



**THE AKOLA JANATA COMMERCIAL
CO-OP. BANK LTD; AKOLA** (Multi-State Scheduled Bank)

Head Office : " JANVAIBHAV ",
Old Cotton Market, Akola - 444 001 (M.S.)
www.akolajanatabank.com

TENDER NOTICE

Bank has floated separate tender for Printed Stationery, Personalised Cheque Book (Base) Stationery & ATM Roll. Tenders are available on our website www.akolajanatabank.com. Interested parties may download and apply for the same.

Chief Executive Officer

| Annexure Details for Tender FEES & EMD (F.Y. 2021 - 2022) | | | | |
|--|--|--|------------------------------|--|
| Sr. No. | Particulars | Tender Form Fees + Goods & Service Tax Amount | Earnest Money Deposit | Remarks |
| 1 | Stationery Printing List No. 1 (Form, Slip, Voucher, Register, Computer Continuous Stationery, etc.) | 236.00 | 10000.00 | Printed Stationery |
| 2 | Computer Continuous Stationery Printing List No. 2 [Computer Stationery in Continuous Form for DMP] | 236.00 | 10000.00 | Printed Stationery { Computer Continuous Stationery } |
| 3 | Personalised Cheque Book (Base) Stationery List No. 3 { Cheque Sheet and D. D. Sheet } | 236.00 | 10000.00 | Personalised Cheque Book (Base) Stationery Printing |
| 4 | A T M Roll List No. 4 (Journal Paper { EJ / JP } Thermal Paper Roll & Receipt Printer [RP] Paper Roll) | 236.00 | 10000.00 | A T M Roll Purchase |

Request For Proposal (RFP)

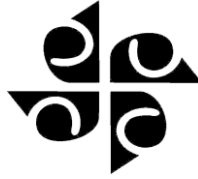
For Selection of Vendor / Supplier For

PRINTED STATIONERY

For

The Akola Janata Commercial Co-operative Bank Limited, Akola

(Multistate Scheduled Bank)



**Head Office,
“ Janvaibhav ”,
Old Cotton Market,
Akola - 444 001
(Maharashtra)**

Tender Reference No. : AJCCB / 2021-2022 / Printed Stationery

Date : 02-09-2021

The information provided by the bidders in response to this Request For Proposal (RFP) will become the property of The Akola Janata Commercial Co-operative Bank Limited, Akola [here-in-after referred to as " The Bank "] and will not be returned. The Bank reserves the right to amend, rescind or reissue this RFP and such amendments will be binding upon the Bidders. The Bank also reserves its right to accept or reject any or all responses to this RFP without assigning any reason whatsoever. This document is prepared by The Bank i.e. The Akola Janata Commercial Co-operative Bank Limited, Akola and it should not be reused or copied or used either partially or fully in any form.

Invitation for Tender Offers :

The Akola Janata Commercial Co-operative Bank Limited, Akola invites sealed tender offers from eligible, reputed Vendors / Suppliers for the supply of Printed Stationery Item(s) [As Per List Annexed] at Akola.

A complete set of tender document may be downloaded from our website www.akolajanatabank.com. The interested bidder can submit the bid for supply of Printed Stationery Item(s) [As Per List Annexed] at Akola. The interested bidder is required to pay non-refundable fee of Rs. 236/- (in words Rupees Two hundred thirty six only-) by Cheque / Demand Draft from any Bank in favour of “ The Akola Janata Commercial Co--operative Bank Limited, Akola ”, Payable at Akola. The Cheque / Demand Draft is to be enclosed with the bid.

The details are given below :

| | |
|--|--|
| Tender Reference | AJCCB / 2021-2022 / Printed Stationery |
| Tender Fee | Rs. 200/- + GST Extra @ 18% |
| Earnest Money Deposit (EMD) | Rs. 10,000/- |
| Date of commencement of availability of tender document | 02-09-2021 |
| Last Date and Time for receipts of tender offers | 21-09-2021 upto 3:00 pm |
| Address of Communication | Chief Executive Officer The Akola Janata Commercial Co-operative Bank Limited, Akola. " Janvaibhav " Old Cotton Market, P. B. No. 90, Akola - 444 001 (Maharashtra) |
| E-mail address | admin@akolajanatabank.com |
| Contact Telephone Numbers | 0724 - 2430012, 2430639, 2430241 |
| Bids to be given to | Chief Executive Officer The Akola Janata Commercial Co-operative Bank Limited, Akola. |

Tender Fee and Earnest Money Deposit (EMD) mentioned above as a Cheque / Demand Draft favouring “ The Akola Janata Commercial Co-operative Bank Limited, Akola ”, Payable at Akola, must accompany tender offers as specified in this tender document. Specifications of Printed Stationery, Terms and Conditions, the formats and pro-forma for submitting the tender offer are described in this tender document and its Annexure.

