

## **SPECIFICATIONS – Annexure ‘A’**

### **Category B**

**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>	10,000 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.

**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>	1,00,000/- 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.

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.***

**Code No: 17.102**

**Item Name: CASH BALANCE BOOK**

<b>Material Specification</b>	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.
<b>Finished Size</b>	9 x 11 inch
<b>Type of Process</b>	Printing / Folding / Sewing / Case Binding / Finishing / Packing.
<b>No of pages</b>	1 Pages to a Set – 300 Set one Book / Serially Numbered
<b>No. of Color</b>	1-color Black – F/B.
<b>No. of copies</b>	200 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. Printed label to be pasted on each book. Fevicol should be used for all pasting purposes.

**Code No: 20.237**

**Item Name: ATM CASH BALANCE BOOK**

<b>Material Specification</b>	Text: 80 GSM AZURELAID LEDGER PAPER OF West Coast / Ballarpur/ 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.
<b>Finished Size</b>	9 x 11 inch
<b>Type of Process</b>	Printing / Folding / Sewing / Case Binding / Finishing / Packing.
<b>No of pages</b>	3 – page to be a set / 100 Set to be One Book / Serially Numbered
<b>No. of Color</b>	1-color Black – F/B.
<b>No. of copies</b>	100 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. 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.***

**Code No: 23.110**

**Item Name: INSURANCE REGISTER**

<b>Material Specification</b>	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.
<b>Finished Size</b>	9 x 11 inch – 101 folios to a book to be serially numbered.
<b>Type of Process</b>	Printing / Perforation / Gathering / Sewing / Case Binding / Finishing / Packing.
<b>No. of Color</b>	1-color Black – F/B
<b>No. of copies</b>	100 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: 26.145**

**Item Name: 1 QUIRE NOTE BOOK**

<b>Material Specification</b>	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.
<b>Finished Size</b>	8 ¼ x 12 ½ Inches – 92 Pages to a book & To be serially numbered
<b>Type of Process</b>	Offset - Printing / Folding / Gathering / Sewing / Case Binding/ Finishing / Packing.
<b>No. of Color</b>	Text : 1-color – F/B
<b>No. of copies</b>	300 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. 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.***

**Code No: 26.146**

**Item Name: 2 QUIRE NOTE BOOK**

<b>Material Specification</b>	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.
<b>Finished Size</b>	8 x 13 Inches – 192 Pages to a book & To be serially numbered
<b>Type of Process</b>	Offset - Printing / Folding / Gathering / Sewing / Case Binding/ Finishing / Packing.
<b>No. of Color</b>	Text : 1-color – F/B
<b>No. of copies</b>	300 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. Printed label to be pasted on each book. 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>	1000 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.

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

**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>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>	1000 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: 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: 15,00,000 ; Language – Marathi / 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.

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.***

**Code No: 17.204**

**Item Name: Paper Band Cum Denomination Slip**

<b>Material Specification</b>	70 gsm West Coast/Ballarpur/ Seshasayee /TNPL MAPLITHO PAPER as per BIS Specification IS:1848
<b>Finished Size</b>	19 X 41 CM
<b>Type of Process</b>	Offset - Printing / Die cutting / Screen Pasting / Finishing / Packing.
<b>No. of Color</b>	1-color blue – one side ( at the centre of the Vertical band 7x7 cm)
<b>No. of copies</b>	1,00,000 slips
<b>Type of Finishing</b>	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.
<b>Packing Method</b>	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: 24.258**

**Item Name: NOMINATION FORM**

<b>Material Specification</b>	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
<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– ONE SIDE Soft COPY WILL BE SUPPLIED BY THE BANK.
<b>No. Of Pages</b>	Text - 1 page
<b>No. of copies</b>	500 PADS
<b>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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**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>	25,000
<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.

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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