
 Indian Bank  ALLAHABAD	
अंचल कार्यालय दक्षिण मुंबई -परिसर कक्ष	Zonal Office Mumbai South-Premises Department
दूसरी मंजिल, 37 मुंबई समाचार मार्ग	2 nd Floor, 37 Mumbai. Samachar Marg
फोर्ट, मुंबई - 400 023	Fort, Mumbai 400 023
वेबसाइट/Website: www.indianbank.in	फोन/Phone: 022-22611145

**TENDER FOR SUPPLY OF THE FOLLOWING ITEMS IN ZONAL STATIONERY
CENTRE OF THE MUMBAI SOUTH ZONE**

Si No	Description
01	FLAT FILE
02	BOX FILE
03	CIF PERSONAL FORM
04	KEY MOVEMENT REGISTER
05	SB AC OPENING FORM
06	CA AC OPENING FORM
07	SPECIMEN SIGNATURE CARD SAVING
08	SPECIMEN SIGNATURE CARD- CURRENT
09	NOMINATION FORM
10	LOCKER REGISTER
11	PPS FORM
12	1 QUIRE REGISTER
13	2 QUIRE REGISTER

DATE OF OPENING OF TENDER: 09.02.2023 at 3:30pm

LAST DATE OF TENDER SUBMISSION: 09.12.2022, upto 3:00PM

OPENING OF TENDER: 09.02.2023, 3:30PM

SEALED TENDER TO BE SUBMITTED AT

Indian Bank Zonal Office, Mumbai South, 2nd floor, erstwhile Allahabad Bank Building, 37 Mumbai Samachar Marg, Fort- Mumbai -23

LOCATION OF SUPPLY

ZONAL STATIONERY CENTRE, C.F.C. BLDG.NO.2

GALA NO 7.& 7 A sector No.19




A.P.M.C.MARKET. VASHI-400705

TERMS AND CONDITIONS TO TENDER

1. The bank will impose penalty on supplier, in the event of delay in execution.
2. GST will be extra as applicable.
3. Quoted amount should include transportation cost to the Zonal Stationery Centre, Mumbai.
4. The vendor must have minimum turnover of Rs 20.00 Lac p.a. in the last three years (Please attach necessary documents for proof). GST return must be regular.
5. The vendor must be supplying the Bank's stationery items to minimum two PSBs and their certificate/work order of minimum Rs 7.00 lac from each PSBs. (attach work/purchase orders)
6. The vendor must have workshop/office in Mumbai. (attach necessary proof)
7. The work awarded vendor will have to supply minimum 10 samples of each item before the final delivery.
8. If any issue in the quality is observed, the vendor will be treated as per IBA/CVC and Bank's guidelines.
9. The vendor should submit the tender in sealed envelope and must be in attached commercial format.

The Bank reserves right to cancel this tender any time without stating any reasons thereof

DEPUTY ZONAL MANAGER

 Indian Bank  इलाहाबाद  ALLAHABAD	
अंचल कार्यालय दक्षिण मुंबई -परिसर कक्ष	Zonal Office Mumbai South-Premises Department
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DATE:

COMMERCIAL FORMAT

Amount in Rs				
Si No	Description	No of unit	Unit Rate	Total Amount
01	FLAT FILE	1000		
02	BOX FILE	1000		
03	CIF PERSONAL FORM	2000 (100 forms /pad)		
04	KEY MOVEMENT REGISTER	200		
05	SB AC OPENING FORM	150000		
06	CA AC OPENING FORM	20000		
07	SPECIMEN SIGNATURE CARD SAVING	80000		
08	SPECIMEN SIGNATURE CARD-CURRENT	20000		
09	NOMINATION FORM	100000		
10	LOCKER REGISTER	500		
11	PPS FORM	50000		
12	1 QUIRE REGISTER	500		
13	2 QUIRE REGISTER	500		

- GST will be extra as applicable
- The prices are inclusive of transportation cost.
- Full and final delivery within 30 days of confirm order.
- Tender rate should be valid for 30 days from the date of tender opening.

Vendor Seal and Signature