



प्र.का. : लेखन सामग्री विभाग  
HO: STATIONERY DEPARTMENT

इंडियन बैंक / Indian Bank  
नं. 66, राजाजी सालै / No 66, Rajaji Salai  
चेन्नै / CHENNAI – 600001  
फ़ोन / Phone: 044-25220550 & 25220250  
फ़ैक्स / FAX : 25210060  
ई - मेल / Email: [hostationery@indianbank.co.in](mailto:hostationery@indianbank.co.in)

**PART –II**  
**PRICE BID**

The Asst. General Manager,  
Indian Bank, Corporate Office,  
Premises & Expenditure Dept,  
254-260,Avvai Shanmugam Salai,  
Royapettah, Chennai 600 014.

I/We have carefully read your enquiry No. 06 dt. 20.02.2020 on the above subject and furnish our best competitive offer for printing and supply of above referred items as detailed below:-

| S.No.        | ITEM CODE | ITEMNAME                     | Qty (Total) | Base Cost Excl. GST in figures (in Rs.) | Amount in Words |
|--------------|-----------|------------------------------|-------------|---|-----------------|
|              |           | CAT- B                       |             |   |                 |
| 1            | 11.104    | SB MECHANISED PASS BOOK      | 1673000     |   |                 |
| 2            | 11.303    | SB PAYORDER - MODIFIED       | 100000      |   |                 |
| 3            | 12.902    | TDR ENVELOPE                 | 335000      |   |                 |
| 4            | 13.103    | RD PASS BOOK WITH COVER      | 167000      |   |                 |
| 5            | 13.201    | RD PASS BOOK (CARD)          | 167000      |   |                 |
| 6            | 14.103    | CHEQUE BOOK ISSUED REGISTER  | 550         |   |                 |
| 7            | 14.105    | CHEQUE RETURNED REGISTER     | 550         |   |                 |
| 8            | 17.102    | CASH BALANCE BOOK            | 830         |   |                 |
| 9            | 17.107    | KEY MOVEMENT REGISTER        | 1100        |   |                 |
| 10           | 20.237    | ATM CASH BALANCE BOOK        | 1100        |   |                 |
| 11           | 21.102    | ATTENDANCE REGISTER          | 1700        |   |                 |
| 12           | 23.11     | INSURANCE REGISTER           | 275         |   |                 |
| 13           | 23.111    | DRAWING POWER LIMIT REGISTER | 550         |   |                 |
| 14           | 23.113    | EQUITABLE MORTGAGE REGISTER  | 550         |   |                 |
| 15           | 23.115    | FUNDS BOOK                   | 550         |   |                 |
| 16           | 23.117    | BRANCH DOCUMENT REGISTER     | 550         |   |                 |
| 17           | 23.14     | DOCUMENT EXECUTION REGISTER  | 550         |   |                 |
| 18           | 26.111    | STATIONERY REGISTER          | 275         |   |                 |
| 19           | 26.131    | LETTER DELIVERY BOOK         | 275         |   |                 |
| 20           | 26.133    | LETTERS DESPATCHED REGISTER  | 275         |   |                 |
| 21           | 26.137    | SINGLE CREDIT                | 16700       |   |                 |
| 22           | 26.138    | SINGLE DEBIT                 | 16700       |   |                 |
| 23           | 26.141    | CONTRA(COMBINED)             | 33500       |   |                 |
| Page 1 Total |           |                              |             |   |                 |

Page 1 of 3

Paper quality will be checked by Bank through Indian Institute of Packaging, An Autonomous body under Ministry of Commerce & Industry, Govt. of India. Paper shall be tested for Grammage, Brightness, Opacity, Porosity, Smoothness of Paper & Board, Tear Index, Tensile Index, Bulk of Paper & Paper Board, etc.

