	Register	जे०के०/संचुरी लेजर पेपर 90 जी एस एम		17"×27"  4	100 पन्ने का प्रत्येक रजिस्टर, मोटे खरवा कपड़े की जुजबंदी,, दफ्ती 3 पौंड के साथ बाइंडिंग, मुखपृष्ठ पर स्टिकर (जिसपर रजिस्टर का नाम व बैंक का नाम छपा होगा लोगो के साथ) रूलिंग तथा नम्बरिंग, छपाई एक रंग में हमारे नमूनानुसार।
73	I Q fMi kftV ykdj , xheW	2000	Form	संचुरी/ जे०के० लेजर 100 जी.एस. एम.		17"×27"  4	2 पन्नों का प्रत्येक सेट ,दो तरफ छपाई एक रंग में, पेपर लाइट ग्रीन, बीच से फोल्डेड (17"×27")/4 साइज। प्रत्येक बंडल 100 लीवज़ का मजबूत धागे से बंधा होगा। छपाई हमारे नमूनानुसार।
74	il luy yku cpdyW	4000	Booklet	संचुरी/ जे०के० मैपलिथो 100 जी. एस.एम.		8.5"×11" तैयार	15 पन्ने की एक बुकलेट। कवर अलग। जिसमें 2 पन्ने एक तरफ तथा 13 पन्नों पर दोनों तरफ प्रिंटिंग होगी जिसमें 2 पन्ना परफोरेटेड रहेगा, कवर पेज आसमानी रंग की कार्ड शीट का, कवर पेज के चारो पृष्ठों के दोनों तरफ छपाई, बाईं तरफ 3 स्टिपिल से स्टिपिलिंग, छपाई एक रंग में हमारे नमूनानुसार, 50 बुकलेट का एक बंडल धागे से बंधा हुआ।
75	I kj Åtkl yku cpdyW	1500	Booklet	संचुरी/ जे०के० मैपलिथो 100 जी. एस.एम.		8.5"×11" तैयार	12 पन्ने (24 पेज) की एक बुकलेट। कवर अलग। जिसमें 1 पन्ने एक तरफ एवं 11 पन्ने दोनो तरफ प्रिंट होंगे, 2 पन्ना परफोरेटेड होगा,, कवर पेज परपल कलर की कार्ड शीट का,, कवर पेज के चारो पृष्ठों के दोनों तरफ छपाई। बाईं ओर 3 स्टेपल्स से स्टेपलिंग, छपाई एक रंग में हमारे नमूनानुसार, 50 बुकलेट का एक बंडल मजबूत धागे से बंधा होगा।

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76	Okel 15 th	1500	Pad	सैंचुरी , रंग सफेद 60 जी.एस.एम	8.5"×11" तैयार	100 पन्ने का पैड, छपाई दोनो तरफ, नीचे दफ्ती ऊपर की तरफ काफ्ट पेपर ,सरेस द्वारा साधारण बांडिंग, छपाई हमारे नमूनानुसार
77	Okel 15 , p	1500	Pad	सैंचुरी , रंग सफेद 60 जी.एस.एम	8.5"×11" तैयार	50 पन्ने का पैड, छपाई दोनो तरफ, नीचे दफ्ती ऊपर की तरफ काफ्ट पेपर ,सरेस द्वारा साधारण बांडिंग, छपाई हमारे नमूनानुसार
78	Account opening form Personal	2,50,000	Form	सैंचुरी / जे0के0 80 जी.एस.एम सफेद मैपलिथो पेपर	18"×22" 4	2 पन्ने का फार्म जो कि बीच से फोल्ड किया जायेगा छपाई दोनो तरफ, 100 फार्म का प्रत्येक बंडल, छपाई 2 रंग में हमारे नमूनानुसार।
79	Customer Identification form Personal	2,50,000	Form	सैंचुरी / जे0के0 80 जी.एस.एम सफेद मैपलिथो पेपर	18"×22" 4	4 पन्ने ( 8 पेज) का फार्म जो कि बीच से फोल्ड कर स्टैपल किया जायेगा छपाई दोनो तरफ, 100 फार्म का प्रत्येक बंडल, छपाई 4 रंग में हमारे नमूनानुसार।
80	JLG booklet	3000	Booklet	जे0के0एस.एस. मैपलिथो 100 जी. एस.एम.	8.5"×11" तैयार	14 पन्ने की एक बुकलेट, । कवर अलग। जिसमें जिसमें 3 पन्ने एक तरफ एवं 11 पन्ने दोनो तरफ प्रिंट होंगे, 2 पन्ना परफोरेटेड रहेगा, कवर पेज आसमानी रंग की कार्ड सीट का , कवर पेज के चारो पृष्ठों के दोनों तरफ छपाई बाई तरफ अस्टिपल से स्टिपलिंग, छपाई एक रंग में हमारे नमूनानुसार।
81	Property Loan Booklet	1000	Booklet	सैंचुरी / जे0के0 80 जी.एस.एम सफेद मैपलिथो पेपर	8.5"×11" तैयार	17 पन्ने (34 पेज) की एक बुकलेट । कवर अलग। जिसमें 1 पन्ने एक तरफ एवं 16 पन्ने दोनो तरफ प्रिंट होंगे, 2 पन्ना परफोरेटेड होगा,, कवर पेज परपल कलर की कार्ड शीट का,, कवर पेज के चारो पृष्ठों के दोनों तरफ छपाई । बाई ओर 3 स्टेपल्स से स्टेपलिंग,, छपाई एक रंग में हमारे नमूनानुसार, 50 बुकलेट का एक बंडल मजबूत धागे से बंधा होगा।
82	Merchant Credit Booklet	1000	Booklet	सैंचुरी / जे0के0 80 जी.एस.एम सफेद मैपलिथो पेपर	8.5"×11" तैयार	16 पन्ने (32 पेज) की एक बुकलेट । कवर अलग। जिसमें 2 पन्ने एक तरफ एवं 15 पन्ने दोनो तरफ प्रिंट होंगे, 2 पन्ना परफोरेटेड होगा,, कवर पेज परपल कलर की कार्ड शीट का,, कवर पेज के चारो पृष्ठों के दोनों तरफ छपाई । बाई ओर 3 स्टेपल्स से स्टेपलिंग, छपाई एक रंग में हमारे नमूनानुसार, 50 बुकलेट का एक बंडल मजबूत धागे से बंधा होगा।

