

TENDER FOR PRINTING AND SUPPLY OF STATIONERY i.e FORMS, DOCUMENTS, REGISTERS, PASS BOOKS, FILES ETC TO UGB REGIONAL OFFICES AND HEAD OFFICE.

Tender No	UGB / STATIONERY / 001 / Dt. 20.01.2021
Department	Accounts & Compliance Department
Scope of work	Process for empanelment of Vendors and finalization of Pricing by selection of L-1 vendor for printing of stationery i.e. forms, documents, registers, pass books, etc. and supply of the same to our eight Regional Offices located at Sambalpur, Bargarh, Bolangir, Rayagada, Bhawanipatna, Jeypore, Phulbani, Berhampur and also at Head Office, Bolangir in the State of Odisha as per detailed specification attached.
Mode of tender submission	Off line , By registered/Speed Post so as to reach us within the stipulated date and time or it can be dropped in the tender box kept inside the Accounts and compliance department at Head Office.
Consortium	NOT ALLOWED
Purchase Location:	Any where in the area of operation of Utkal Grameen Bank
Distribution of P.O.	No
Work flow	Not applicable
Key Dates:	
Document Download Start from	21.01.2021
Pre- bid meeting	03.02.2021 at 12.00 Noon
Last Date & Time of Submission of Technical Bid	05.02.2021 By 01.00pm
Date & Time of Opening of Technical Bid	05.02.2021 At- 04.00PM
Date & Time of Financial Bid Opening	<u>The date & time will be intimated to the vendors qualified in the Technical Bid which will be made online by reverse auction, GroupWise. Details of e-procurement Reverse Auction to be conducted by – e- Procurement Technologies Ltd. (Auction Tiger) B-705, Wall Street-II, Opp-Orient Club, Near-Gujurat College, Ahmedabad, Gujurat- 380006.</u>
Bid Validity Period (Days)	Minimum One Year from the date of Reverse Auction.
Documents to be submitted physically	The application for technical bid along with all enclosures, document fees of Rs.1000/- and EMD of Rs.50,000/- are

	to be submitted By registered/Speed Post so as to reach us within the stipulated date and time or it can be dropped in the tender box kept inside the Accounts and Compliance department at Head office .In case any application is received after stipulated date and time, the vendor will not be permitted to participate in the tender.
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Tender Activity Configuration

Mode of pre bid-meeting	Offline - Physical onsite
Mode of Document Fees Payment	Off line
Mode of EMD payment	Off line
Mode of Security Fees Payment	Off line

Payment Details

Document Fees	Rs. 1000/- (Rupees one thousand only) Non-refundable
EMD Amount	Rs. 50,000/- (Rupees fifty thousand only)
Document Fees and EMD payable to & at	In shape of Bank Draft drawn on any Nationalised Bank, favouring "Utkal Grameen Bank, Head Office, Bolangir" payable at Bolangir

Details

Eligibility Criteria	<ol style="list-style-type: none"> 1. The firm/agency/vendors taking part in the tender must be financially sound having wide experience in supplying of stationery items in large scale to Govt. Depts / Public Sector Undertakings in the state of Odisha. Relevant documents are to be furnished with in the technical bid. 2. The details address along with the name(s) of the contact person(s) are to be mentioned in the technical documents for Bank's information. 3. The Bank has the right not to consider the offer submitted by any vendor for any centre where the existing or proposed service setup by vendors is not satisfactory. 4. The firm must have an Annual turn-over of Rs. 50 lakhs or more during any of the last 3 (three) financial years. Relevant documents are to be furnished with in the technical bid.
General Terms & Conditions	<ul style="list-style-type: none"> ➤ The validity of the approved quotation will remain valid for a period of 12 months from the date of final approval of the tender. ➤ Whenever the Bank desires to print any material not mentioned in the tender documents, competitive quotations will be called from the empanelled printers for selection of L-1 printer for that item. ➤ The total EMD amount will be refunded after completion of the empanelment period ➤ The Bank may at its discretion increase / decrease quantity

	<p>of the items while placing final order. It may also order the entire quantity in one lot or in piecemeal manner as per the requirement of the Bank from time to time.</p> <ul style="list-style-type: none">➤ The specifications including size, quality of paper, colour, grounds, interleaf etc. of stationery are to be similar to that of the specification given.➤ No advance payment will be made at any stage.➤ The items are to be supplied within stipulated time and no extension of time will be allowed. In case there is delay in delivery, the bank may impose penalty as deemed necessary. If the printer is unable to supply within a reasonable period, it will be treated as failure to execute the printing order, and the order will be treated as cancelled.➤ Evaluation of Price Bids and Finalisation:- Only those Bidders who qualify in Pre-qualification and Technical evaluation would be shortlisted for commercial evaluation via Reverse Auction conducted by the Bank's authorized eProcurement service provider.➤ In the event of violation of any terms and conditions of tender documents / purchase order or failure to execute the work order, EMD deposit will be forfeited. Besides, the printer will be removed from empanelment and will be debarred from any future bidding of the bank. If the L1 bidder is unable to execute the work order of the Bank, negotiation with L2 bidder and L 3 bidder can be done.➤ Before final printing the vendor is required to submit copy of proof of the forms /documents/ registers to us by e- mail (ugbaccts@gmail.com) within 5 days from the date of order or as per the day agreed upon for our approval. After approval of the proof the vendor has to submit to us five numbers of full set of order form within 7 days of approval of proof copies, so as to enable us to verify the quality of printing and of paper. Only after our final approval, the required quantity of stationery will be printed as per our purchase order. The required number of forms/registers must be delivered to the specified places on or before 30 days from the date of final order or as per the date agreed upon.➤ The stationery items are to be packed properly and to be delivered at the specified places at the vendors risk and responsibility. The cost of transportation/ GST/any other expenses are to be borne by you.➤ The printed materials are to be delivered at the designated places at eight Regional Offices i.e. Sambalpur, Bargarh, Rayagada, Balangir, Bhawanipatna, Jeypore, Phulbani and Berhampur located in the state of Odisha and at Head Office at Bolangir as per our printing order.➤ Post despatch inspection of the printed material will be done
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	<p>by authorised officials of the Bank and if quality/ quantity of the material is found not to be acceptable, then the materials may be rejected and the printer shall have to take back the material at his own cost.</p> <ul style="list-style-type: none"> ➤ Your bill, item wise, in <u>duplicate</u> is to be sent to Head Office. We will make payment after full and final delivery of the item(s) as per our terms and conditions and receiving acknowledgement from Regional Offices.90 % of the bill amount will be paid within 7 days. Remaining 10% will be paid after 3 months. ➤ You are requested to return a copy of this letter duly signed having accepted our terms and conditions as enumerated above. ➤ For any doubt / clarification please contact our Accounts & Compliance Department over phone no <u>06652-232680, 9438493015, 9437427832</u> or in e-mail id: <u>ugbaccts@gmail.com</u> ➤ The applications/sealed quotations in the enclosed prescribed format superscripted in bold letters as “Proposal for Printing of stationery” (containing two envelopes separately for technical bid and indicative financial bid) should be addressed to the <u>“General Manager (I), Utkal Grameen Bank, Head Office, Club Para, Bolangir-767001”</u> and send by registered post or it can be dropped in the sealed box kept in our Accounts Department during office hours. The last date for receipt of the technical bid and indicative financial bid is 05.02.2021 till 01.00P.M. Application received thereafter shall not be eligible for consideration. The application / offer letters shall be opened on the same day i.e. 05.02.2021 at 04.00P.M. in Bank’s Head Office premises in presence of Bank’s Tender Committee. You may remain present or depute your representative with authorization letter to remain present at the time and venue of the opening of quotation / offer letter. However, if there is any change in the date, the same shall be published in the Bank’s website. ➤ The Bank reserves the right to postpone / cancel the invitation and opens the quotations in the absence of the bidders and also to accept or reject any quotations, without assigning any reason thereof.
<p>Payment Terms</p>	<p>Your bill, item wise, in <u>duplicate</u> is to be sent to Head Office. We will make payment after full and final delivery of the item(s) as per our terms and conditions and receiving acknowledgement from Regional Offices.90 % of the bill amount will be paid within 7 days. Remaining 10% will be paid after 3 months.</p>

ANNEXURE – I

Technical Specifications of items to be procured for Branches/Offices

SI No.	PARTICULARS OF ITEM	TECHNICAL SPECIFICATIONS														
	<p>Printing of stationery i.e. forms, documents, registers, , pass books, etc. and supply thereof to our eight Regional Offices.</p>	<ul style="list-style-type: none"> ➤ The items to be printed are appended herewith indicating the required quantity, size specification etc. It should be utilized as quotation by downloading the same from Website ➤ The bidders have to quote for each item separately. However, there are five groups and L1 bidders will be selected for each group on the basis of quotation for total cost of the group as a whole and reverse auction, except Group E for which the rate will be approved. There should not be any multiple quotes for any item or group as a whole. In such cases, the quotation for that group will not be considered. ➤ Each page of the quotation should be signed by the printers with full signature with seals. Any alterations / additions must be authenticated by full signature of the printers on the quotation. ➤ The paper should be from the any of the following reputed companies or equivalent. Any dilution in the quality of paper is not acceptable. <ul style="list-style-type: none"> (i) White Map litho- JK /SEWA/TNPL or equivalent, (ii) Ledger paper- Madhya Bharat Paper Ltd or equivalent (iii) Art paper – JK/BILT paper or equivalent. (iv) Coloured paper- Madhya Bharat Paper Ltd or equivalent (v) Pink colour board- Orient paper or equivalent ➤ The thickness of paper should be basically as per the following: <table border="0" style="margin-left: 20px; width: 100%;"> <tr> <td>Pay in slip/voucher (white map litho) -</td> <td align="right">70 GSM</td> </tr> <tr> <td>Pay in slip/voucher (coloured) -</td> <td align="right">70 GSM</td> </tr> <tr> <td>Application Forms white map litho -</td> <td align="right">70 GSM</td> </tr> <tr> <td>Agreement Forms Green Ledger paper-</td> <td align="right">80 GSM</td> </tr> <tr> <td>Registers (fully cloth bound) & inside white / Ledger paper-</td> <td align="right">80 GSM</td> </tr> <tr> <td>Pass Book - cover to be Art paper with Lamination-</td> <td align="right">220 GSM</td> </tr> <tr> <td>-inner pages white map litho-</td> <td align="right">80 GSM</td> </tr> </table> ➤ The specification of paper variety or quality of material is mentioned against each item of stationery. ➤ Sample copies for each variety of paper are to be enclosed with the tender documents ➤ In case of registers, it must be fully cloth bounded and the thickness of the board should be mill board of 28 no. or 32 no. depending on the size and volume of the register. In each register, there should be additional thick plain sheet on the inside front cover and inside back cover. ➤ The interested parties can have a glance at the specimen of the printed materials to ascertain their size and contents at Bank's Head Office (Accounts & Compliance Department) on any working day between 10.30 A.M. to 5.00 P.M. before the final submission date of the quotation 	Pay in slip/voucher (white map litho) -	70 GSM	Pay in slip/voucher (coloured) -	70 GSM	Application Forms white map litho -	70 GSM	Agreement Forms Green Ledger paper-	80 GSM	Registers (fully cloth bound) & inside white / Ledger paper-	80 GSM	Pass Book - cover to be Art paper with Lamination-	220 GSM	-inner pages white map litho-	80 GSM
Pay in slip/voucher (white map litho) -	70 GSM															
Pay in slip/voucher (coloured) -	70 GSM															
Application Forms white map litho -	70 GSM															
Agreement Forms Green Ledger paper-	80 GSM															
Registers (fully cloth bound) & inside white / Ledger paper-	80 GSM															
Pass Book - cover to be Art paper with Lamination-	220 GSM															
-inner pages white map litho-	80 GSM															

