

**ZONAL STATIONERY DEPT, MUMBAI**

Shop No: 7 & 7A, CFC Building Sector -19 APMC Market Vashi -400705  
 Phone No. +91-91379 94923      email: mumsouth.stationery@indianbank.co.in

**The Deputy Zonal Manager**

Indian Bank, Zonal Office,  
 2<sup>nd</sup> floor, e-Allahabad Bank  
 Building, M. S. Samachar Marg  
 Fort Mumbai -400001

I/We have carefully read your enquiry **No. 01 dt. 03.04.20204** on the above subject and furnish our best competitive offer for printing and supply of above referred items as detailed below:-

Item code	Description	Total Quantity	Base Cost for Total Quantity Excl. GST in figures (in Rs.)	Amount in Words
11.104	SB PASSBOOK	200000 nos		
17.102	CASH BALANCE BOOK	500 nos		
21.102	ATTENDANCE RAGISTER	500 nos		
17.110	KEY MOVMENT RAGISTER	500 nos		
23.140	DOCUMENT EXECUTION REGISTER	500 nos		
26.137	SINGLE CREDIT	5000 pads		
26.138	SINGLE DEBIT	5000 pads		
26.141	CONTRA PAD (COMBAIN)	10000 pads		

**Note:**

All the specified 08 items under this enquiry are considered as a single order and the rate (Material, Process, Door Delivery, Transit Insurance, etc.) should be comprehensive for all items including delivery at Zonal Stationery Centre. Any incomplete or deviation in the quotation/quality will be rejected. ***Tender will be awarded based on the base rate only and taxes will be paid at the applicable rates.***

Place:  
Date:

Signature of authorized signatory  
 with seal

**DATE OF OPENING OF TENDER: 18.04.2024 at 3:30pm**  
**LAST DATE OF TENDER SUBMISSION: 18.04.2024, upto 3:00PM**

**SEALED TENDER TO BE SUBMITTED AT**

**Indian Bank Zonal Office, Mumbai South, 2<sup>nd</sup> floor, erstwhile Allahabad Bank Building, 37 Mumbai Samachar Marg, Fort- Mumbai -23**

**LOCATION OF SUPPLY AND FOR SAMPLE**  
**ZONAL STATIONERY CENTRE, C.F.C. BLDG.NO.2**  
**GALA NO 7.& 7 A sector No.19**  
**A.P.M.C.MARKET. VASHI-400705**

**TERMS AND CONDITIONS TO TENDER**

1. The bank will impose penalty on supplier, in the event of delay in execution.
2. GST will be extra as applicable.
3. Quoted amount should include transportation cost to the Zonal Stationery Centre, Mumbai.
4. The vendor must have minimum turnover of Rs 20.00 Lac p.a. in the last three years (Please attach necessary documents for proof). GST return must be regular.
5. The vendor must be supplying the Bank's stationery items to minimum two PSBs and their certificate/work order of minimum Rs 7.00 lac from each PSBs. (attach work/purchase orders)
6. The vendor must have workshop/office in Mumbai. (attach necessary proof)
7. The work awarded vendor will have to supply minimum 10 samples of each item before the final delivery.
8. If any issue in the quality is observed, the vendor will be treated as per IBA/CVC and Bank's guidelines.
9. The vendor should submit the tender in sealed envelope and must be in attached commercial format. The Bank reserves right to cancel this tender any time without stating any reasons thereof
10. The items for which orders are placed for printing are to be delivered within 30 days including the approval of proof within 7 days. Proof along with sample of GSM paper in A4 size plastic sheet as specified in Tender Specification shall be submitted for approval. Paper/Plastic material used shall be only of paper mill/plastic Company as specified in Specification Annexure. Bill/Proof shall be produced before printing for having purchased paper of paper Mill/Plastic Company as mentioned in the Tender Specification Annexure. Banks reserves its right to Inspect Material during printing at press for verification of quality time schedule as given in Tender Specification. Final approval of Machine proof shall also be given.
11. Taxes will be deductible at applicable rates. Payments will be made subjected to confirmation of quality of paper and time schedule as mentioned in Tender Specification. Kindly note that Paper /Plastic quality will be checked on paper GSM Test Machine/-Plastic Thickness Gauge Machine, if necessary, independent test may be conducted from outside approved institutions and charges will be recovered from bill amount payable to the supplier.
12. Specimen of Stationery Item is enclosed/ may be inspected at the Zonal Stationery centre during office hours Paper/Plastic printing, Binding, Packing should confirm to Specifications as furnished in the Annexure.
13. Your quotation should be worked out carefully in conformity to specifications laid down in the Annexure. Any request for revision of rates or cancellation of quotation at a later date will not be accepted.
14. Furnish break-up for Paper/Plastic sheet cost with name of Paper Mill/Plastic Company, Printing cost, Total cost. **Kindly note that quotations without Name of Paper Mill/Plastic Company and break-up cost will be rejected. Quote your Gross rate i.e., Inclusive of all taxes.**
15. Quality of printing to conform to Specifications and not to sample. **USE OF SUB-STANDARD MATERIAL IS NOT ALLOWED. If supply is not made in accordance with the Tender Specifications and/or delayed, the entire supply may be rejected and/or penalty may be charged from payment due, at the sole discretion of the Bank.**

