

**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>No. of copies</b>	7,00,000 Nos
<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: 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>No. of copies</b>	50,000 Nos.
<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.

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 : 13.103**

**Item Name : RD PASS BOOK**

<b>Material Specification</b>	Wrapper : 250 GSM Duplex Gray Board Text: 60 BALLARPUR / JK SHB / SHESHASAYEE / WEST COAST / TNPL Maplitho Paper as per BIS Specification IS: 1848.
<b>Finished Size</b>	5 ½ x 3 ½ Inches ( 12 pages contain on book let)
<b>Process</b>	Printing / Folding / Gathering / Center Pinning / Finishing / Packing
<b>No. of Color</b>	Wrapper : 4 color - One Side Text : 1 –color – F/B
<b>No. of copies</b>	10,000 books
<b>Type of Finishing</b>	Center pinning at center of the book 15 micron BOPP lamination for wrapper. A self adhesive label of ½ x 2 inches should be pasted on the face to the wrapper after printing. ( at account column place)
<b>Packing Method</b>	Every 25 Books should be paper band and mono twine bundling to be done for every 100 books.

**Code No: 13.201**

**Item Name: RD PASS BOOK (CARD)**

<b>Material Specification</b>	11.5 kg West Coast / BALLARPUR – GREEN COLOR BOARD
<b>Finished Size</b>	3 ½ x 5 ½ Inches ( Open Size: 7 x 5 ½ inches)
<b>Type of Process</b>	Offset - Printing / Folding / Finishing / Packing.
<b>No. of Color</b>	Text : 1-color Black – F/B
<b>No. of copies</b>	20,000 NO'S
<b>Packing Method</b>	Paper Band for every 100 cards. Every 500 cards to be packed in a good quality cardboard box. 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.

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**Indian Bank CO:Stationery Department**  
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**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>No. of copies</b>	150 books
<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.

**Code No: 20 - 237**

**Item Name: A T M CASH BALANCE BOOK**

<b>Material Specification</b>	Text: 80 GSM AZURELAID LEDGER PAPER OF West Coast / Ballarpur / Seshasayee 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>	3 – page to be a set / 100 Set to be One Book / Serially Numbered
<b>No. of Color</b>	1-color Black – F/B.
<b>No. of copies</b>	150 books
<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.

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**Indian Bank CO:Stationery Department  
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**Code No: 23.111**  
**Item Name: DRAWING POWER LIMIT REGISTER**

<b>Material Specification</b>	Text: 80 GSM AZURELAID LEDGER PAPER OF Ballarpur / West Coast / Seshasayee as per BIS Specification IS:1848 2 lb Straw Board & Spine Edge and Foreedge Calico Cloth with Marble sheet wrapper covered. Cloth Jointed End Paper to be used.
<b>Finished Size</b>	9 x 11 inch 101 folios to a book to be serially numbered to be done. 12 page to be provided for index purposes on the front side of the register.
<b>Type of Process</b>	Printing / Folding / Sewing / Case Binding / Finishing / Packing.
<b>No. of Color</b>	1-color Black – F/B
<b>No. of copies</b>	<b>100 books</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.

**Code No: 23.113**  
**Item Name: EQUITABLE MORTGAGE REGISTER**

<b>Material Specification</b>	Text: 80 GSM Ballarpur / West Coast/ Seshasayee Ledger Azurelaid paper as per BIS specifications IS:1848 60 GSM WEST COAST / SESHASAYEE / TNPL Maplito Paper as per BIS specifications IS: 1848 for Duplicate. 2 lb Straw Board with Marble sheet full wrapper pasting & Spine Edge Calico Cloth wrapper.
<b>Finished Size</b>	13 ¼ x 16 ½ inch – One original and one duplicate to a set. 100 sets to a book. Sets to be serially numbered. Perforation at one place for the original for each set.
<b>Type of Process</b>	Printing / Perforation / Gathering / Sewing / Case Binding / Finishing / Packing.
<b>No. of Color</b>	1-color Black – One Side
<b>No. of copies</b>	100 books
<b>Type of Finishing</b>	Ordinary calico with plastic marble bound. Stiff binding using good quality thread. 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.

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**Code No: 26.141**

**Item Name: CONTRA PAD**

<b>Material Specification</b>	Text: 60 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>No. of copies</b>	8000 pads
<b>Type of Finishing</b>	Cross cutting & Pasting will be rejected. Fevicol should be used for all pasting purposes.

