

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

Category B

Code No: 11.104

Item Name: Savings Bank Pass Book

Material Specification	Wrapper : 170 GSM JK/ BILT Text: 90 GSM Maplitho paper West Coast / TNPL as per BIS specification IS: 1848.
Finished Size	3 ½ x 7 ½ Inches (Open Size: 7 x 7 ½ inches)
Type of Process	Offset - Printing / Folding / Gathering / Sewing / Finishing / Packing.
No. of Color	Wrapper : 4 color CMYK – F/B and Text : 1-color Black – F/B
No. of copies	16,73,000 Nos
Type of finishing	Each 5 sheets gathered with Center Stitching with wrapper. (10 Stitch per inch)
Packing Method	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)

Material Specification	Wrapper : 50 GSM Kraft Paper Text: 70 JK / TNPL / WEST COAST Maplitho Paper as per BIS Specification IS: 1848. <u>Note:</u> Specimen Paper going to be used should be enclosed with tender.
Finished Size	8 x 3 5/8 Inches- 100 Sheet to one Book with wrapper.
Process	Printing / Gathering / Perforation / Pasting/ Finishing / Packing
No. of Color	Wrapper : 1 color Black– One Side Text : 2 + 1 -color Blue Tint / Black + Black – F/B
No. of copies	1,00,000 books
Type of Finishing	Perforation at Spine side on each text sheet. & Side Pinning Or Pasting to be done on each 100 Lvs.
Packing Method	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

MATERIAL	110 gsm JK / Bilt Art Paper as per BIS specifications IS: 1848.
Finished Size	8 ¾ x 6 ¼ Inches
Extra Open Flap area	1 inches
Bottom Pasting area	¾ inches
Overlap Pasting area	½ inches
Lamination	10 micron BOPP Gloss Lamination - Front side
Type of Process	Printing / Lamination / Die cutting / Pasting / Finishing / Packing.
No. of Color	4 color – One Side
No. of copies	3,35,000 Nos.
PACKING	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 : 13.103

Item Name : RD PASS BOOK

Material Specification	Wrapper : 250 GSM Duplex Gray Board Text: 60 BALLARPUR / JK SHB / SHESHASAYEE / WEST COAST / TNPL Maplitho Paper as per BIS Specification IS: 1848.
Finished Size	5 ½ x 3 ½ Inches (12 pages contain on book let)
Process	Printing / Folding / Gathering / Center Pinning / Finishing / Packing
No. of Color	Wrapper : 4 color - One Side Text : 1 –color – F/B
No. of copies	1,67,000 books
Type of Finishing	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)
Packing Method	Every 25 Books should be paper band and mono twine bundling to be done for every 100 books.

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: 13.201

Item Name: RD PASS BOOK (CARD)

Material Specification	11.5 kg West Coast / BALLARPUR – GREEN COLOR BOARD
Finished Size	3 ½ x 5 ½ Inches (Open Size: 7 x 5 ½ inches)
Type of Process	Offset - Printing / Folding / Finishing / Packing.
No. of Color	Text : 1-color Black – F/B
No. of copies	1,67,000 NO'S
Packing Method	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.

Code No: 14.103

Item Name: CHEQUE BOOK ISSUED REGISTER

Material Specification	80 GSM BALLARPUR/ WEST COAST / Seshasayee Azurelaid as per BIS specifications IS:1848 2 lb Straw Board & Spine Edge and Foreedge Calico Cloth with Marble sheet wrapper covered. Cloth Jointed End Paper to be used.
Finished Size	6 ½ x 8 ½ inch – 151 folios to a book to be serially numbered.
Type of Process	Printing / Gathering / Sewing / Case Binding / Finishing / Packing.
No. of Color	1-color Black – F/B
No. of copies	550 books
Type of Finishing	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. Colour to be sprayed on edges. 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: 14.105

Item Name: CHEQUE BOOK RETURNED REGISTER

PAPER	60 Gsm WEST/COAST/SESHASAYEE/TNPL Cream wove as per BIS specifications IS:1848 2 lb Straw Board & Spine Edge and Foreedge Calico Cloth with Marble sheet wrapper covered. Cloth Jointed End Paper to be used.
SIZE	8 ½” x 13 ½”, 100 Folios to a book to be serially numbered.
Type of Process	Printing / Gathering / Sewing / Case Binding / Finishing / Packing.
No. of Color	1-color Black – F/B
No. of copies	550 books
Type of Finishing	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. Colour to be sprayed on edges. Printed label to be pasted on each book. Fevicol should be used for all pasting purposes.