16. Bank will not be bound to accept lowest Tender and reserves it right to accept or reject any or all Tenders without assigning any reason whatsoever. Bank reserves the right to split/place additional order in case of necessity at the sole discretion and allot printing at L1 rates to other participants in the enquiry.
17. In addition to the Packaging method specified, each item at desired quantity should be Securely Packed in 5 ply corrugated Boxes for dispatch, and unloaded at the destination offices in undamaged condition. Packing and marking of the consignments should strictly conform to the stipulations provided by the Bank from time to time. The chief objective of any packaging is to provide protection to the material from any transit and storing damage. The packaging should also ensure easy handling of the material at all transit points in dispatch, storage & unloading.

**DEPUTY ZONAL MANAGER**

**Indian Bank CO: Stationery Department**  
**SPECIFICATIONS – Annexure ‘A’**  
**Category B**

**Code No: 11.104**

**Item Name: Savings Bank Pass Book**

<b>Material Specification</b>	Wrapper : 170 GSM JK/ BILT Text: 90 GSM Maplitho paper West Coast / TNPL as per BIS specification IS: 1848.
<b>Finished Size</b>	3 ½ x 7 ½ Inches ( Open Size: 7 x 7 ½ inches)
<b>Type of Process</b>	Offset - Printing / Folding / Gathering / Sewing / Finishing / Packing.
<b>No. of Color</b>	Wrapper : 4 color CMYK – F/B and Text : 1-color Black – F/B
<b>Type of finishing</b>	Each 5 sheets gathered with Center Stitching with wrapper. (10 Stitch per inch)
<b>Packing Method</b>	Every 50 Books should be wrapped in paper Band & 100 Books should be packed in a good quality polythene cover by SHRINK method. For every 2 packets PP Mono twine Bundling should be done. A printed label should be pasted on each box.

**Code No: 11.303**

**Item Name: Savings Bank Pay Order Book (100 Lvs)**

<b>Material Specification</b>	Wrapper : 50 GSM Kraft Paper Text: 70 JK / TNPL / WEST COAST Maplitho Paper as per BIS Specification IS: 1848.
<b>Finished Size</b>	8 x 3 5/8 Inches- 100 Sheet to one Book with wrapper.
<b>Process</b>	Printing / Gathering / Perforation / Pasting/ Finishing / Packing
<b>No. of Color</b>	Wrapper : 1 color Black– One Side Text : 2 + 1 -color Blue Tint / Black + Black – F/B
<b>Type of Finishing</b>	Perforation at Spine side on each text sheet. & Side Pinning Or Pasting to be done on each 100 Lvs.
<b>Packing Method</b>	Every 25 Books should be packed in a good quality polythene covered and for every 2 packets PP Mono twine Bundling should be done. A printed label should be pasted on each box.

Art Work will be provided by the Bank. However, if there is any change or for some items if art work is not available, designing / artwork shall be done by bidder (@ no extra charges) as per terms. Hard or soft copy of the document will be shared with the vendor.

