



సప్తగిరి గ్రామీణ బ్యాంక్
(ప్రభుత్వ రంగ సంస్థ : ఇండియన్ బ్యాంక్ చే ప్రోయోజితం)
Saptagiri Grameena Bank
(Public Sector RRB : Sponsored by Indian Bank)

| Request for Proposal (RFP) for Printing and Supply of Stationery Items | | |
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| Pre-Bid queries Clarifications / Suggestions / Amendments | | |
| RFP Dated : 26.07.2024 | | Date : 02.08.2024 |
| S No | Pre - Bid Query | Clarifications / Suggestions / Amendments |
| 1 | Vendors and printers have recommended using 1/4 demy size instead of A4 for clearer communication based on technical terminology | Based on vendor requests, we have switched from A4 size to 1/4 demy size |
| 2 | Vendors have inquired about the unavailability of Azure Laid West Coast Paper in the market | Based on vendor requests, we have replaced Azure Laid West Coast Paper with Azure Laid Paper only |
| 3 | Vendors inquired about the absence of Side Calico binding for item S.No-10 | We have added Side Calico binding to item S.No-10 |
| 4 | The vendors have inquired about item number 23, noting that its size differs from the specimen | We have changed the size (14*9 cm) of item number 23 |
| 5 | Vendors inquired about item number 37, noting that its specification was mentioned incorrectly | The item S.N. 37 specification was changed from White Map Litho to Azure Laid Paper |

*****Note: We here with enclosing the annexure of updated Price Bid. All Vendors/ Printers who want to participate in this tender are advised to go through it and shall submit the bids in the revised format only.**

GENERAL MANAGER



Quote only 1 unit cost

| No | Item Description | Type | Specification | Size | Required Quantity | Unit Cost (in Rs.) | GST/IGST (in Rs.) | Total Cost (in Rs.) |
|----|-------------------------|------|---|-------------------|-------------------|--------------------|-------------------|---------------------|
| 1 | SB Pass Books | Book | Grade A 170 GSM art paper for cover both side pages Grade A 90 GSM white map litho paper for inner sheets 32 page printing. 100 books tied with thread packed in one paper pack. | 19*9 Centi Meters | 200000 | | | |
| 2 | ADD On Forms | Form | Grade A 70 GSM, white map litho paper, printing in 2 pages, offset with bank logo back and back as per specimen, 100 forms tied with paper belt , packing – every 1000 forms tied with plastic thread as bundle | 1/4 demy | 250000 | | | |
| 3 | CIF Forms | Form | Grade A 70 GSM, white map litho paper, printing in 2 pages, offset with bank logo back and back as per specimen, 100 forms tied with paper belt , packing – every 1000 forms tied with plastic thread as bundle | 1/4 demy | 180000 | | | |
| 4 | Application for JL | Form | Grade A 70 GSM white Map litho paper, total 4 pages, printing in 4 pages-offset with bank logo, Front & Back printing.100 forms tied with paper belt | 1/4 demy | 400000 | | | |
| 5 | SRBJL Declaration forms | Form | Grade A 70 GSM, white map litho paper, total 2 pages ,printing in 2 pages, offset with bank logo back and back as per specimen, 100 forms tied with paper belt , packing – every 1000 forms tied with plastic thread as bundle. | 1/4 demy | 300000 | | | |



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| 6 | JL identity cards (Yellow Colour) | Card | 160 GSM card board, Printing as per specimen off set with bank logo front and back, matter as per specimen, perforation and HILIT (RIVIT), packing every 100 cards tied with rubber band. | 8.8*21.5 Centi Meters | 300000 | | | |
| 7 | JL identity cards (Pink Colour) | Card | 160 GSM card board, Printing as per specimen off set with bank logo front and back, matter as per specimen, perforation and HILIT (RIVIT), packing every 100 cards tied with rubber band. | 8.8*21.5 Centi Meters | 200000 | | | |
| 8 | JL Control Register | Register | Grade A 70 GSM, White map litho paper, total 200 Pages+ 2 sides extra per register, Printing and matter as per specimen. Section Binding with Top & Bottom 2 lb straw board marble Cover and corner with calico stiff core binding & label with "Jewel control Register" Branch Name _____ From _____ to _____ | 1/4 DFC | 300 | | | |
| 9 | JL Advance register | Register | Grade A 70 GSM, White map litho paper, total 200 Pages, Printing and matter as per specimen. Section Binding with Top & Bottom 2 lb straw board marble Cover and corner with calico stiff core binding & label with " JL Advance Register" Branch Name _____ From _____ to _____ | 1/4 DFC | 400 | | | |



