

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	21,51,900 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.
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	1,19,550 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.



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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	4,78,200 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: 13.201

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	2,39,100 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.

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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	1333 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: 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	1333 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.

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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	1333 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: 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 Foreedge 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	1333 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.

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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	1333 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: 26.133

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	1333 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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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	23910 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: 26.141
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	71730 pads
Type of Finishing	Cross cutting & Pasting will be rejected. 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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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	11955 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
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	11955 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.

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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	14,34,600 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 MAPLITO PAPER 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: 3,34,74,000 Challans – Tamil / Hindi / 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.

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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	4,78,200 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: 23.167

Item Name: D 11 – Acknowledgement of Debt

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	2,39,100 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.

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Code No: 24.104

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

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
Process	Offset – Printing / Folding / Finishing / Packing.
No. of Color	TEXT(Bilingual)-1-color Black– F/B
No. Of Pages	Text - 4 page
No. of copies	9,56,400 Forms
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: 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	14,346 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

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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	4,782 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: 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	4,782 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

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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	2,39,100
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	2,39,100 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.

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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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