***Under Specified Paper Mills, only “A” Grade Paper to be used.***

**Indian Bank CO: Stationery Department  
SPECIFICATIONS – Annexure ‘A’**

**Code No: 12.902**  
**Item Name: TDR - Envelope**

<b>MATERIAL</b>	110 GSM JK / Bilt Art Paper as per BIS specifications IS: 1848.
<b>Finished Size</b>	8 ¾ x 6 ¼ Inches
<b>Extra Open Flap area</b>	1 inches
<b>Bottom Pasting area</b>	¾ inches
<b>Overlap Pasting area</b>	½ inches
<b>Lamination</b>	10 micron BOPP Gloss Lamination - Front side
<b>Type of Process</b>	Printing / Lamination / Die cutting / Pasting / Finishing / Packing.
<b>No. of Color</b>	4 color – One Side
<b>PACKING</b>	Every 50 nos to be paper banded and every 250 nos to be packed in 90 GSM Kraft paper. And printed label to be pasted on each packet.

**Code No: 17.102**  
**Item Name: CASH BALANCE BOOK**

<b>Material Specification</b>	Text: 80 GSM AZURELAID LEDGER PAPER OF West Coast / Ballarpur / Seshasayee Paper as per BIS Specification IS:1848 2 lb Straw Board & Spine Edge and Foredge Calico Cloth with Marble sheet wrapper covered. Cloth Jointed End Paper to be used.
<b>Finished Size</b>	9 x 11 inch
<b>Type of Process</b>	Printing / Folding / Sewing / Case Binding / Finishing / Packing.
<b>No of pages</b>	1 Pages to a Set – 300 Set one Book / Serially Numbered
<b>No. of Color</b>	1-color Black – F/B.
<b>Type of Finishing</b>	Each section to have 3 independent stitching, cloths joined end paper to be used; cloth should be used for backlining (spine). Two tapes to be used for sewing end paper to be sewn as a section. Printed label to be pasted on each book. Fevicol should be used for all pasting purposes.

Art Work will be provided by the Bank. However, if there is any change or for some items if art work is not available, designing / artwork shall be done by bidder (@ no extra charges) as per terms. Hard or soft copy of the document will be shared with the vendor.

***Under Specified Paper Mills, only “A” Grade Paper to be used.***

**Indian Bank CO: Stationery Department**  
**SPECIFICATIONS – Annexure ‘A’**

**Code No: 26.138**

**Item Name: SINGLE DEBIT**

<b>Material Specification</b>	Text: 70 GSM West Cost//Seshasayee/TNPL Maplitho Paper as per BIS specification IS:1848 ½ lb Straw Board & Spine Edge Calico Cloth with ½ Flap 60 GSM (Size 6 ½ x 2 ½ inches) Kraft Paper have to be covered.
<b>Finished Size</b>	4 x 6 ½ inch – 200 Sheets to a pad
<b>Type of Process</b>	Printing / Gathering / Cutting / Binding / Finishing / Packing.
<b>No. of Color</b>	1 Color – one side Printing (Debit Voucher – Green Color)
<b>Type of Finishing</b>	Cross cutting & Pasting will be rejected. Fevicol should be used for all pasting purposes.
<b>Packing Method</b>	PP mono twine bundling for every 10 Pads with one specimen copy to be pasted on either side of the bundle.

**Code No: 26.141**

**Item Name: CONTRA PAD**

<b>Material Specification</b>	Text: 70 GSM West Cost/Seshasayee/TNPL Maplitho Paper as per BIS specification IS:1848 ½ lb Straw Board & Spine Edge Calico Cloth with ½ Flap 60 GSM (Size 6 ½ x 2 ½ inches) Kraft Paper have to be covered.
<b>Finished Size</b>	4 x 6 ½ inch – 100 sets to a pad. ( 1 Debit + 1 Credit Voucher to be a set – 200 sheets to a pad)
<b>Type of Process</b>	Printing / Gathering / Cutting / Binding / Finishing / Packing.
<b>No. of Color</b>	2 Color – one side Printing (Debit Voucher – Green Color Credit Voucher – Red Color)
<b>Type of Finishing</b>	Cross cutting & Pasting will be rejected. Fevicol should be used for all pasting purposes.

Art Work will be provided by the Bank. However, if there is any change or for some items if art work is not available, designing / artwork shall be done by bidder (@ no extra charges) as per terms. Hard or soft copy of the document will be shared with the vendor.

***Under Specified Paper Mills, only “A” Grade Paper to be used.***

**Indian Bank CO: Stationery Department**

**SPECIFICATIONS – Annexure ‘A’**

**Category C Items**

**Code No: 11.111**

**Item Name: OPG.FORM FOR PER.CIF - WITH FULL KYC**

<b>Material Specification</b>	Text - 70 GSM West Coast/ Ballarpur/TNPL / Seshasayee Maplitho paper as per BIS specifications IS: 1848. Wrapper – 90 GSM Ribbed Kraft Paper half wrappers covered with Calico Cloth with book. ½ lb Straw Board at bottom & Spine Edge Ordinary Calico Cloth. Calico cloth size should be front and back side 50 x 216 mm
<b>Finished Size</b>	8 ½ x 11 Inches / 100 sheets to a pad
<b>Type of Process</b>	Offset - Printing / Gathering / Binding / Finishing / Packing.
<b>No. of Color</b>	TEXT-1-color Black– F/B
<b>No. Of Pages</b>	Text - 2 page
<b>Type of Finishing</b>	100 sheets should be gathered in one pad & glued on spine area and covered with straw board with Wrapper & Calico Cloth. Note: Fevicol Should be used for all the pasting purpose.
<b>Packing Method</b>	PP mono Twine Bundling to be done with every 10 pads. A Printed Label to be pasted on either one side of the bundle.

**Code No: 11.132**

**Item Name: Application for NEFT/RTGS**

<b>Material Specification</b>	Text - 70 GSM West Coast/TNPL/ Seshasayee / Ballarpur Maplitho paper as per BIS specifications IS: 1848. Wrapper – 80 GSM Ribbed Kraft Paper half wrappers covered with Calico Cloth with book. ½ lb Straw Board at bottom & Spine Edge Ordinary Calico Cloth. Calico cloth size should be front and back side 50 x 216 mm
<b>Finished Size</b>	8 ½ x 11 Inches / 100 sheets to a pad
<b>Process</b>	Offset - Printing / Gathering / Binding / Finishing / Packing.
<b>No. of Color</b>	TEXT-1-color Black– F/B
<b>No. Of Pages</b>	Text - 2 page / Bilingual
<b>Type of Finishing</b>	100 sheets should be gathered in one pad & glued on spine area and covered with straw board with Wrapper & Calico Cloth. Note: Fevicol Should be used all the pasting purpose.
<b>Packing Method</b>	PP mono Twine Bundling to be done with every 10 pads

Art Work will be provided by the Bank. However, if there is any change or for some items if art work is not available, designing / artwork shall be done by bidder (@ no extra charges) as per terms. Hard or soft copy of the document will be shared with the vendor.

***Under Specified Paper Mills, only “A” Grade Paper to be used.***

**Indian Bank CO: Stationery Department**  
**SPECIFICATIONS – Annexure ‘A’**

**Code No: 11.134**

**Item Name: CUTOMER SERVICE REQUEST FORMS**

<b>Material Specification</b>	Text - 80 GSM West Coast/ Ballarpur/ Seshasayee / TNPL Maplitho paper as per BIS specifications IS: 1848.
<b>Finished Size</b>	8 ½ x 11 Inches
<b>Type of Process</b>	Offset – Printing / Folding / Finishing / Packing.
<b>No. of Color</b>	TEXT(Bilingual)-1-color Black– F/B
<b>No. Of Pages</b>	Text - 3 page
<b>Type of Finishing</b>	Folding & two pinning
<b>Packing Method</b>	Every 100 Forms to be folded and packed in 90 GSM Kraft paper. And printed label to be pasted on each packet.

**Code No: 13.202**

**Item name: DEPOSIT CUM LOAN CHALLAN**

<b>Material Specification</b>	60 GSM WEST COAST/ TNPL <i>MAPLITO PAPER</i> as per BIS specification IS: 1848.
<b>Finished Size</b>	4 ¼ x 11 Inches / 100 Challans to be stapled
<b>Type of Process</b>	Offset - Printing / Gathering / Side Pinning / Finishing / Packing.
<b>No. of Color</b>	TEXT-1-color Black– F/B
<b>No. Of Pages</b>	Text - 2 page – Bilingual
<b>Type of Finishing</b>	Side Pinning to be done (The Pinning Position should be Center of the spine area) and Perforation to be done for easy tear off purpose.
<b>Packing Method</b>	Every 500 Challan should be wrapped with Paper Band & PP mono Twine Bundling to be done with every 2000 challans.

Art Work will be provided by the Bank. However, if there is any change or for some items if art work is not available, designing / artwork shall be done by bidder (@ no extra charges) as per terms. Hard or soft copy of the document will be shared with the vendor.

***Under Specified Paper Mills, only “A” Grade Paper to be used.***



**Indian Bank CO: Stationery Department**  
**SPECIFICATIONS – Annexure ‘A’**

**Code No: 13.511**

**Item Name: ACCOUNT OPENING FORM FOR DEPOSITS**

<b>Material Specification</b>	Text - 70 GSM West Coast/ Ballarpur/ Seshasayee / TNPL Maplitho paper as per BIS specifications IS: 1848.
<b>Finished Size</b>	8 ½ x 11 Inches
<b>Type of Process</b>	Offset – Printing / Folding / Finishing / Packing.
<b>No. of Color</b>	TEXT(Bilingual)-1-color Black– F/B
<b>No. Of Pages</b>	Text - 6 page
<b>Type of Finishing</b>	Folding & two pinning – Last page Machine tear off portion to done as per Bank requirement.
<b>Packing Method</b>	Every 50 Forms to be folded and every 250 forms to be packed in 90 GSM Kraft paper. And printed label to be pasted on each packet.

**Code No: 16.203**

**Item name: REMITTENCES CHALLAN\_IBA New Format**

<b>Material Specification</b>	47 GSM SESHASAYEE Pink color cream wove as per BIS specification IS: 1848.
<b>Finished Size</b>	4 ¼ x 11 Inches / 100 Challans to be stapled
<b>Type of Process</b>	Offset - Printing / Gathering / Side Pinning / Finishing / Packing.
<b>No. of Color</b>	TEXT-1-color Black– One Side
<b>No. Of Pages</b>	Text - 1 page – Bilingual
<b>Type of Finishing</b>	Side Pinning be to done (The Pinning Position should be Center of the spine area) and Perforation to be done for easy tear off purpose.
<b>Packing Method</b>	Every 500 Challans should wrapped with be Paper Band & PP mono Twine Bundling to be done with every 2000 challans.

Art Work will be provided by the Bank. However, if there is any change or for some items if art work is not available, designing / artwork shall be done by bidder (@ no extra charges) as per terms. Hard or soft copy of the document will be shared with the vendor.

***Under Specified Paper Mills, only “A” Grade Paper to be used.***

**Indian Bank CO: Stationery Department**  
**SPECIFICATIONS – Annexure ‘A’**

**Code No: 17.204**

**Item Name: Paper Band Cum Denomination Slip**

<b>Material Specification</b>	70 gsm West Coast/Ballarpur/ Seshasayee /TNPL MAPLITHO PAPER as per BIS Specification IS:1848
<b>Finished Size</b>	19 X 41 CM
<b>Type of Process</b>	Offset - Printing / Die cutting / Screen Pasting / Finishing / Packing.
<b>No. of Color</b>	1-color blue – one side ( at the centre of the Vertical band 7x7 cm)
<b>Type of Finishing</b>	Adhesive should be used for screen pasting on the top edge releasing sheet size 1.5 x 3.5 inches & on the right edge of Releasing sheets size 1.5 x 2.5 inches. Note: End to End Adhesive should be provided. Releasing Sheet without Proper adhesive will be rejected.
<b>Packing Method</b>	Every 100 slips to a paper band at two edge place.2000 slips to be packed in a Card board box. And printed label to be pasted on each packet.

**Code No: 22.156**

**Item Name: FORM 15 G**

<b>Material Specification</b>	Text - 70 gsm West Coast/ Seshasayee /TNPL / Ballarpur Maplito paper as per BIS specifications IS: 1848. Wrapper – 90 GSM Ribbed Kraft Paper half wrappers covered with Calico Cloth with book. ½ lb Straw Board at bottom & Spine Edge Ordinary Calico Cloth. Calico cloth size should be front and back side 50 x 216 mm
<b>Finished Size</b>	8 ½ x 11 Inches / 100 sheets to a pad
<b>Type of Process</b>	Offset - Printing / Gathering / Binding / Finishing / Packing.
<b>No. of Color</b>	TEXT-1-color Black– F/B
<b>No. Of Pages</b>	Text - 2 page
<b>Type of Finishing</b>	100 sheets should be gathered in one pad & glued on spine area and covered with straw board with Wrapper & Calico Cloth. Note: Fevicol Should be used for all the pasting purpose
<b>Packing Method</b>	PP mono Twine Bundling to be done with every 10 pads

Art Work will be provided by the Bank. However, if there is any change or for some items if art work is not available, designing / artwork shall be done by bidder (@ no extra charges) as per terms. Hard or soft copy of the document will be shared with the vendor.

***Under Specified Paper Mills, only “A” Grade Paper to be used.***

**Indian Bank CO: Stationery Department**  
**SPECIFICATIONS – Annexure ‘A’**

**Code No: 22.157**

**Item Name: FORM 15 H**

<b>Material Specification</b>	Text - 70 gsm West Coast/ Seshasayee /TNPL / Ballarpur Maplito paper as per BIS specifications IS: 1848. Wrapper – 90 GSM Ribbed Kraft Paper half wrappers covered with Calico Cloth with book. ½ lb Straw Board at bottom & Spine Edge Ordinary Calico Cloth. Calico cloth size should be front and back side 50 x 216 mm
<b>Finished Size</b>	8 ½ x 11 Inches / 100 sheets to a pad
<b>Type of Process</b>	Offset - Printing / Gathering / Binding / Finishing / Packing.
<b>No. of Color</b>	TEXT-1-color Black– F/B
<b>No. Of Pages</b>	Text - 2 page
<b>Type of Finishing</b>	100 sheets should be gathered in one pad & glued on spine area and covered with straw board with Wrapper & Calico Cloth. Note: Fevicol Should be used for all the pasting purpose
<b>Packing Method</b>	PP mono Twine Bundling to be done with every 10 pads

**Code No: 23.134**

**Item Name: ASSETS&LIABILITIES (INDIVIDUAL)**

<b>Material Specification</b>	Text - 80 gsm West Coast/Ballarpur / Seshasayee Azurelaid ledger paper as per BIS specifications IS: 1848. Wrapper – 80 GSM Ribbed Kraft Paper with Full wrapper covered 1 lb Straw Board at bottom & Spine Edge Ordinary Calico Cloth. Calico cloth size should be front and back side 50 x 216 mm
<b>Finished Size</b>	8 ½ x 13 Inches / 100 sheets to a pad
<b>Process</b>	Offset - Printing / Gathering / Binding / Finishing / Packing.
<b>No. of Color</b>	TEXT-1-color Black– F/B
<b>No. Of Pages</b>	Text - 2 page
<b>Type of Finishing</b>	100 sheets should be gathered in one pad & glued on spine area and covered with straw board with Wrapper & Calico Cloth. A printed label should be pasted on each books & bundle. Note: Fevicol Should be used for all the pasting purpose.
<b>Packing Method</b>	PP mono Twine Bundling to be done with every 10 pads

Art Work will be provided by the Bank. However, if there is any change or for some items if art work is not available, designing / artwork shall be done by bidder (@ no extra charges) as per terms. Hard or soft copy of the document will be shared with the vendor.

***Under Specified Paper Mills, only “A” Grade Paper to be used.***

**Indian Bank CO: Stationery Department**  
**SPECIFICATIONS – Annexure ‘A’**

**Code No: 23.167**

**Item Name: D 11 – Acknowledgement of Debt**

<b>Material Specification</b>	80 GSM AZURELAID LEDGER PAPER OF West Coast / Ballarpur / Seshasayee Paper as per BIS Specification IS:1848
<b>Finished Size</b>	8 ½ x 11 Inches
<b>Type of Process</b>	Offset - Printing / Gathering / Folding / Finishing / Packing.
<b>No. of Color</b>	TEXT-1-color Black– F/B
<b>No. Of Pages</b>	Text –4 page
<b>Type of Finishing</b>	Folding & Finishing
<b>Packing Method</b>	Every 25 forms to be wrapped in paper band and 100 forms to be neatly packed with 80 GSM Kraft paper and a printed label to be pasted on every packet.

**Code No: 24.104**

**Item Name: F – 120 D (Form) APPLN FOR LOAN AGAINST PLEDGE OF GOLD ORNAMENTS**

<b>Material Specification</b>	Text - 80 GSM West Coast/ Ballarpur/ Seshasayee / TNPL Maplitho paper as per BIS specifications IS: 1848.
<b>Finished Size</b>	8 ½ x 11 Inches
<b>Process</b>	Offset – Printing / Folding / Finishing / Packing.
<b>No. of Color</b>	TEXT(Bilingual)-1-color Black– F/B
<b>No. Of Pages</b>	Text - 6 page
<b>Finishing</b>	Folding & two pinning
<b>Packing Method</b>	Every 100 Forms to be folded and packed in 90 GSM Kraft paper. And printed label to be pasted on each packet.

Art Work will be provided by the Bank. However, if there is any change or for some items if art work is not available, designing / artwork shall be done by bidder (@ no extra charges) as per terms. Hard or soft copy of the document will be shared with the vendor.

***Under Specified Paper Mills, only “A” Grade Paper to be used.***

**Indian Bank CO: Stationery Department**  
**SPECIFICATIONS – Annexure ‘A’**

**Code No: 24.106**

**Item Name: Appraiser Certificate for Jewels**

<b>Material Specification</b>	Text - 70 GSM West Coast/Ballarpur / Seshasayee /TNPL Maplitho paper as per BIS specifications IS: 1848. Wrapper – 90 GSM Ribbed Kraft Paper half wrappers covered with Calico Cloth with book. ½ lb Straw Board at bottom & Spine Edge Ordinary Calico Cloth. Calico cloth size should be front and back side 50 x 216 mm
<b>Finished Size</b>	8 ½ x 11 Inches / 100 sheets to a pad
<b>Type of Process</b>	Offset - Printing / Gathering / Binding / Finishing / Packing.
<b>No. of Color</b>	TEXT-1-color Black– ONE SIDE
<b>No. Of Pages</b>	Text - 1 page
<b>Type of Finishing</b>	100 sheets should be gathered in one pad & glued on spine area and covered with straw board with Wrapper & Calico Cloth. Note: Fevicol Should be used for all pasting work.
<b>Packing Method</b>	PP mono Twine Bundling to be done with every 10 pads

**Code No: 24.107**

**Item Name: F – 120 B APPLN FOR NON AGRICULTURAL LOAN AGAINST PLEDGE OF GOLD ORNAMENTS**

<b>Material Specification</b>	Text - 70 GSM West Coast/Ballarpur / Seshasayee /TNPL Maplito paper as per BIS specifications IS: 1848. Wrapper – 90 GSM Ribbed Kraft Paper half wrappers covered with Calico Cloth with book. ½ lb Straw Board at bottom & Spine Edge Ordinary Calico Cloth. Calico cloth size should be front and back side 50 x 216 mm Otherwise the tender will be treated as invalid.
<b>Finished Size</b>	8 ½ x 11 Inches / 100 sheets to a pad
<b>Process</b>	Offset - Printing / Gathering / Binding / Finishing / Packing.
<b>No. of Color</b>	TEXT-1-color Black– F/B
<b>No. Of Pages</b>	Text - 2 page
<b>Type of Finishing</b>	100 sheets should be gathered in one pad & glued on spine area and covered with straw board with Wrapper & Calico Cloth. Note: Fevicol Should be used for all the pasting purpose
<b>Packing Method</b>	PP mono Twine Bundling to be done with every 10 pads

Art Work will be provided by the Bank. However, if there is any change or for some items if art work is not available, designing / artwork shall be done by bidder (@ no extra charges) as per terms. Hard or soft copy of the document will be shared with the vendor.

***Under Specified Paper Mills, only “A” Grade Paper to be used.***

**Indian Bank CO: Stationery Department**  
**SPECIFICATIONS – Annexure ‘A’**

**Code No: 24.258**

**Item Name: NOMINATION FORM**

<b>Material Specification</b>	Text - 70 gsm West Coast/Ballarpur/Seshasayee/TNPL Maplitho paper as per BIS specifications IS: 1848. Wrapper – 80 GSM Ribbed Kraft Paper half wrappers covered with Calico Cloth with book. ½ lb Straw Board at bottom & Spine Edge Ordinary Calico Cloth. Calico cloth size should be front and back side 50 x 216 mm
<b>Finished Size</b>	8 ½ x 11 Inches / 100 sheets to a pad
<b>Process</b>	Offset - Printing / Gathering / Binding / Finishing / Packing.
<b>No. of Color</b>	TEXT-1-color Black– ONE SIDE Soft COPY WILL BE SUPPLIED BY THE BANK.
<b>No. Of Pages</b>	Text - 1 page
<b>Finishing</b>	100 sheets should be gathered in one pad & glued on spine area and covered with straw board with Wrapper & Calico Cloth. Note: Fevicol Should be used for all the pasting purpose
<b>Packing Method</b>	PP mono Twine Bundling to be done with every 10 pads