Chief Executive Officer

The Akola Janata Commercial Co-operative Bank Limited, Akola.

Instructions to Bidders :-

1. Bid Submission :

Bid should be submitted to the following in single sealed envelope at the Bank's Address given below on or before the schedule given above. The envelope should be safely / securely sealed and stamped.

Chief Executive Officer

The Akola Janata Commercial Co-operative Bank Limited
“ Janvaibhav ”, Old Cotton Market, Akola.
Akola - 444 001 (Maharashtra)

E-mail : admin@akolajanatabank.com

The envelope must be super scribed with the following information -

- Tender Reference Number
- Due Date
- Name of the Bidder
- Correspondence Address of the Bidder Company / Firm
- Name of the Authorised Person
- Mobile Number of the Authorised Person to Contact
- E-mail ID of the Authorised Person

All Schedules, Formats and Annexures should be stamped and signed by an Authorised Official of the Bidder Company / Firm.

2. Qualification Criteria :

Reputed Vendors / Suppliers, who have experience in executing the orders for Printed Stationery and who meet the following Eligibility Criteria only need to apply :-

- a) The Vendors / Suppliers submitting the offers should be a Registered Company or Firm.
- b) The Company / Firm should have made Net Profits in the last financial years.
- c) The Bidder should not have been Blacklisted by any Statutory and Regulatory Authority.

3. Opening of Offers :

Offers received within the prescribed closing date and time will be opened by the Authorities of the Bank. The Bank reserves all rights to accept or reject any quotation without assigning any reason thereof.

4. Preliminary Scrutiny :

The Bank may, at its discretion, waive any minor non-conformity or any minor irregularity in the offer. This waiver shall be binding on all the Vendors / Suppliers and the Bank reserves the right to exercise such waivers.

5. No Commitment to Accept Lowest Offer :

The Akola Janata Commercial Co-operative Bank Limited is under no obligation to accept the Lowest Offer received in response to this tender and reserves the right to split the order or reject any or all the offers including incomplete offers without assigning any reason whatsoever.

6. Submission of Specification and Paper Details :

It is mandatory to provide the Specification and Paper details along with Paper samples in the exact format (“ Annexure C ”) given in this tender. The relevant paper samples

should be submitted along with the offer.

7. Format for Offer :

The suggested format for submission of Specification offer is as follows :

1. Index
2. Covering Letter. This should be as per Annexure “ A ”.
3. Details of the Vendor / Supplier, as per Annexure “ B ”.
4. Offer with Specifications as given in Annexure “ C ”, complete with all the columns filled in.
5. Tender Fee of Rs. 236/- (Rs. 200/- + GST Extra @ 18% i.e. Rs. 36/-) in the form of Cheque / Demand Draft to be drawn in favour of “ The Akola Janata Commercial Co-operative Bank Limited, Akola ”, Payable at Akola.
6. Earnest Money Deposit (EMD) of Rs. 10,000/- in the form of Cheque / Demand Draft to be drawn in favour of “ The Akola Janata Commercial Co-operative Bank Limited, Akola ”, Payable at Akola.

8. Location of Supplies :

At the address given below :

| Sr. No. | Location Name | Location Address |
|----------------|----------------------|--|
| 1 | Head Office | THE AKOLA JANATA COMM. CO-OP. BANK LTD; AKOLA, “ JANVAIBHAV ”, OLD COTTON MARKET, AKOLA - 444 001 |

9. Costs :

The offer must be in fixed price basis in Indian Rupees (INR) only and shall be inclusive of all taxes which should be clearly mentioned in the Bid but “ Excluding GST ” and shall include the following :

1. Basic Cost of the Printed Stationery Item(s).
2. Excluding amount of GST as applicable mentioned separately (Applicable rate of GST Percentage also mentioned separately).
3. All costs should be given in Figures and Words.

The offer shall be inclusive of all Taxes and Duties (i.e. Excise Duty) but “ Excluding GST ”. The following tax should be clearly mentioned in Commercial Bid.

[a] Goods and Service Tax { GST } (Applicable Rate of GST Percentage and Amount of GST also mentioned separately).

10. Fixed Price :

The Offer shall be on a fixed price basis, inclusive of all taxes, duties, levies, etc. but Excluding GST as applicable. No price increase will be permitted.