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83	Artisan Credit Card Booklet	2000	Booklet	सैंचुरी / जेके0 80 जी.एस.एम सफेद मैपलिथो पेपर	8.5"×11" तैयार	16 पन्ने (32 पेज) की एक बुकलेट जिसमें 3 पन्ने एक तरफ एवं 13 पन्ने दोनो तरफ प्रिंट होंगे, 2 पन्ना परफोरेटेड होगा,, कवर पेज परपल कलर की कार्ड शीट का,, कवर पेज के चारो पृष्ठों के दोनों तरफ छपाई । बाईं ओर 3 स्टेपल्स से स्टेपलिंग, छपाई एक रंग में हमारे नमूनानुसार, 50 बुकलेट का एक बंडल मजबूत धागे से बंधा होगा ।
84	OD Facility on SB A/cs booklet	10000	Booklet	जेके0एस.एस. मैपलिथो 100 जी. एस.एम.	8.5"×11" तैयार	7 पन्ने (14 पेज) की एक बुकलेट । कवर अलग। जिसमें 3 पन्ने एक तरफ एवं 4 पन्ने दोनो तरफ प्रिंट होंगे, 2 पन्ना परफोरेटेड होगा,, कवर पेज परपल कलर की कार्ड शीट का,, कवर पेज के चारो पृष्ठों के दोनों तरफ छपाई । बाईं ओर 3 स्टेपल्स से स्टेपलिंग, छपाई एक रंग में हमारे नमूनानुसार, 50 बुकलेट का एक बंडल मजबूत धागे से बंधा होगा ।
85	OD Facility to salaried persons Booklet	5000	Booklet	जेके0एस.एस. मैपलिथो 100 जी. एस.एम.	8.5"×11" तैयार	14 पन्ने (28 पेज) की एक बुकलेट । कवर अलग। जिसमें 2 पन्ने एक तरफ एवं 12 पन्ने दोनो तरफ प्रिंट होंगे, 2 पन्ना परफोरेटेड होगा,, कवर पेज परपल कलर की कार्ड शीट का,, कवर पेज के चारो पृष्ठों के दोनों तरफ छपाई । बाईं ओर 3 स्टेपल्स से स्टेपलिंग,, छपाई एक रंग में हमारे नमूनानुसार , 50 बुकलेट का एक बंडल मजबूत धागे से बंधा होगा ।
86	General Credit card Booklet	10000	Booklet	जेके0एस.एस. मैपलिथो 100 जी. एस.एम.	8.5"×11" तैयार	8 पन्ने (16 पेज) की एक बुकलेट । कवर अलग। जिसमें 4 पन्ने एक तरफ एवं 4 पन्ने दोनो तरफ प्रिंट होंगे, 2 पन्ना परफोरेटेड होगा,, कवर पेज परपल कलर की कार्ड शीट का,, कवर पेज के चारो पृष्ठों के दोनों तरफ छपाई । बाईं ओर 3 स्टेपल्स से स्टेपलिंग, छपाई एक रंग में हमारे नमूनानुसार, 50 बुकलेट का एक बंडल मजबूत धागे से बंधा होगा ।
87	OD facility on Nofrill a/cs Booklet	15000	Booklet	जेके0एस.एस. मैपलिथो 100 जी. एस.एम.	8.5"×11" तैयार	06 पन्ने (12 पेज) की एक बुकलेट । कवर अलग। जिसमें 3 पन्ने एक तरफ एवं 3 पन्ने दोनो तरफ प्रिंट होंगे, 2 पन्ना परफोरेटेड होगा,, कवर पेज परपल कलर की कार्ड शीट का,, कवर पेज के चारो पृष्ठों के दोनों तरफ छपाई । बाईं ओर 3 स्टेपल्स से स्टेपलिंग, छपाई एक रंग में हमारे नमूनानुसार, 50 बुकलेट का एक बंडल मजबूत धागे से बंधा होगा ।
88	Education Loan Booklet	2000	Booklet	सैंचुरी , रंग सफेद , 60 जी.एस.एम	8.5"×11" तैयार	22 पन्ने (44 पेज) की एक बुकलेट । कवर अलग। जिसमें 5 पन्ने एक तरफ एवं 17 पन्ने दोनो तरफ प्रिंट होंगे, 2 पन्ना परफोरेटेड होगा,, कवर पेज परपल कलर की कार्ड शीट का,, कवर पेज के चारो पृष्ठों के दोनों तरफ छपाई । बाईं ओर 3 स्टेपल्स से स्टेपलिंग, छपाई एक रंग में हमारे नमूनानुसार, 50 बुकलेट का एक बंडल मजबूत धागे से बंधा होगा ।

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89	ATM Application form	1000	PAD	जेके0एस.एस. मैपलिथो 100 जी. एस.एम.	100 पन्ने का पैड	<u>18"×22"</u> 4	100 पन्ने का पैड, छपाई दोनो तरफ, नीचे दफ्ती ऊपर की तरफ काफ्ट पेपर ,सरेस द्वारा साधारण बांडिंग, छपाई हमारे नमूनानुसार
90	NEFT form	3000	PAD	जेके0एस.एस. मैपलिथो 100 जी. एस.एम.	100 पन्ने का पैड	<u>18"×22"</u> 4	100 पन्ने का पैड, छपाई दोनो तरफ, नीचे दफ्ती ऊपर की तरफ काफ्ट पेपर ,सरेस द्वारा साधारण बांडिंग, छपाई हमारे नमूनानुसार



**SUPPLY OF STATIONAERY AND OTHER ITEMS TO**  
**ALLAHABAD UP GRAMIN BANK**  
**ON RATE CONTRACT BASIS**

Tender No.03/2017/stationery & other items  
Date of Opening of Technical bids: 18.08.2017(15.00 hrs).  
Date of opening of financial bids: 19.08.2017(12.00hrs)