**Code No: 26.145**

**Item Name: 1 QUIRE NOTE BOOK**

<b>Material Specification</b>	Text: 60 GSM Ballarpur/ TNPL /West Coast / Seshasayee Maplitho paper as per BIS specification IS 1848 1 ½ lb Straw Board & Spine Edge and Foreedge Corner Calico Cloth with Marble sheet wrapper covered. Cloth Jointed End Paper to be used.
<b>Finished Size</b>	8 ¼ x 12 ½ Inches – 92 Pages to a book & To be serially numbered
<b>Type of Process</b>	Offset - Printing / Folding / Gathering / Sewing / Case Binding/ Finishing / Packing.
<b>No. of Color</b>	Text : 1-color – F/B
<b>No. of copies</b>	750 books
<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.

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**Code No: 26.146**

**Item Name: 2 QUIRE NOTE BOOK**

<b>Material Specification</b>	Text: 60 GSM Ballarpur/ TNPL /West Coast / Seshasayee Maplitho paper as per BIS specification IS 1848 1 ½ lb Straw Board & Spine Edge and Foreedge Corner Calico Cloth with Marble sheet wrapper covered. Cloth Jointed End Paper to be used.
<b>Finished Size</b>	8 x 13 Inches – 192 Pages to a book & To be serially numbered
<b>Type of Process</b>	Offset - Printing / Folding / Gathering / Sewing / Case Binding/ Finishing / Packing.
<b>No. of Color</b>	Text : 1-color – F/B
<b>No. of copies</b>	400 books
<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.

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**Indian Bank CO:Stationery Department**  
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**Category C Items**

**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>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 / Bilingual
<b>No. of copies</b>	500 pads
<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

**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 or pasted
<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>No. of copies</b>	Qty: 50,00,000 Challans – Tamil / English
<b>Type of Finishing</b>	Side Pinning or pasting 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.

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**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>No. of copies</b>	15,00,000 challans
<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.

**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>No. of copies</b>	1,50,000 slips
<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.

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.

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**Indian Bank CO:Stationery Department  
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**Code No: 17.205**

**Item Name: COLOUR PAPER BAND CUM DENOMINATION SLIP**

<b>Material Specification</b>	70 GSM TNPL / WEST COAST / Seshasayee / Ballarpur HIGH BRIGHT -PINK COLOR MAPLITHO PAPER as per BIS Specification IS:1848
<b>Finished Size</b>	19 X 41 CM _ SIZE REVISED
<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>No. of copies</b>	1,25,000 nos
<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: 23.317**

**Item Name: F-164**

<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
<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>No. of copies</b>	200 pads
<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.

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.

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**Indian Bank CO:Stationery Department  
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**Code No: 24.104**

**Item Name: F – 120 A (NEW) APPLN FOR 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
<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>No. of copies</b>	1500 PADS
<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. A Printed Label to be pasted on either one side of the bundle.

**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>No. of copies</b>	250 PADS
<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

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.

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**Indian Bank CO:Stationery Department**  
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**Code No: 27.202**

**Item Name: CLAIM FORM**

<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 ¼ x 13 ¼ Inches
<b>Type of Process</b>	Offset - Printing / Gathering / Pinning / Finishing / Packing.
<b>No. of Color</b>	TEXT-1-color Black– F/B
<b>No. Of Pages</b>	<b>Text – 16 page</b>
<b>No. of copies</b>	3750 FORMS
<b>Type of Finishing</b>	Pinning at two Places.
<b>Packing Method</b>	Every 10 forms to be paper band and 50 forms to be neatly packed with 80 gsm Kraft paper and a printed label to be pasted on every packet.

**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>Qty</b>	100000
<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.

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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>Qty</b>	50,000 covers
<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: 30.925**

**Item Name: ENVELOPE Big (13 X 6 INCHES)**

<b>Material Specification</b>	90 GSM Seshasayee / Mysore / Andhra Ripped Kraft Paper as per BIS Specification IS: 1848
<b>Finished Size</b>	13 x 6 ” Inches
<b>Extra Open Flap area</b>	1 ½ inches
<b>Bottom Pasting area</b>	¾ inches
<b>Overlap Pasting area</b>	½ inches
<b>Type of Process</b>	Printing / Die cutting / Pasting / Finishing / Packing.
<b>No. of Color</b>	1-color Black – one side as per Standards.
<b>No. of copies</b>	15,000 Covers
<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 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.

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

**Code No: 30.926**

**Item Name: ENVELOPE - LARGE (15" X 11")**

<b>Material Specification</b>	90 GSM Seshasayee / Mysore / Andhra Ripped Kraft Paper as per BIS Specification IS: 1848
<b>Finished Size</b>	15 x 11 Inches 1.5 inches gum strip should be there in edge opening flap area.
<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>Qty</b>	5000 covers
<b>Packing Method</b>	Every 25 Covers should be wrapped with paper band and every 50 Covers should be packed in good Kraft paper. 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>Qty</b>	10000 covers
<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.***