11. Negotiation :

It is absolutely essential for the Vendors / Suppliers to quote the lowest price at the time of making the offer in their own interest. The Bank, however, reserves the right to enter into any price negotiations.

Terms and Conditions of the Tender

1. Earnest Money Deposit (EMD) :

Earnest Money Deposit (EMD) is necessary for submission of quotation, without EMD quotation will not be accepted. Interest will not be paid or any type of financial benefit will not be applicable on EMD. EMD will be forfeited if successful bidder fails to deliver supplies as per work order. EMD will be returned after completion of supplies within stipulated period and to the satisfaction of the Bank.

2. Detailed Information of Samples :

Detailed Information of Samples of Printed Stationery Item(s) will be provided by Bank's Stationery Department from the date of publication of advertisement in news paper on bank working days on or before **09-09-2021 upto 3:00 pm** except bank holidays. After carefully verification of samples of Printed Stationery Item(s), interested Vendor / Supplier can quote the rates for per unit (i.e. Form, Notice Book, Voucher Pad, Slip Book, Pass-Book, Register, Ledger, etc.) at their own interest [Please do not submit Rate for Lot]. The relevant paper samples should be submitted along with the quotation duly stamped and signed by an authorised official of the bidder Company / Firm (without paper samples quotation will not be accepted).

3. Submission of Quotation :

Submit the rates on a fixed price basis, inclusive of all taxes, duties, levies, etc. but Excluding GST as applicable and applicable rate of GST percentage also mentioned separately. After submission of quotation no price increase will be permitted on any ground. Do not send conditional quotation. Conditional quotation will not be accepted. Printed Stationery Item(s) must be delivered to Stationery Department of Bank's Head Office. All schedules, formats and annexures of quotation should be duly stamped and signed by an authorised official of the bidder Company / Firm. Last date for submission of quotation is on or before **21-09-2021 upto 3:00 pm**. Any quotation received after **21-09-2021** will not be accepted.

4. Necessary Licenses and Registrations :

The Vendor / Supplier submitting the quotation should be a Registered Company or Firm & should not have been Blacklisted by any Statutory and Regulatory Authority and have necessary licenses and registrations.

5. Execution of Supply Order :

This tender is being floated by The Akola Janata Commercial Co-operative Bank Limited for the requirement of Printed Stationery Item(s). The Printed Stationery Item(s) shall be supplied / delivered by the Vendor / Supplier after getting the work order letter and finalisation of proof for printing. The Bank reserves its right to cancel the order in the event of one or more of the following situations -

- (a) Delay in completion of work beyond 45 days from the date of receipt / acknowledgement of respective work order letter and supply schedule.
- (b) The Vendor / Supplier should submit the proof of Printed Stationery Item(s) for finalisation of printing items within 7 days from the date of receipt / acknowledgement of respective work order letter.

- (c) The Vendor / Supplier should supply the Printed Stationery Item(s) as per sample within 15 days from the date of receipt of final proof.
- (d) In case of bulk order, the Vendor / Supplier should deliver the Printed Stationery Item(s) at least in 3 Lots i.e. with the interval of 15 days from the date of receipt of final proof or as intimated by the Bank.
- (e) In case of urgency, the Vendor / Supplier will have to supply certain Printed Stationery Item(s) within 7 days from the date of receipt of order for such Printed Stationery Item(s). The Vendor / Supplier should execute such order on priority basis.
- (f) The Bank reserves the right to take appropriate action and make good any or all losses incurred during the process from the Vendor / Supplier.

6. Rejection of Printed work :

The Akola Janata Commercial Co-operative Bank Limited reserves the right to reject the printed work if the Printed Stationery Item(s) are not as per the specifications & to the satisfaction of the Bank and the Bank will not be responsible for any losses in this regard.

7. Right to Alter Quantities :

The Akola Janata Commercial Co-operative Bank Limited reserves the right to alter the quantities specified in the tender. The Akola Janata Commercial Co-op. Bank Limited also reserves the right to delete one or more item(s) from the list of items specified in tender.

8. Location :

This tender is being floated by The Akola Janata Commercial Co-operative Bank Limited. The items being procured through this tender shall be delivered by the Vendor / Supplier after getting the order, at the mentioned site of The Akola Janata Commercial Co-operative Bank Limited. The Bank reserves the right to make changes in the locations, if necessary. Appropriate delivery is accepted by The Akola Janata Commercial Co-operative Bank Limited at the respective site is to be taken by the Vendor / Supplier.

9. Payment Terms :

(a) No Advance Payment -

No advance amount will be paid for printing work order. Printed Stationery Item(s) must be delivered to the Bank within stipulated time period and no time period will be extended in any condition.