**TECHNICAL BID**

- 1 Name of the bidder:
- 2 Address of the bidder :
3. Contact Details of the bidder:
  - (a) Tel. No. with STD (O)..... (Fax)..... (R).....
  - (b) Mobile No.....(c)E-mail.....(d) Website.....
4. Name of Proprietor/Partners/Directors of the firm/agency:
6. Bidder's bank and its address and his current account number:
7. Registration and incorporation particulars of the bidder indicating legal status such as company, partnership / proprietorship concern, etc (Pl. attach copies of the relevant documents/certificates)
8. CST/VAT/Excise Duty/TIN, etc. registration details (Pl. attach copies of the relevant documents/certificates)
- 9 copies of Permanent Account Number (PAN)/Income Tax Circle/TIN of the bidder
10. Copies of Income Tax Returns filed for the last three years should be attached
11. Annual turnover for the last three years  
(Audited a/c statements such as P&L a/c, balance sheets, etc for last three years should be attached)
12. Proof of experience in supplying the Stationery items to Banks/PSUs/Govt. Depts  
(Copies of two Purchase Orders received from Govt. depts./ PSUs during each of the last three years should be enclosed)
13. Declaration regarding blacklisting or otherwise by the Govt. Departments/PUSs/Banks as given in **Annexure -I**
14. The tender document (all pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed.

Tender for printing & supply of General Stationery items to Allahabad UP Gramin Bank

15. Details of Award / Certificates of merit etc, if any, received from any organization

(Please attach copy of the certificates, if any)

16. Duly filled in authorization for attending bid opening (**Annexure- 2**)

17. Any other information document: please specify

**N.B. Bidders to ensure that all**

**(i) Pages have been signed and stamped by the authorized persons**

**(ii) Pages have been numbered**

**(iii) Documents are legible (clearly readable)**

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

**Dated.....**

**Name & Address of Firm.....**

**Authorized Signature & Seal of the Firm**

Tender for printing & supply of General Stationery items to Allahabad UP Gramin Bank

**SUPPLY OF STATIONERY ITEMS TO**  
**ALLAHABAD UP GRAMIN BANK**  
**ON RATE CONTRACT BASIS**

Tender No.03/2017/stationery & other items

Date of Opening of Technical bids: 18.08.2017(15.00 hrs).

Date of opening of financial bids: 19.08.2017(12.00hrs)

**Schedule of Rates (Financial Bid)**

From

-----  
-----  
-----

To

The GENERAL MANAGER  
ALLAHABAD UP GRAMIN BANK,  
Head Office,  
BANDA.

Sir,

I/we have gone through, understood fully and declare that I/ we shall abide by the terms and conditions detailed in the tender document for supply of the items required -

**My / our rates are as under-**

Sl. No.	Details of the item	Approximate qty. Required*	Rate offered to BANK per unit (Rs.)	GST (Rs.), If any.	OTHER TAX IF ANY (Rs.) , If any.	Total (5+6+7 +8) Rs. in figures	Total In Words (Rs.)
1	2	3	4	5	6	7	8
1		nos					
2		nos					
3		Nos.					

Tender for printing & supply of General Stationery items to Allahabad UP Gramin Bank

N.B. 1. The quantity may vary depending upon the actual usage

2. Detailed specifications of items such as units, nos, /length/ make (brand/ make) should be given invariably of the items offered for which rates are quoted.

Dated.....

Name & Address of the firm

Authorised Signature & Seal of the Firm

**SUPPLY OF STATIONERY ITEMS TO**  
**ALLAHABAD UP GRAMIN BANK**  
**ON RATE CONTRACT BASIS**

Tender No. 03/2017/stationery & other items  
Date of Opening of Technical Bids: 17.08.2017(15.00hrs)  
Date of opening of financial bids: 18.08.2017(12.00hrs)

**DECLARATION**

From

M/s. ....

.....

.....

To

General Manager,  
ALLAHABAD UP GRAMIN BANK,  
Head Office,  
BANDA-210001.

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security, as applicable, in the form of Demand Draft.

3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have blacklisted/banned / suspended business dealing. I/We further undertake to report to the ALLAHABAD UP GRAMIN BANK, BANDA immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm which is blacklisted/banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

Date:

(Signature of the Tender)

Name:

**SUPPLY OF STATIONERY ITEMS TO**  
**ALLAHABAD UP GRAMIN BANK**  
**ON RATE CONTRACT BASIS**

Tender No. 03/2017/stationery & other items  
Date of Opening of Technical Bids: 18.08.2017(15.00hrs)  
Date of opening of financial bids: 19.08.2017(12.00hrs)

**LETTER OF AUTHORIZATION FOR ATTENDING THE BID OPENING**

Sub. Authorization for attending the technical bid opening on \_\_\_\_\_ and financial bid on \_\_\_\_\_ of the tender for procurement of the Stationery items.

