



**Printing & Stationery Department
Azadpur, Delhi**

Limited Tender Notice
Item Rate quotations for the Printing & Supply of Stationery items

(REF NO: PSB/H9025/Gen_Stationery_Rates/ 01/2026-27)

NOTICE INVITING RATES

1. Bank Punjab & Sind Bank, a body corporate constituted under Banking Companies (Acquisition and Transfer of Undertakings) Act 1980 having its Head Office at New Delhi. The PSB Printing & Stationery department situated at C7, 1st Floor, New Sabzi mandi, Azadpur, Delhi 110033 invites 'Rates Tender' from empanelled Printing Vendors for printing, packaging & supply of Forms, Pads, Files, Folders, Registers and such other stationery items for the day to day use of the Branches and controlling offices.
2. Printing Vendors empanelled with HO Printing & Stationery Department may only apply. The Printing Vendors are requested to submit their applications duly complete in all respects to the Bank in a sealed envelope super scribed as "**Item Rate quotations for the Printing & Supply of Stationery items**".
3. Tender shall be dropped in the tender box kept in the office of the "Chief Manger, Punjab & Sind Bank, H.O Printing & Stationery Department, 1st Floor, C-7, New Sabzi Mandi, Azadpur, New Delhi – 110033" on or before **23.04.2026 by 1200 Hrs**
4. All pages of the Tender document, terms and conditions and any supportive document must be duly signed by the authorized signatory and seal of the Printing Vendors form should be affixed on every page of the document submitted to the bank.
5. Format of the bidding document and terms and conditions stipulated shall not be altered by the bidder. In case, it found at a later date that any clause in application or terms and conditions was altered by the Printing Vendors, the empanelment of the printing vendor will be cancelled forthwith and the security deposit will be forfeited. The printing vendor will be debarred from applying for empanelment in the bank in future.

Chief Manager
HO Printing & Stationery Department

LIMITED TENDER NOTICE

Item Rate quotations for the Printing & Supply of Stationery items (REF NO: PSB/H9025/Gen_Stationery_Rates/ 01 /2026-27)

This item rate tender is called only from Printing Vendors who are on bank's panel with HO printing & stationery department

1. INTRODUCTION

- a) Bank Punjab & Sind Bank, a body corporate constituted under Banking Companies (Acquisition and Transfer of Undertakings) Act 1980 having its Head Office at New Delhi.

2. SCOPE OF WORK

- a) The Printing Vendors shall print and supply stationery items-Forms/Pads/Registers/ envelopes/Files etc to our office or any other offices of our Bank as desired.
- b) The actual quantity shall be conveyed by the HO Printing and Stationery Department in the specific work order.
- c) Scope of work shall include :-
- i. Procurement of the paper from the mill mentioned i.e. Ballarpur/JK/Star/century Paper mills. The specification of each item has to be as per the specifications provided in Annexure-A to this Tender Document. The specifications and the Paper will be checked randomly at every or any stage of the printing/packaging/transit.
 - i. Printing of Forms/Pads/Registers/ envelopes/Files etc as per the specifications/format as approved by the Bank from time to time.
 - ii. Bank may at its discretion instruct the Printing Vendors for packaging or not packaging of the printed stationery item.
 - iii. After work is complete, the Printing Vendors will inform HO Printing and Stationery Department. The stationery items to be delivered to HO Printing and Stationery Department or at any other sites to be informed by the bank later.
 - iv. The work should be taken up immediately as per terms and conditions mentioned herein and completed within the stipulated time as per the work order. On the contrary, penalty shall be levied.

The detailed schedule of Tendering Process shall be as below:-

Date of Display of Tender on bank's website.	18.04.2026 at 1100 hrs
Pre Bid Meeting	21.04.2026 at 1200 hrs
Last Date & Time of Submission of /Bid	23.04.2026 up to 1200 hrs
Date of Opening of Bids	23.04.2026 at 1230 Hrs