(b) Final Payment -

The Akola Janata Commercial Co-operative Bank Limited will make the payment as follows :-

- 100% payment for supplies executed will be made post delivery, successful supplies and to the satisfaction of the Bank.

10. Other Terms and Conditions :

The Akola Janata Commercial Co-operative Bank Limited have absolute right to accept or reject any quotation, reconfirmation and the Bank reserves the right to make changes, revise, improve, addition or deletion in the terms and conditions hereinabove written.

ANNEXURE “ A ” - Tender Offer Cover Letter

Date :

Tender Reference No. :

To,
Chief Executive Officer,
The Akola Janata Commercial Co-op. Bank Limited, Akola
"Janvaibhav", Old Cotton Market,
Akola - 444 001

Dear Sir,

Having examined the tender documents including all annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply the Printed Stationery Item(s) [As Per List Annexed] in conformity with the said tender document in accordance with the Schedule of Prices attached in the specified offer and made part of this tender.

If our tender offer is accepted, we also undertake to execute the order within 45 days from the date of purchase order.

We agree to abide by this tender offer and all the terms & conditions till 3 months from the date of purchase order and our offer shall remain binding upon us and may be accepted by the Bank any time before the expiration of that period.

This tender offer, together with the Bank's written acceptance thereof and the Bank's notification of award, shall constitute a binding contract between us.

We hereby, once again, confirm our acceptance to all the terms and conditions of your tender.

We understand that the Bank is not bound to accept the lowest or any offer the Bank may receive.

Dated this _____ day of _____ 2021

Signature : _____

Designation : _____

Authorised to sign the tender

ANNEXURE “ B ” - Vendor’s Details

| Sr. No. | Item | Details |
|---------|---|---------|
| 1 | Name of Company / Firm | |
| 2 | Correspondence Address | |
| 3 | Telephone and Mobile Numbers | |
| 4 | Fax Numbers | |
| 5 | Constitution of the Company / Firm | |
| 6 | Name and Designation of the Person Authorised to make commitments to “The Akola Janata Commercial Co-operative Bank Ltd; Akola ” | |
| 7 | E-mail Address | |
| 8 | Year of Commencement of Business | |
| 9 | Income Tax Permanent Account Number (PAN) | |
| 10 | Goods & Service Tax (GST) Registration Number | |

(Signature of Bidder)

ANNEXURE “ C ” - Offer with Specifications

I : Head Office, Akola

| Sr. No. | Name of Item | Unit | Paper Details & Size | Qty. | Unit | Unit Rate | Total Cost |
|---------|---|--------------------------------|---|------|--------------|-----------|------------|
| 1 | Acceptance Letter | 100 x 1 Pad | 70 GSM Ballarpur Ledger Paper, Size - 7.25" x 10.00" | 50 | Per Pad | | |
| 2 | Acknowledgement Card (With Bank Name & Address) | Per Card (As Per Sample) | As Per Sample | 5000 | Per Nag | | |
| 3 | Authority Letter from Third Party | 100 x 1 Pad | 70 GSM Ballarpur Ledger Paper, Size - 7.25" x 10.00" | 25 | Per Pad | | |
| 4 | Cash Denomination Book | Per Book (As Per Sample) | 70 GSM Ballarpur Ledger Paper, Size - 8.00" x 6.50", 100 Leaves, Both Side Printing & 200 Pages Serial Numbering, Cover - Full Cloth Binding (As Per Sample) | 75 | Per Book | | |
| 5 | Cash Scroll Register | Per Register (As Per Sample) | 70 GSM Ballarpur Ledger Paper, Size - 11.25" x 6.50", 100 Leaves, Both Side Printing & 200 Pages Serial Numbering, Cover - Full Cloth Binding (As Per Sample) | 100 | Per Register | | |
| 6 | C.C.C. Agreement | 4 Pages (As Per Sample) | 70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50", Both Side Printing (As Per Sample) | 500 | Per Nag | | |
| 7 | C.C.C. / S.C.C. Loan Form (English) | 6 Pages (As Per Sample) | 70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50", Both Side Printing (As Per Sample) | 500 | Per Form | | |