DOCUMENTS FOR TECHNICAL BID

TENDER NO. : UGB / STATIONERY / 001 / Dt. 20.01.2021

DESCRIPTION OF THE TENDER : TENDER FOR PRINTING AND SUPPLY OF STATIONAERY i.e FORMS, DOCUMENTS, REGISTERS, PASS BOOKS, ETC IN UGB REGIONAL OFFICES AND HEAD OFFICE.

Technical Bid – PART – I

Sl No.	PARTICULARS	
1	NAME OF THE BIDDER	
2	REGISTERED ADDRESS OF THE BIDDER	
3	ADDRESS FOR COMMUNICATION	
4	TYPE OF CONSTITUTION OF THE BIDDER (LIMITED COMPANY / PVT. LIMITED COMPANY / PARTNERSHIP FIRM / PROPRIETORSHIP FIRM) (Supporting Documents to be enclosed)	
5.	DATE OF INCORPORATION (Supporting Documents to be enclosed)	
6.	GST REGISTRATION NO. (VAT clearance Certificate for last financial year to be enclosed)	
7.	Income Tax PAN no. (copy of PAN Card to be enclosed)	
8.	Annual Turnover During 2019-20 (copy of Balance Sheet to be enclosed)	
9.	Annual Turnover During 2018-19 (copy of Balance Sheet to be enclosed)	
10.	Annual Turnover During 2017-18 (copy of Balance Sheet to be enclosed)	
11.	Contact person (s) with cell no.	

Signature with seal

Technical Bid – PART - II

Sl No.	PARTICULARS	BIDDERS RESPONSE
1	NAME OF THE BIDDER	
2	REGISTERED ADDRESS OF THE BIDDER	
3	Address with names and telephone numbers of Contact Persons.	
4	Details of experience of the Bidder in supply of stationary items.	
5.	Whether the bidder has supplied stationary to any Bank / Public Sector / Govt . Agencies in the State of Odisha in the past. (give details and enclose supporting documents)	
6.	Size of the largest order / contract handled by the bidder during last 3 years. (copy of order / contract may be enclosed)	

Signature with seal

Acceptance / Compliance of Technical Specifications of items to be supplied

Group – A : FORMS/pay-in -slips

S. N.	NAME OF THE STATIONERY ITEMS	SIZE	Accepted
1	SB/CA/RD Account Opening Form (For New customer) White Maplitho 80 gsm Part-I customer maintenance Part-II Account Maintenance and Nomination form	21 cm X 29 cm (3 leaves) (2 leaves - both side) Nomination Form - DA 1 one side Total 5 pages	
2	SB/CA/RD Account Opening Form (For existing customer) White Maplitho 80 gsm Part-II Account Maintenance and Nomination form	21 cm X 29 cm (2 leaves) (1 leaf - both side) Nomination Form - DA 1 one side Total 3 pages	
3	Current Account opening for non-individuals White Maplitho 80 gsm	21 cm X 29 cm 2 leaves, 4 pages	
4	Form 60 White Maplitho 70 gsm	21 cm X 29 cm 1 leaf- one side (1 page)	
5	Form 61 White Maplitho 70 gsm	21 cm X 29 cm 1 leaf- one side (1 page)	
6	KYC Form Ledger paper 70 gsm	21 cm X 33 cm 1 leaf- one side (1 page)	
7	SB/CA/RD/CC/TL Pay-in-Slip White Maplitho 70 gsm	27 cm x 11 cm (both side)	
8	Term Deposit pay-in-slip White Maplitho 70 gsm	27 cm x 11 cm (both side)	
9	Savings Bank withdrawal voucher White Maplitho 70 gsm	18 cm X 11cm (one side)	
10	Debit/Credit composite Voucher (Pink coloured) 56 gsm	22 cm X 11 cm. (one side)	
11	ATM application White Maplitho 70 gsm	21 cm X 29 cm one leaf ,2 pages	
12	NEFT application form White Maplitho 70 gsm	21 cm X 29 cm one leaf one page	
13	Debit voucher(Pink) Maplitho 70 gsm	21 cm x 9 cm one leaf one page	
14	Credit voucher(Pink) Maplitho 70 gsm	21 cm x 9 cm one leaf one page	
15	Form No. 15 G white Mapilitho 70 gsm	21 cm X 29 cm one leaf one page	