3. BIDDING & EVALUATION.

- a) The Printing Vendors are advised to go through the document carefully and make himself/herself clear about the requirement of the Bank before quoting the rate.
- b) Incomplete or conditional quotations differing from the details specified in this document are liable to be rejected.
- c) No modification to the quotation will be entertained, unless specifically asked for & agree to by the Bank.
- d) The quotation amount/rates should be given in figures as well as in words. If there is any cutting/overwriting/erasing, this should be attested with full signature of the bidder.
- e) The quotation should be on unit rate basis exclusive of all taxes and as per schedule attached herewith as annexure-A. Printing Vendors should quote the rates in figures as well as in words.
- f) Quotations received late, unsealed and without superscription are liable to be rejected.
- g) Bank reserves the right to accept or reject any or all quotations without assigning any reason.
- h) The quotation will be opened on 23.04.2026 at 1230 Hrs in the presence of prospective bidders, as are present on the occasion.
- i) Quoted rates should be valid for **15 days** from the date of opening of quotation.
- j) No claim for rate enhancement/price revision should be considered during the subsistence of the contract.
- k) Printing Vendors must familiarize themselves with the volume of work, general requirement, specifications etc. as set down in the tender document.
- l) The Printing Vendors may get a set of the specification/format/sample of the particular stationery item to be printed from HO Printing & Stationery before quoting.
- m) This is a tender for item rate. Printing Vendors shall separately quote item rates for printing as per format in Annexure A.
- n) Quoting the lowest rate for the printing of any stationery item does not mean that the work will be allotted to the Printing Vendors. The lowest quoted rate for the specific stationery item shall be considered as L1 rate for the printing of that particular item. As such the Printing Vendors must ensure that the rate quoted is reasonable and justified as per prevailing market rate.
- o) The L1 rates for each item will be analyzed for reasonableness before being accepted as L1.
- p) Bidders shall submit rates for only those items which they are capable of supplying as per the specifications and tender terms.

4. AWARD OF WORK

- a) The L1 rate of each item shall be considered separately for evaluation and award of work.
- b) After the L1 rates for each item is arrived, the rates will be placed before up to L5 Bidders for acceptance. Preference will given to the L1 bidder and some work can be allotted to other printing vendors at L1 rates.

5. SPECIAL TERMS AND CONDITIONS OF THE ITEM RATE TENDER.

- a) **Quality and Adhering to Specifications.**
 - i. Each stationery item has to be as per the specifications provided in annexure-A and the paper must be procured from the mill mentioned i.e. Ballarpur/JK/Star/century Paper mills. The specifications

and the Paper will be checked randomly at any stage of the printing/packaging/transit. If required, Bank at its sole discretion shall get the paper tested from any laboratory.

- ii. If at any stage it is found that the specification has not been followed or papers other than that of Ballarpur/JK/Star/century Paper mills have been used, the entire work order shall be replaced at their own cost.
- iii. If the printing vendor refuses to do so Bank will go in for risk purchase and the entire quantity of the Stationery item in question will be got printed from another printing vendor solely at Bank's discretion. The defaulting printing vendor will be de-empanelled for 3 years and his Security Deposit will be forfeited.

b) Billing and terms of payment

- i. Bill as per the work order shall be raised by the printing vendor. The Bills must confirm to the present GST regime and all Government of India norms.
- ii. The payment shall be made by HO Printing & Stationery department within 30 days from the present of the Original bill along with signed challan of the items delivered as per work order given by the Printing & Stationery department.

c) Penalty Clause

- i. The work should be taken up immediately as per terms and conditions mentioned herein and completed within the stipulated time as per the work order.
- ii. Failure on the part of the Printing vendor to complete the work on the date stipulated, Bank reserves the right to recover from the Printing vendor a sum equivalent to 1% of the contract value of the works for each day of delay. In any case damages so recovered shall not exceed 10% of the value of the works.
- iii. In case of inordinate delay i.e. when the penalty for delayed delivery has exceeded 10%, Bank will go in for risk purchase and the entire quantity of the Stationery item in question will be got printed from another printing vendor solely at Bank's discretion. The defaulting printing vendor will be de-empanelled for 3 years and Security Deposit will be forfeited.
- iv. The paper of **Balarpur/JK /Star/Century mills** must be used for printing of the items, substitute mill paper will not be entertained and penalty may be levied @ 5% of the work order value, which will be deducted from the security deposit or Vendor can deposit the penalty amount directly to the bank before entertaining the next work order.
Vendors are advised to quote their rates accordingly.

Breach of Contract

- i. The defaulting printing vendor will be de-empanelled and his Security Deposit will be forfeited in case at any stage of the printing process or during the currency of the rate contract any printing vendor is found to have violated the specification of the items or on schedule of delivery.
- ii. In such an event, the security deposit with the Bank will be forfeited without prejudice to Bank's further right to claim compensation from the Printing vendor for the loss. Also Bank reserves the right to blacklist/remove the Printing vendor from the Bank's panel.

We undertake that we have read this notice and all other Contract Documents and have made ourselves aware of the scope and Specifications of the work to be done.