Code No: 17.102

Item Name: CASH BALANCE BOOK

Material Specification	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 Foreedge Calico Cloth with Marble sheet wrapper covered. Cloth Jointed End Paper to be used.
Finished Size	9 x 11 inch
Type of Process	Printing / Folding / Sewing / Case Binding / Finishing / Packing.
No of pages	1 Pages to a Set – 300 Set one Book / Serially Numbered
No. of Color	1-color Black – F/B.
No. of copies	830 books
Type of Finishing	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: 17.107

Item Name: KEY MOVEMENT REGISTER

Material Specification	Text: 80 GSM Ballarpur / West Coast/ Seshasayee Ledger Azurelaid paper as per BIS specifications IS:1848 1 ½ lb Straw Board & Spine Edge and Foredge Calico Cloth with Marble sheet wrapper covered. Cloth Jointed End Paper to be used.
Finished Size	6 ½ x 8 ½ inch – 51 Folios to a book to be serially numbered
Type of Process	Printing / Folding / Sewing / Case Binding / Finishing / Packing.
No. of Color	1-color Black – F/B.
No. of copies	1100 books
Type of Finishing	Each section to have 2 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. Colour to be sprayed on edges. 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

Material Specification	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.
Finished Size	9 x 11 inch
Type of Process	Printing / Folding / Sewing / Case Binding / Finishing / Packing.
No of pages	3 – page to be a set / 100 Set to be One Book / Serially Numbered
No. of Color	1-color Black – F/B.
No. of copies	1100 books
Type of Finishing	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: 21.102

Item Name: ATTENDANCE REGISTER

Material Specification	80 GSM BALLARPUR/ WEST COAST/ Seshasayee Azurelaid as per BIS specifications IS:1848 2 lb Straw Board & Spine Edge and Foreedge Calico Cloth with Marble sheet wrapper covered. Cloth Jointed End Paper to be used.
Finished Size	8 ½ x 13 inch – 31 folios to a book to be serially numbered.
Type of Process	Printing / Gathering / Sewing / Case Binding / Finishing / Packing.
No. of Color	1-color Black – F/B
No. of copies	1700 books
Type of Finishing	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. Colour to be sprayed on edges. Printed label to be pasted on each book. Fevicol should be used for all pasting purposes.

Code No: 23.110

Item Name: INSURANCE REGISTER

Material Specification	Text: 60 GSM Ballarpur / West Coast / TNPL Paper 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.
Finished Size	9 x 11 inch – 101 folios to a book to be serially numbered.
Type of Process	Printing / Perforation / Gathering / Sewing / Case Binding / Finishing / Packing.
No. of Color	1-color Black – F/B
No. of copies	275 books
Type of Finishing	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. Colour to be sprayed on edges. 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: 23.111
Item Name: DRAWING POWER LIMIT REGISTER

Material Specification	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.
Finished Size	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.
Type of Process	Printing / Folding / Sewing / Case Binding / Finishing / Packing.
No. of Color	1-color Black – F/B
No. of copies	550 books
Type of Finishing	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

Material Specification	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.
Finished Size	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.
Type of Process	Printing / Perforation / Gathering / Sewing / Case Binding / Finishing / Packing.
No. of Color	1-color Black – One Side
No. of copies	550 books
Type of Finishing	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.

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

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

Code No: 23.115

Item Name: FUNDS BOOK

Material Specification	Text: 60 GSM Ballarpur / West Coast Paper as per BIS specifications IS:1848 1 ½ lb Straw Board & Spine Edge and Foreedge Calico Cloth with Marble sheet wrapper covered. Cloth Jointed End Paper to be used.
Finished Size	9 x 11 inch – 252 Pages to a book to be serially numbered
Type of Process	Printing / / Sewing / Case Binding / Finishing / Packing.
No. of Color	1-color Black – Folding F/B.
No. of copies	550 books
Type of Finishing	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: 23-117