Following person is here by authorized to attend the bid opening for the tender mentioned above on behalf of M/s. \_\_\_\_\_ (name of the bidder).

Name \_\_\_\_\_ specimen signature \_\_\_\_\_

Alternate representative

Name \_\_\_\_\_ specimen signature \_\_\_\_\_

Signature of the bidder

Or

Officer authorized to sign the bid documents on behalf of the bidder

**N.B. Permission will be denied incase the photocopy of the duly filled in form is not brought at the time of opening**

SUPPLY OF STATIONERY ITEMS TO  
**ALLAHABAD UP GRAMIN BANK**  
ON RATE CONTRACT BASIS

Tender No. 03/2017/stationery & other items  
Date of Opening of Technical Bids: 18.08.2017(15.00hrs)  
Date of opening of financial bids: 19.08.2017(12.00hrs)

**UNDERTAKING**

From  
M/s. ....  
.....  
.....

To  
General Manager,  
ALLAHABAD UP GRAMIN  
BANK,  
Head Office,  
BANDA-210001.

Dear Sir,

This is to inform that I / we have physically examined the samples on \_\_\_\_\_ of the items for which I/ we have quoted our rates. In case of the tender going in our favour, I/we agree to supply the items as per the samples examined (in terms of quality/ colour/shade / make /weight/ size, etc.)

Yours faithfully,  
(Signature of the Tender)  
Name:

Designation with Seal of the Firm

Date:

**SUPPLY OF STATIONERY ITEMS TO**  
**ALLAHABAD UP GRAMIN BANK**  
**ON RATE CONTRACT BASIS**

**PERFORMANCE SECURITY BOND FORM**

In consideration of the ALLAHABAD UP GRAMIN BANK (hereinafter called 'the Allahabad UP Gramin Bank ') having agreed to exempt ----- (Hereinafter called 'the said Contractor(s)' from the demand, under the terms and conditions of an agreement No. ----- Dated -----  
- made between --

----- and ----- for the supply of ----- (Hereinafter called 'the said Agreement'), of performance security for the due fulfillment by the said Contractor (s) of the terms and conditions contained in the said Agreement, on Production of a bank guarantee for ----  
----- we, (Name of the Bank) ----- (hereinafter referred to as 'the Bank' ) at the request of ----- contractor (s) do hereby undertake to pay to the Allahabad UP Gramin Bank an amount not exceeding ----- against any loss or damage caused to or suffered or would be caused to or suffered by the Allahabad UP Gramin Bank by reason of any Branch by the said Contractor(S) of any the terms or conditions contained in the said Agreement.

2. We (Name the Bank) ----- do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand for the Allahabad UP Gramin Bank stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Allahabad UP Gramin Bank by reason of the contractor (s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the Allahabad UP Gramin Bank in these counts shall be final and binding on the Bank. However, our liability under this guarantee shall be restricted to an amount not exceeding-----.

3. We undertake to pay to the Allahabad UP Gramin Bank any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) / supplier (s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this bond shall be valid discharge of our liability for payment there under and the contractor (s)/ supplier (s) shall have not claim against use for making such payment.

4. We (name of the Bank) ----- further agree that the guarantee herein



**Annexure-4**

contained shall remain in full force and affect during for a period of sixty days beyond the date of completion of all contractual obligations of the contractor including warranty obligation. And that it shall continue to be enforceable till all the dues of the Allahabad UP Gramin Bank under or by virtue of the said Agreement have been full paid and its claims satisfied or discharged or till -----  
----- (Allahabad UP Gramin Bank ) certifies that the terms and conditions of the said Agreement have been full and properly carried out by the said contractor(s) and accordingly discharge this guarantee.