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|----|--|--|--|------|-------------|--|--|
| 8 | Check List No. 1 - HYPO. | 50 x 1 Pad | 60 GSM Maplitho Paper, Size - 8.00" x 13.00" | 25 | Per Pad | | |
| 9 | Check List No. 4 - G.R.L. | 50 x 1 Pad | 60 GSM Maplitho Paper, Size - 8.00" x 13.00" | 25 | Per Pad | | |
| 10 | Check List No. 5 - H.P.L. | 50 x 1 Pad | 60 GSM Maplitho Paper, Size - 8.00" x 13.00" | 25 | Per Pad | | |
| 11 | Central K.Y.C. Application Form - Other than Individual (Legal Entity) | 100 x 1 Pad | 70 GSM Maplitho Paper, Size - A_4, Both Side Two Colour Printing | 100 | Per Pad | | |
| 12 | Central K.Y.C. Application Form - Related Person | 100 x 1 Pad | 70 GSM Maplitho Paper, Size - A_4, Both Side Two Colour Printing | 100 | Per Pad | | |
| 13 | Clearing Memo | 100 + 100 x 1 Pad (As Per Sample) | 60 GSM Maplitho Paper (With Perforation), O/c. 56 GSM Madhya Bharat Size - 12.50" x 7.50" | 30 | Per Book | | |
| 14 | Credit Voucher | 100 x 1 Pad | 47 GSM Sessaasai Colour Paper, Size - 7.25" x 4.50" | 7500 | Per Pad | | |
| 15 | Current A/c. Opening Form | 4 Pages (As Per Sample) | 70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50" | 1500 | Per Form | | |
| 16 | Death Claim Form | 4 Pages (As Per Sample) | 70 GSM Maplitho Paper, Size - 8.50" x 13.50" | 500 | Per Form | | |
| 17 | Debit Voucher | 100 x 1 Pad | 47 GSM Sessaasai Colour Paper, Size - 7.25" x 4.50" | 7500 | Per Pad | | |
| 18 | Declaration of Proprietor LD - 27 | 100 x 1 Pad | 60 GSM Maplitho Paper, Size - 5.50" x 9.00" | 25 | Per Pad | | |
| 19 | Document List - HSGL / LAIP | 25 x 1 Pad | 60 GSM Maplitho Paper, Size - A_4 | 50 | Per Pad | | |
| 20 | Envelope - 7 x 4 | As Per Sample | 70 GSM Sessaasai Brown Paper, Size - 7.00" x 4.00" | 5000 | Per Nag | | |

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|----|------------------------|-------------------------------|---|-------|---------|--|--|
| 21 | Envelope - 11 x 5 | As Per Sample | 70 GSM Seshaasai Brown Paper, Size - 11.00" x 5.00" | 30000 | Per Nag | | |
| 22 | Envelope - 12 x 10 | As Per Sample | 90 GSM BUFF Maplitho Paper, Size - 12.00" x 10.00" | 6000 | Per Nag | | |
| 23 | Envelope - 16 x 12 | As Per Sample | 90 GSM BUFF Maplitho Paper, Size - 16.00" x 12.00" | 6000 | Per Nag | | |
| 24 | FATCA Declaration Form | 50 x 1 Pad (As Per Sample) | 70 GSM Maplitho Paper, Size - A_4, Both Side Printing | 150 | Per Pad | | |
| 25 | F.D.R. / N.S.C. Letter | 100 x 1 Pad (As Per Sample) | 60 GSM Maplitho Paper, Size - 7.50" x 5.00" | 50 | Per Pad | | |
| 26 | F.D.R. Plastic Cover | Per Cover (As Per Sample) | As Per Sample | 30000 | Per Nag | | |
| 27 | File - Simple | Per File (As Per Sample) | 31.5 Kg Best Quality File Board (As Per Sample) | 2000 | Per Nag | | |
| 28 | Form No. 26 | 100 x 1 Pad | 70 GSM Maplitho Paper, Size - 6.00" x 9.00", Both Side Printing | 25 | Per Pad | | |
| 29 | Form No. 29 | 100 x 1 Pad | 70 GSM Maplitho Paper, Size - 8.00" x 13.00", Both Side Printing | 25 | Per Pad | | |
| 30 | Form No. 30 | 100 x 1 Pad | 70 GSM Maplitho Paper, Size - 8.00" x 13.00", Both Side Printing | 25 | Per Pad | | |
| 31 | Form No. 35 | 100 x 1 Pad | 70 GSM Maplitho Paper, Size - 8.00" x 11.00", Both Side Printing (With Perforation) | 25 | Per Pad | | |

