

इंडियन बैंक



Indian Bank

इलाहाबाद

ALLAHABAD

अंचल कार्यालय दक्षिण मुंबई -परिसर कक्ष

Zonal Office Mumbai South-Premises Department

दूसरी मंजिल, 37 मुंबई समाचार मार्ग

2<sup>nd</sup> 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	TDR Evelope
02	RD Passbook card
03	Single Debit Pad
04	Add on form in pad
05	Paper Bank/Denomination Slip
06	ATM Card Cover
07	Envelope Medium (10.5/4.5)
08	Window Envelope (10/4.25)
09	Envelope Big (13/6)
10	Document Execution Register
11	Attendance Register
12	Cash Balance Book
13	ATM Application Form
14	D 11 Acknowledge Form
15	15G Form
16	15H Form

**DATE OF OPENING OF TENDER: 11.07.2023 at 3:30pm**

**LAST DATE OF TENDER SUBMISSION: 11.07.2023, upto 3:00PM**

**SEALED TENDER TO BE SUBMITTED AT**

**Indian Bank Zonal Office, Mumbai South, 2<sup>nd</sup> 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**

 <b>इंडियन बैंक</b> <b>Indian Bank</b> ALLAHABAD	
अंचल कार्यालय दक्षिण मुंबई -परिसर कक्ष	<b>Zonal Office Mumbai South-Premises Department</b>
दूसरी मंजिल, 37 मुंबई समाचार मार्ग	2 <sup>nd</sup> Floor, 37 Mumbai. Samachar Marg
फोर्ट, मुंबई - 400 023	Fort, Mumbai 400 023
वेबसाईट/Website: <a href="http://www.indianbank.in">www.indianbank.in</a>	फोन/Phone: 022-22611145

**DATE:**

**COMMERCIAL FORMAT**

Amount in Rs

Si No	Description	No of unit	Packing Details	Boxing Details	Unit Rate	Total Amount
01	TDR Envelope	300000	100 per patti	500 Packet		
02	RD Passbook card	50000	100 per patti	500 Packet		
03	Single Debit Pad	5000	200 per pad	10 pad packet		
04	Add on form in pad	3000	100 per pad	10 per pad		
05	Paper Bank/Denomination Slip	500000	1000 per packet			
06	ATM Card Cover	30000	100 per patti	1200 box		
07	Envelope Medium (10.5/4.5)	100000	100 per patti	1200 box		
08	Window Envelope (10/4.25)	100000	100 per patti	1200 box		
09	Envelope Big (13/6)	50000	100 per patti	1200 box		
10	Document Execution Register	200	300 pages	Numbered 32x 20.5 inch		
11	Attendance Register	500	30 pages	10 register pack		
12	Cash Balance Book	300	300 pages	10 register pack		
13	ATM Application Form	100000	100 per patti	500 per packet		
14	D 11 Acknowledge Form	50000	100 per patti	500 per packet		
15	15G Form	100000	100 per patti	500 per packet		
16	15H Form	100000	100 per patti	1000 per packet		

- 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**