16	Form No. 15 H white Mapilitho 70 gsm	21 cm X 29 cm one page	one leaf	
17	PMJJBY Forms White Mapilitho 70 gsm	21 cm x 33 cm	one leaf two pages	
18	PMSBY Forms White Mapilitho 70 gsm	21 cm x 33 cm	one leaf two pages	
19	Atal Pension Yojana White Mapilitho 70 gsm	21 cm x 33 cm	one leaf two pages	

Signature with Seal

GROUP-B: ADVANCES FORMS

SL. NO.	NAME OF THE STATIONERY ITEMS	SIZE	Accepted
1	KCC composite loan application with agreement forms & annexures (1) White Maplitho 70 gsm 2) Ledger paper 80 gsm	21 cm X 33 cm Total 14 pages (1) 5 leaves 8 pages (2) 3 leaves 6 pages	
2	AB-1 Hypothecation Agreement Ledger paper 80 gsm	,21 cm X 33 cm 4 leaves 7 pages	
3	AB-2 Agreement for Guarantee Ledger paper 80 gsm	,21 cm X 33 cm 2 leaves 4 pages	
4	UGB-AGL-4 (KCC renewal application form) Ledger paper 70 gsm	,21 cm X 33 cm 1 leaf 1 page	
5	AB-4 Revival letter 1 for borrower) Ledger paper 80 gsm	18.5 cm X 24.5 cm (one side)	
6	AB-5 (Revival letter-2 for guarantor) Ledger paper 80 gsm	18.5 cm X 24.5 cm (one side)	
7	AB-6 (Letter to borrower for repayment of crop loan) White Maplitho 70 gsm	, 18.5 cm X 24.5 cm (one side)	
8	Application for advance against pledge of security of TDRs, RDs etc. White Maplitho 70 gsm	21 cm X 33 cm 1 leaf 1 page	
9	Demand Loan Debit Voucher White Maplitho 70 gsm	22 cm X 9 CM (one side)	
10	Loan withdrawal voucher (in Odia) White Maplitho 70 gsm	18 cm X 11cm (one side)	
11	Security Delivery Letter White Maplitho 70 gsm	18.5 cm X 24.5 cm (one side)	
12	LTI certificate Ledger paper 70 gsm	18.5 cm X 24.5 cm (one side)	
13	Composite loan application for Gold Loan White Maplitho 70 gsm Ledger paper 80 gsm	21 cm X 33 cm Total 6 pages 4 leaves 5 pages 1 leaf 1 page	
14	NRLM SHG composite Application form White Maplitho 70 gsm Ledger paper 80 gsm	21 cm X 33 cm Total 25 pages, 8 leaves 14 pages 7 leaves 11 pages	
15	UGB-SME-1 (Letter of arrangement) Ledger paper 80 gsm	21 cm X 33 cm 6 leaves, 11 pages,	

16	UGB SME-2 (Agreement of loan cum hypothecation) Ledger paper 80 gsm	21 cm X 33 cm 5 leaves 9 pages	
17	UGB-SME-3 (Guarantee agreement) Ledger paper 80 gsm	21 cm X 33 cm 3 leaves 5 pages	
18	UGB-SME-11 (Revival letter) Ledger paper 80 gsm	21 cm X 33 cm 1 leaf 1 page	
19	Opinion Report White Maplitho 70 gsm	21 cm X 33 cm 1 leaf 1 page	
20	Pre sanction inspection report White Maplitho 70 gsm	21 cm X 33 cm 1 leaf 1 page	
21	Unit Inspection Report White Maplitho 70 gsm	21 cm X 33 cm 1 leaf 1 page	
22	Demand Notice card Pink colour board 8.3 kg	9 cm X 14 cm Both sides	
23	Gold Loan Recall notice(Odia) White Maplitho 70 gsm	16.5 cm X 21 cm 1 leaf (one side)	
24	Gold Loan Final notice(Odia) White Maplitho 70 gsm	16.5 cm X 21 cm 1 leaf (one side)	
25	Demand Notice to the borrower for repayment of loan White Maplitho 70 gsm	21 cm X 33 cm 1 leaf 1 page	
26	Demand Notice to the guarantor for repayment of loan White Maplitho 70 gsm	21 cm X 33 cm 1 leaf 1 page	
27	PL-01- Loan Application form Advance Against Domestic Term Deposit /Special Term Deposit Accounts White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	
28	PL-02- Arrangement letter for Advance Against Security(s) /domestic TD / STD account. White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	
29	Application cum sanction letter loan against NSC/KVP/LIC policy etc. Annexure-IX	21 cm x 33 cm 1 leaf 1 page	
30	PL-03 - Loan Agreement- Specified Securities White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	
31	Stock Statement Trading Unit (Annexure-A) White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	
32	Stock Statement Manufacture (Annexure-B) White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	
33	Review Renewal Format for Loans Up To Rs.5.00 Lakh- Annexure-A White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	
34	Compromise format Annexure-A White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	
35	Compromise format Annexure-B White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	

