

RO/LUCK/GAD/2020-21/141  
Date: 06.09.2021

## **Tender Documents format for Printing & Supply of Bank Stationery**

Central Bank of India, Regional Office, Lucknow invite sealed tender offers from eligible, experienced & reputed printers for supply of printed materials for our branches as per our prescribed samples.

The details are as under:

1. The copy of tender may be purchased from our office by depositing DD/BC for Rs. 500/- in favour of Central Bank of India, Regional Office, Lucknow or may be down loaded from our website [www.centralbankofindia.co.in](http://www.centralbankofindia.co.in) .The cost of such down loaded forms should be paid at the time of submission of the tender .
2. The vendor must provide the rates (including Taxes) and also provide the tax percentage separately.
3. The sealed cover should boldly super scribe **“TENDER FOR PRINTING AND SUPPLY OF BANK STATIONERY “and must reach to** Chief Manager ,GAD , Central Bank Of India, Regional Office, 73, Hazratganj ,Lucknow-226001 **on or before 4 p,m, by 15.09.2021.** Any Bids received thereafter will not be entertained.
4. Quotation envelop must contain the mobile number and full address of interested applicant and it must be sealed packed and dropped into the Tender Box (on or before the last date).
5. Vendor must supply the printed Stationery to our Godown at Regional Office, 73, Hazratganj, Lucknow at their own cost.
6. Bank reserves its right to accept/reject any tender/proposal without assigning any reason.

**Date:**

**Name of Vendor:**

**Address:**

**Details of Stationary for printing purpose:**

<b><u>S. No</u></b>	<b><u>Particulars</u></b>	<b><u>Size</u></b>	<b><u>Quality of Paper/ Colour</u></b>	<b><u>Descripti on</u></b>	<b><u>Binding Description</u></b>	<b><u>Description</u></b>		<b><u>Rates (incl GST)</u></b>	<b><u>GST %</u></b>	<b><u>Other Description</u></b>
1	DD forms	14.6x22 cm	Sirpur 49 gsm, <u>Blue Colour</u> Print	100 leaves per pad	Bothside Printing					Per pad (1 pad= 100 leaves)
2	Withdrawal form	11x15cm	Sirpur49gsm, <u>Pink Colour</u> Print	100 Leaves per pad						Per pad (1 pad= 100 leaves)
3	Debit Voucher	11x18 cm	Century 57 gsm, white Paper	100 Leaves per pad	Printed in <u>Red</u>					Per pad (1 pad= 100 leaves)
4	Credit Voucher	11x18 cm	Century 57 gsm, <u>Green</u>	100 Leaves						Per pad (1 pad= 100 leaves)

