



उत्तर प्रदेश ग्रामीण बैंक

UTTAR PRADESH GRAMIN BANK

(सरकारकेस्वामित्वाधीनअनुसूचितबैंक)

RO/PRG/01/2025-26/ 21

Date:07.02.2026

**Tender For Printing and Supply of Bank Stationery**

Uttar Pradesh Gramin Bank, Regional Office, Prayagraj invites application in sealed covers from the empanelled stationery printers vendors of Uttar Pradesh Gramin Bank for printing and supply of bank's stationery.

Tender Issue Date – 07.02.2026.

Last Date of Submission of Quotations/Tender - 27.02.2026 up to 03:00 P.M.

Date of Opening Tender - 27.02.2026 at 03:30 P.M.

Tender to be addressed to -

THE REGIONAL MANAGER,  
UTTAR PRADESH GRAMIN BANK  
REGIONAL OFFICE, PRAYAGRAJ  
3 D TASHKENT ROAD, CIVIL LINE  
PRAYAGRAJ-211001

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

Contact No. : 8005132359 (10:00 A.M. to 05:00 P.M. on working day)

**Terms and Conditions:**

1. Rates must be quoted on attached annexure only; no other means will be accepted in any circumstances.
2. Bank reserves the right to Reject any and/or all responses received in response to the RFP, or change any formalities, irregularities, or inconsistencies in proposal format delivery, and Extend the time for submission of the tender and Share the information/clarifications provided in response to tender by any Bidder, with any other Bidder(s)/others, in any form, and Withdraw, postpone, cancel the tender at any stage, without assigning any reason whatsoever.
3. PAN number of the firm/individual allotted by the income tax authorities should be submitted. Conditional tenders shall not be accepted on any ground and shall be rejected straight away.
4. Any deviation of the conditions laid by the bank will not be accepted and the bid will be rejected without assigning any reasons.
5. The entire tender document must be signed with the seal and attached as mark of acceptance terms and conditions.

**Bid Submission:**

The sealed tenders must reach the Uttar Pradesh Gramin Bank, Regional Office –3 D Tashkent Road , Civil Line, Prayagraj-211011( UP). Bids must be submitted through hand to hand or through Speed Post/ Courier.

If any of the above documents is/are not submitted or if submitted but is not duly attested, the bid will be rejected & price bid will not be opened. It must be mentioned on envelope "**DOCUMENT SUBMITTED FOR TENDER FORPRINTING AND SUPPLY OF BANK STATIONERY, REGIONAL OFFICE -PRAYAGRAJ**".

10/2/26  
[Signature] & [Stamp]



# उत्तर प्रदेश ग्रामीण बैंक UTTAR PRADESH GRAMIN BANK

(सरकारकेस्वामित्वाधीनअनुसूचितबैंक)

Application forms and other details can be downloaded from our website: [www.upgb.bank.in](http://www.upgb.bank.in).

Applicants must enclose PAN, GST, and empanelment letter of Head office Lucknow.

Applications duly filled in and supported by requisite documents/papers etc. must be submitted properly sealed cover to the Uttar Pradesh Gramin Bank, Regional Office –3 D Tashkent Road , Civil Line, Prayagraj-211011 (UP).during office hours on or before 27.02.2026 till 03:00 P.M. and no application will be accepted after the above date and time. Incomplete applications in any respect will be rejected. The sealed covers should be superscribed.

The sealed covers containing the applications will be opened on 27.02.2026 at 03:30 P.M. at the Uttar Pradesh Gramin Bank, Regional Office –3 D Tashkent Road, Civil Line, Prayagraj-211011(UP). Interested applicants may be present at the time of the opening of the TENDER.

The right of selection rests absolutely with the Bank and Bank's decision in this regard shall be final and binding.

Payment will be released after examining and checking the quality of the stationery.

The rates quoted should be valid till 31.03.2026.

Bank reserves the right to reject any or all the applications without assigning any reason whatsoever.

#### Other Terms & Conditions:

1. Duplicate copy of work order must be sent back to us within three days from date of receipt; duly signed with seal towards token of acceptance of the work order, failing which this order shall be treated as cancelled without further notice.
2. Printing should strictly be done as per the specifications given herewith only (including paper quality) Proofs and paper specimen must be got approved before printing as stamped APPROVED FOR PRINTING and duly signed by the bank official.
3. Only Offset printing will be accepted.
4. Supply should be made within the stipulated time given here.
5. Supply shall be affected at our Regional office with door delivery at Branch- Main Branch Prayagraj.
6. Rates will be including of all the charges, up to doorstep delivery i.e. transportation/freight excluding applicable GST.
7. Part supply / execution of the work ordered will not be accepted.
8. Non-adherence to the above terms and conditions will make the supply liable for rejection.
9. Printing should be in accordance with the attached specimens.
10. Soft copy of the matter as to be printed must be provided to the Bank in the form of PDF.
11. Abbreviated name of Printer/month/year/Quantity should be marked on each item.
12. All disputes subject to Prayagraj (place of Regional Office) jurisdiction only.

Regards,

Regional Manager  
Uttar Pradesh Gramin Bank  
Regional Office–Prayagraj

CO [Signature] & [Signature]



# उत्तर प्रदेश ग्रामीण बैंक

## UTTAR PRADESH GRAMIN BANK

(सरकारकेस्वामित्वाधीनअनुसूचितबैंक)

### PARTICULARS TO BE FURNISHED FOR THE PURPOSE OF

1	Name of the Organization	
2	Address with Telephone No. Printing Press Office /Shop/Godown	
3	Nature of Constitution	
4	Date of Establishment	
5	With and Name of Proprietor / Partners / Directors  Residential Address  Telephone No.  E-Mail	
6	Whether an S.S.I. unit. If so, Reg. No. & date. Also enclose copy of Certificate.	
7	Whether Registered with the Registrar of the companies/ Registrar of firms. If so, mention number and date.	
8	Whether the premises (Press/Office/Shop/Factory) is/are owned or hired	
9	Whether registered for GST purposes? If so, mention number and date.	