Signature:
Name &Address:
Date:.....
Place:

Chief Manager (Printing & Stationery)

ANNEXURE-A

SPECIFICATIONS OF STATIONERY ITEMS FOR THE BANK.

<u>S.No.</u>	<u>ItemCode</u>	<u>Particulars</u>	<u>PAPER</u>	<u>SIZE</u>	<u>SPECIFICATION</u>	<u>Unit</u>	<u>RATE PER UNIT (in Rs.)</u>	<u>Currently Required – Approx (Unit)</u>
1	8 A	Single Entry Debit Voucher without client's advice	White Printing paper 58 gsm	7.25" x 3.5"	Pad of 100 Lvs Printing in Black Ink Single Side Printing with gattapatti pad	Pad		5000
2	8 B	Single Entry Credit voucher without client's advice	White Printing paper 58 gsm	7.25" x 3.5"	Pad of 100 Lvs Printing in Red Ink Single Side Printing with gattapatti pad	Pad		5000
3	10 D	Account opening form (Recurring Deposit)	Maplitho Paper 70 gsm	8.5" x 11"	4 Pages 2 lvs both side printing/Two Stepplespkt of 100 each	Form		80000
4	10 CBS	Account opening form (Individual)	Maplitho Paper 70 gsm	8.5" x 11"	10 Pages-5 lvs both side printing Two Stapples pkt of 100 each	Form		200000
5	11 CBS	Account opening form (Non Individual)	Maplitho Paper 70 gsm	8.5" x 11"	22 Pages-11 lvs both side printing Two Stapples pkt of 100 each	Form		20000
6	10 ATM	ATM Application form	Maplitho Paper 70 gsm	8.5" x 11"	4 Pages 2 lvs/One Fold pkt of 100 Form	Form		60000
7	141 CBS	Pay-in-slip of cheque/cash	White Printing Paper 58 gsm	11" x 4.5"	Both Side Printing One Perforation Staple on 50 Lvs each	Pad		60000
8	141 RTGS	Application form Draft/MC for RTGS/NEFT/	White Printing Paper 58 gsm	11" x 9"	Both Side Printing One Perforation Pad with 50 Lvs with gattapatti	Pad		3000

9	320	Safe deposit vault (locker) account opening form	Ledger Paper 80 gsm	13" x 8"	Both Side Printing in Blue Ink Pkt of 100 Lvs	Form		15000
10	321	Locket sheet	Ledger Paper 80 gsm	13" x 8"	Both Side Printing Pkt of 100 Lvs	Form		20000
11	328	Note slip	White Printing Paper 58 gsm	2.25" x 6"	Single Side Printing Pad of 100 Lvs with gattapatti	Pad of 100 lvs		10000
12	335	Dak Envelope	Maplitho Paper 100 gsm	9" x 4"	Printing as per sample	Number		60000
13	337	Security Documents envelope	Star Paper 80 gsm Kraft	15" x 11"	Printing as per sample	Number		5000
14	338C	Computer Pass Book SB Account	Inner Maplitho 70 gsm Cover Art Card 210 gsm	8.25" x 3.5"	24 Pages + Cover with Thread Stitching Round Corning (Bundle of 100 each)	Number		150000
15	352	Specimen Signature card	Maplitho Paper 120 gsm	4" x 8.25"	Two Colour Printing Two Punch Two Punch Pkt of 100 Form	Card		50000
16	354	Withdrawal form	Maplitho Paper 80 gsm	7.5" x 2.75"	Both Side Blue Printing Pad of 50 Form each	Pad		50000
17	355	Soft file	Triplex board 310 gsm (Sidhartha Mill)	14" x 10"	Two side printing + eyelet +Folding + binding cloth patti , (File color: Green, Light Blue, Pink, Green) As per sample	Number		20000
18	356 (2 Flap)	Hard file	Red cloth pasted on Duplex 300 GSM on 4MM kappa Board	14" x 10"	Folding + 1 mtr white dori + Flap from 4 sides (2 flap of 9", 2 Flap of 7") (As per sample)	Number		5000
19	356 (4 Flap)	Hard file	Red cloth pasted on Duplex 300 GSM on 4MM kappa Board	14" x 10"	1 mtr white dori + Flap from 2 sides (2 flap of 9") As per sample	Number		10000

