



**THE CITIZENS' CO-OPERATIVE BANK LLTD.**

**ADM. OFFICE : 117-A/D GANDHI NAGAR, Jammu**

**EPBAX: 2432058, FAX NO.: 0191-2432036**

**Ref.No.Adm/13787**

**Dated: 04.03.2017**

## **TENDER NOTICE**

Sealed Tenders are invited from RBI approved Security Printers (for Security Items only) for supply of Bank's Printed Stationery .

The tender document/form containing details of stationery items with other terms and conditions can be obtained from Administrative Office of the Bank during office hours or can be downloaded from the Bank's website: [www.citizenscooperativebankjammu.com](http://www.citizenscooperativebankjammu.com) against payment of Rs.1000/- as tender fee in Cash/ Demand Draft in favour of Managing Director, The Citizens' Co-operative Bank Ltd. payable at Jammu.

The tender form duly filled accompanied by an earnest money of Rs.20,000/- in shape of CDR/FDR pledged to the Managing Director The Citizens' Cooperative Bank Ltd. Jammu shall be submitted in the Administrative Office of the Bank at 117-A/D, Gandhi Nagar Jammu by or before 20<sup>th</sup> March 2017 upto 5 P.M . superscribed on the envelope as **'TENDER FOR BANKS' PRINTED STATIONERY.**

The Bank reserves the right to accept or reject the tenders without assigning any reason thereof.

**MANAGING DIRECTOR**



# THE CITIZENS' CO-OPERATIVE BANK LTD.,

ADMINISTRATIVE OFFICE;117-A/D GANDHI NAGAR , JAMMU.

Website:www.citizenscooperativebankjammu.com

E-mail: info@citizenscooperativebankjammu.com

EPBX::2432058, FAX NO;0191 2432036

We M/s \_\_\_\_\_ intending to quote our rates for supply of the articles to The Citizens' Co-operative Bank Ltd., Jammu in reference to their Tender Notice No. \_\_\_\_\_ dt. \_\_\_\_\_ :-

| S.No. | Particulars   |              | Rate |
|-------|---|--------------|------|
| 1     | <b>Application for Retailer Pad – 70 gsm</b><br>100 leaves ordinary binding as per sample | PER PAD      |      |
| 2     | <b>Advice pad cr/dr pad -60 gsm</b><br>100 leaves ordinary binding as per sample          | PER PAD      |      |
| 3     | <b>Attendance Register- 80 gsm</b><br>100 leaves leather binding as per sample            | PER REGISTER |      |
| 4     | <b>Annual Appraisal Report -60 gsm</b><br>2 leaves as per sample                          | PER SET      |      |
| 5     | <b>Appraisal report staff -60 gsm</b><br>3 leaves set as per sample                       | PER SET      |      |
| 6     | <b>Advance to Priority Sector -70 gsm</b><br>200 leaves as per sample                     | PER REGISTER |      |
| 7     | <b>Branch Retd. Register -70 gsm</b><br>200 pages leather binding as per sample           | PER REGISTER |      |
| 8     | <b>Bill Purchased- 60 gsm</b><br>100 leave ordinary binding as per sample                 | PER PAD      |      |
| 9     | <b>Balance Confirmation form -60 gsm</b><br>100 leave ordinary binding as per sample      | PER PAD      |      |
| 10    | <b>Pay in Slip - 60 gsm (Bilingual – English &amp; Hindi)</b><br>20 leaves as per sample  | PER SET      |      |
| 11    | <b>Clearing Schedule small size- 60 gsm</b><br>100 leaves as per sample                   | PER PAD      |      |
| 12    | <b>Clearing Schedule large size - 60 gsm</b><br>100 leaves as per sample                  | PER PAD      |      |
| 13    | <b>Cheque book issue Register- 70 gsm</b><br>100 pages ordinary binding as per sample     | PER REGISTER |      |
| 14    | <b>Cash in safe register - 70 gsm</b><br>200 leaves leather binding as per sample         | PER REGISTER |      |
| 15    | <b>Cash Order Register-70 gsm</b><br>100 leaves leather binding as per sample             | PER REGISTER |      |
| 16    | <b>Cash remittance register - 70 gsm</b><br>200 leaves leather binding as per sample      | PER REGISTER |      |
| 17    | <b>Credit Voucher Pad -60 gsm</b><br>100 leaves as per sample                             | PER PAD      |      |