(1) *Handwritten signature* & a

**Regional Office - Prayagraj**

**INDENT FOR QUATATION**

**Annexure I**

Sr. No.	Item	Size In inches	Paper Type & GSM	Paper Colour/Type	No. of leaves	Specifications	Packing	Quantity	Rate per unit	Total
1	CBS Passbook	14.4 cm x 10.5 cm (close site)	Inner Pages 70 GSM Century/Sirpur/Ballarpur /Andhra/Orient White Maplitho Cover Pages 230 GSM Ballarpur Art Card	4 color printing on front & back page & single color printing on inside cover (2 & 3) & other inner pages.	8 leaves/16 pages excluding cover	4 color printing on front & back page & single color printing on inside cover (2 & 3) & other inner pages. Each Passbook should be centre stitched with a fine quality thread.	Packaging of 100 passbooks in each packet & 4 packets in a bundle. Passbook should be packed in craft paper with paper label indicating form number, name & quantity (BOLD) on each packet.	100000 pieces	Rs..... per piece	
2	Deposit Slip	28 cm X 11 cm	70 GSM Century/Sirpur/Ballarpur/ Andhra/Orient	White	100 leaves per pad	Both side in two colour bilingual printing with Bank's Emblem including water mark of Bank's Emblem (as specified in sample provided herewith). One LBS straw board at bottom & Full craft paper on top & paste.	Packet of 20 pads in craft paper with paper label indicating Form Number, name & quantity (BOLD) on each packet. Three packets of 20 pads in one bundle tied with string.	15000 pads	Rs..... per pad	
3	Withdrawal Slip	18 cm X 10.5 cm	70 GSM Century/Sirpur/Ballarpur/ Andhra/Orient	White	100 leaves per pad	Bilingual Printing on front & instruction in Hindi on back side with Bank's Emblem including water mark of Bank's Emblem (as specified in sample provided herewith) and hard perforation bounded with one LBS straw board at bottom & Full craft paper on top & paste.	Packet of 20 pads in craft paper with paper label indicating Form Number, name & quantity (BOLD) on each packet. Three packets of 20 pads in one bundle tied with string.	50000 pads	Rs..... per pad	
4	RTGS/NEFT Form	28.2 cm x 22.2 cm	70 GSM Paper (Orient/Century)	White	100 leaves per pad	Both side printing one side in English & other side in Hindi in royal blue with hard perforation with one LBS straw board at bottom & Full craft paper on top & paste	Packet of 10 pads in craft paper with paper label indicating form number, name, & quantity (BOLD) on each packet. Four packets of 10 pads in one bundle tied with string.	4000 pads	Rs..... per pad	
5	Mobile Banking Application	8.5 X 11.6	70 GSM Paper (Orient/Century)	White	100 leaves per pad	Single printing on one side only. 100 leaves gum pad with one LBS straw board at bottom & Full craft paper on top & paste	Packet of 10 pads in craft paper with paper label indicating form number, name, & quantity (BOLD) on each packet. Four packets of 10 pads in one bundle tied with string.	2500 pads	Rs..... per pad	
6	KYC Form	8.5 X 11.6	70 GSM Paper (Orient/Century)	White	100 leaves per pad	Single printing on one side only. 100 leaves gum pad with one LBS straw board at bottom & Full craft paper on top & paste.	Packet of 10 pads in craft paper with paper label indicating form number, name, & quantity (BOLD) on each packet. Four packets of 10 pads in one bundle tied with string.	5000 pads	Rs..... per pad	
7	Account Opening Form	28.5 cm X 63.5 cm making 4- parts of A4 size (only one paper sheet-main sheet	80 GSM Century/Sirpur/Ballarpur/ Andhra/Orient	White	Single leaf with two folds 9after folding size will be 28.5 cm X 21.1 cm) Total 4 A4 leaves or 8 A4 pages	Both side printing in two color.	100 forms per packet in craft paper packing with label there on showing type of form.	30000 pieces	Rs..... per piece	
8	L.A.D. Form	8.5 X 13.5	70 GSM Paper (Orient/Century)	Light Green	100 leaves per pad	Single printing on one side only. 100 leaves gum pad with one LBS straw board at bottom & Full craft paper on top & paste.	Packet of 10 pads in craft paper with paper label indicating form number, name, & quantity (BOLD) on each packet. Four packets of 10 pads in one bundle tied with string.	3000 pads	Rs..... per pad	
9	Mudra Loan- Documentation Booklet	22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills	White	27 leaves/ 54 pages	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine patti	Packing of 50 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quality (BOLD) on each packet.	1000 Books	Rs..... Per Books	

