

**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/ 12 /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 C-7, 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, 1<sup>st</sup> Floor, C-7, New Sabzi Mandi, Azadpur, New Delhi – 110033" on or before **10.08.2026 by 1500 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/ 12 /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) 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 :-
- 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.
  - Printing of Forms/Pads/Registers/envelopes/Files etc as per the specifications/format as approved by the Bank from time to time.
  - Bank may at its discretion instruct the Printing Vendors for packaging or not packaging of the printed stationery item.
  - The Printing Vendors will inform the HO Printing and Stationery Department upon completion of the work. The stationery items to be delivered to HO Printing and Stationery Department or at any other sites to be informed by the bank later.
  - 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. | 03.08.2026 at 1500 hrs    |
| Pre Bid Meeting                              | 06.08.2026 at 1300 hrs    |
| Last Date & Time of Submission of /Bid       | 10.08.2026 up to 1500 hrs |
| Date of Opening of Bids                      | 10.08.2026 at 1530 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) Tender 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 Tender will be opened on **10.08.2026 at 1530** 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.**

| <b><u>S.No.</u></b> | <b><u>ItemCode</u></b> | <b><u>Particulars</u></b>                           | <b><u>PAPER</u></b>         | <b><u>SIZE</u></b> | <b><u>SPECIFICATION</u></b>                                                   | <b><u>Unit</u></b> | <b><u>RATE<br/>PER<br/>UNIT<br/>(in Rs.)</u></b> | <b><u>Currently<br/>Required –<br/>Approx<br/>(Unit)</u></b> |
|---------------------|------------------------|-----------------------------------------------------|-----------------------------|--------------------|-------------------------------------------------------------------------------|--------------------|--------------------------------------------------|--------------------------------------------------------------|
| 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                |                                                  | 10000                                                        |
| 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                |                                                  | 10000                                                        |
| 3                   | 10 D                   | Account opening form (Fixed/Recurring Deposit)      | Maplitho Paper 70 gsm       | 8.5" x 11"         | 4 Pages 2 lvs both side printing with black ink One Fold pkt of 100 Form      | Form               |                                                  | 150000                                                       |
| 4                   | 10 CBS                 | Account opening form (Individual)                   | Maplitho Paper 80 gsm       | 8.5" x 11"         | 12 Pages-6 lvs both side printing Centre Stapples pkt of 100 each             | Form               |                                                  | 250000                                                       |
| 5                   | 11 CBS                 | Account opening form (Non Individual)               | Maplitho Paper 80 gsm       | 8.5" x 11"         | 22 Pages-11 lvs both side printing Two Center Stapples pkt of 100 each        | Form               |                                                  | 10000                                                        |
| 6                   | 10 ATM                 | ATM Application form                                | Maplitho Paper 70 gsm       | 8.5" x 11"         | 4 Pages 2 lvs printing with black ink One Fold pkt of 100 Form                | Form               |                                                  | 80000                                                        |
| 7                   | 121                    | Form 15 G H                                         | White Printing Paper 58 gsm | 11" x 9"           | 2 Lvs 4 pages Both Side Printing with black ink One Fold pkt of 100 Form      | Form               |                                                  | 20000                                                        |
| 8                   | 141B                   | Pay-in-slip DD/MT/TT etc.                           | White Printing Paper 58 gsm | 9" x 4.5"          | Both Side Printing One Perforation Staple on 50 Lvs                           | Pad                |                                                  | 10000                                                        |
| 9                   | 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                |                                                  | 80000                                                        |
| 10                  | 141 RTGS               | Application form Draft/MC for RTGS/NEFT/            | White Printing Paper 58 gsm | 11" x 4.5"         | Single Side Printing One Perforation Pad with 50 Lvs                          | Pad                |                                                  | 10000                                                        |
| 11                  | 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               |                                                  | 10000                                                        |
| 12                  | 321                    | Locket sheet                                        | Ledger Paper 80 gsm         | 13" x 8"           | Both Side Printing with black ink Pkt of 100 Lvs                              | Form               |                                                  | 10000                                                        |
| 13                  | 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                                                        |
| 14                  | 335                    | Dak Envelope                                        | Maplitho Paper 100 gsm      | 9" x 4"            | Front Side Printing with blue ink                                             | Number             |                                                  | 50000                                                        |