5. We (Name of the Bank) ----- further agree with the Allahabad UP Gramin Bank that the Allahabad UP Gramin Bank shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary and of the terms and conditions of the said Agreement or to extend time of performance by the said contract (s) from time to time or to postpone for any time or form time to time any of the powers exercisable by the Allahabad UP Gramin Bank Against and said Contract (s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not relieved form our liability by reason of any such variation, or extension being granted to the said Contract (s) or for any forbearance, act or omission on the part of the Allahabad UP Gramin Bank or any indulgence by Allahabad UP Gramin Bank to the said contract(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for the provision, have effect of so relieving us.

6 This guarantee will not be discharged due to the change in the constitutions to the Bank or the contractor (s)/ supplier (s).

7. We (name of the Bank) ----- lastly undertake not to revoke this guarantee during its currency except with the pervious consent of the DoT in writing.

Dated the ----- day of -----, Two thousand twelve only.

For -----  
(Indicate the name of the Bank)

Witnesses:-

1.

Telephone No. (s):- ----- STD Code- ----- FAX No. -----

2.

E-Mail Address:- -----

SUPPLY OF STATIONERY ITEMS TO  
**ALLAHABAD UP GRAMIN BANK**  
ON RATE CONTRACT BASIS

**SPECIMEN AGREEMENT**

To be executed at the time of entering into agreement before placing order. Each page of this form shall be signed by the bidder for acknowledging that he/she has seen the terms and conditions of the agreement.

\_\_\_\_\_

Agreement.

The agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ 2017 between M/s. \_\_\_\_\_

herein referred to as the contractor carrying on business under the name and style of M/s. \_\_\_\_\_ of the one part.

**ALLAHABAD UP GRAMIN BANK (BANDA)**, acting through the **General Manager**, herein after referred to as the other part whereas the said contractor has agreed with the **Allahabad UP Gramin Bank**, for supply of required Items in conformity with the requirements & specifications.

Now this indenture witnesseth that in consideration of the promise, it is mutually agreed and declared between parties hereto as follows.

1. The contractor agrees to undertake to supply **the Stationery items i.e.** ..... as per the requirement as agreed to in their bid letter no. \_\_\_\_\_ dated \_\_\_\_\_ at the rates quoted by him/them. The prices are inclusive of all the levies taxes like sales tax and excise duty freighted.
2. The supply of **the Stationery and other items i.e.** ..... which are not in conformity with the requirements/ specifications are liable to be rejected.
3. This contract shall be effective from \_\_\_\_\_ to \_\_\_\_\_. The Tender is valid for a period of one year from the date of signing of/ opening of the

tender. The contract may be extended with the same terms and conditions and rates for three more months with the consent of both the parties. The contractor shall execute the Purchase Orders (POs) placed by the concerned Officer with great promptness and satisfaction to the department. The contractor shall agree that the penalty @ one percent (1%) of the P.Os shall be imposed for each week of delay in delivery with reference to the delivery period given if he fails to deliver the same within the specified period mentioned in purchase order to maximum extent of 5% and penalty of 20% of P.Os shall be imposed for any substandard (inferior quality) / incomplete supply along with cancellation of work order.

4. The security deposit paid by the contractor for due and faithful performance of the contract by the contractor of all and several covenants herein contained of his part to be observed with full power. **General Manager** on behalf of the **Allahabad UP Gramin Bank** will be entitled to appropriate the said sum to any damage, penalties and other sums which the contractor may be required to pay in case the contractor fails to perform / fulfill or to keep and observe all or any of the said conditions of the agreement on his part herein after contained.
5. The security deposit shall be released after two months after successful completion of the work at the end of the contract period including the extended period, if any
6. That all disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the General Manager, **Allahabad UP Gramin Bank** or any person nominated by him .The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.
7. The Security Deposit is liable to be forfeited to the **Allahabad UP Gramin Bank** without any prejudice to any other rights and remedies of **Allahabad UP Gramin Bank** in case the contractor fails to undertake the contract work, as per the work orders and as per the terms and conditions given in tender schedule during the currency of the contract including the extended period if any.
8. That the tender schedule, instructions to the bidders and terms and conditions, etc shall also form part of the agreement.

That the contractor acknowledges that he has fully acquainted him with all the terms and conditions and he shall not plead ignorance of the same.

In witness whereof, the contractor has set his hand and the **Allahabad UP Gramin Bank** has caused for and on his behalf to set his hand, the day and the year first above written.