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10	PMSBY Application Form	8.5 X 10.5	70 GSM Paper (Orient/Century)	White	100 leaves per pad	Single printing on one side only. 100 leaves gum pad with one LBS straw board at bottom & Full craft paper on top & paste.	Packet of 10 pads in craft paper with paper label indicating form number, name, & quantity (BOLD) on each packet. Four packets of 10 pads in one bundle tied with string.	1000 pads	Rs..... per pad	
11	PMUBY Application Form	8.5 X 10.5	70 GSM Paper (Orient/Century)	White	100 leaves per pad	Single printing on one side only. 100 leaves gum pad with one LBS straw board at bottom & Full craft paper on top & paste.	Packet of 10 pads in craft paper with paper label indicating form number, name, & quantity (BOLD) on each packet. Four packets of 10 pads in one bundle tied with string.	500 pads	Rs..... per pad	
12	Atal Pension Application	8.5 X 10.5	70 GSM Paper (Orient/Century)	White	100 leaves per pad	Single printing on one side only. 100 leaves gum pad with one LBS straw board at bottom & Full craft paper on top & paste.	Packet of 10 pads in craft paper with paper label indicating form number, name, & quantity (BOLD) on each packet. Four packets of 10 pads in one bundle tied with string.	200 pads	Rs..... per pad	
13	KCC TATKAL BOOKLET	22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho- Orient/Century/Trident mills Cover	White	11 leaves/ 22 pages	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine patti	Packing of 50 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quality (BOLD) on each	2000 Books	Rs..... per Books	
14	Self Help Group- Documentation Booklet	22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho- Orient/Century/Trident mills Cover	White	11 leaves/ 22 pages	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine patti	Packing of 50 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quality (BOLD) on each	600 Books	Rs.....per books	
15	JLG BOOKLET	22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho- Orient/Century/Trident mills Cover	White	11 leaves/ 22 pages	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine patti	Packing of 50 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quality (BOLD) on each	300 Books	Rs.....per books	
16	Mobile Number Updation Form	8.5 X 10.5	70 GSM Paper (Orient/Century)	White	100 leaves per pad	Single printing on one side only. 100 leaves gum pad with one LBS straw board at bottom & Full craft paper on top & paste	Packet of 10 pads in craft paper with paper label indicating form number, name, & quantity (BOLD) on each packet. Four packets of 10 pads in one bundle tied with string.	500 pads	Rs..... per pad	
17	LOAN APPLICATION REGISTER	8 X 13	70 GSM Paper (Orient/Century)	Light Green	100 leaves/200 pages excluding cover	Full cloth binding cover of 40 onz card board, inner postene of 80 GSM MG paper, numbering on each leaf (1 to 200), name slip of colour printing.	Packet of 10 registers in craft paper with paper label indicating name & quantity (BOLD) on each packet in one bundle tied with string.	90 pieces	Rs..... per piece	
18	LOAN SANCTION REGISTER	8 X 13	70 GSM Paper (Orient/Century)	Light Green	100 leaves/200 pages excluding cover	Full cloth binding cover of 40 onz card board, inner postene of 80 GSM MG paper, numbering on each leaf (1 to 200), name slip of colour printing.	Packet of 10 registers in craft paper with paper label indicating name & quantity (BOLD) on each packet in one bundle tied with string.	90 pieces	Rs..... per piece	
19	INSURANCE REGISTER	8 X 13	70 GSM Paper (Orient/Century)	Light Green	100 leaves/200 pages excluding cover	Full cloth binding cover of 40 onz card board, inner postene of 80 GSM MG paper, numbering on each leaf (1 to 200), name slip of colour printing.	Packet of 10 registers in craft paper with paper label indicating name & quantity (BOLD) on each packet in one bundle tied with string.	90 pieces	Rs..... per piece	
20	CERSAI REGISTER	8 X 13	70 GSM Paper (Orient/Century)	Light Green	100 leaves/200 pages excluding cover	Full cloth binding cover of 40 onz card board, inner postene of 80 GSM MG paper, numbering on each leaf (1 to 200), name slip of colour printing.	Packet of 10 registers in craft paper with paper label indicating name & quantity (BOLD) on each packet in one bundle tied with string.	90 pieces	Rs..... per piece	
21	STOCK REGISTER	8 X 13	70 GSM Paper (Orient/Century)	Light Green	100 leaves/200 pages excluding cover	Full cloth binding cover of 40 onz card board, inner postene of 80 GSM MG paper, numbering on each leaf (1 to 200), name slip of colour printing.	Packet of 10 registers in craft paper with paper label indicating name & quantity (BOLD) on each packet in one bundle tied with string.	90 pieces	Rs..... per piece	
22	Internet Banking Form	8.5 X 11.6	70 GSM Paper (Orient/Century)	White	100 leaves per pad	Single printing on one side only. 100 leaves gum pad with one LBS straw board at bottom & Full craft paper on top & paste.	Packet of 10 pads in craft paper with paper label indicating form number, name, & quantity (BOLD) on each packet. Four packets of 10 pads in one bundle tied with string.	200 pads	Rs..... per pad	
<del>23</del>	<del>FD/RO FORM</del>	<del>28.2 cm x 22.2 cm</del>	<del>70 GSM Paper (Orient/Century)</del>	<del>White</del>	<del>100 leaves per pad</del>	<del>100 leaves gum pad one side printing hard base one page extra</del>	<del>Packet of 5 pads in craft paper with paper label indicating form number, name, &amp; quantity (BOLD) on each packet. Four packets of 5 pads in one bundle tied with string.</del>	<del>1000 pads</del>	<del>Rs..... per pad</del>	<del></del>