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| 10 | SHG Booklet | Book | Total 32 (4+16+12) pages (with Cover page). Cover page -Card board 8 kg Thick paper and 16 inner pages 70 GSM White map litho Paper and 12 pages 70 GSM azure laid with Side Calico binding. Packing- every 50 books tied with plastic thread. | A4 | 40000 | | | |
| 11 | F 192 PAY IN SLIP (White) pads | Pad | Grade A 70 GSM White Map litho paper - 100 leaves in each book Front & Back printing - Binding: Top and bottom covered with brown sheet - Perforation to be done for counterfoil. | 1/8 demy | 50000 | | | |
| 12 | F 192 PAY IN SLIP (Pink) pads | Pad | Grade A 70 GSM pink Map litho paper - 100 leaves in each book One side printing - Binding: Top and bottom covered with brown sheet - Perforation to be done for counterfoil. | 1/8 demy | 50000 | | | |
| 13 | F 197 Withdrawal slip pads | Pad | Grade A 70 GSM White Map litho paper - Front & Back printing, offset with yellow color and logo, serial number printing - every 100 leaves in one book Top and bottom covered with brown sheet. | 17*9 Centi Meters | 40000 | | | |
| 14 | F 194 Voucher pads | Pad | Grade A 70 GSM, white map litho paper, printing in 1 page, offset with bank logo one side as per specimen, size as per specimen, 100 forms in each pad, Binding- top and bottom with brown paper, packing - every 20 pads tied with plastic thread. | 19*11 Centi Meters | 60000 | | | |
| 15 | RIP Covers | Cover | Plastic cover with top open. One side printing with bank logo and matter- Specifications and printing as per specimen matter may vary. | 26*18 Centi Meters | 100000 | | | |



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|----|---------------------------------------|---|--|--|--------------|--|--|--|
| 16 | RD/VRD Cards with plastic cover | Card & Plastic cover | 10.1 kg board, No of pages 2, printing offset with bank logo front and back, 100 cards tied with rubber band. Printing as per specimen, every card to be placed in plastic cover as per specimen. | 17.50* 13.70 Centi Meters | 40000 | | | |
| 17 | Cash Balance Register | Register | Grade A 70 GSM, Azur laid paper , total 300 Pages per register with numbering, Printing and matter as per specimen. Section Binding with Top & Bottom 2 lb straw board marble Cover and corner with calico stiff core binding & label with "Cash Balance Book" Branch _____ Name _____ From _____ to _____ | 1/4 demy | 350 | | | |
| 18 | Cash Control register | Register | Grade A 70 GSM, White map litho paper, total 300 pages per register with numbering, Printing and matter as per specimen. Section Binding with Top & Bottom 2 lb straw board marble Cover and corner with calico stiff core binding & label with " Cash Control Register" Branch _____ Name _____ | 1/4 DFC | 300 | | | |
| 19 | Nomination register (Deposits) | Register | Grade A 70 GSM, White map litho paper, total 200 Pages, Printing and matter as per specimen. Section Binding with Top & Bottom 2 lb straw board marble Cover and corner with calico stiff core binding & label with " Nomination Register (Deposits)" Branch Name _____ From _____ to _____ | 1/4 demy | 400 | | | |



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|----|-------------------------------|----------|--|----------|-------|--|--|--|
| 20 | Document Execution Register | Register | <p>Grade A 70 GSM, Azur laid paper , total 200 pages + 2 sides extra per register, Printing and matter as per specimen.</p> <p>Section Binding with Top & Bottom 2 lb straw board marble Cover and corner with calico stiff core binding & label with " Document Execution Register" Branch Name _____ From _____ to _____</p> | 1/4 demy | 300 | | | |
| 21 | Staff Movement Register (SMR) | Register | <p>Grade A 70 GSM, White map litho paper, total 200 Pages(original Duplicate with perforation), Printing and matter as per specimen.</p> <p>Section Binding with Top & Bottom 2 lb straw board marble Cover and corner with calico stiff core binding & label with "STAFF MOVEMENT REGISTER" Branch Name _____ From _____ to _____</p> | 1/4 DFC | 100 | | | |
| 22 | LAD Advance Registers | Register | <p>Grade A 70 GSM, White map litho paper, total 200 Pages+ 2 sides extra per register, Printing and matter as per specimen.</p> <p>Section Binding with Top & Bottom 2 lb straw board marble Cover and corner with calico stiff core binding & label with "LAD Advance Register" Branch Name _____ From _____ to _____</p> | 1/4 DFC | 100 | | | |
| 23 | LAD Identity cards | Card | 10.1 Kg colour board (Green color), printing 1 side off set with bank logo, every 50 cards tied with rubber band. | 14*9 cm | 20000 | | | |



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|----|---------------------------|----------|---|----------|------|--|--|--|
| 24 | Key Movement register | Register | Grade A 70 GSM, Azur laid paper , total 200 Pages per register with numbering, Printing and matter as per specimen. Section Binding with Top & Bottom 2 lb straw board marble Cover and corner with calico stiff core binding & label with "Key Movement Register" Branch _____ Name _____ From _____ to _____ | 1/8 DFC | 100 | | | |
| 25 | Attendance Register | Register | Grade A 70 GSM, Azur laid paper , total 36 folios + 2 sides extra per register, Printing and matter as per specimen, binding: Top & Bottom 2 lb straw board marble Cover and corner with calico stiff core binding & label with "Attendance Register "Branch Name _____ From _____ to _____ | 1/4 DFC | 200 | | | |
| 26 | AOD pads | Pad | Grade A 70 GSM, azure laid, total 2 pages, printing in 2 pages -offset with bank logo, Front & Back printing.100 forms in each pad, bottom ½ lb straw board and top brown flop. | 1/4 demy | 2000 | | | |
| 27 | Assets & Liabilities Pads | Pad | Grade A 70 GSM, white map litho paper, total 2 pages, printing in 2 page, offset with bank logo back and back as per specimen, 100 forms in one pad, binding: bottom ½ lb straw board and top brown flap. | 1/4 demy | 3000 | | | |



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| 28 | Credit Report pads | Pad | Grade A 70 GSM, white map litho paper, printing in 2 page, offset with bank logo back and back as per specimen, 100 forms in one pad, binding: bottom ½ lb straw board and top brown flop | 1/4 demy | 3000 | | | |
| 29 | KCC applications | Form | Grade A 70 GSM white Map litho paper, total 4 pages, printing in 4 pages-offset with bank logo, Front & Back printing.100 forms tied with paper belt | 1/4 demy | 60000 | | | |
| 30 | KCC Annexure | Form | Grade A 70 GSM white Map litho paper, total 4 pages, printing in 4 pages-offset with bank logo, Front & Back printing.100 forms tied with paper belt | 1/4 demy | 60000 | | | |
| 31 | D 57 Letter of guarantee | Form | Grade A 70 GSM azure laid, total 4 pages, printing in 4 pages-offset with bank logo, Front & Back printing.100 forms tied with paper belt | 1/4 demy | 50000 | | | |
| 32 | D-68 (Agreement for hypothecation of crops) | Form | Grade A 70 GSM azure laid, total 4 pages, printing in 4 pages -offset with bank logo, Front & Back printing.100 forms tied with rubber bands two sides | 1/4 demy | 50000 | | | |
| 33 | D-101 Agreements | Form | Grade A 70 GSM azure laid, total 8 pages, printing in 8 pages-offset with bank logo, Front & Back printing.100 forms tied with paper belt | 1/4 demy | 30000 | | | |
| 34 | D1 single DPN Pads | Pad | Grade A 70 GSM, azure laid, total 1 pages, printing in 1 page, Front & Back printing.100 forms in each pad, bottom ½ lb straw board and top brown flop | 20.50*16.50 Centi Meters | 1500 | | | |