36	Compromise format Annexure-C White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	
37	Compromise format Annexure-D White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	
38	Tractor OTS Annex-I(B) White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	
39	Tractor OTS Annex-I© White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	
40	USFR Annex-II White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	
41	USFR Annex-III White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	
42	USFR Annex-IV White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	
43	USFR Annex-V White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	
44	USFR Annex-VI White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	
45	USFR Annex-VII White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	
46	BANK ADALAT ANNEXURE-II White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	
47	EWS & RFA Format White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	

Signature with Seal

GROUP-C REGISTERS (cover- hard board with cloth bounded)

SL. NO.	NAME OF THE STATIONERY ITEMS	SIZE	Accepted
1	Cash Balance Book Ledger paper 80 gsm	21 cm X 28 Cm 160 leaves (320 pages)	
2	Vault Register Ledger paper 80 gsm	21 cm X 33 Cm 75 leaves (150 pages)	
3	Cashier's Receipt-cum-Payment Ledger paper 80 gsm	21 Cm X 33 cm 250 leaves, 500 pages	
4	Postage Account Register Ledger paper 80 gsm	18 Cm X 50 cm 75 leaves,150 pages	
5	Regd. Letters Despatch Register Ledger paper 80 gsm	18 Cm X 50 cm 100 leaves, 200 pages	
6	Inward Mail Register White Maplitho 70 gsm	32 cm X 20 cm 100 Leaves ,100 pages	
7	Demy Memo Book Ledger paper 80 gsm	21 cm X 33 Cm. 50 leaves (100 page)	
8	Demy Memo Book Ledger paper 80 gsm	25 Cm X 35 cm 100 leaves,200 Pages)	
9	Locker Access Register Ledger paper 80 gsm	16 cm X 21 cm. 300 leaves, 300 pages	
10	Security Register Ledger paper 80 gsm	21 cm X 33 Cm. 50 leaves (100 pages)	
11	Inspection Register Ledger paper 80 gsm	21 cm X 33 Cm. 100 leaves (200 pages)	
12	Village- wise Borrower Register Ledger paper 80 gsm	21 cm X 33 Cm 100 leaves (200 Pages)	
13	Tour Diary Register (in duplicate) White Maplitho 70 gsm Coloured paper 56 gsm	33 cm X 21 cm 100 leaves (50 x 2) 1 st copy -white Maplitho 2 nd copy -perforated light blue colour	
14	Gold Loan Ledger , ledger paper 80 gsm	38 cm x 25 cm 100 leaves(200 pages)	
15	Attendance Register , ledger paper 80 gsm	42 cm x 33 cm 52 leaves (104 pages)	
16	Branch Visit Register (in triplicate) White Maplitho 70 gsm, coloured paper 56 gsm	21 cm x 33 cm 108 leaves (36x3) 1 st copy- White Mapilitho, 2 nd copy- perforated light blue colour, 3 rd copy- perforated light orange colour.	
17	Drawing Power Register Ledger paper 80 gsm	21 cm X 33 Cm. 50 leaves (100 pages)	
18	Compromise Register Ledger paper 80 gsm	21 cm X 33 Cm 100 leaves (200 Pages)	
	GROUP (C) TOTAL		

Signature with Seal

GROUP-D : PASS BOOK

SL. NO.	NAME OF THE STATIONERY ITEMS	SIZE	Accepted
1	Pass Book (Computer use) cover - Art paper with Lamination 220 GSM , inner pages white map litho 80 GSM	Size 9 cm X 20 cm (Excluding cover 12 leaves 24 Pages) (multiple use) .	
2	Pass Book (manual use) cover - Art paper with Lamination 220 GSM , light yellow, inner pages white map litho 80 GSM	Size 10 cm X 14 cm (Excluding cover 12 leaves 12 Pages) (multiple use)	

Signature with Seal

GROUP – E : CIRCULARS (Green ledger paper 70 gsm) Only Local Printers at Bolangir should apply

SL. NO.	NAME OF THE STATIONERY ITEMS	SIZE	Accepted
1	1 page one side Ledger paper 70 gsm	21 cm X 33 cm	
2	1 page both sides Ledger paper 70 gsm	21 cm X 33 cm	
	GROUP (F) TOTAL		