Signature of the authorized official of the  
Company/Firm

Signature:

Name :

Address :

Signature of the authorized official of  
the **Allahabad UP Gramin Bank**

Signature:

Name :

Address :

**WITNESSES**

1.

1.

Tender for printing & supply of General Stationery items to Allahabad UP Gramin Bank

### Proforma for Bank Guarantee In Lieu Of Earnest Money Deposit

To:  
The General Manager  
Allahabad UP Gramin Bank :  
Head Office  
BANDA

(To be submitted on non judicial stamp paper of appropriate value purchased in the name of the issuing Bank)

This deed of guarantee made this \_\_\_\_ day of \_\_\_\_ two thousand twelve between \_\_\_\_\_ (Name of Banker) having its registered office at \_\_\_\_\_

(place) and one of its local offices at \_\_ (hereinafter referred to as the Surety), and Allahabad UP Gramin Bank, a Body Corporation constituted under the Regional Rural Bank Act 1976, having its Head Office at Banda INDIA (hereinafter referred to as the Bank).

WHEREAS (Tenderer's name herein after referred to as "Tenderer") a registered Company/partnership/proprietorship firm and having its registered office at \_ is bound to deposit with the Bank by way of earnest money for 100000/- ( ) in connection with its Tender for printing and supply of General Stationery items to Regional Offices situated in Uttar Pradesh as per the specifications and terms and conditions.

WHEREAS the tenderer as per clause, Instructions to tenderers has agreed to furnish a Bank Guarantee valid up to 31.01.2018 (120 DAYS from the last date for filled in tenders) instead of the deposit of Earnest money in cash.

NOW THIS WITNESSETH:

1. That the Surety in consideration of the above Tender made by the Tenderer to the Bank hereby undertakes to guarantee payment on demand without demur to the Bank the said amount of Rs. ./( . ) within one week from the date of receipt of the demand from the Bank on presentation of this deed of guarantee, which the Tenderer is bound to deposit with the Bank by way of earnest money in connection with his Tender.
2. This guarantee shall not be affected by any infirmity or irregularity on the part of the Tenderer or by the dissolution or any change in the constitution of the Bank, Tenderer or the Surety.

3. The Bank shall be eligible to make any claim under this guarantee if the Tenderer after submitting his Tender, rescinds from his offer or modifies the terms and conditions thereof in a manner not acceptable to the Bank or expresses his unwillingness to accept the order after the Bank has decided to place order with the Tenderer for the printing and supply of general stationery items. The Bank's decision in this regard shall be final and binding.

4. The Surety shall not and cannot revoke this guarantee during its currency except with previous consent of the Bank in writing.

5. Notwithstanding anything contained in the foregoing, the Surety's liability under the guarantee is restricted to ₹.1,00,000/- (Rupees One lakh only)

6. This guarantee shall remain in force and effective up to 31.01.2018 (120 days from the last date for submission of filled in tender) plus one month grace period and shall expire and become ineffective on intimation thereof being given to the Surety by the Bank in which event this guarantee shall stand discharged.

7. The Surety will make the payment pursuant to the demand notice issued by the Bank, notwithstanding any dispute that may exist or arise between the Tenderer and the Bank or any other person.

8. Any forbearance, act or omission on the part of the Bank in enforcing any of the conditions of the said tender or showing of any indulgence by the Bank to the tenderer shall not discharge the Surety in any way and the obligations of the Surety under this guarantee shall be discharged only on the intimation thereof being given to the Surety by the Bank.

9. Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. ....../-( ) and this guarantee would be valid up to (31<sup>st</sup> JAN 2018) 120days from the last date for submission of filled in tender) and we shall be discharged from all liabilities hereunder unless a written claim for payment under this guarantee is lodged on us within one month from the date of expiry of guarantee i.e. on or before 31<sup>st</sup> JAN 2018,(120 days from the last date for submission of filled in tender) irrespective of whether or not the original guarantee is returned to us..

10. The Surety has the power to issue this guarantee under its Memorandum and Articles of Association and the person who is

hereby executing this deed has the necessary powers to do so under the Power of Attorney granted to him by the Surety.

SIGNED AND DELIVERED

For and on Behalf of

For and on behalf of above named Bank.  
Branch Manager (Banker's seal)

(Banker's Name and Seal)