Item Name: BRANCH DOCUMENT REGISTER

Material Specification	Text: 80 GSM Ballarpur / West Coast / Seshasayee Ledger Azurelaid paper as per BIS specifications IS:1848 1 ½ lb Straw Board & Spine Edge and Foreedge Calico Cloth with Marble sheet wrapper covered. Cloth Jointed End Paper to be used.
Finished Size	8 ½ x 13 1/2 inch – 100 PP to a book to be serially numbered
Type of Process	Printing / Folding / Sewing / Case Binding / Finishing / Packing.
No. of Color	1-color Black – F/B.
No. of copies	550 books
Type of Finishing	Each section to have 2 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. Colour to be sprayed on edges. 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
SPECIFICATIONS – Annexure ‘A’**

Code No: 23.140

Item Name: Document Execution Register

Material Specification	Text: 60 GSM Ballarpur / West Coast / Seshasayee Cream Wove 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.
Finished Size	8 ½ X 13 ½ inch
Type of Process	Printing / Folding / Sewing / Case Binding / Finishing / Packing.
No of pages	201 folios to one book with serial numbering. One folio contains – 2 pages – Total Pages 402 PP.
No. of Color	1-color Black – F/B.
No. of copies	550 books
Type of Finishing	Each section to have 3 independent stitching, cloths joined end paper to be used; cloth should be used for back lining (spine). Two tapes to be used for sewing end paper to be sewn as a section. Printed label to be pasted on each book. Color to be sprayed on edges Fevicol should be used for all pasting purposes.

Code No: 26.111

Item Name: STATIONERY REGISTER

Material Specification	80 GSM West Coast / Ballarpur / Seshasayee Azurelaid paper as per BIS specifications IS:1848 2 lb Straw Board & Spine Edge and Foredge Calico Cloth with Calitho wrapper covered. Cloth Jointed End Paper to be used.
Finished Size	10 x 15 inch
Type of Process	Printing / Folding / Sewing / Case Binding / Finishing / Packing.
No of pages	300 PP Serial Numbering+20 Alphabet to be print.
No. of Color	1-color Black – F/B.
No. of copies	275 books
Type of Finishing	Each section to have 3 independent stitching, cloths joined end paper to be used; cloth should be used for back lining (spine). Two tapes to be used for sewing end paper to be sewn as a section. Printed label to be pasted on each book. Color to be sprayed on edges. 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
SPECIFICATIONS – Annexure ‘A’

Code No: 26.131

Item Name: LETTER DELIVERY BOOK

Material Specification	Text: 60 GSM Ballarpur / West Coast / Sirpur / Seshasayee / TNPL Maplitho Paper 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.
Finished Size	7 ½ X 8 ¾ inch
Type of Process	Printing / Folding / Sewing / Case Binding / Finishing / Packing.
No of pages	101 folios to one book with serial numbering.
No. of Color	1-color Black – F/B.
No. of copies	275 books
Type of Finishing	Each section to have 3 independent stitching, cloths joined end paper to be used; cloth should be used for back lining (spine). Two tapes to be used for sewing end paper to be sewn as a section. Printed label to be pasted on each book. Color to be sprayed on edges Fevicol should be used for all pasting purposes.

Code No: 26.133

Item Name: LETTERS DESPATCH REGISTER

Material Specification	Text: 60 GSM Ballarpur / West Coast / TNPL / Seshasayee Cream wove Paper 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.
Finished Size	9 x 11 inch – 400 Folios to a book to be serially numbered
Type of Process	Printing / Folding / Sewing / Case Binding / Finishing / Packing.
No. of Color	1-color Black – F/B.
No. of copies	275 books
Type of Finishing	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: 26.137

Item Name: SINGLE CREDIT

Material Specification	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 covered.
Finished Size	4 x 6 ½ inch – 200 Sheets to a pad
Type of Process	Printing / Gathering / Cutting / Binding / Finishing / Packing.
No. of Color	1 Color – one side Printing (Credit Voucher – Red Color)
No. of copies	16700 PADS
Type of Finishing	Cross cutting & Pasting will be rejected. Fevicol should be used for all pasting purposes.
Packing Method	PP mono twine bundling for every 10 Pads with one specimen copy to be pasted on either side of the bundle.