Signature with Seal

FINANCIAL BID

GROUP- A : FORMS/pay-in -slips

S. N.	NAME OF THE STATIONERY ITEMS	SIZE	Unit of measurement	Quantity required	Rate quoted (Rs.)	Cost Rs.
1	SB/CA/RD Account Opening Form (For New customer) White Maplitho 80 gsm Part-I customer maintenance Part-II Account Maintenance and Nomination form	21 cm X 29 cm (3 leaves) (2 leaves - both side) Nomination Form - DA 1 one side Total 5 pages	Bundle of 100 sets	1200		
2	SB/CA/RD Account Opening Form (For existing customer) White Maplitho 80 gsm Part-II Account Maintenance and Nomination form	21 cm X 29 cm (2 leaves) (1 leaf - both side) Nomination Form - DA 1 one side Total 3 pages	Bundle of 100 sets	1000		
3	Current Account opening for non-individuals White Maplitho 80 gsm	21 cm X 29 cm 2 leaves, 4 pages	Bundle of 100 sets	50		
4	Form 60 White Maplitho 70 gsm	21 cm X 29 cm 1 leaf- one side (1 page)	Pad of 100 nos.	1500		
5	Form 61 White Maplitho 70 gsm	21 cm X 29 cm 1 leaf- one side (1 page)	Pad of 100 nos.	1500		
6	KYC Form Ledger paper 70 gsm	21 cm X 33 cm 1 leaf- one side (1 page)	Pad of 100 nos.	1200		
7	SB/CA/RD/CC/TL Pay-in-Slip White Maplitho 70 gsm	27 cm x 11 cm (both side)	Bundle of 500 pieces	15000		
8	Term Deposit pay-in-slip White Maplitho 70 gsm	27 cm x 11 cm (both side)	Pad of 100 nos.	2000		
9	Savings Bank withdrawal voucher White Maplitho 70 gsm	18 cm X 11cm (one side)	Bundle of 500 pieces	15000		

10	Debit/Credit composite Voucher (Pink coloured) 56 gsm	22 cm X 11 cm. (one side)	Pad of 100 nos.	8000		
11	ATM application White Maplitho 70 gsm	21 cm X 29 cm one leaf ,2 pages	Bundle of 100 nos.	800		
12	NEFT application form White Maplitho 70 gsm	21 cm X 29 cm one leaf one page	Pad of 100 nos..	3000		
13	Debit voucher(Pink) Maplitho 70 gsm	21 cm x 9 cm one leaf one page	Pad of 500 nos.	700		
14	Credit voucher(Pink) Maplitho 70 gsm	21 cm x 9 cm one leaf one page	Pad of 500 nos.	700		
15	Form No. 15 G white Mapilitho 70 gsm	21 cm X 29 cm one leaf one page	Pad of 100 nos..	900		
16	Form No. 15 H white Mapilitho 70 gsm	21 cm X 29 cm one leaf one page	Pad of 100 nos	450		
17	PMJJB Y Forms White Mapilitho 70 gsm	21 cm x 33 cm one leaf two pages	Pad of 100 nos	1000		
18	PMSBY Forms White Mapilitho 70 gsm	21 cm x 33 cm one leaf two pages	Pad of 100 nos	600		
19	Atal Pension Yojana White Mapilitho 70 gsm	21 cm x 33 cm one leaf two pages	Pad of 100 nos	450		
	GROUP (A) TOTAL					

GROUP-B : ADVANCES FORMS

SL. NO.	NAME OF THE STATIONERY ITEMS	SIZE	Unit of measurement	Quantity required	Rate quoted (Rs.)	Cost Rs.
1	KCC composite loan application with agreement forms & annexures (1) White Maplitho 70 gsm 2) Ledger paper 80 gsm	21 cm X 33 cm Total 14 pages (1) 5 leaves 8 pages (2) 3 leaves 6 pages	Bundle of 100 Sets	1500		
2	AB-1 Hypothecation Agreement Ledger paper 80 gsm	,21 cm X 33 cm 4 leaves 7 pages	Bundle of 100 Sets	200		

