



उत्तर प्रदेश ग्रामीण बैंक
UTTAR PRADESH GRAMIN BANK
(सरकार के स्वामित्वाधीन अनुसूचित बैंक)
(SCHEDULED BANK OWNED BY GOVERNMENT)

(Only Empanelled Stationary Printers of Uttar Pradesh Gramin Bank can quote)

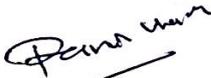
FOR SUPPLY AND PRINTING OF BANK STATIONERY

IMPORTANT DATES

| | |
|--|--------------------------|
| DATE OF ISSUE OF TENDER , | 16.02.2026 |
| LAST DATE AND TIME OF SUBMISSION OF TENDER | 09.03.2026 up to 3.00 PM |
| DATE OF OPENING OF TENDER (FINANCIAL BID) | 10.03.2026 at 4.00 PM |

Uttar Pradesh Gramin Bank
Premises and Equipment Department
Regional Office- BAHRAICH

Address: In Front of Gurudwara, Peepal Chauraha, Bahraich Pin code-271801


Regional Manager

Date: 16.02.2026





उत्तर प्रदेश ग्रामीण बैंक

UTTAR PRADESH GRAMIN BANK

(सरकार के स्वामित्वाधीन अनुसूचित बैंक)

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Tender For Printed Stationery

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

1. Tender Issue Date: **16.02.2026.**
2. Last Date of Submission of Quotations/Tender: **09.03.2026 up to 03.00 pm.**
3. Date of Opening Tender: **10.03.2026 at 04:00 p.m.**
4. Tender to be addressed to: **The Regional Manager, Uttar Pradesh Gramin Bank- Regional Office- Bahraich**
5. Period of completion: **10 Days from the date of issue of order.**

Terms and Condition:

1. Rates must be quoted on attached Annexure 2 only; no other means will be accepted.
2. The Bank reserves the right to reject any and/or all responses received in response to this RFP; to waive or modify any formalities, irregularities, or inconsistencies in proposal format or submission; to extend the deadline for submission of the tender; to share any information or clarifications provided by any Bidder with other Bidder(s) or third parties in any form; and to withdraw, postpone, or cancel the tender process at any stage, without assigning any reason whatsoever.
3. PAN number of the firm/individual allotted by the income tax authorities should be submitted in Annexure 1. 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 tenders must reach the **Uttar Pradesh Gramin Bank Regional Office- Bahraich, In Front of Gurudwara, Peepal Chauraha, Bahraich Pin code-271801** in sealed envelope.

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



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Other Terms & Conditions:

- Rate should be quoted inclusive of Freight charges.
- While quoting the rates please ensure specified size and paper quality of respective mentioned GSM should only be used for printing, inferior quality of paper if used will be rejected out rightly and no justification/ correspondence will be entertained by bank in this regard.
- Quoting incredibly low value of items with a view of subverting the tender process shall be out rightly rejected.
- Bank reserves the right to reject any or all the applications without assigning any reason whatsoever.
- Door step Delivery at our specified Regional office at Bahraich
- Payment will be released after examining and checking the quality of the stationary
- Samples must be approved before bulk printing.
- Quantity and Specifications: As per quotation. Bank reserves the right to vary quantities by \pm 20%.
- **All stationary should be equally divided and packed in 65 packets/bundles.**

Annexure 1

Printers(General)

| | | |
|-----|--|--|
| 1. | Name of the Organization | |
| 2. | Address with Telephone No. (a) Printing Press (b) Office/Shop/Godown | |
| 3. | Nature of Constitution | |
| 4. | Date of Establishment | |
| 5. | with and. (i) Name of the Proprietor/Partners/Directors (ii) Residential address (iii) Telephone No (iv) E-Mail | |
| 6. | Whether an S.S.I unit if so, Reg. No. and 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. | |
| 10. | Whether registered for GST? Purposes. If so, mention No. and Date. | |