|    |   |              |  |
|----|---|--------------|--|
| 18 | <b><u>CDR Ledger - 70 gsm</u></b>                                   | PER LEDGER   |  |
|    | 200 leaves leather binding as per sample                            |              |  |
| 19 | <b><u>Credit Report Individual pad - 70 gsm</u></b>                 | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                           |              |  |
| 20 | <b><u>Consumer Loan Application Form - 70 gsm</u></b>               | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                           |              |  |
| 21 | <b><u>Charge taken report - 80 gsm</u></b>                          | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                           |              |  |
| 22 | <b><u>C/A Pass Book- 80 gsm Bilingual– English &amp; Hindi)</u></b> | PER BOOK     |  |
|    | 16 leaves with plastic cover as per sample                          |              |  |
| 23 | <b><u>Challan Book -60 gsm</u></b>                                  | PER BOOK     |  |
|    | 100 no. of pages + 300 other leaves as per sample                   |              |  |
| 24 | <b><u>CCB-4 Pad -60 gsm</u></b>                                     | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                           |              |  |
| 25 | <b><u>CCB-5 Pad letter of continuity- 60 gsm</u></b>                | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                           |              |  |
| 26 | <b><u>CCB-6 form Pad- 60 gsm</u></b>                                | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                           |              |  |
| 27 | <b><u>CCB-7 Pad cash credit limit - 60 gsm</u></b>                  | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                           |              |  |
| 28 | <b><u>CCB-24 letter of waiver Pad - 60 gsm</u></b>                  | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                           |              |  |
| 29 | <b><u>Cash scroll book- 64 gsm</u></b>                              | PER BOOK     |  |
|    | 200 leaves Ordinary binding   |              |  |
| 30 | <b><u>Debit voucher pad - 60 gsm</u></b>                            | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                           |              |  |
| 31 | <b><u>Deed of Guarantee Vehicle -70 gsm</u></b>                     | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                           |              |  |
| 32 | <b><u>Deed of Guarantee C/C -70 gsm</u></b>                         | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                           |              |  |
| 33 | <b><u>Document Register -70 gsm</u></b>                             | PER REGISTER |  |
|    | 100 leaves ordinary binding as per sample                           |              |  |
| 34 | <b><u>Cash Detail Book -70 gsm</u></b>                              | PER BOOK     |  |
|    | 300 pages leather binding   |              |  |
| 35 | <b><u>Deed of hyp.form-70 gsm</u></b>                               | PER SET      |  |
|    | 2 pages set   |              |  |
| 36 | <b><u>Envelop FDR, plastic cover</u></b>                            | PER PIECE    |  |
|    | as per sample   |              |  |
| 37 | <b><u>Envelop with Cloth</u></b>                                    | PER PIECE    |  |
|    | as per sample   |              |  |
| 38 | <b><u>Envelop 11X 5 Window-70 gsm</u></b>                           | PER PIECE    |  |
|    | as per sample   |              |  |
| 39 | <b><u>Envelop small size-70 gsm</u></b>                             | PER PIECE    |  |
|    | as per sample   |              |  |
| 40 | <b><u>Envelop medium size-70 gsm</u></b>                            | PER PIECE    |  |
|    | as per sample   |              |  |
| 41 | <b><u>Envelop large size-70 gsm</u></b>                             | PER PIECE    |  |
|    | as per sample   |              |  |