Code No: 26.138

Item Name: SINGLE DEBIT

Material Specification	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.
Finished Size	4 x 6 ½ inch – 200 Sheets to a pad
Type of Process	Printing / Gathering / Cutting / Binding / Finishing / Packing.
No. of Color	1 Color – one side Printing (Debit Voucher – Green Color)
No. of copies	16700 pads
Type of Finishing	Cross cutting & Pasting will be rejected. Fevicol should be used for all pasting purposes.
Packing Method	PP mono twine bundling for every 10 Pads with one specimen copy to be pasted on either 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
SPECIFICATIONS – Annexure ‘A’

Code No: 26.141

Item Name: CONTRA PAD

Material Specification	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.
Finished Size	4 x 6 ½ inch – 100 sets to a pad. (1 Debit + 1 Credit Voucher to be a set – 200 sheets to a pad)
Type of Process	Printing / Gathering / Cutting / Binding / Finishing / Packing.
No. of Color	2 Color – one side Printing (Debit Voucher – Green Color Credit Voucher – Red Color)
No. of copies	33500 pads
Type of Finishing	Cross cutting & Pasting will be rejected. Fevicol should be used for all pasting purposes.

Code No: 26.145

Item Name: 1 QUIRE NOTE BOOK

Material Specification	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.
Finished Size	8 ¼ x 12 ½ Inches – 92 Pages to a book & To be serially numbered
Type of Process	Offset - Printing / Folding / Gathering / Sewing / Case Binding/ Finishing / Packing.
No. of Color	Text : 1-color – F/B
No. of copies	1700 books
Type of Finishing	Each section to have 3 independent stitching, cloths jointed 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
SPECIFICATIONS – Annexure ‘A’

Code No: 26.146

Item Name: 2 QUIRE NOTE BOOK

Material Specification	Text: 60 GSM Ballarpur/ TNPL /West Coast / Seshasayee Maplitho paper as per BIS specification IS 1848 1 ½ lb Straw Board & Spine Edge and Foredge Corner Calico Cloth with Marble sheet wrapper covered. Cloth Jointed End Paper to be used.
Finished Size	8 x 13 Inches – 192 Pages to a book & To be serially numbered
Type of Process	Offset - Printing / Folding / Gathering / Sewing / Case Binding/ Finishing / Packing.
No. of Color	Text : 1-color – F/B
No. of copies	1700 books
Type of Finishing	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: 26.161

Item Name: REGISTER OF NUMBERED ITEMS

Material Specification	Text - 80 gsm West Coast/Ballarpur/ Seshasayee Ledger 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.
Finished Size	8 ½ x 11 inch – 200 Pages to a book to be serially numbered
Type of Process	Printing / Folding / Sewing / Case Binding / Finishing / Packing.
No. of Color	1-color Black – F/B.
No. of copies	550 books
Type of Finishing	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
SPECIFICATIONS – Annexure ‘A’

Code No: 27.140

Item Name: COMPLAINT BOOK

Material Specification	Text: 60 GSM Ballarpur / West Coast / seshasayee Cream wove Paper as per BIS Specification IS:1848 1 ½ lb Straw Board & Spine Edge Calico Cloth with Marble sheet wrapper covered.
Finished Size	8 ½ x 11 inch – 150 Sheets to a book, 1+2 a set (50sets)
Type of Process	Printing / Folding / Perforation / Sewing / Case Binding / Finishing / Packing.
No. of Color	1-color Black – One Side
No. of copies	275 books
Type of Finishing	Perforation: 1 st Sheet & 2 nd Sheet - side Perforation. 3 rd Sheet Book copy NO Perforation. Stiff Binding using good quality thread. Printed label to be pasted on each book. Fevicol should be used for all pasting purposes.

Code No: 27.141

Item Name: RTI - RECEIPT AND DESPATCH REGISTER

Material Specification	Text: 60 GSM Ballarpur / West Coast / seshasayee Cream wove Paper as per BIS Specification IS:1848 1 ½ lb Straw Board & Spine Edge and Foreedge Calico Cloth with Marble sheet wrapper covered. Cloth Jointed End Paper to be used.
Finished Size	8 ½ x 11 inch – 150 Sheets to a book, 1+2 a set (50sets)
Type of Process	Printing / Folding / Perforation / Sewing / Case Binding / Finishing / Packing.
No. of Color	1-color Black – One Side
No. of copies	275 books
Type of Finishing	Perforation: 1 st Sheet - SIDE AND MIDDLE Perforation 2 nd Sheet - side Perforation. 3 rd Sheet Book copies NO Perforation. 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.

