

**ALLAHABAD BANK****मंडलीय कार्यालय: मुंबई, मनीष कमर्शियल सेंटर, 216 ए, डॉ. एनी बेसेंट रोड, वरली, मुंबई -400030**

ZONAL OFFICE: MUMBAI, Manish Commercial Centre, 216 A, Dr. Annie Besant Road, Worli, Mumbai- 400 030

दूरभाष / Telephone: 24921986 / 24923246 फैक्स / Fax: 24964644 e-mail: mum.p&d@allahabadbank.in

Ref no. ZOMUM/P&D/Stationery Quotation/193

Date: 10.12.2018

QUOTATION FOR STATIONERY PRINTING / ITEMS

Allahabad Bank, Zonal office Mumbai invites Quotations for Stationery Printing/ Items from our Empanelled Printers (General)/ Supplier of stationery for Zonal Stationery Depot, Vashi Mumbai. You are requested to furnish us sealed quotations and quote **rate per pad/Book** of the following item/s strictly as per specifications mentioned below. Quotations without paper samples will not be entertained. Sealed quotations super scribing the Item name, quotation number should reach at the above address within the stipulated date and time. Bank reserves the right to reject any quotation without assigning any reason thereof. Bank may approve more than one supplier for this/these item/s at same rate. The tenderers or his representative may be present at the time of opening the tender.

1 Item Name	ATTENDANCE REGISTER(MUSTER)
• Size	13"x8" (close)
• Paper	80 GSM Ledger Paper Ballarpur paper Mill
• Printing	Text:100 folios Black ink offset printing as per specimen
• Binding	Side stitched and bound hard as ledger
• Capacity	100 Folios in one book.
• Quantity	100 Registers

2 Item Name	CHEQUE ISSUING REGISTER
• Size	13"x8" (close)
• Paper	80 GSM Ledger Paper Ballarpur paper Mill
• Printing	Text:200 pages Black ink offset printing as per specimen
• Binding	Side stitched and bound hard as ledger
• Capacity	200 Pages in one book.
• Quantity	100Registers

3 Item Name	COMMON DEPOSIT PAY IN SLIP
• Size	11"x4" approx. oblong in book form
• Paper	45 GSM Light blue colour paper of Sirpur Paper Mill
• Printing	Both sides printing as per sample
• Binding	Side stitched (1 No.) counter foil in the left side with perforation.
• Capacity	10 leaves in one book, 500 books in one pack.
• Quantity	3, 00,000 books.

4 Item Name	NEFT / RTGS FORM
• Size	A 4
• Paper	70 GSM ,18.6 White MAPLITHO PAPER
• Printing	One sides printing as per sample
• Binding	100 forms in 1 pad
• Capacity	25 pad in One pack
• Quantity	600 pad

5 Item Name	VR- 2 CREDIT VOUCHERS
• Size	19.0 cm x 11.0 cm
• Paper	58 GSM BP PAPER MILL, PAPER Cream wove 250 LVS
• Printing	One side in black colour . Billingal printing (Hindi & English as per specimen provided)
• Binding	100 forms to be bound as 1 pad
• Capacity	100 leaves in one pad, 100 pads in one pack
• Quantity	500 pads

Terms & Condition:

1. Bank at its own discretion may modify its requirement or cancel the tender after giving prior notice to the vendors.
2. Your quotation must accompany a sample of the materials to be supplied of at least A4 size for our technical evaluation.
3. Rates must be submitted within a sealed envelope along with other technical details & sample in another sealed envelope.
4. After opening of quotations if the lowest bidder backs out then Bank may disqualify their name at its own discretion.
5. The proof etc. should be got approved from our Zonal Stationery Depot Vashi, Mumbai before printing.
6. The printing and supply should be completed within 15 days.
7. Details like item printed, printers name, no. of copies and month & year of printing must be mentioned in all forms, books etc.
8. Delivery will be made in 2-3 phases as per requirement.
9. Delivery of the printed material will be at Zonal Stationery depot , Central facility building no.2, Gala no.7, Sector 19 , Near APMC Market , Vashi , Navi Mumbai 400 705 Phone 022-2766680

DUE DATE OF SUBMISSION OF QUOTATION: 20/12/2018 BEFORE: 3.30 P.M. Quotations must be dropped in Tender Box at Ground Floor, Zonal Office, Mumbai properly sealed cover to Deputy General Manager, Allahabad Bank, Zonal Office, 216 A, Dr. Annie Besant Road, Manish Commercial Centre, Worli, Mumbai – 400 030 , No Quotations will be accepted after the above date.

THE QUATATIONS WILL BE OPENED ON: 21/12/2018 AT : 3.30 P.M. at Zonal Office, Worli, Mumbai.

(Meenu Khullar)
Asstt. General Manager