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|----|---|--------------|--|
| 42 | <b><u>File Flapes</u></b>                                   | PER PIECE    |  |
|    | as per sample   |              |  |
| 43 | <b><u>Safe, Fixture &amp; Furniture Register-90 gsm</u></b> | PER REGISTER |  |
|    | 200 leaves leather binding as per sample                    |              |  |
| 44 | <b><u>File cover Office</u></b>                             | PER PIECE    |  |
|    | as per sample   |              |  |
| 45 | <b><u>File cover loan</u></b>                               | PER PIECE    |  |
|    | as per sample   |              |  |
| 46 | <b><u>Form No.15G-70 gsm</u></b>                            | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                   |              |  |
| 47 | <b><u>Form No.15H -70 gsm</u></b>                           | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                   |              |  |
| 48 | <b><u>Loan against deposit form- 70 gsm</u></b>             | PER FORM     |  |
|    | per set as per sample                                       |              |  |
| 49 | <b><u>Housing loan application pad- 70 gsm</u></b>          | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                   |              |  |
| 50 | <b><u>Head Office statement pad- 60 gsm</u></b>             | PER PAD      |  |
|    | 200 leaves ordinary binding as per sample                   |              |  |
| 51 | <b><u>Hyp.of goods form-75 gsm</u></b>                      | PER PIECE    |  |
|    | 3 leaves set as per sample                                  |              |  |
| 52 | <b><u>Inspection report stock pad-70 gsm</u></b>            | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                   |              |  |
| 53 | <b><u>Inspection report vehicle-70 gsm</u></b>              | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                   |              |  |
| 54 | <b><u>Key Movement Register- 75 gsm</u></b>                 | PER REGISTER |  |
|    | 100 leaves leather binding as per sample                    |              |  |
| 56 | <b><u>Letter Dispatch Register-70 gsm</u></b>               | PER REGISTER |  |
|    | 200 leaves leather binding as per sample                    |              |  |
| 55 | <b><u>Letter Receipt Register- 70 gsm</u></b>               | PER REGISTER |  |
|    | 200 leaves leather binding as per sample                    |              |  |
| 57 | <b><u>Leave Register- 80 gsm</u></b>                        | PER REGISTER |  |
|    | 200 pages leather binding as per sample                     |              |  |
| 58 | <b><u>Letter of Guarantee Pad- 70 gsm</u></b>               | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                   |              |  |
| 59 | <b><u>Loan application form -75 gsm</u></b>                 | PER FORM     |  |
|    | 3 leaves set as per sample                                  |              |  |
| 60 | <b><u>Letter of Hyp.pad -75 gsm</u></b>                     | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                   |              |  |
| 61 | <b><u>locker register- 90 gsm</u></b>                       | PER REGISTER |  |
|    | 100 leaves leather binding as per sample                    |              |  |
| 62 | <b><u>Loan Proposal New limit form-70 gsm</u></b>           | PER FORM     |  |
|    | 2 leaves set as per sample                                  |              |  |
| 63 | <b><u>Demand Loan pad - 70 gsm</u></b>                      | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                   |              |  |
| 64 | <b><u>Membership Register- 95 gsm</u></b>                   | PER REGISTER |  |
|    | 400 pages leather binding as per sample                     |              |  |
| 65 | <b><u>Membership Index- 70 gsm</u></b>                      | PER REGISTER |  |
| 66 | <b><u>Membership form pad- 80 gsm</u></b>                   | PER PAD      |  |

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|----|--|--------------|--|
|    | 100 leaves as per sample                                     |              |  |
| 67 | <b>Note stitching slip- 60 gsm</b>                           | PER PAD      |  |
|    | 100 leaves as per sample                                     |              |  |
| 68 | <b>Note sheet pad -70 gsm</b>                                | PER PAD      |  |
|    | Ballar pur Bond paper as per sample                          |              |  |
| 69 | <b>Form No.DA-2 (Cancellation) -70 gsm</b>                   | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                    |              |  |
| 70 | <b>Nomination pad 45- ZA- 70 gsm</b>                         | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                    |              |  |
| 71 | <b>Nominal Membership pad 70 gsm</b>                         | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                    |              |  |
| 72 | <b>Personal ledger 70 gsm</b>                                | PER LEDGER   |  |
|    | 200 pages leather binding as per sample                      |              |  |
| 73 | <b>Peon book-70 gsm</b>                                      | PER BOOK     |  |
|    | 200 pages leather binding as per sample                      |              |  |
| 74 | <b>Power of Attorney pad-70 gsm</b>                          | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                    |              |  |
| 75 | <b>Personal statement of quarantor pad- 70 gsm</b>           | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                    |              |  |
| 76 | <b>Personal statement of borrower pad-70 gsm</b>             | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                    |              |  |
| 77 | <b>Proceeding book- 70 gsm</b>                               | PER BOOK     |  |
|    | 200 leaves leather binding as per sample                     |              |  |
| 78 | <b>Provident fund register-70 gsm</b>                        | PER REGISTER |  |
|    | 200 pages leather binding as per sample                      |              |  |
| 79 | <b>Provident fund pad-70 gsm</b>                             | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                    |              |  |
| 80 | <b>R/d Pass Book-70 gsm Bilingual– English &amp; Hindi)</b>  | PER BOOK     |  |
|    | 8 leaves with plastic cover as per sample                    |              |  |
| 81 | <b>Reconciliation Register-70 gsm</b>                        | PER REGISTER |  |
|    | 200 leaves leather binding as per sample                     |              |  |
| 82 | <b>Recovery Notice pad- 60 gsm</b>                           | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                    |              |  |
| 83 | <b>S/B Pass Book- 70 gsm Bilingual– English &amp; Hindi)</b> | PER BOOK     |  |
|    | 16 leaves with eliminated cover                              |              |  |
| 84 | <b>Small scales Industries Interview form- 70 gsm</b>        | PER PIECE    |  |
|    | 28 pages set as per sample                                   |              |  |
| 85 | <b>Sundry Deposit and Debtor Register-70 gsm</b>             | PER REGISTER |  |
|    | 100 leaves leather binding as per sample                     |              |  |
| 86 | <b>Small scales Industries application form- 70 gsm</b>      | PER PIECE    |  |
|    | 23 pages set as per sample                                   |              |  |
| 87 | <b>Share deposit Pay-in-slip- 60 gsm</b>                     | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                    |              |  |
| 88 | <b>Stationery Receipt Register- 70 gsm</b>                   | PER REGISTER |  |
|    | 200 leaves leather binding as per sample                     |              |  |
| 89 | <b>Small scales Industries pad -70 gsm</b>                   | PER PAD      |  |
|    | 100 leaves ordinary binding as per sample                    |              |  |
| 90 | <b>Transport application pad- 70 gsm</b>                     | PER PAD      |  |

