



उत्तर प्रदेश ग्रामीण बैंक  
UTTAR PRADESH GRAMIN BANK

(सरकार के स्वामित्वाधीन अनुसूचित बैंक)  
(Scheduled Bank Owned by Government)

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

## FOR SUPPLY AND PRINTING OF BANK STATIONERY(GENERAL)

### Schedule of Events & Bid Details-

<b>Tender Reference No.</b>	RO/ETAWAH/01/P.E./2025-26/TENDER/02/04
<b>Tender issuing date</b>	19.02.2026
<b>Last Date and Time for submission of Bid</b>	12.03.2026 up to 03:00 PM
<b>Date and time of bid opening</b>	12.03.2026 up to 03:30 PM
<b>Address for communication</b>	Regional Office Etawah, Uttar Pradesh Gramin Bank, Manikpur bisu, Lakhna road, Near Gwalior bypass, Etawah-206003
<b>Contact Details</b>	7509027659 E-mail <a href="mailto:pe.roetaw@barodauprrb.co.in">pe.roetaw@barodauprrb.co.in</a>

(Dilip Kumar Yadav)  
Chief Manager





ISSUE DATE: 19.02.2026

## Proposal for Supply And Printing Of Bank Stationery (General)

Uttar Pradesh Gramin Bank Regional Office Etawah invites applications in invites sealed Financial Bids from empanelled vendors for the supply and printing of Bank Stationery as per the specifications detailed in this Tender Document.

### Eligibility:

1. Only empanelled vendors with the Bank for printing services as on the date of tender date are eligible to participate. Non-empanelled vendors' bids will be rejected.
2. Applicants must possess at least 3 years experience in the line of supplying various stationery materials to the banks/Public Sector undertakings.
3. Applicants must have the financial capacity to execute order i.e. to print and supply the Bank's stationery (Ledgers/books/forms and other stationery items) within a time bound period.

### Nature of Tender:

This is a single-stage tender process calling only Financial Bids. Technical evaluation is waived for empaneled vendors. Bids will be evaluated based solely on the lowest responsive financial quote (L-1 basis).

## SECTION 1: INSTRUCTIONS TO BIDDERS

**Earnest Money Deposit (EMD):** Not required for empanelled vendors.

### Mode of Submission:

Bids must be submitted in a single sealed envelope super-scribed "Financial Bid For Supply And Printing Of Bank Stationery (General)"

**Validity of Bid:** 90 days from the last date of submission.

**Validity of Rate:** Rates will be valid for 6 months from the date of tender.





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(Scheduled Bank Owned by Government)

**Contact for Queries:** 10 am to 5.00 pm (on working days) Mob:- 7509027659

*The Bank reserves the right to accept or reject any or all bids without assigning any reason.*

### **Preparation of Bids:**

- Bids must be typed, signed, and submitted in English.
- Financial Bid must be quoted in Indian Rupees (INR), inclusive of all taxes, duties, printing charges, paper quality, delivery, and any other incidental costs.
- Rates must be firm and valid for the contract period.

### **Submission of Bids:**

Applications duly filled in and supported by requisite documents/ papers etc. must be submitted properly sealed cover to the Regional Manager, Uttar Pradesh Gramin Bank, regional office Etawah, Manikpur bisu, Lakhna road, Near Gwalior bypass, Etawah-206003 (UP) during office hours on or before 12.03.2026 at 3.00 p.m and no application will be accepted after the above date. Incomplete applications in any respect will be rejected. The sealed covers should be super scribed "**Proposal for Supply and Printing of Bank Stationery (General)**".

### **Opening of Bids:**

The sealed covers containing the applications will be opened on 12.03.2026 at 3.30 p.m. at Regional Manager, Uttar Pradesh Gramin Bank, regional office Etawah, Manikpur bisu, Lakhna road, Near Gwalior bypass, Etawah-206003 (UP). Interested applicants may be present at the time of opening the sealed covers. Evaluation: L-1 (lowest quoted price) will be selected, subject to responsiveness.

## **SECTION 2: GENERAL CONDITIONS OF CONTRACT (GCC)**

### **Payment Terms:**

- 100% payment within 30 days of satisfactory delivery and verification.
- Payment via RTGS/NEFT. No advance payment.
- Payment will be released after examine checking the quality of stationery by Lab/ forensic test.