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|----|--|---------------------------------------|--|------|---------------------|--|--|
| 32 | Franking Register VF – 5 | 200 Leaves (As Per Sample) | 70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50", 200 Leaves, Both Side Printing, 200 Pages Serial Numbering, Full Cloth Binding | 10 | Per Regis ter | | |
| 33 | Gold Loan Form | 6 Pages (As Per Sample) | 70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50", Both Side Printing, 5 Page With Pasting | 3000 | Per Form | | |
| 34 | Gold Loan Agreement | 4 Pages (As Per Sample) | 70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50", Both Side Printing | 4000 | Per Nag | | |
| 35 | Gold Seal Card | Per Card (As Per Sample) | Size - 3.75" x 5.25" (As Per Sample) | 3000 | Per Nag | | |
| 36 | Gold Loan - Sarafacha Daakhala | 100 x 1 Pad | 60 GSM Maplitho Paper, Size - 6.25" x 7.50" | 75 | Per Pad | | |
| 37 | G.R.L. Loan Form | 4 Pages (As Per Sample) | 70 GSM Maplitho Paper, Size - 8.50" x 13.50", Both Side Printing | 1000 | Per Form | | |
| 38 | H.P.L. Loan Form | 6 Pages (As Per Sample) | 70 GSM Maplitho Paper, Size - 8.50" x 13.50", Both Side Printing | 1000 | Per Form | | |
| 39 | H.P.L. Agreement | 50 x 1 Pad | 70 GSM Ballarpur Ledger Paper, Size " 8.5 x 13.5", Both Side Printing | 25 | Per Pad | | |
| 40 | Housing Loan Form | 6 Pages (As Per Sample) | 70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50", Both Side Printing | 1000 | Per Form | | |
| 41 | Hypothecation Deed | 6 Pages (As Per Sample) | 70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50", Both Side Printing | 1000 | Per Nag | | |
| 42 | HYPO. / C.C.C. Loan Form (Marathi) | 6 Pages (As Per Sample) | 70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50", Both Side Printing | 1000 | Per Form | | |

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|----|-----------------------------------|----------------------------|---|------|--------------|--|--|
| 43 | I Form Share Register | 250 Pages (As Per Sample) | 70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50", Both Side Printing (As Per Sample) | 10 | Per Register | | |
| 44 | Internet Banking Application Form | 50 x 1 Pad | 80 GSM Maplitho Paper, Size - 8.50" x 11.50", Both Side Multicolour Printing | 100 | Per Pad | | |
| 45 | K.Y.C. Form - Individual | 100 x 1 Pad | 70 GSM Maplitho Paper, Size - 8.50" x 11.25", Both Side Printing (As Per Sample) | 150 | Per Pad | | |
| 46 | K.Y.C. Form - Non Individual | 100 x 1 Pad | 70 GSM Maplitho Paper, Size - 8.50" x 11.50", Both Side Printing (As Per Sample) | 100 | Per Pad | | |
| 47 | L.A.F.D.R. A/c. Opening Form | 100 x 1 Pad | 70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50" | 50 | Per Pad | | |
| 48 | Leave Application Pad | 50 x 1 Pad | 70 GSM Ballarpur Maplitho Paper, Size - 7.25" x 10.00" | 100 | Per Pad | | |
| 49 | Leave Register | 200 Pages (As Per Sample) | 70 GSM Ballarpur Ledger Paper, Size - 8.25" x 13.00", 100 Leaves, Both Side Printing, 100 Pages Serial Numbering and Indexing | 15 | Per Register | | |
| 50 | Letter of Continuity | 100 x 1 Pad | 70 GSM Ballarpur Ledger Paper, Size - 7.25" x 10.00" | 75 | Per Pad | | |
| 51 | Letter of Guarantee | 4 Pages (As Per Sample) | 70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50", Both Side Printing | 4000 | Per Nag | | |
| 52 | Letter of Lien & Set-Off | 100 x 1 Pad | 70 GSM Ballarpur Ledger Paper, Size - 7.25" x 10.00" | 25 | Per Pad | | |

| | | | | | | | |
|----|---|----------------------------|--|------|----------|--|--|
| 53 | Letter of Sanction | 100 x 1 Pad | 60 GSM Maplitho Paper, Size - 7.25" x 10.00" | 40 | Per Pad | | |
| 54 | Letter Pad - Big | 100 x 1 Pad | 80 GSM Ballarpur Maplitho Paper, Size - 8.50" x 13.00" | 100 | Per Pad | | |
| 55 | Letter Pad - Medium | 100 x 1 Pad | 80 GSM Ballarpur Maplitho Paper, Size - 7.50" x 9.75" | 100 | Per Pad | | |
| 56 | Letter Pad - Small | 100 x 1 Pad | 80 GSM Ballarpur Maplitho Paper, Size - 5.75" x 8.50" | 75 | Per Pad | | |
| 57 | Loan Notice LN - 19 | 100 x 1 Pad | 60 GSM Maplitho Paper, Size - 6.00" x 8.50" | 50 | Per Pad | | |
| 58 | Loan Rule Copy - G.R.L. | 25 x 1 Pad | 70 GSM Maplitho Paper, Size - 8.50" x 13.50", Both Side Printing | 50 | Per Pad | | |
| 59 | Loan Rule Copy - H.P.L. | 25 x 1 Pad | 70 GSM Maplitho Paper, Size - 8.50" x 13.50", Both Side Printing | 50 | Per Pad | | |
| 60 | Loan Rule Copy - HYPO. | As Per Sample (4 Pages) | 70 GSM Maplitho Paper, Size - 8.50" x 13.50", Both Side Printing | 1000 | Per Nag | | |
| 61 | Loan Rule Copy - S.C.C. | 25 x 1 Pad | 70 GSM Maplitho Paper, Size - 8.50" x 13.50", Both Side Printing | 50 | Per Pad | | |
| 62 | Local Dak Book | Per Book (As Per Sample) | 70 GSM Maplitho Paper, Size - 8.50" x 6.75" (As Per Sample) | 40 | Per Book | | |
| 63 | Locker (Safe Deposit Vault) Agreement | 50 x 1 Pad | 70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.00", Both Side Printing | 40 | Per Pad | | |

| | | | | | | | |
|----|---------------------------------|------------------------------------|---|------|----------|--|--|
| 64 | M.B.S. A/c. Opening Form | 100 x 1 Pad | 70 GSM Maplitho Paper, Size - 8.50" x 13.50", Both Side Two Colour Printing (As Per Sample) | 100 | Per Pad | | |
| 65 | M.B.S. A/c. Receipt Book | 100 x 1 Book (As Per Sample) | 140 GSM Ballarpur Maplitho Paper, Size - 5.25" x 13.50", Front Side Multicolour Printing & Back Side Single Colour Printing, 100 Pages Serial Numbering, Binding Hard Bound with Full Cloth Binding | 100 | Per Book | | |
| 66 | Minimum Balance Letter | 100 x 1 Pad | 60 GSM Maplitho Paper, Size - 6.00" x 8.50" | 100 | Per Pad | | |
| 67 | Muster Roll | 100 Pages (As Per Sample) | 100 GSM Sunshine Maplitho Paper, Size - 11.50" x 16.00", 50 Leaves, Both side Printing, Full Canvas Binding with 400 GSM Duplex Board & Special Juice Sewing | 25 | Per Book | | |
| 68 | Note Cover Slip | 500 x 1 Pad | GVG Supper Colour Paper, Size - 2.00" x 7.00" | 1500 | Per Pad | | |
| 69 | Post Register Book | 50 + 50 x 1 Book (As Per Sample) | 70 GSM Maplitho Paper (With Perforation), O/c. 60 GSM Maplitho Paper, 100 (50 + 50) Pages x 1 Book, Size - 7.50" x 13.00" | 25 | Per Book | | |
| 70 | Promissory Note | 50 x 1 Pad | 70 GSM Ballarpur Ledger Paper, Size - 7.25" x 10.00" | 50 | Per Pad | | |
| 71 | R.D. A/c. Pass Book | Per Book (As Per Sample) | 70 GSM Maplitho Paper, Size - 4.00" x 5.50" | 4000 | Per Nag | | |
| 72 | Samiksha Patra - HYPO. / C.C.C. | 100 x 1 Pad | 60 GSM Maplitho Paper, Size - 7.50" x 12.00" | 50 | Per Pad | | |

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|----|---------------------------|----------------------------|---|-------|----------|--|--|
| 73 | Saving A/c. Opening Form | 100 x 1 Pad | 70 GSM Ballarpur Ledger Paper, Size - 7.25" x 9.75" | 100 | Per Pad | | |
| 74 | Saving A/c. Pass Book | Per Book (As Per Sample) | 70 GSM Maplitho Paper, Size - 4.00" x 5.00", Cover Page 210 GSM Art Card Multicolour Printing (As Per Sample) | 20000 | Per Nag | | |
| 75 | Saving A/c. Specimen Card | Per Card (As Per Sample) | Size - 5.50" x 4.00" (As Per Sample) | 10000 | Per Nag | | |
| 76 | Saving Withdrawal Book | 100 x 1 Pad | 70 GSM Maplitho Paper, Size - 7.50" x 4.25", Both Side Printing (As Per Sample) | 1500 | Per Pad | | |
| 77 | Share Application Form | 100 x 1 Pad | 70 GSM Ballarpur Ledger Paper, Size - 8.50" x 13.50" | 100 | Per Pad | | |
| 78 | Share Receipt Book | 100 + 100 x 1 Book | 60 GSM Maplitho Paper, O/c. 56 GSM Madhya Bharat, Size - 7.50" x 4.50" (As Per Sample) | 25 | Per Book | | |
| 79 | Smaran Patra LN - 418 | 50 + 50 x 1 Pad | 60 GSM Maplitho Paper, O/c. 56 GSM Madhya Bharat, Size - 5.75" x 8.75" (As Per Sample) | 50 | Per Book | | |
| 80 | S M S Registration Form | 100 x 1 Pad | 60 GSM Maplitho Paper, Size - 7.50" x 10.25" | 100 | Per Pad | | |
| 81 | Spring File | Per File (As Per Sample) | 31.5 Kg Best Quality File Board (As Per Sample) | 3000 | Per Nag | | |
| 82 | S.S.S. A/c. Opening Card | Per Card (As Per Sample) | As Per Sample | 3000 | Per Nag | | |

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| 83 | S.S.S. A/c. Pass Book | Per Book (As Per Sample) | 70 GSM Ballarpur Ledger Paper, Size - 4.00" x 5.50" | 5000 | Per Book | | |
| 84 | S. S. S. Withdrawal Book | 100 x 1 Pad | 70 GSM Maplitho Paper, Size - 7.50" x 4.50" (As Per Sample) | 200 | Per Pad | | |
| 85 | Stock Statement Form | 100 x 1 Pad | 60 GSM Maplitho Paper, Size - 8.50" x 13.50" | 200 | Per Pad | | |
| 86 | Stock Statement Notice LN - 17 | 50 + 50 x 1 Pad | 60 GSM Maplitho Paper, O/c. 56 GSM Madhya Bharat, Size - 5.75" x 8.75" | 25 | Per Pad | | |
| 87 | T. A. Bill Form | 50 x 1 Pad | 60 GSM Maplitho Paper, Size - 12.50" x 7.75" | 100 | Per Pad | | |
| 88 | Verification Pad | 100 x 1 Pad | 60 GSM Maplitho Paper, Size - 5.75" x 8.75" | 25 | Per Pad | | |
| 89 | Voucher Cover | Per Voucher (As Per Sample) | Handmade Paper (As Per Sample) | 50000 | Per Nag | | |
| 90 | Window Envelope - 9 x 4 | As Per Sample | 70 GSM Sessaasai Brown Paper, Size - 9.00" x 4.00" | 10000 | Per Nag | | |
| 91 | Withdrawal Against Local Clearing P.O. / CHQ. | 100 x 1 Pad | 60 GSM Maplitho Paper, Size - 7.25" x 9.75" | 100 | Per Pad | | |
| 92 | CURRENT A/c. Slip Book | 25 x 1 Book | 47 GSM Sessaasai Colour Paper, Size - 11.25" x 4.50" | 60000 | Per Book | | |
| 93 | HYP0. A/c. Slip Book | 25 x 1 Book | 47 GSM Sessaasai Colour Paper, Size - 11.25" x 4.50" | 60000 | Per Book | | |
| 94 | LAFDR A/c. Slip Book | 25 x 1 Book | 47 GSM Sessaasai Colour Paper, Size - 11.25" x 4.50" | 40000 | Per Book | | |

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|---|--------------------------------------|---------------|--|-------|----------|--|--|
| 95 | SAVING A/c. Slip Book | 25 x 1 Book | 47 GSM Sessaasai Colour Paper, Size - 11.25" x 4.50" | 60000 | Per Book | | |
| 96 | White Slip Book | 25 x 1 Book | 70 GSM Ballarpur Maplitho Paper, Size - 11.25" x 4.50" | 35000 | Per Book | | |
| 97 | RTGS Slip Book | 25 x 1 Book | 70 GSM Maplitho Paper, Size - 11.50" x 6.00" | 50000 | Per Book | | |
| 98 | Personalised Cheque Book Record Slip | As Per Sample | 80 GSM Ballarpur Maplitho Paper (As Per Sample) | 50000 | Per Leaf | | |
| Applicable Rate of GST (in Percent) _____ % | | | | | | | |
| Total Quoted Amount (Excluding GST) Rs. | | | | | | | |
| Total Amount of GST [As Applicable] Rs. | | | | | | | |
| Grand Total Amount { Inclusive of GST } Rs. | | | | | | | |

(Signature of Bidder)

Place :

Name :

Date :

Business Address :

Note : Bidders should strictly quote in the format and for periods as mentioned above. No counter condition/assumption in response to the bid will be accepted. Bank has a right to reject such bid.

***** **End of RFP** *****