|    |              |                                             |                                                                                                                                |                            |                                                                                                                              |        |  |        |
|----|--------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------|--------|--|--------|
| 15 | 337          | Security Documents envelope                 | Star Paper 80 gsm Kraft                                                                                                        | 15" x 11"                  | Front Side Printing with black ink                                                                                           | Number |  | 20000  |
| 16 | 338C         | Computer Pass Book SB Account               | Inner Maplitho 70 gsm<br>Cover Art Card 210 gsm                                                                                | 8.25" x<br>3.65"           | 24 Pages + Cover in Green Color with<br>Thread Stitching, Round Corner<br>(Bundle of 100 each)                               | Number |  | 250000 |
| 17 | 351          | FD cover                                    |                                                                                                                                | 9.5" x 6.5"<br>and flap 2" | As per sample                                                                                                                | Number |  | 120000 |
| 18 | 352          | Specimen Signature card                     | Maplitho Paper 120 gsm                                                                                                         | 4" x 8.25"                 | Two Colour Printing Two Punch Pkt of<br>100 Card                                                                             | Card   |  | 100000 |
| 19 | 354          | Withdrawal form                             | Maplitho Paper 80 gsm                                                                                                          | 8.00" x<br>4.50"           | Both Side Printing with Green ink Pad<br>of 50 Form each                                                                     | Pad    |  | 80000  |
| 20 | 355          | Soft file                                   | Triplex board 310 gsm<br>(Sidhartha Mill)                                                                                      | 14" x 10"                  | Two side printing + eyelet +Folding +<br>binding cloth patti , (File color: Green,<br>Light Blue, Pink, Green) As per sample | Number |  | 20000  |
| 21 | 356 (2 Flap) | Hard file                                   | Red cloth pasted on<br>Duplex 300 GSM on<br>4MM kappa Board                                                                    | 14" x 10"                  | Folding 1 mtr white dori + Flap from 2<br>sides (2 flap of 9") As per sample                                                 | Number |  | 20000  |
| 22 | 356 (4 Flap) | Hard file                                   | Red cloth pasted on<br>Duplex 300 GSM on<br>4MM kappa Board                                                                    | 14" x 10"                  | Folding + 1 mtr white dori + Flap<br>from 4 sides (2 flap of 9", 2 Flap of 7")<br>(As per sample)                            | Number |  | 5000   |
| 23 | 446          | Voucher cover card                          | While Pulp Board 230<br>gsm                                                                                                    | 9" x 7"                    | Each Set 100 x 2<br>100 Printed - Lamination<br>100 Plain - Lamination                                                       | Number |  | 100000 |
| 24 | 518          | Spiral Note Pad                             | Cover: Art card- Multi<br>color printing 220 gsm<br>Inner Pages: white page<br>with bank logo printing<br>70gsm, white spiral. | 9" x 5.5"                  | 20 lvs inner + 2 lvs cover (Printing with<br>4 colour i.e White, Red, Green, Yellow)                                         | Number |  | 3000   |
| 25 | SRF          | Multi purpose form- Service<br>request form | Maplitho Paper 70 gsm                                                                                                          | 8.5" x 11"                 | Two Side Printing One Perforation Pad<br>of 100 Lvs with gattapatti                                                          | Pad    |  | 10000  |
| 26 | 8 SCRA       | SCRA pad                                    | Maplitho paper 60gsm<br>white paper first copy,<br>2 copies 40 gsm colored<br>paper.                                           | 9" x 7"                    | Single side printing , one perforation<br>Each paper 33 x 3 (99 pages)with<br>cover page gatta patti                         | Pad    |  | 2000   |
| 27 | 97           | Form 97                                     | White Printing Paper 58<br>gsm                                                                                                 | 11" x 9"                   | 2 Lvs 4 Page Both Side Printing One<br>Fold pkt of 100 Form                                                                  | Form   |  | 50000  |

## 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 PER<br/>UNIT (in Rs.)</u> | <u>Currently<br/>Required –<br/>Approx (Unit)</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"    | 200 Lvs/400 Pages/200 No 32 Ozs Board + Cloth Binding/canvass with Corners | Register    |                                   | 100                                               |
| 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    |                                   | 200                                               |
| 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    |                                   | 150                                               |
| 9            | 1036           | DESCRIPTION OF SECURITY PAPER | Ledger Paper 80 gsm            | 13" x 8"    | 100 Lvs/200 Pages/200 No 32 Ozs Board + Cloth Binding/canvass with Corners | Register    |                                   | 200                                               |
| 10           | 1037           | LEAVE REGISTER                | Ledger Paper 80 gsm            | 13" x 8"    | 100 Lvs/200 Pages/200 No 32 Ozs Board + Cloth Binding/canvass with Corners | Register    |                                   | 50                                                |
| 11           | 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    |                                   | 100                                               |



|    |      |                        |                        |          |                                                                          |          |  |     |
|----|------|------------------------|------------------------|----------|--------------------------------------------------------------------------|----------|--|-----|
| 12 | 1041 | CASH REMITTANCE        | Ledger Paper<br>80 gsm | 13" x 8" | 100 Lvs/200 Pages/100 No 32 Ozs<br>Board + Cloth Binding with<br>Corners | Register |  | 100 |
| 13 | 1047 | DRAWING POWER          | Ledger Paper<br>80 gsm | 13" x 8" | 200 Lvs/400 Pages/200 No 32 Ozs<br>Board + Cloth Binding with<br>Corners | Register |  | 150 |
| 14 | 1066 | VOUCHER REGISTER       | Ledger Paper<br>80 gsm | 13" x 8" | 100 Lvs/200 Pages/200 No 32 Ozs<br>Board + Cloth Binding with<br>Corners | Register |  | 200 |
| 15 | 1103 | ATTENDANCE<br>REGISTER | Ledger Paper<br>80 gsm | 13" x 8" | 100 Lvs/200 Pages/100 No 32 Ozs<br>Board + Cloth Binding with<br>Corners | Register |  | 100 |
| 16 | 1104 | VISITOR REGISTER       | Ledger Paper<br>80 gsm | 13" x 8" | 100 Lvs/200 Pages/100 No 32 Ozs<br>Board + Cloth Binding with<br>Corners | Register |  | 100 |

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 Signatory