**Delivery Schedule:**

- Delivery at Bank's specified locations within 20 days of placement of order.
- Bank may place the order the total quantity of stationery in two or three parts in 2 or 3 months intervals.
- Penalty for delay: 0.5% per day of delay, up to 10% of order value.

**Quality Standards:**

- Stationery must conform to Bank's specifications
- Samples must be approved before bulk printing.
- Right of inspection reserved by the Bank at vendor's premises.

**SECTION 3: SPECIAL CONDITIONS OF CONTRACT (SCC)**

**Quantity and Specifications:**

As per Schedule of Requirements (Section 5). Bank reserves the right to vary quantities by  $\pm 20\%$ .

**Printing Specifications:**

Use of Bank's approved artwork and branding guidelines.

**Packaging and Transport:**

Vendor responsible for safe packaging and delivery.





**SECTION: 4**

**PARTICULARS TO BE FURNISHED FOR THE PURPOSE OF**

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.	
9.	Whether registered for GST Purposes. If so, mention No. and Date.	

Date:-

Signature & Seal of Printer

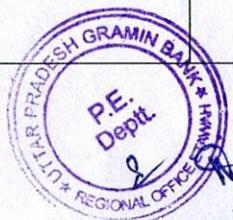




### Uttar Pradesh Gramin Bank Regional Office Etawah

#### SECTION 5: SCHEDULE OF REQUIREMENTS AND SPECIFICATION/ FINANCIAL BID FORM

Sr. No	Name of Item	F.No.	SPECIFICATIONS				Quantity	Rate Per Unit(Rs) Exclusive GST	Total (Rs) Exclusive GST
			SIZE	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING			
1	Account Opening Forms for Individuals	F-401	28.5 cm x 84.5cm 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) Total 8 A4 Page or 4 A4 leaves	Both side printing in three color.	100- Forms per packet in craft paper packing with label there on showing type of form.	15000 forms	
2	CBS Passbook	PB-01	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	12 leaves/24 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 & 4 Packets in a bundle. Passbook should be packed in craft paper with paper label indicating Form Number, name & quantity (BOLD) on each packet.	50000	
3	S.B.Withdrawal Slip	F-292	18 cm x 10.5 cm	70 GSM Century/sirpur/ballarpur/ Andhra/orient white	100 leaves pad	Single side in two colour bilingual printing with 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 & quantity(BOLD) on each packet. Three packets of 20 pads in one bundle tied with string.	7000 pads	
4	Common Deposit Slip	F-405	28 cm x 11 cm	70 GSM Century/sirpur/ballarpur/ Andhra/orient white	100 leaves pad	Printing on both side in Hindi and <b>duly numbered serially on one side only</b> 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.	2000 pads	
5	Transfer Voucher	F-290	18 cm x 13.5 cm	70 GSM Century/sirpur/ballarpur/ Andhra/orient white	100 leaves pad	Single color 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.	2500 pads	





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			SIZE	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING			
6	Voucher Cover	Cover	7.5x9.5 inch	50x50 one side printed and plain bottom	Brown	50x50 one side printed and plain bottom		17000	
7	RTGS/NEFT Form		28.5 cm x 21 cm	70 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves/ pad	100 Leaves gum pad one side printing hard base and one page extra	Packets 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	
8	FD/RD Account Opening Form		28.5 cm x 21 cm	70 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves/ pad	100 Leaves gum pad both side printing hard base and one page extra	Packets 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.	150 pads	
9	LAD FORM		21x32 cm	70 GSM SS Maplitho-Orient/Century/Trident mills	100 Leaves gum pad both side printing hard base and one page extra	100 leaves Pad ( 1 leave /2 pages both side printing & 50 forms pad	Packets of 20 pads in craft paper with paper label indicating Form Number ,name & quantity(BOLD) on each packet.Four packets of 20 pads in one hundle tied with string	200 pads	
10	Mobile Banking Application		8.50x11.6 Inch	70 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves pad	100 Leaves gum pad both side printing hard base and one page extra	Packets 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	
11	KYC Form		8.50x11.6 Inch	70 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves pad	100 Leaves gum pad both side printing hard base and one page extra	Packets 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	





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			SIZE	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING				PACKING
12	PMSBY Application Form		8.50x11.6 Inch	70 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves pad	101 Leaves gum pad both side printing hard base and one page extra	Packets 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.	250 pads		
13	PMJJBY Application Form		8.50x11.6 Inch	70 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves pad	100 Leaves gum pad both side printing hard base and one page extra	Packets 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.	150 pads		
14	Atal Pension Application		8.50x11.6 Inch	70 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves pad	100 Leaves gum pad both side printing hard base and one page extra	Packets 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.	100 pads		
15	Mobile Number Updation Form		8.50x11.6 Inch	70 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves pad	100 Leaves gum pad both side printing hard base and one page extra	Packets 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.	150 pads		
16	Loan Application Register		8x13	80 GSM paper of Century/sirpur/ballarpur/Andhra/orient	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 lable indicating name & qauntity (BOLD) on each packet in one bundle tied with string.	60 Pieces		





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17	Movment Register		8x13	80 GSM paper of Century/sirpur/ballarpur/Andhra/orient	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 lable indicating name & qauntity (BOLD) on each packet in one bundle tied with string.	60 Pieces	
18	Visit Dairy		8x13	80 GSM paper of Century/sirpur/ballarpur/Andhra/orient	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 lable indicating name & qauntity (BOLD) on each packet in one bundle tied with string.	60 Pieces	
19	Insurance Register		8x13	80 GSM paper of Century/sirpur/ballarpur/Andhra/orient	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 lable indicating name & qauntity (BOLD) on each packet in one bundle tied with string.	55 Pieces	
20	Loan Sanction Register		8x13	80 GSM paper of Century/sirpur/ballarpur/Andhra/orient	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 lable indicating name & qauntity (BOLD) on each packet in one bundle tied with string.	55 Pieces	
21	Cash Receipt & Payment Register		9.8x14.5	80 GSM paper of Century/sirpur/ballarpur/Andhra/orient	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 lable indicating name & qauntity (BOLD) on each packet in one bundle tied with string.	200 Pieces	
22	Inword register		8x13	80 GSM paper of Century/sirpur/ballarpur/Andhra/orient	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 lable indicating name & qauntity (BOLD) on each packet in one bundle tied with string.	55 Pieces	





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			SIZE	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING			
23	Outword register		8x13	80 GSM paper of Century/sirpur/ballarpur/Andhra/orient	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 lable indicating name & qauntity (BOLD) on each packet in one bundle tied with string.	55 Pieces	
24	Attendance Register		8x13	80 GSM paper of Century/sirpur/ballarpur/Andhra/orient	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 lable indicating name & qauntity (BOLD) on each packet in one bundle tied with string.	50 Pieces	
25	RC register		8x13	80 GSM paper of Century/sirpur/ballarpur/Andhra/orient	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 lable indicating name & qauntity (BOLD) on each packet in one bundle tied with string.	55 Pieces	
26	Cash Balance Book		8x13	80 GSM paper of Century/sirpur/ballarpur/Andhra/orient	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 lable indicating name & qauntity (BOLD) on each packet in one bundle tied with string.	50 Pieces	
27	Re-KYC Form (Annexure-I)		8.50x11.6 Inch	80 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves pad	100 Leaves gum pad both side printing hard base and one page extra	Packets 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	





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			SIZE	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING				PACKING
28	Re-KYC Form (Annexure-II)		8.50x11.6 Inch	80 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves pad	100 Leaves gum pad both side printing hard base and one page extra	Packets 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		
29	Consent Form to Download CKYC		8.50x11.6 Inch	80 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves pad	100 Leaves gum pad both side printing hard base and one page extra	Packets 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		
30	Rider Closure Form		8.50x11.6 Inch	80 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves pad	100 Leaves gum pad both side printing hard base and one page extra	Packets 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		
31	Nomination form For Bank Deposit		8.50x11.6 Inch	80 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves/ pad	100 Leaves gum pad both side printing hard base and one page extra	Packets 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.	150 pads		
32	Nomination Opt out Form		8.50x11.6 Inch	80 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves pad	100 Leaves gum pad both side printing hard base and one page extra	Packets 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		





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			SIZE	PAPER TYPE & GSM	No. of Leaves excluding cover	PRINTING				PACKING
33	Account Dornent to Active Request Form		8.50x11.6 Inch	80 GSM SS Maplitho-Orient/Century/Trident mills	100 leaves pad	100 Leaves gum pad both side printing hard base and one page extra	Packets 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.	300 pads		
34	FD Cover		6x10.5	White transparent	-	300 micron plastic sheet (with name and logo printed on)	-	5000		
								Grand Total =		

NOTE : Applicable GST will be paid extra

Date :

Signature & Seal of Printer



Signature Seal of Printer