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24	Transfer Voucher	6.5 X 5	70 GSM Paper (Orient/Century)	White	100 leaves per pad	Single printing on one side only. 100 leaves gum pad with one LBS straw board at bottom & Full craft paper on top & paste.	Packet of 20 pads in craft paper with paper label indicating Form Number, name & quantity (BOLD) on each packet. Three packets of 20 pads in one bundle tied with string.	15000 pads	Rs..... per pad	
25	M SCHEDULE	As per Specimen						400 Pad	Rs..... per pad	
26	FD COVER	6x9	300 micron plastic sheet with bank logo as per sample	off white	packet of 10	As per specimen	As per specimen	10000 Pcs	Rs..... per Pcs	
27	Cash Receipt & Payment Register (Cash Scroll Reg)	9.8 X 14.5	70 GSM Paper (Orient/Century) Ledger Paper	Light Green	150 leaves/300 pages excluding cover	Full cloth binding cover of 40 onz card board, inner postene of 80 GSM MG paper, numbering on each leaf (1 to 300), name slip of colour printing.	Packet of 10 registers in craft paper with paper label indicating name & quantity (BOLD) on each packet in one bundle tied with string.	500 pieces	Rs..... per piece	
28	Cash Balance Book	8 X 13	70 GSM Paper (Orient/Century) Ledger Paper	Light Green	150 leaves/300 pages e..cluding cover	Full cloth binding cover of 40 onz card board, inner postene of 80 GSM MG paper, numbering on each leaf (1 to 300), name slip of colour printing.	Packet of 10 registers in craft paper with paper label indicating name & quantity (BOLD) on each packet in one bundle tied with string.	100 pieces	Rs..... per piece	
29	C KYC FORM	8.5 X 11.6	70 GSM Paper (Orient/Century)	White	100 leaves per pad	Single printing on one side only. 100 leaves gum pad with one LBS straw board at bottom & Full craft paper on top & paste.	Packet of 10 pads in craft paper with paper label indicating form number, name, & quantity (BOLD) on each packet. Four packets of 10 pads in one bundle tied with string.	500 pads	Rs..... per pad	
30	CM YUVA BOOKLET	22 cm x 26.5 cm	Inner Pages 80 GSM SS Maplitho-Orient/Century/Trident mills Cover Page- 120 GSM Cardsheet light yellow color orient/star mills	White	As per specimen	Single color printing on cover page (1, 2 & 3 only) and inside pages. Book binding with staples and side rexine pattl	Packing of 50 booklets in each packet should be packed in Kraft paper with paper label indicating Name & Quality (BOLD) on each packet.	700 Books	Rs..... Per Books	
31	BANK COMMON LOAN APPLICATION FORMAT	8.5 X 10.5	70 GSM Paper (Orient/Century)	White	100 leaves per pad	Single printing on one side only. 100 leaves gum pad with one LBS straw board at bottom & Full craft paper on top & paste.	Packet of 10 pads in craft paper with paper label indicating form number, name, & quantity (BOLD) on each packet. Four packets of 10 pads in one bundle tied with string.	3000 Pcs	Rs..... per pcs	
37	SANCTION LETTER ALL PURPOSE	8.5 X 10.5	70 GSM Paper (Orient/Century)	White	100 leaves per pad	Single printing on one side only. 100 leaves gum pad with one LBS straw board at bottom & Full craft paper on top & paste.	Packet of 10 pads in craft paper with paper label indicating form number, name, & quantity (BOLD) on each packet. Four packets of 10 pads in one bundle tied with string.	3000 Pcs	Rs..... per pcs	
33	R KYC	8.5 X 11.6	70 GSM Paper (Orient/Century)	White	100 leaves per pad	Single printing on one side only. 100 leaves gum pad with one LBS straw board at bottom & Full craft paper on top & paste.	Packet of 10 pads in craft paper with paper label indicating form number, name, & quantity (BOLD) on each packet. Four packets of 10 pads in one bundle tied with string.	1000 pads	Rs..... per pad	
Grand Total										

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