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

Material Specification	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
Finished Size	8 ½ x 11 Inches / 100 sheets to a pad
Type of Process	Offset - Printing / Gathering / Binding / Finishing / Packing.
No. of Color	TEXT-1-color Black– F/B
No. Of Pages	Text - 2 page
No. of copies	2250 pads
Type of Finishing	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.
Packing Method	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

Material Specification	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
Finished Size	8 ½ x 11 Inches / 100 sheets to a pad
Type of Process	Offset - Printing / Gathering / Binding / Finishing / Packing.
No. of Color	TEXT-1-color Black– F/B
No. Of Pages	Text - 2 page / Bilingual
No. of copies	4500 pads
Type of Finishing	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.
Packing Method	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

Material Specification	Text - 70 gsm West Coast/ Ballarpur/ Seshasayee / TNPL Maplitho paper as per BIS specifications IS: 1848.
Finished Size	8 ½ x 11 Inches
Type of Process	Offset – Printing / Folding / Finishing / Packing.
No. of Color	TEXT(Bilingual)-1-color Black– F/B
No. Of Pages	Text - 3 page
No. of copies	3,34,000 forms
Type of Finishing	Folding & two pinning
Packing Method	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

Material Specification	60 GSM WEST COAST/ TNPL <i>MAPLITO PAPER</i> as per BIS specification IS: 1848.
Finished Size	4 ¼ x 11 Inches / 100 Challans to be stapled
Type of Process	Offset - Printing / Gathering / Side Pinning / Finishing / Packing.
No. of Color	TEXT-1-color Black– F/B
No. Of Pages	Text - 2 page – Bilingual
No. of copies	Qty: 1,90,00,000 Challans – Tamil / English
Type of Finishing	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.
Packing Method	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

Material Specification	Text - 70 gsm West Coast/ Ballarpur/ Seshasayee / TNPL Maplitho paper as per BIS specifications IS: 1848.
Finished Size	8 ½ x 11 Inches
Type of Process	Offset – Printing / Folding / Finishing / Packing.
No. of Color	TEXT(Bilingual)-1-color Black– F/B
No. Of Pages	Text - 6 page
No. of copies	4,46,000 forms
Type of Finishing	Folding & two pinning – Last page Machine tear off portion to done as per Bank requirement.
Packing Method	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: 13.512

Item Name: CURRENT ACCOUNT OPENING FORM FOR DEPOSITS

Material Specification	Text - 70 gsm West Coast/ Ballarpur/ Seshasayee / TNPL Maplitho paper as per BIS specifications IS: 1848.
Finished Size	8 ½ x 11 Inches
Type of Process	Offset – Printing / Folding / Finishing / Packing.
No. of Color	TEXT(Bilingual)-1-color Black– F/B
No. Of Pages	Text -18 page
No. of copies	15,000 forms
Type of Finishing	Folding & two pinning – Last page Machine tear off portion to done as per Bank requirement.
Packing Method	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.

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: 16.203

Item name: REMITTENCES CHALLAN_IBA New Format

Material Specification	47 GSM SESHASAYEE Pink color cream wove as per BIS specification IS: 1848.
Finished Size	4 ¼ x 11 Inches / 100 Challans to be stapled
Type of Process	Offset - Printing / Gathering / Side Pinning / Finishing / Packing.
No. of Color	TEXT-1-color Black– One Side
No. Of Pages	Text - 1 page – Bilingual
No. of copies	33,50,000 challans
Type of Finishing	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.
Packing Method	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

Material Specification	70 gsm West Coast/Ballarpur/ Seshasayee /TNPL MAPLITHO PAPER as per BIS Specification IS:1848
Finished Size	19 X 41 CM
Type of Process	Offset - Printing / Die cutting / Screen Pasting / Finishing / Packing.
No. of Color	1-color blue – one side (at the centre of the Vertical band 7x7 cm)
No. of copies	22,30,000 slips
Type of Finishing	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.
Packing Method	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.