**Code No: 30.923**

**Item Name: ENVELOPE MEDIUM (10.5 X 4.5 INCH)**

<b>Material Specification</b>	90 GSM Seshasayee / Mysore / Andhra Ripped Kraft Paper as per BIS Specification IS: 1848
<b>Finished Size</b>	10 ½ x 4 ½ Note: 1 inches gum strip should be there in edge open flap area.
<b>Extra Open Flap area</b>	1
<b>Bottom Pasting area</b>	½
<b>Overlap Pasting area</b>	½
<b>Type of Process</b>	Printing / Die cutting / Pasting / Finishing / Packing.
<b>No. of Color</b>	1- Color
<b>Type of Finishing</b>	A good adhesive should be used for pasting purpose.
<b>Packing Method</b>	Every 50 Covers should be wrapped with paper band and every 250 Covers should be packed in good Kraft paper. Printed label to be pasted on each box.

Art Work will be provided by the Bank. However, if there is any change or for some items if art work is not available, designing / artwork shall be done by bidder (@ no extra charges) as per terms. Hard or soft copy of the document will be shared with the vendor.

***Under Specified Paper Mills, only “A” Grade Paper to be used.***

**Indian Bank CO: Stationery Department  
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**Code No: 30.924**

**Item Name: ENVELOPE MEDIUM WINDOW - (10.5 X 4.5)**

<b>Material Specification</b>	90 GSM Seshasayee / Mysore / Andhra Ripped Kraft Paper as per BIS Specification IS: 1848
<b>Finished Size</b>	10 ½ x 4 ½ “ 1 inches gum strip should be there in edge opening flap area.
<b>Extra Open Flap area</b>	1 ½ “
<b>Bottom Pasting area</b>	¾”
<b>Overlap Pasting area</b>	½”
<b>Type of Process</b>	Printing / Die cutting / Pasting / Finishing / Packing.
<b>Medium Cover - Window Size &amp; Material</b>	<i>Window Shape:</i> Round Shape – 4 MICRON PVC Cellophane Film to be used for window pasting.
<b>No. of Color</b>	Single Color
<b>Type of Finishing</b>	A good adhesive should be used for pasting purpose.
<b>Packing Method</b>	Every 50 Covers should be wrapped with paper band and every 250 Covers should be packed in good Kraft paper or mono box. Printed label to be pasted on each box.

**Code No: 30.928**

**Item Name: CLOTH LINED COVER - LARGE (15” X 11”)**

<b>Material Specification</b>	<b>80 GSM West Coast / TNPL as per BIS Specification IS 1848</b>
<b>Finished Size</b>	15 x 11 Inches
<b>Extra Open Flap area</b>	1 ¾ “
<b>Bottom Pasting area</b>	1 “
<b>Overlap Pasting area</b>	¾ ”
<b>Type of Process</b>	Printing / Die cutting / Pasting / Finishing / Packing.
<b>No. of Color</b>	Single Color
<b>Type of Finishing</b>	A good adhesive should be used for pasting purpose.
<b>Packing Method</b>	Every 50 Covers should be wrapped with paper band and every 100 Covers should be packed in good Kraft paper. Printed label to be pasted on each box.

Art Work will be provided by the Bank. However, if there is any change or for some items if art work is not available, designing / artwork shall be done by bidder (@ no extra charges) as per terms. Hard or soft copy of the document will be shared with the vendor.

***Under Specified Paper Mills, only “A” Grade Paper to be used.***

**Indian Bank CO: Stationery Department**  
**SPECIFICATIONS – Annexure ‘A’**

- ❖ **In addition to the Packaging method specified, each item at desired quantity should be *Securely Packed in 5 ply corrugated Boxes*** for dispatch, and unloaded at the destination offices in undamaged condition. Packing and marking of the consignments should strictly conform to the stipulations provided by the Bank from time to time. The chief objective of any packaging is to provide protection to the material from any transit and storing damage. The packaging should also ensure easy handling of the material at all transit points in dispatch, storage & unloading.

Art Work will be provided by the Bank. However, if there is any change or for some items if art work is not available, designing / artwork shall be done by bidder (@ no extra charges) as per terms. Hard or soft copy of the document will be shared with the vendor.

***Under Specified Paper Mills, only “A” Grade Paper to be used.***