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|-----|---|--------------|--|
|     | 100 leaves ordinary binding as per sample                                     |              |  |
| 91  | <b><u>Term deposit pay-in-slip-60 gsm Bilingual- English &amp; Hindi)</u></b> | PER PAD      |  |
|     | 100 leaves ordinary binding as per sample                                     |              |  |
| 92  | <b><u>Trust Receipt pad- 70 gsm</u></b>                                       | PER PAD      |  |
|     | 100 leaves ordinary binding as per sample                                     |              |  |
| 93  | <b><u>Voucher Register-70 gsm</u></b>   | PER REGISTER |  |
|     | 200 pages leather binding as per sample                                       |              |  |
| 94  | <b><u>Voucher Cover 2 set -180 gsm</u></b>                                    | PER SET      |  |
|     | as per sample   |              |  |
| 95  | <b><u>We jointly to pay Hundies pad- 60 gsm</u></b>                           | PER PAD      |  |
|     | 100 leaves ordinary binding as per sample                                     |              |  |
| 96  | <b><u>I Promise to pay Hundi pad- 60 gsm</u></b>                              | PER PAD      |  |
|     | 100 leaves ordinary binding as per sample                                     |              |  |
| 97  | <b><u>Withdrawal pad- 80 gsm</u></b>  | PER PAD      |  |
|     | 100 leaves ordinary binding as per sample                                     |              |  |
| 98  | <b><u>NPA Register-80 gsm</u></b>   | PER REGISTER |  |
|     | 100 leaves leather binding as per sample                                      |              |  |
| 99  | <b><u>Interest certificate pad- 70 gsm</u></b>                                | PER PAD      |  |
|     | 100 leaves ordinary binding as per sample                                     |              |  |
| 100 | <b><u>Membership firm pad-70 gsm</u></b>                                      | PER PAD      |  |
|     | 100 leaves ordinary binding as per sample                                     |              |  |
| 101 | <b><u>Membership card- 180 gsm</u></b>  | PER CARD     |  |
|     | as per sample   |              |  |
| 102 | <b><u>Ripple File – as per sample</u></b>                                     | PER FILE     |  |
| 103 | <b><u>Loan pass book with cover-70 gsm</u></b>                                | PER P.BOOK   |  |
|     | 16 leaves with eliminated cover   |              |  |
| 104 | <b><u>Clearing settlement pad- 60 gsm</u></b>                                 | PER PAD      |  |
|     | 100 leaves ordinary binding as per sample                                     |              |  |
| 105 | <b><u>Letter pad Executive Bond paper-100 gsm</u></b>                         | PER PAD      |  |
|     | 100 leaves ordinary binding as per sample                                     |              |  |
| 106 | <b><u>Letter Head pad- 75 gsm</u></b>   | PER PAD      |  |
|     | 100 leaves ordinary binding as per sample                                     |              |  |
| 107 | <b><u>Letter pad branches -75 gsm</u></b>                                     | PER PAD      |  |
|     | 100 leaves ordinary binding as per sample                                     |              |  |
| 108 | <b><u>Membership Card lamination pouch</u></b>                                | PER PIECE    |  |
|     | as per sample   |              |  |
| 109 | <b><u>Share Transfer Register-75 gsm</u></b>                                  | PER REGISTER |  |
|     | 200 pages leather binding as per sample                                       |              |  |
| 110 | <b><u>Letter pad medium size- 75 gsm</u></b>                                  | PER PAD      |  |
|     | 100 leaves ordinary binding as per sample                                     |              |  |
| 111 | <b><u>Envelop Share Certificate- 120 gsm</u></b>                              | PER PIECE    |  |
|     | as per sample   |              |  |
| 112 | <b><u>Note slip non issuance pad- 60 gsm</u></b>                              | PER PAD      |  |
|     | 100 leaves ordinary binding as per sample                                     |              |  |
| 113 | <b><u>Cash certificate Book- 120 gsm</u></b>                                  | PER BOOK     |  |
|     | 100 leaves ordinary binding as per sample                                     |              |  |
| 114 | <b><u>FDR book- 120 gsm</u></b>   | PER BOOK     |  |
|     | 100 leaves ordinary binding as per sample                                     |              |  |