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| 35 | D2 DPN [J/s] Pads | Pad | Grade A 70 GSM, azure laid, total 1 pages, printing in 1 page.100 forms in each pad, bottom ½ lb straw board and top brown flop | 1/4 demy | 300 | | | |
| 36 | D-7 Letter of Authorization pads | Pad | Grade A 70 GSM, white map litho paper, total 2 pages, printing in 2 pages -offset with bank logo, Front & Back printing.100 forms in each pad, bottom ½ lb straw board and top brown flop | 20.50*16.50 Centi Meters | 2000 | | | |
| 37 | Death claim forms | Form | Grade A 70 GSM, azure laid paper, printing in 12 page, offset with bank logo back and back as per specimen, 100 forms tied with paper belt , packing – every 1000 forms tied with plastic thread as bundle | 1/4 demy | 5000 | | | |
| 38 | Documents Delivery letter pads | Pad | Grade A 70 GSM, white map litho paper, total 1 pages, printing in 1 pages -offset with bank logo, Front & Back printing.100 forms in each pad, bottom ½ lb straw board and top brown flop | 20.50*16.50 Centi Meters | 2000 | | | |
| 39 | APY Application Form | Form | Grade A 70 GSM, white map litho paper, printing in 1 page, offset with as per specimen, 100 forms tied with paper belt , packing – every 1000 forms tied with plastic thread as bundle | 1/4 demy | 30000 | | | |
| 40 | PMJJBY Original Enrolment Form (Consent cum Declaration form) | Form | Grade A 70 GSM, white map litho paper, total 4 pages ,printing in 3 pages, offset with bank logo back and back as per specimen, 100 forms tied with paper belt , packing – every 1000 forms tied with plastic thread as bundle | 1/4 demy | 50000 | | | |



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| 41 | PMSBY Original Enrolment Form (Consent cum Declaration form) | Form | Grade A 70 GSM, white map litho paper, total 4 pages ,printing in 3 pages, offset with bank logo back and back as per specimen, 100 forms tided with paper belt , packing – every 1000 forms tied with plastic thread as bundle | 1/4 demy | 50000 | | | |
| 42 | Locker applications | Form | Grade A 70 GSM white Map litho paper, total 4 pages, printing in 4 pages-offset with bank logo, Front & Back printing.100 forms tied with paper belt | 1/4 demy | 5000 | | | |
| 43 | Locker Agreements | Form | Grade A 70 GSM, azure laid, total 8 pages, printing in 8 pages -offset with bank logo, Front & Back printing.100 forms tied with paper belt | 1/4 demy | 5000 | | | |
| 44 | 100 Pages Registers | Register | Grade A 70 GSM, White map litho paper, total 100 Pages+ 2 sides extra per register, Printing and matter as per specimen. Section Binding with Top & Bottom 2 lb straw board marble Cover and corner with calico stiff core binding & label with “ Register” Branch Name _____From _____ to _____ | 1/4 DFC | 500 | | | |



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| 45 | 200 Pages registers | Register | <p>Grade A 70 GSM, White map litho paper, total 200 Pages+ 2 sides extra per register, Printing and matter as per specimen.</p> <p>Section Binding with</p> <p>Top & Bottom 2 lb straw board marble</p> <p>Cover and corner with calico stiff core binding & label with</p> <p>" _____</p> <p>Register" Branch Name _____</p> <p>_____ From _____</p> <p>_____ to _____</p> | 1/4 DFC | 500 | | | |
| 46 | Plastic Files/ folders | File/ folder | <p>FS Legal Size Envelope Document Certificates</p> <p>File with our Bank logo and Name</p> | FS Legal | 100 | | | |