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

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

Code No: 17.205

Item Name: COLOUR PAPER BAND CUM DENOMINATION SLIP

Material Specification	70 GSM TNPL / WEST COAST / Seshasayee / Ballarpur HIGH BRIGHT -PINK COLOR MAPLITHO PAPER as per BIS Specification IS:1848
Finished Size	19 X 41 CM _ SIZE REVISED
Type of Process	Offset - Printing / Die cutting / Screen Pasting / Finishing / Packing.
No. of Color	1-color blue – one side (at the centre of the Vertical band 7x7 cm)
No. of copies	16,80,000 nos
Type of Finishing	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.
Packing Method	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: 18.202

Item Name: LOCKER OPERATION SHEET

Material Specification	80 GSM AZURELAID LEDGER PAPER OF Ballarpur / West Coast/ Seshasayee Paper as per BIS Specification IS:1848
Finished Size	8 ½ x 11 Inches
Type of Process	Offset - Printing / Gathering / Binding / Finishing / Packing.
No. of Color	TEXT-1-color Black– F/B,
No. Of Pages	Text - 2 page
No. of copies	112000 sheets
Packing Method	25 sheets to be paper Band. Every 50 forms to be neatly packed with 90 GSM Ribbed Kraft Paper and printed label should 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: 18 - 203

Item Name: LOCKER LEDGER SHEET

Material Specification	80 GSM AZURELAID LEDGER PAPER OF Ballarpur / West Coast/ Seshasayee Paper as per BIS Specification IS:1848
Finished Size	8 ½ x 11 Inches
Type of Process	Offset - Printing / Gathering / Binding / Finishing / Packing.
No. of Color	TEXT-1-color Black– F/B,
No. Of Pages	Text - 2 page
No. of copies	112000 sheets
Type of Finishing	“T” Punches at Two Side of the spine area. And Foredge Area should to rounded with tow side.
Packing Method	50 sheets to be paper Band. Every 100 forms to be neatly packed with 80 GSM Ribbed Kraft Paper and printed label should be pasted on each packet.

Code No: 18.204

Item Name: LOCKER AGREEMENT

Material Specification	Text: 80 GSM AZURELAID LEDGER PAPER OF Ballarpur / West Coast/ Seshasayee Paper as per BIS Specification IS:1848
Finished Size	8 ½ x 11 Inches
Type of Process	Offset – Printing / Folding / Finishing / Packing.
No. of Color	TEXT-1-color Black– F/B
No. Of Pages	Text - 4 page
No. of copies	112000 forms
Type of Finishing	Folding & finishing
Packing Method	Every 25 Forms to be wrapped with paper band and every 100 forms to be packed in 90 GSM Mysore Kraft paper. And printed label to be pasted on each packet.

Code No: 22.156

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’

Item Name: FORM 15 G

Material Specification	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
Finished Size	8 ½ x 11 Inches / 100 sheets to a pad
Type of Process	Offset - Printing / Gathering / Binding / Finishing / Packing.
No. of Color	TEXT-1-color Black– F/B
No. Of Pages	Text - 2 page
No. of copies	3400 PADS
Type of Finishing	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
Packing Method	PP mono Twine Bundling to be done with every 10 pads

Code No: 22.157

Item Name: FORM 15 H

Material Specification	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
Finished Size	8 ½ x 11 Inches / 100 sheets to a pad
Type of Process	Offset - Printing / Gathering / Binding / Finishing / Packing.
No. of Color	TEXT-1-color Black– F/B
No. Of Pages	Text - 2 page
No. of copies	3400 PADS
Type of Finishing	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
Packing Method	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: 23.104

Item Name: CREDIT REPORT–INDIVIDUAL (PAD)

Material Specification	80 GSM BALLARPUR / WEST COAST / Seshasayee Azurelaid as per BIS specifications IS : 1848. Wrapper – 90 GSM Ribbed Kraft Paper Full 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
Finished Size	8 ½ x 11 Inches / 100 sheets to a pad
Type of Process	Offset - Printing / Gathering / Binding / Finishing / Packing.
No. of Color	TEXT-1-color Black– F/B
No. Of Pages	Text - 2 page
No. of copies	3400 pads
Type of Finishing	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.
Packing Method	PP mono Twine Bundling to be done with every 10 pads

Code No: 23.134

Item Name: ASSETS&LIABILITIES (INDIVIDUAL)

Material Specification	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
Finished Size	8 ½ x 13 Inches / 100 sheets to a pad
Process	Offset - Printing / Gathering / Binding / Finishing / Packing.
No. of Color	TEXT-1-color Black– F/B
No. Of Pages	Text - 2 page
No. of copies	3400 PADS
Type of Finishing	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.
Packing Method	PP mono Twine Bundling to be done with every 10 pads

Code No: 23.163

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’

Item Name: D7 – DISPOSAL LETTER

Material Specification	Text - 80 gsm West Coast/Ballarpur / Seshasayee Azurelaid 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
Finished Size	8 ½ x 11 Inches / 100 sheets to a pad
Type of Process	Offset - Printing / Gathering / Binding / Finishing / Packing.
No. of Color	TEXT-1-color One Side
No. Of Pages	Text - 1 page
No. of copies	2200 pads
Type of Finishing	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.
Packing Method	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: 23.167

Item Name: D 11

Material Specification	80 GSM AZURELAID LEDGER PAPER OF West Coast / Ballarpur / Seshasayee Paper as per BIS Specification IS:1848
Finished Size	8 ½ x 11 Inches
Type of Process	Offset - Printing / Gathering / Folding / Finishing / Packing.
No. of Color	TEXT-1-color Black– F/B
No. Of Pages	Text –4 page
No. of copies	1,12,000 FORMS
Type of Finishing	Folding & Finishing
Packing Method	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.

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: 23.317
Item Name: F-164 A

Material Specification	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
Finished Size	8 ½ x 11 Inches / 100 sheets to a pad
Type of Process	Offset - Printing / Gathering / Binding / Finishing / Packing.
No. of Color	TEXT-1-color Black– F/B
No. Of Pages	Text - 2 page
No. of copies	2200 pads
Type of Finishing	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.
Packing Method	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: 23.318
Item Name: F-164

Material Specification	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
Finished Size	8 ½ x 11 Inches / 100 sheets to a pad
Type of Process	Offset - Printing / Gathering / Binding / Finishing / Packing.
No. of Color	TEXT-1-color Black– F/B
No. Of Pages	Text - 2 page
No. of copies	1100 pads
Type of Finishing	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.
Packing Method	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.

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

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

Code No: 23.319

Item Name: F206 GUARANTOR FORM

Material Specification	Text - 80 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
Finished Size	8 ½ x 11 Inches / 100 sheets to a pad
Process	Offset - Printing / Gathering / Binding / Finishing / Packing.
No. of Color	TEXT-1-color Black– F/B
No. Of Pages	Text - 2 page
No. of copies	1100 pads
Type of Finishing	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.

Code No: 24.104

Item Name: F – 120 A (NEW) APPLN FOR LOAN AGAINST PLEDGE OF GOLD ORNAMENTS

Material Specification	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
Finished Size	8 ½ x 11 Inches / 100 sheets to a pad
Process	Offset - Printing / Gathering / Binding / Finishing / Packing.
No. of Color	TEXT-1-color Black– F/B
No. Of Pages	Text - 2 page
No. of copies	4500 PADS
Finishing	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
Packing Method	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.

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

Material Specification	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
Finished Size	8 ½ x 11 Inches / 100 sheets to a pad
Type of Process	Offset - Printing / Gathering / Binding / Finishing / Packing.
No. of Color	TEXT-1-color Black– ONE SIDE
No. Of Pages	Text - 1 page
No. of copies	4500 PADS
Type of Finishing	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.
Packing Method	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

Material Specification	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.
Finished Size	8 ½ x 11 Inches / 100 sheets to a pad
Process	Offset - Printing / Gathering / Binding / Finishing / Packing.
No. of Color	TEXT-1-color Black– F/B
No. Of Pages	Text - 2 page
No. of copies	4500 PADS
Type of Finishing	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
Packing Method	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

Material Specification	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
Finished Size	8 ½ x 11 Inches / 100 sheets to a pad
Process	Offset - Printing / Gathering / Binding / Finishing / Packing.
No. of Color	TEXT-1-color Black– ONE SIDE Soft COPY WILL BE SUPPLIED BY THE BANK.
No. Of Pages	Text - 1 page
No. of copies	1100 PADS
Finishing	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
Packing Method	PP mono Twine Bundling to be done with every 10 pads

Code No: 27.202

Item Name: CLAIM FORM

Material Specification	80 GSM AZURELAID LEDGER PAPER OF West Coast/Ballarpur/Seshasayee Paper as per BIS Specification IS:1848
Finished Size	8 ¼ x 13 ¼ Inches
Type of Process	Offset - Printing / Gathering / Pinning / Finishing / Packing.
No. of Color	TEXT-1-color Black– F/B
No. Of Pages	Text – 16 page
No. of copies	28000 FORMS
Type of Finishing	Pinning at two Places.
Packing Method	Every 10 forms to be paper band and neatly packed with 80 gsm Kraft paper/good quality polythene cover by SHRINK method and a printed label to be pasted on every 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: 30.923

Item Name: ENVELOPE MEDIUM (10.5 X 4.5 INCH)

Material Specification	90 GSM Seshasayee / Mysore / Andhra Ripped Kraft Paper as per BIS Specification IS: 1848
Finished Size	10 ½ x 4 ½ Note: 1 inches gum strip should be there in edge open flap area.
Extra Open Flap area	1
Bottom Pasting area	½
Overlap Pasting area	½
Type of Process	Printing / Die cutting / Pasting / Finishing / Packing.
No. of Color	1- Color
Type of Finishing	A good adhesive should be used for pasting purpose.
Qty	3,30,000
Packing Method	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.

Code No: 30.924

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

Material Specification	90 GSM Seshasayee / Mysore / Andhra Ripped Kraft Paper as per BIS Specification IS: 1848
Finished Size	10 ½ x 4 ½ “ 1 inches gum strip should be there in edge opening flap area.
Extra Open Flap area	1 ½ “
Bottom Pasting area	¾”
Overlap Pasting area	½”
Type of Process	Printing / Die cutting / Pasting / Finishing / Packing.
Medium Cover - Window Size & Material	<i>Window Shape:</i> Round Shape – 4 MICRON PVC Cellophane Film to be used for window pasting.
No. of Color	Single Color
Type of Finishing	A good adhesive should be used for pasting purpose.
Qty	1,65,000 covers
Packing Method	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.

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: 30.925

Item Name: ENVELOPE Big (13 X 6 INCHES)

Material Specification	90 GSM Seshasayee / Mysore / Andhra Ripped Kraft Paper as per BIS Specification IS: 1848
Finished Size	13 x 6 " Inches
Extra Open Flap area	1 ½ inches
Bottom Pasting area	¾ inches
Overlap Pasting area	½ inches
Type of Process	Printing / Die cutting / Pasting / Finishing / Packing.
No. of Color	1-color Black – one side as per Standards.
No. of copies	1,12,000 Covers
Type of Finishing	A good adhesive should be used for pasting purpose.
Packing Method	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.

Code No: 30.928

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

Material Specification	80 GSM West Coast / TNPL as per BIS Specification IS 1848
Finished Size	15 x 11 Inches
Extra Open Flap area	1 ¾ "
Bottom Pasting area	1 "
Overlap Pasting area	¾ "
Type of Process	Printing / Die cutting / Pasting / Finishing / Packing.
No. of Color	Single Color
Type of Finishing	A good adhesive should be used for pasting purpose.
Qty	1,12,000 covers
Packing Method	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’

Code No: 45.633

Item name: EXECUTIVE VISITOR BOOK

Material Specification	TEXT, WRAPPER, END PAPER => 90 GSM Ballarpur TA Maplitho NSD Premium Paper. 80 KG Gray Board Case Making & Spine Edge Ordinary Calico Cloth. Calico cloth size should be front and back side 70 x 216 mm
Finished Size	8 ½ x 11 Inches
Type of Process	Offset - Printing / Gathering /Sewing / Case Binding / Finishing / Packing.
No. of Color	TEXT-4-color CMYK– F/B WRAPPER & END PAPER – 2 COLOR TWO -YC
No. Of Pages	Text – 100 page – Note: 100 pages to a book serially numbered.
No. of copies	275 BOOKS
Type of Finishing	Case Binding
Packing Method	Every 5 Books to a 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.