			Paper	per pad						
5	Saving Account opening form	22x30 cm	Century 70 gsm, White Paper	200 Forms per Packet	Printed on White Paper in Black & White	CIF-2 Pages AOF-4 Pages				Per form (6 pages)
6	Saving Account opening form	22x30 cm	Century 70 gsm, White Paper	200 Forms per Packet	Printed on White Paper in <u>Four Colour</u>	CIF-2 Pages AOF-4 Pages				Per form (6 pages)
7	Current Account opening form	22x30 cm	Century 70 gsm, White Paper	200 Forms per Packet	Printed on White Paper in Black & White	CIF-2 Pages AOF-16 Pages				Per form (18 pages)
8	Current Account opening form	22x30 cm	Century 70 gsm, White Paper	200 Forms per Packet	Printed on White Paper in <u>Four Colour</u>	CIF-2 Pages AOF-16 Pages				Per form (18 pages)
9	Nomination Form	22 X 27 cm	Century 57 gsm, White Paper	100 Leaves per pad						Per pad (1 pad= 100 leaves)
10	TERM DEPOSIT APPLICATION (FOR EXISTING CUSTOMER)	22 X28 cm	Century 57 gsm, White Paper	100 Leaves per pad						Per pad (1 pad= 100 leaves)
11	Postage Envelop - Big	16 X 12 inch	Star 100 gsm Kraft Paper		Cloth Line, Printed	200 Envelops Per Packet				Per envelop
12	Postage Envelop - Medium	10 X 12 inch	Star 100 gsm Kraft Paper		Cloth Line, Printed	200 Envelops Per Packet				Per envelop
13	Postage Envelop – Small	11 X 5 inch	Star 100 gsm Kraft Paper		Printed	200 Envelops Per Packet				Per envelop
14	Mortgage register	25.5 X 38 cm	Century Ledger 90 gsm	Ledger Paper	Kona Pakki Dafti 2£	200 Pages per Register				Per Register
15	Postage register	21 X 34 cm	Ledger 80 gsm White Paper	Ledger Paper	Kona Pakki Dafti 1.5£	400 Pages per Register				Per Register
16	Cash Memo Register	21 X 34 cm	Ledger 80 gsm	Ledger Paper	Kona, Pakki Dafti 1.5£	200 Pages per Register	Adding 2000 n 200 Denomin ation			Per Register
17	Attendance Register	21 X 34 cm	White 70 gsm	White Paper	Kona Pakki Dafti 1.5£	200 Pages per Register				Per Register
18	Deposit Slip	11 X 28 cm	Century 57 gsm	White Paper,	10 leaves in each book	1000 Leaves per Packet	Adding 2000 n 200 Denomin ation			Per pkt (1 pkt= 100 Books – 1 Book=10 leaves (Perforated))
19	MMDC plastic cover	16 X 27.7 cm	PVC 400 Microne	Milky Colour	200 Covers per Packets	Double Colour Printing				Per cover
20	Cheque book issue form	10.5 X 16 cm	Century 57 gsm	White Paper	100 Leaves per Pad					Per pad (1 pad= 100 leaves)
21	Locker card	13 X 21.5 cm	JK 250 gsm	White Card	100 Leaves per Pad					Per pad (1 pad= 100 leaves)
22	Locker opening form	21 X 33 cm	Century 70 gsm	Ledger paper	100 Leaves per Pad	Printing Both side				Per pad (1 pad= 100 leaves)
23	Locker register	25.5 X 38 cm	Century Ledger 80 gsm	Ledger Paper	Kona Pakki Draft2£	200 Pages per Register				Per register
24	RTGS / NEFT	22 X 27 cm	Century 57 gsm	White Paper	100 Leaves per Pad	Printing Both Side				Per pad (1 pad= 100 leaves)
25	SMS alert	22 X 27	Century 57	White	100 Leaves per					Per pad

	form	cm	gsm	Paper	Pad					(1 pad= 100 leaves)
26	Net banking	22 X 27 cm	Century 57 gsm	White Paper	100 Leaves per Pad	Printing Both side				Per pad (1 pad= 100 leaves)
27	Indemnity Bond Proforma	21 X 34 cm	Ledger 80 gsm	Ledger Paper	200 Forms per Packet					Per form
28	CKCC booklet	22 X 28 cm	Ledger 70 gsm, Green Paper	Ledger Paper	Bothside Printing in Two Colours	200 Forms per Packet				- CKCC form - Cover & consent letter both -Hypothication Agreement (Perforated) <u>Total 38 pages</u>
29	Mortgage form	22 X 28 cm	Ledger 70 gsm, Green Paper	Ledger Paper	200 Forms per Packet					Per form (10 pages)
30	ATM Application form	22 X 28 cm	Century 57 gsm	White Paper	100 Leaves per Pad					Per pad (1 pad= 100 leaves)
31	CIF FORM	22 x 30 Cm	Century 70 GSM, white paper	Printed on White Paper in Black and White	200 Form per packet					Form 2 Pages

**Stamp of the firm with Signature of the Proprietor / Partner:**

**(Prabhat Kumar Yadav)**  
Chief Manager

**For more information, kindly contact- 8303714282 / 8303713747**