ANNEXURE 2

| SR NO | ITEM | SIZE | PAPER TYPE & GSM | NO OF LEAVES | SPECIFICATIONS | PACKING | QUANTITY | RATE PER UNIT (Rs) Exclusive GST | TOTAL EXCLUDING GST |
|-------|---------------------------------|---|--|--|---|--|-----------------|-------------------------------------|------------------------|
| 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 250 GSM Ballarpur Art Card | 10 Leaves/20 pages excluding cover | 4 color printing on front & two color printing on back & inside cover pages (2 & 3) & single color on other inner pages Each Passbook should be centre stitched with a fine quality thread. | Packing of 100 passbooks in each packet & 5 Packets in a bundle. Passbook should be packed in craft paper with paper label indicating Form Number, name & quantity (BOLD) on each packet | 32500 PASSBOOKS | Rs/ piece | Rs |
| 2 | ACCOUNT OPENING FORM | 28.5 cm* 63.5 cm making 4 parts of A4 size (only one paper sheet- main sheet) | 80 GSM paper of Century/ sirpur/ballarpur/Andhra/orient | Single leaf with two folds (after folding size will be 28.5 cm x 21.1 cm) | Both side printing in two color | 500- Forms per packet in craft paper packing with label there on showing type of form. | 32500 FORMS | Rs/ piece | Rs |
| 3 | DEPOSIT SLIP | 28cm * 11 cm | 70 GSM paper of Century/ sirpur/ballarpur/Andhra/orient | 100 leaves per pad | Both side in two colour bilingual printing with Bank's Emblem including water mark of Bank's Emblem, 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 and quantity (BOLD) on each packet. Five packets of 20 pads in one bundle tied with string | 1300 PADS | Rs/ pad | Rs |
| 4 | WITHDRAWAL SLIP | 18 cm * 10.5 cm | 70 GSM paper of Century/ sirpur/ballarpur/Andhra/orient | 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 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 and quantity (BOLD) on each packet. Five packets of 20 pads in one bundle tied with string | 1300 PADS | Rs/ pad | Rs |
| 5 | TRANSFER VOUCHER | 22 cm * 17.5 cm | 70 GSM paper of Century / orient | 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 and quantity (BOLD) on each packet. Five packets of 20 pads in one bundle tied with string | 1300 PADS | Rs/ pad | Rs |
| 6 | ATM REQUEST FORM | 8.5 * 11.6 | 70 GSM paper of Century / orient | 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 and quantity (BOLD) on each packet. Five packets of 20 pads in one bundle tied with string | 650 PADS | Rs/ pad | Rs |
| 7 | KYC FORM | 8.5 * 11.6 | 70 GSM paper of Century / orient | 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 and quantity (BOLD) on each packet. Five packets of 20 pads in one bundle tied with string | 2600 PADS | Rs/ pad | Rs |
| 8 | RTGS NEFT FORM | 28.2 cm * 22.2 cm | 70 GSM paper of Century / orient | 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 and quantity (BOLD) on each packet. Five packets of 20 pads in one bundle tied with string | 1300 PADS | Rs/ pad | Rs |
| 9 | LAD FORM | 8.5*13.5 | 70 GSM paper of Century / orient | 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 and quantity (BOLD) on each packet. Five packets of 20 pads in one bundle tied with string | 650 PADS | Rs/ pad | Rs |
| 10 | FD ACCOUNT OPENING FORM | 8.5*11.6 | 70 GSM paper of Century / orient | 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 and quantity (BOLD) on each packet. Five packets of 20 pads in one bundle tied with string | 650 PADS | Rs/ pad | Rs |
| 11 | MOBILE BANKING APPLICATION FORM | 8.5*11.6 | 70 GSM paper of Century / orient | 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 and quantity (BOLD) on each packet. Five packets of 20 pads in one bundle tied with string | 325 PADS | Rs/ pad | Rs |
| 12 | NET BANKING APPLICATION FORM | 8.5*11.6 | 70 GSM paper of Century / orient | 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 and quantity (BOLD) on each packet. Five packets of 20 pads in one bundle tied with string | 325 PADS | Rs/ pad | Rs |

ANNEXURE 2

| | | | | | | | | | |
|----|---------------------------------|-----------------|---|---------------------------------------|--|--|-------------|-----------------------------------|----------|
| 13 | ATAL PENSION APPLICATION FORM | 8.5*10.5 | 70 GSM paper of Century / orient | 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 and quantity (BOLD) on each packet. Five packets of 20 pads in one bundle tied with string | 325 PADS | Rs/ pad | Rs |
| 14 | PMSBY APPLICATION FORM | 8.5*10.5 | 70 GSM paper of Century / orient | 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 and quantity (BOLD) on each packet. Five packets of 20 pads in one bundle tied with string | 650 PADS | Rs/ pad | Rs |
| 15 | PMJBY APPLICATION FORM | 8.5*10.5 | 70 GSM paper of Century / orient | 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 and quantity (BOLD) on each packet. Five packets of 20 pads in one bundle tied with string | 650 PADS | Rs/ pad | Rs |
| 16 | VLE ACCOUNT OPENING FORM | 8.5*11.6 | 70 GSM paper of Century / orient | 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 and quantity (BOLD) on each packet. Five packets of 20 pads in one bundle tied with string | 325 PADS | Rs/ pad | Rs |
| 17 | CASH BALANCE BOOK | 8*13 | 70 GSM paper of Century / orient (Ledger Paper) | 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 | - | 65 PIECE | Rs/ piece | Rs |
| 18 | CASH RECEIPT & PAYMENT REGISTER | 8*13 | 70 GSM paper of Century / orient (Ledger Paper) | 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 | - | 65 PIECE | Rs/ piece | Rs |
| 19 | CHEQUE BOOK REGISTER | 8*13 | 70 GSM paper of Century / orient (Ledger Paper) | 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 | - | 65 PIECE | Rs/ piece | Rs |
| 20 | ACCOUNT OPENING REGISTER | 8*13 | 70 GSM paper of Century / orient (Ledger Paper) | 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 | - | 65 PIECE | Rs/ piece | Rs |
| 21 | ATM REGISTER | 8*13 | 70 GSM paper of Century / orient (Ledger Paper) | 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 | - | 65 PIECE | Rs/ piece | Rs |
| 22 | ATTENDANCE REGISTER | 8*13 | 70 GSM paper of Century / orient (Ledger Paper) | 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 | - | 65 PIECE | Rs/ piece | Rs |
| 23 | GRAHAK GHOSTI REGISTER | 8*13 | 70 GSM paper of Century / orient (Ledger Paper) | 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 | - | 65 PIECE | Rs/ piece | Rs |
| 24 | ENVELOPE | 5 * 11 | 80 GSM STAR BRANDS | 1* 100 per pack | Single Side printing with bank's logo | 100 envelopes per packet & 2 packet in a bundle | 1300 packet | Rs/ packet (100) | Rs |
| 25 | VOUCHER COVER | 19 cm * 32.5 cm | 25 kg card Sheet | | One side printed and plain bottom | 100 cover in one bundle | 6500 pieces | Rs/ piece | Rs |
| | | | | | | | | GRAD TOTAL (excluding GST) | Rs |