3	AB-2 Agreement for Guarantee Ledger paper 80 gsm	,21 cm X 33 cm 2 leaves 4 pages	Bundle of 100 Sets	200		
4	UGB-AGL-4 (KCC renewal application form) Ledger paper 70 gsm	,21 cm X 33 cm 1 leaf 1 page	Pad of 100 pages	4000		
5	AB-4 Revival letter 1 for borrower) Ledger paper 80 gsm	18.5 cm X 24.5 cm (one side)	Pad of 100 pages	2000		
6	AB-5 (Revival letter-2 for guarantor) Ledger paper 80 gsm	18.5 cm X 24.5 cm (one side)	Pad of 100 pages	500		
7	AB-6 (Letter to borrower for repayment of crop loan) White Maplitho 70 gsm	, 18.5 cm X 24.5 cm (one side)	Pad of 100 pages	1000		
8	DP Note & DP Note Delivery letter (For loan without guarantor) Ledger paper 80 gsm	21 cm X 33 cm 1 leaf 1 page	Pad of 100 pages	1000		
9	Demand Loan Debit Voucher White Maplitho 70 gsm	22 cm X 9 CM (one side)	Pad of 100 nos.	3000		
10	Loan withdrawal voucher (in Odia) White Maplitho 70 gsm	18 cm X 11cm (one side)	Bundle of 100 Pieces	6000		
11	Security Delivery Letter White Maplitho 70 gsm	18.5 cm X 24.5 cm (one side)	Pad of 100 nos.	1000		
12	LTI certificate Ledger paper 70 gsm	18.5 cm X 24.5 cm (one side)	Pad of 100 nos.	500		
13	Composite loan application for Gold Loan White Maplitho 70 gsm Ledger paper 80 gsm	21 cm X 33 cm Total 6 pages 4 leaves 5 pages 1 leaf 1 page	Bundle of 100 Sets	2000		
14	NRLM SHG composite Application form White Maplitho 70 gsm Ledger paper 80 gsm	21 cm X 33 cm Total 25 pages, 8 leaves 14 pages 7 leaves 11 pages	Bundle of 100 Sets	400		
15	UGB-SME-1 (Letter of arrangement) Ledger paper 80 gsm	21 cm X 33 cm 6 leaves, 11 pages,	Bundle of 100 Sets	150		
16	UGB SME-2 (Agreement of loan cum hypothecation) Ledger paper 80 gsm	21 cm X 33 cm 5 leaves 9 pages	Bundle of 100 Sets	150		
17	UGB-SME-3 (Guarantee agreement) Ledger paper 80 gsm	21 cm X 33 cm 3 leaves 5 pages	Bundle of 100 Sets	150		
18	UGB-SME-11 (Revival letter) Ledger paper 80 gsm	21 cm X 33 cm 1 leaf 1 page	Pad of 100 pages	300		
19	Opinion Report White Maplitho 70 gsm	21 cm X 33 cm 1 leaf 1 page	Pad of 100 pages	600		
20	Pre sanction inspection report White Maplitho 70 gsm	21 cm X 33 cm 1 leaf 1 page	Pad of 100 pages	1000		

21	Unit Inspection Report White Maplitho 70 gsm	21 cm X 33 cm 1 leaf 1 page	Pad of 100 pages	1000		
22	Demand Notice card Pink colour board 8.3 kg	9 cm X 14 cm Both sides	Bundle of 100 Pieces	2000		
23	Gold Loan Recall notice(Odia) White Maplitho 70 gsm	16.5 cm X 21 cm 1 leaf (one side)	Pad of 100 pages	1000		
24	Gold Loan Final notice(Odia) White Maplitho 70 gsm	16.5 cm X 21 cm 1 leaf (one side)	Pad of 100 pages	1000		
25	Demand Notice to the borrower for repayment of loan White Maplitho 70 gsm	21 cm X 33 cm 1 leaf 1 page	Pad of 100 pages	3000		
26	Demand Notice to the guarantor for repayment of loan White Maplitho 70 gsm	21 cm X 33 cm 1 leaf 1 page	Pad of 100 pages	1000		
27	PL-01- Loan Application form Advance Against Domestic Term Deposit /Special Term Deposit Accounts White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	Pad of 100 pages	500		
28	PL-02- Arrangement letter for Advance Against Security(s) /domestic TD / STD account. White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	Pad of 100 pages	500		
29	Application cum sanction letter loan against NSC/KVP/LIC policy etc. Annexure-IX	21 cm x 33 cm 1 leaf 1 page	Pad of 50 pages	500		
30	PL-03 - Loan Agreement- Specified Securities White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	Pad of 50 pages	500		
31	Stock Statement Trading Unit (Annexure-A) White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	Pad of 50 pages	500		
32	Stock Statement Manufacture (Annexure-B) White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	Pad of 50 pages	500		
33	Review Renewal Format for Loans Up To Rs.5.00 Lakh- Annexure-A White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	Pad of 50 pages	500		
34	Compromise format Annexure- A White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	Pad of 50 pages	500		
35	Compromise format Annexure- B White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	Pad of 50 pages	500		

36	Compromise format Annexure-C White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	Pad of 50 pages	500		
37	Compromise format Annexure-D White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	Pad of 50 pages	500		
38	Tractor OTS Annex-I(B) White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	Pad of 50 pages	500		
39	Tractor OTS Annex-I© White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	Pad of 50 pages	500		
40	USFR Annex-II White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	Pad of 50 pages	500		
41	USFR Annex-III White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	Pad of 50 pages	500		
42	USFR Annex-IV White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	Pad of 50 pages	500		
43	USFR Annex-V White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	Pad of 50 pages	500		
44	USFR Annex-VI White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	Pad of 50 pages	500		
45	USFR Annex-VII White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	Pad of 50 pages	500		
46	BANK ADALAT ANNEXURE-II White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	Pad of 50 pages	500		
47	EWS & RFA Format White maplitho 70gsm	21 cm x 33 cm 1 leaf 1 page	Pad of 50 pages	500		
	GROUP (B) TOTAL					

GROUP-C : REGISTERS (cover- hard board with cloth bounded)

SL. NO.	NAME OF THE STATIONERY ITEMS	SIZE	Unit of measurement	Quantity required	Rate quoted (Rs.)	Cost Rs
1	Cash Balance Book Ledger paper 80 gsm	21 cm X 28 Cm 160 leaves (320 pages)	No. of books	800		
2	Vault Register Ledger paper 80 gsm	21 cm X 33 Cm 75 leaves (150 pages)	No. of books	1300		
3	Cashier's Receipt-cum-Payment Ledger paper 80 gsm	21 Cm X 33 cm 250 leaves, 500 pages	No. of books	800		
4	Postage Account Register Ledger paper 80 gsm	18 Cm X 50 cm 75 leaves, 150 pages	No. of books	600		
5	Regd. Letters Despatch Register Ledger paper 80 gsm	18 Cm X 50 cm 100 leaves, 200 pages	No. of books	500		
6	Inward Mail Register White Maplitho 70 gsm	32 cm X 20 cm 100 Leaves ,100 pages	No. of books	500		
7	Demy Memo Book Ledger paper 80 gsm	21 cm X 33 Cm. 50 leaves (100 page)	No. of books	500		

8	Demy Memo Book Ledger paper 80 gsm	25 Cm X 35 cm 100 leaves,200 Pages)	No. of books	500		
9	Locker Access Register Ledger paper 80 gsm	16 cm X 21 cm. 300 leaves, 300 pages	No. of books	50		
10	Security Register Ledger paper 80 gsm	21 cm X 33 Cm. 50 leaves (100 pages)	No. of books	200		
11	Inspection Register Ledger paper 80 gsm	21 cm X 33 Cm. 100 leaves (200 pages)	No. of books	100		
12	Village- wise Borrower Register Ledger paper 80 gsm	21 cm X 33 Cm 100 leaves (200 Pages)	No. of books	100		
13	Tour Diary Register (in duplicate) White Maplitho 70 gsm Coloured paper 56 gsm	33 cm X 21 cm 100 leaves (50 x 2) 1 st copy -white Maplitho 2 nd copy -perforated light blue colour	No. of books	500		
14	Gold Loan Ledger , ledger paper 80 gsm	38 cm x 25 cm 100 leaves(200 pages)	No. of books	500		
15	Attendance Register , ledger paper 80 gsm	42 cm x 33 cm 52 leaves (104 pages)	No. of books	500		
16	Branch Visit Register (in triplicate) White Maplitho 70 gsm, coloured paper 56 gsm	21 cm x 33 cm 108 leaves (36x3) 1 st copy- White Mapilitho, 2 nd copy- perforated light blue colour, 3 rd copy- perforated light orange colour.	No. of books	300		
17	Drawing Power Register Ledger paper 80 gsm	21 cm X 33 Cm. 100 leaves (200 pages)	No. of books	400		
18	Compromise Register Ledger paper 80 gsm	21 cm X 33 Cm 100 leaves (200 Pages)	No. of books	500		
	GROUP (C) TOTAL					

GROUP-D : PASS BOOK

SL. NO.	NAME OF THE STATIONERY ITEMS	SIZE	Unit of measurement	Quantity required	Rate quoted (Rs.)	Cost Rs
1	Pass Book (Computer use) cover - Art paper with Lamination 220 GSM , inner pages white map litho 80 GSM	Size 9 cm X 20 cm (Excluding cover 12 leaves 24 Pages) (multiple use)	Bundle of 100 Pieces	6000		
2	Pass Book (manual use) cover - Art paper with Lamination 220 GSM , light yellow, inner pages white map litho 80 GSM	Size 10 cm X 14 cm (Excluding cover 12 leaves 12 Pages) (multiple use)	Bundle of 100 Pieces	3000		
	GROUP (D) TOTAL					

GROUP – E : CIRCULARS (Green ledger paper 70 gsm) Only Local Printers at Bolangir should apply

SL. NO.	NAME OF THE STATIONERY ITEMS	SIZE	Unit of measurement	Rate quoted (Rs.)
1	1 page one side Ledger paper 70 gsm	21 cm X 33 cm	500 nos. of pages	
2	1 page both sides Ledger paper 70 gsm	21 cm X 33 cm	500 nos. of pages	
	GROUP (E) TOTAL			

Circulars will be printed as and when required as per our soft copy at very short notice during the year and to be delivered at Head Office. One circular can be of one page or any number of pages as per requirement .

- (i) The rates are to be quoted separately for each unit of item.
- (ii) The rate should be inclusive of all costs of printing, GST and cost of transportation.
- (iii) The financial bids to be submitted in separate sealed cover and will be opened after the Terms and Conditions stipulated in technical bids are fulfilled.

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SCHEDULE OF EVENTS

Items/ calendar	Date
Tender document Down load to start	From 21.01.2021
Pre-Bid Meeting	03.02.2021 at 12.00 noon
The last date for submission of technical bid and indicative financial bid	05.02.2021 till 1.00 PM
Opening of Technical Bid and Indicative Financial Bid	05.02.2021 from 4 PM
Reverse Auction	Date and time of reverse auction to be intimated subsequently

Address : **General Manager (I),
Utkal Grameen Bank,
Head Office,
Club Para,
Bolangir-767001**

Email : ugbaccts@gmail.com

Contact : **06652-232680, 9438493015, 9437427832**