20	446	Voucher cover card	White Pulp Board 230 gsm	9" x 7"	Each Set 100 x 2 100 Printed - Lamination 100 Plain - Lamination	Number		60000
21	518	Spiral Note Pad	Cover: Art card- Multi color printing 220 gsm Inner Pages: white page with bank logo printing 70gsm, white spiral.	9" x 5.5"	20 lvs inner + 2 lvs cover	Number		3000
22	351	FD cover		9.5" x 6.5" and flap 2"	As per sample	Number		5000
23	SRF	Multi purpose form- Service request form	Maplitho Paper 70 gsm	8.5" x 11"	Two Side Printing One Perforation Pad of 100 Lvs with gattapatti	Pad		2000
24	8 SCRA	SCRA pad	Maplitho paper 60gsm white paper first copy, 2 copies 40 gsm colored paper.	9" x 7"	Single side printing , one perforation Each paper 33 x 3 (99 pages)with cover page gatta patti	Book		1000
25	121	Form 15 G H	White Printing Paper 58 gsm	11" x 9"	5 pages Both Side Printing Pad with 50 Lvs with gattapatti	Form		10000
26	97	Form 97	White Printing Paper 58 gsm	11" x 9"	4 Page Both Side Printing Pad with 50 Lvs with gattapatti	Form		20000

REGISTERS

<u>S.No.</u>	<u>Item No</u>	<u>Particulars</u>	<u>PAPER</u>	<u>SIZE</u>	<u>SPECIFICATION</u>	<u>Unit</u>	<u>RATE/UNIT (in INR)</u>
1	1003	LOAN SANCTION REGISTER	Ledger Paper Lamination 80 gsm	13" x 8"	100 Lvs/200 Pages/100 No 32 Ozs Board + Cloth Binding/canvass with Corners	Register	200
2	1006	CASH BOOK	Ledger Paper 80 gsm	13" x 8"	200 Lvs/400 Pages/200 No 32 Ozs Board + Cloth Binding/canvass with Corners	Register	100
3	1007	CASH DETAIL BOOK	Ledger Paper 80 gsm	13" x 8"	200 Lvs/400 Pages/200 No 32 Ozs Board + Cloth Binding/canvass with Corners	Register	100
4	1008	CHEQUE BOOK ISSUE REGISTER	Ledger Paper 80 gsm	13" x 8"	100 Lvs/200 Pages/100 No 32 Ozs Board + Cloth Binding/canvass with Corners	Register	200
5	1009	CHEQUE RETURNING REGISTER	Ledger Paper 80 gsm	13" x 8"	100 Lvs/200 Pages/100 No 32 Ozs Board + Cloth Binding/canvass with Corners	Register	100
6	1010	DISPATCH REGISTER	Ledger Paper 80 gsm	13" x 8"	200 Lvs/400 Pages/200 No 32 Ozs Board + Cloth Binding/canvass with Corners	Register	100
7	1011	DAK RECEIPT REGISTER	Ledger Paper 80 gsm	13" x 8"	200 Lvs/400 Pages/200 No 32 Ozs Board + Cloth Binding/canvass with Corners	Register	100
8	1024	TITLE DEED REGISTER	Ledger Paper 80 gsm	13" x 17"	100 Lvs/200 Pages/100 No 32 Ozs Board + Cloth Binding/canvass with Corners	Register	100

9	1036	DESCRIPTION OF SECURITY PAPER	Ledger Paper 80 gsm	13" x 8"	200 Pages/100 Lvs/200 No 32 Ozs Board + Cloth Binding/canvass with Corners	Register		150
10	1040	REGISTER FOR SECURITY	Ledger Paper 80 gsm	13" x 8"	100 Lvs/200 Pages/100 No 32 Ozs Board + Cloth Binding with Corners	Register		150
11	1041	CASH REMITTANCE	Ledger Paper 80 gsm	13" x 8"	100 Lvs/200 Pages/100 No 32 Ozs Board + Cloth Binding with Corners	Register		100
12	1047	DRAWING POWER	Ledger Paper 80 gsm	13" x 8"	200 Lvs/400 Pages/200 No 32 Ozs Board + Cloth Binding with Corners	Register		200
13	1066	VOUCHER REGISTER	Ledger Paper 80 gsm	13" x 8"	100 Lvs/200 Pages/100 No 32 Ozs Board + Cloth Binding with Corners	Register		100
14	1103	ATTENDANCE REGISTER	Ledger Paper 80 gsm	13" x 8"	100 Lvs/200 Pages/100 No 32 Ozs Board + Cloth Binding with Corners	Register		200

The rates quoted above are excluding GST.

We have read the terms and conditions along with all the annexure and also seen the samples of each item. We have familiarized ourselves with the work to be carried out and have quoted the above best rates.

We hereby agree to abide by the above declarations:

Place

Signature of Authorized Signator