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

| S.No.               | ITEM CODE | ITEMNAME                           | Qty (Total) | Base Cost Excl. GST in figures (in Rs.) | Amount in Words |
|---------------------|-----------|------------------------------------|-------------|---|-----------------|
| 24                  | 26.145    | NOTE BOOK -1 QR.                   | 1700        |   |                 |
| 25                  | 26.146    | NOTEBOOK - 2QRS                    | 1700        |   |                 |
| 26                  | 26.161    | REGISTER OF NUMBERED ITEMS         | 550         |   |                 |
| 27                  | 27.14     | COMPLAINT BOOK                     | 275         |   |                 |
| 28                  | 27.141    | RTI RPTANDDESPATCH REGISTER        | 275         |   |                 |
|                     |           | CAT- C                             |             |   |                 |
| 1                   | 11.111    | OPENIG FORM FOR PRE CIF FULL KYC   | 2250        |   |                 |
| 2                   | 11.132    | APPLICATION FOR NEFT/RTGS PAD      | 4500        |   |                 |
| 3                   | 11.134    | SERVICE REQUEST FORMS              | 334000      |   |                 |
| 4                   | 13.202    | DEPOSIT CUM LOAN CHALLAN           | 1,90,00,000 |   |                 |
| 5                   | 13.511    | A/C OPENING FORM                   | 446000      |   |                 |
| 6                   | 13.512    | CA OPENING FORM                    | 15000       |   |                 |
| 7                   | 16.203    | REMITTANCES CHALLANS               | 3350000     |   |                 |
| 8                   | 17.204    | PAPER BAND CUM DENOMINATION SLIP   | 2230000     |   |                 |
| 9                   | 17.205    | COLOUR PAPER BAND CUM DEN.SLIP     | 1680000     |   |                 |
| 10                  | 18.202    | LOCKER OPERATION SHEET             | 112000      |   |                 |
| 11                  | 18.203    | LOCKER LEDGER SHEET                | 112000      |   |                 |
| 12                  | 18.204    | LOCKER AGREEMENT                   | 112000      |   |                 |
| 13                  | 22.156    | IT 15 G( FORMS)                    | 3400        |   |                 |
| 14                  | 22.157    | IT 15 H (FORMS)                    | 3400        |   |                 |
| 15                  | 23.104    | CREDIT REPORT INDIVIDUAL-PAD       | 3400        |   |                 |
| 16                  | 23.134    | A AND L INDIVIDUAL (PAD)           | 3400        |   |                 |
| 17                  | 23.163    | D7(PAD)- DISPOSAL LETTER           | 2200        |   |                 |
| 18                  | 23.167    | D11-(FORM) ACKNOWLEDGEMENT OF DEBT | 112000      |   |                 |
| 19                  | 23.317    | F164-A (PAD) FROM BORRO            | 2200        |   |                 |
| 20                  | 23.318    | F 164 (PAD) FROM GUARR             | 1100        |   |                 |
| 21                  | 23.319    | F206 B GUARANTORS FORM - PAD       | 1100        |   |                 |
| 22                  | 24.104    | F120A-JEWEL LOAN APPLICATION(PAD)  | 4500        |   |                 |
| 23                  | 24.106    | APPRAISER CERTIFICATE FOR JL       | 4500        |   |                 |
| 24                  | 24.107    | F120B-JEWEL LOAN APPLICATION(PAD)  | 4500        |   |                 |
| 25                  | 24.258    | DA-1(PAD) NOMINATION FORM          | 1100        |   |                 |
| 26                  | 27.202    | CLAIM FORM                         | 28000       |   |                 |
| 27                  | 30.923    | "ENVELOPE - MEDIUM (10.5""X4.5"")" | 330000      |   |                 |
| 28                  | 30.924    | "WINDOW ENVELOPE-10"" *4.25"""     | 165000      |   |                 |
| 29                  | 30.925    | "ENVELOPE - BIG (13""x 6"")"       | 112000      |   |                 |
| 30                  | 30.928    | CLOTHLINED COVER                   | 112000      |   |                 |
| 31                  | 45.633    | EXECUTIVE VISIT BOOK               | 275         |   |                 |
| <b>Page 2 Total</b> |           |                                    |             |   |                 |

| S.NO                         | Description/Total      | Base Cost in Rs.<br>(Material, Process, Delivery, etc.) |
|------------------------------|------------------------|---|
| 1                            | Price Bid Page 1 Total |   |
| 2                            | Price Bid Page 2 Total |   |
| <b>Base Cost (A) - Total</b> |                        |   |
| <b>GST (B)</b>               |                        |   |
|                              | a) SGST - %            |   |
|                              | b) CGST - %            |   |
| <b>(B) - Total</b>           |                        |   |
| <b>C= (A+B) Grand Total</b>  |                        |   |

**Note:**

❖ **Order will be split at 60:40 at L1 rates to the other bidders (L1:L2/L3).**

All the specified items under this enquiry are considered as a single order and the rate should be comprehensive for all items. Any deviation in the quotation/quality will be rejected. **Tender will be awarded based on the base rate only and taxes will be paid at the applicable rates.**

Place:  
Date:

Signature of authorized signatory  
with seal