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|-----|--|-----------|--|
| 115 | <b>NOTE FOR MANAGING DIRECTOR-70 gsm</b><br>as per sample                                      | PER PAD   |  |
| 116 | <b>Share Certificate- 120 gsm</b> as per sample  | Per piece |  |
| 117 | KYC Account Opening Form Bilingual– English & Hindi)<br><b>70 GSM Maplitho</b> (as per sample) | Per Form  |  |
| 118 | <b>Computer Pass Book S/B</b> – 70 gsm with<br>250 gsm card                                    | Per Book  |  |
| 119 | <b>Computer Pass Book R/D</b> -70 gsm with<br>250 gsm card                                     | Per Book  |  |
| 120 | <b>Computer Pass Book C/A</b> - 70 gsm with<br>250 gsm card                                    | Per Book  |  |
| 121 | <b>Computer Pass Book Loan</b> - 70 gsm with<br>250 gsm card                                   | Per Book  |  |
| 122 | <b>Continuous FDR</b> (Packet of 250 leaves )<br>Century paper <b>106 GSM</b>                  | Pkt       |  |
| 123 | Continuous CCR (Packet of 250 leaves )<br>Century paper <b>106GSM</b>                          | Pkt       |  |

**Ledger paper to be used – Ballarpur/Century**  
**White paper to be used - Ballarpur/Century**

### **CTS-2010 Standard Cheque Forms**

| <b>S.No.</b> | <b>Particulars</b>                      |          | <b>Rate</b> |
|--------------|---|----------|-------------|
| 1            | Current Cheque book (100 leaves)        | Per Book |             |
| 2            | Current Cheque book (50 leaves)         | Per Book |             |
| 3            | Saving Cheque boook (20 leaves)         | Per Book |             |
| 4            | Call Deposit Receipt Book ( 100 leaves) | Per Book |             |
| 5            | Cash Order Book ( 100 leaves)           | Per Book |             |

## **TERMS AND CONDITIONS**

1. The rate for the supply of articles shall be F.O.R. at Stationery Section, Channi Himmat, Jammu inclusive of all taxes etc.
2. The tender should bear no overwriting, cuttings, errors. Errors on the tender, if any, must be signed by the tenderer.
3. The tender shall be accompanied with a call deposit receipt of Rs. 20,000/- pledged to the Managing Director, The Citizens' Co-operative Bank Ltd., Jammu.
4. The incomplete or conditional tender will not be entertained.
5. The firm must have a minimum experience of 5 years in printing of Bank's Stationery. The rate quoted shall be applicable for a minimum period of one year.
6. The tender will be opened by the Bank on the date decided by the bank. The Bank reserves the right to reject/cancel any/all tenders without assigning any reasons. In case of any dispute, the decision of the Bank will be final and binding upon the parties.
7. The successful tenderer shall have to make good the supply strictly in accordance with the specifications prescribed and if the consignment is not found as per approved specifications/samples the same shall be rejected on the sole responsibility of approved tenderer, of all costs and charges.
8. The supply of articles shall be made within 21 days from the date of issue of supply order. In case approved tenderer fails to supply within stipulated period, the Bank will impose penalty of Rs. 200/- per day on the tenderer and the date of receipt of last batch of supply shall be treated as the date of receipt of items in case the supply is made in parts. The Bank shall cancel the supply order, in case the supply is not made within the stipulated period and can forfeit the security deposit.

Dated : \_\_\_\_\_

Signature

For and on behalf of \_\_\_\_\_

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