

**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>	19,53,600 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: 11.303****Item Name: Savings Bank Pay Order Book (100 Lvs)**

<b>Material Specification</b>	Wrapper : 50 GSM Kraft Paper Text: 70 JK / TNPL / WEST COAST Maplitho Paper as per BIS Specification IS: 1848.
<b>Finished Size</b>	8 x 3 5/8 Inches- 100 Sheet to one Book with wrapper.
<b>Process</b>	Printing / Gathering / Perforation / Pasting/ Finishing / Packing
<b>No. of Color</b>	Wrapper : 1 color Black– One Side Text : 2 + 1 -color Blue Tint / Black + Black – F/B
<b>No. of copies</b>	1,09,600 books
<b>Type of Finishing</b>	Perforation at Spine side on each text sheet. & Side Pinning Or Pasting to be done on each 100 Lvs.
<b>Packing Method</b>	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**  
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**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>	4,38,400 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.

**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>	2,19,200 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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**Code No: 21.102**

**Item Name: ATTENDANCE REGISTER**

<b>Material Specification</b>	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.
<b>Finished Size</b>	8 ½ x 13 inch – 31 folios to a book to be serially numbered.
<b>Type of Process</b>	Printing / Gathering / Sewing / Case Binding / Finishing / Packing.
<b>No. of Color</b>	1-color Black – F/B
<b>No. of copies</b>	2192 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. Colour to be sprayed on edges. Printed label to be pasted on each book. Fevicol should be used for all pasting purposes.

**Code No: 26.138**

**Item Name: SINGLE DEBIT**

<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 – 200 Sheets to a pad
<b>Type of Process</b>	Printing / Gathering / Cutting / Binding / Finishing / Packing.
<b>No. of Color</b>	1 Color – one side Printing (Debit Voucher – Green Color)
<b>No. of copies</b>	21920 pads
<b>Type of Finishing</b>	Cross cutting & Pasting will be rejected. Fevicol should be used for all pasting purposes.
<b>Packing Method</b>	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**  
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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>	54800 pads
<b>Type of Finishing</b>	Cross cutting & Pasting will be rejected. Fevicol should be used for all pasting purposes.

**Category C Items**

**Code No: 11.111**

**Item Name: OPG.FORM FOR PER.CIF - WITH FULL KYC**

<b>Material Specification</b>	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
<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>	10960 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: 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>	6576 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: 11.134**

**Item Name: CUTOMER SERVICE REQUEST FORMS**

<b>Material Specification</b>	Text - 70 GSM West Coast/ Ballarpur/ Seshasayee / TNPL Maplitho paper as per BIS specifications IS: 1848.
<b>Finished Size</b>	8 ½ x 11 Inches
<b>Type of Process</b>	Offset – Printing / Folding / Finishing / Packing.
<b>No. of Color</b>	TEXT(Bilingual)-1-color Black– F/B
<b>No. Of Pages</b>	Text - 3 page
<b>No. of copies</b>	10,96,000 forms
<b>Type of Finishing</b>	Folding & two pinning
<b>Packing Method</b>	Every 100 Forms to be folded and 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.

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**Indian Bank CO: Stationery Department**  
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**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
<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: 3,36,88,000 Challans – Tamil / Hindi / English
<b>Type of Finishing</b>	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.
<b>Packing Method</b>	Every 500 Challan should be wrapped with Paper Band & PP mono Twine Bundling to be done with every 2000 challans.

**Code No: 13.511**  
**Item Name: ACCOUNT OPENING FORM FOR DEPOSITS**

<b>Material Specification</b>	Text - 70 GSM West Coast/ Ballarpur/ Seshasayee / TNPL Maplitho paper as per BIS specifications IS: 1848.
<b>Finished Size</b>	8 ½ x 11 Inches
<b>Type of Process</b>	Offset – Printing / Folding / Finishing / Packing.
<b>No. of Color</b>	TEXT(Bilingual)-1-color Black– F/B
<b>No. Of Pages</b>	Text - 6 page
<b>No. of copies</b>	4,38,400 forms
<b>Type of Finishing</b>	Folding & two pinning – Last page Machine tear off portion to done as per Bank requirement.
<b>Packing Method</b>	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.

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**Indian Bank CO: Stationery Department**  
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**Code No: 23.167**

**Item Name: D 11 – Acknowledgement of Debt**

<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 ½ x 11 Inches
<b>Type of Process</b>	Offset - Printing / Gathering / Folding / Finishing / Packing.
<b>No. of Color</b>	TEXT-1-color Black– F/B
<b>No. Of Pages</b>	Text –4 page
<b>No. of copies</b>	2,19,200 FORMS
<b>Type of Finishing</b>	Folding & Finishing
<b>Packing Method</b>	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.

**Code No: 24.104**

**Item Name: F – 120 D (Form) APPLN FOR LOAN AGAINST PLEDGE OF GOLD ORNAMENTS**

<b>Material Specification</b>	Text - 70 GSM West Coast/ Ballarpur/ Seshasayee / TNPL Maplitho paper as per BIS specifications IS: 1848.
<b>Finished Size</b>	8 ½ x 11 Inches
<b>Process</b>	Offset – Printing / Folding / Finishing / Packing.
<b>No. of Color</b>	TEXT(Bilingual)-1-color Black– F/B
<b>No. Of Pages</b>	Text - 4 page
<b>No. of copies</b>	6,57,600 Forms
<b>Finishing</b>	Folding & two pinning
<b>Packing Method</b>	Every 100 Forms to be folded and 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.

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**SPECIFICATIONS – Annexure ‘A’**

**Code No: 24.106**

**Item Name: Appraiser Certificate for Jewels**

<b>Material Specification</b>	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
<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– ONE SIDE
<b>No. Of Pages</b>	Text - 1 page
<b>No. of copies</b>	10,960 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 pasting work.
<b>Packing Method</b>	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**

<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 Otherwise the tender will be treated as invalid.
<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>	4,384 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

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: 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>	2,19,200
<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.

**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>	2,19,200 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.

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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- ❖ **In addition to the Packaging method specified, each item at desired quantity should be *Securely Packed in 5 ply corrugated Boxes*** for dispatch, and unloaded at the destination branch/offices in undamaged condition. Packing and marking of the consignments should strictly conform to the stipulations provided by the Bank from time to time. The chief objective of any packaging is to provide protection to the material from any transit and storing damage. The packaging should also ensure easy handling of the material at all transit points in dispatch, storage & unloading.

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