



Tender Notice for Supply of Corporate Gift Items for the Bank

Baroda Uttar Pradesh Gramin Bank is a leading Regional Rural Bank with more than **668** Branches/Offices geographically located in Uttar Pradesh with its **Head Office** at **Raebareli** and **Regional Offices** at **Allahabad, Faizabad, Kanpur, Pratapgarh, Raebareli, Shahjahanpur** and **Bareilly**. It caters to the banking needs of 14 Districts of Uttar Pradesh.

Baroda Uttar Pradesh Gramin Bank invites sealed tenders for sealed quotations from reputed & competent Agencies/Suppliers for supply of various **Corporate Gift Items** for official guests of the Bank, Journalists, VIPs, dignitaries, distinguished customers etc. Please quote rate per item as per specifications mentioned in quotation form annexed herewith. Sealed envelope superscribing "**Quotation for Supply of Corporate Gift Items**" must be submitted to the **Chairman, Baroda Uttar Pradesh Gramin Bank**, Head Office, A-1, Civil Lines, **Raebareli** U.P. within the stipulated date and time. Bank reserves the right to reject any quotation without assigning any reason thereof. The tenderers or his representative may be present at the time of opening the tender.

ITEM NAME	:	<u>Shopping Bags and Key Chains</u>
JOB DESCRIPTION	:	Supply to Bank's Head Office / Regional Offices (Allahabad, Faizabad, Kanpur, Pratapgarh, Raebareli, Shahjahanpur & Bareilly all in UP)
PRINTING	:	Three Color/Single color printing of bank's logo and bank's name as per instructions.
PACKING	:	As per instructions of the bank mentioned in quotation form
QUANTITY	:	As per quotation form (to be distributed to all Regional Offices/Head Office as per instructions)

OTHERS

1. The rates will be valid for three months.
2. Bank at its own discretion may modify its requirement or cancel the tender after giving prior notice to the vendors.
3. The rate should be quoted including all packing, forwarding and transportation/delivery charges upto destinations. **Only applicable VAT will be paid extra.**
4. The Design/proof etc. to be approved by the concerned department before printing.
5. The printing and supply should be completed within 30 days.
- 6. Sample/Specimen of Gift Items must be attached with quotation form.**

DUE DATE OF SUBMISSION OF QUOTATION : 26/10/2010 BEFORE 3.00 p.m.
THE QUOTATIONS WILL BE OPENED ON : 26/10/2010 AT 3.30 p.m.

Date :14.10.2010

Asstt. General Manager(Co-ord.)



Baroda Uttar Pradesh Gramin Bank

Head Office,A-1,Civil Lines,Raebareli

Quotation Form for Corporate Gift Items

Sl.	Name of Item	SPECIFICATIONS					
		SIZE in Inches	Material	Printing COLOR	Quantity	Rate Per Item(Rs)	Others
A	B	C	D	E	F	G	H
1	Shopping Bags	17x15x4	Superior quality Cloth, Cream white/Ivory color	Bank' name in one color & logo in three color	12000		One side printing with Bank' name in one color & Other side printing with Bank'logo in three color. 10 Nos. bags to be packed in polybag.
2	Key Chains	1.25" Dia Round Shape	MS Steel with nickel Golden color polish	Bank' name in one color & logo in three color	35000		One side printing with Bank' name in one color & Other side printing with Bank'logo in three color. Each Key Ring to be packed in polypack and 50 Nos. such packs to be packed in polybag/carton.
Note : Applicable VAT will be paid extra,Therefore quote your rates accordingly							

- Note :1. Suppliers must quote rates inclusive of packing,forwarding and transportation/delivery charges upto our Head office and Regional offices at Allahabad,Faizabad,Kanpur,Pratapgarh,Raebareli,Shahjahanpur and Bareilly.
2. The proof/design etc. to be approved by the concerned department before printing.
3. For any clarifications regarding specifications etc,you may contact our P&E department.
4. Time for execution of work will be maximum 30 days from the date of receipt of order.

Date :

Signature & Seal of Supplier/Agency



Baroda Uttar Pradesh Gramin Bank

Head Office - A 1, Civil Lines, Raebareli

FORMAT FOR ADDITIONAL INFORMATION

Printing & Supply of Corporate Gift Items

Sr	Particulars	Description
1	Name of the Firm/Supplier with Address and Telephone Nos. Year of establishment	
2	Name of the Proprietor with Telephone Nos.(Office,Residence and Mobile)	
3	Office Address with Telephone Nos.	
4	Details of previous orders for Corporate Gift Items during past Three years 1. Name of clients 2. Value of work 3. Time taken for execution	
6	Are you in the panel of approved Advt. Agency/Supplier of Govt./Semi-Govt./PSUs/Financial Institutions/Banks' etc.;if so : give name of the organizations,year from which you are in the approved panel etc.	Yes/No
8	PAN No.(Please enclose proof)	
9	Sales/Trade Tax/Service Tax No.(Please enclose copy of regn. cert.)	

Note : The above information must be supported by documentary proof/photo copies,

Enclosures :-

1

2

3

Signature of Supplier/Authorised Signatory of Firm

Stamp

Date:

Place: