



MALWA GRAMIN BANK
PREM BASTI HEAD OFFICE SANGRUR -148001
NOTICE INVITING TENDER

Sealed tenders are invited from vendors for Printing & Supply of under mentioned stationary items:

Sr. No.	Documents	Quantity(pages)	Document No.	GSM
1	Leave Application	100 pads (100)		70
2	NEFT/RTGS/DD Forms	500 pads (100)		70
3	TA Bill Format	100 pads (50)		70
4	Letter Pad	10 pads (100)		70
5	Cheque Return Slip	100 pads (100)		70
6	KCC Withdrawal	35000 pads (50)	M.G.B. 733	70
7	A/c Opening Forms	75000 set		70
8	SB Passbook	25000		70
9	SB withdrawal	10000 (50)		70
10	DR/CR Voucher BGL	500 (50)		70
11	DR/CR Voucher Non BGL	1000 (50)		70
12	Form 15 G	300 pads (100)		70
13	Form 15 H	200 pads (100)		70
14	Form 60 /61	100 pads (100)		70
15	Cr. Vouchers	5000 pads (50)	M.G.B. 196	70
16	Dr. Vouchers	5000 pads (50)	M.G.B. 197	70
17	KCC Recovery Notice	100 pads (50)		70
18	Deceased Claim Form	100 pads (50)		70
19	MMC / MAC	250 set		70
20	Dairy Loan	2000 set		70
21	OD Agreement Form	100 (50)		70
22	Control Card ACC/ATL	500 pads	MGB 55	70
23	CR of ATL/SIB	500 pads		70
24	CR of KCC	500 pads		70
25	CR of Misc. Advances	500 pads		70
26	Demand Loan Applications	200 pads	MGB 29	70
27	Demand Loan Debit slip	200 pads		70
28	DP Note	50 pads	MGB 256	70
29	DP Note	100 pads	MGB 256R	70
30	KCC Insurance	200 (100)		70
31	Letter of Arrangement	1000 (100)	MGB 39	70
32	Letter of Undertaking	1000 (100)	MGB 40	70
33	Loan Agreement	10000 set	MGB LD 1	70
34	Loan Application for SIB	500 set	MGB 87	70
35	Pay in slips	50000 (25)		70
36	No due Certificate	100 (50)	MG 41	70
37	Opinion Report	1000 (100)		70
38	P-Leave	100 (100)		70
39	Pre-Sanction Survey Report AND MGB 120	1000 (100)	MGB 120	70
40	Recomendary Note	100 (100)		70
41	Regd. Notice	100 (100)		70
42	Renewal Form	1000 (100)	MGB 53	70
43	Revival Letter ACC/ATL	1000 (100)	MGB 134	70
44	Revival Letter CC/CTL/MTL	1000 (100)	MGB 135	70
45	SHG Agreement	100(100)		70
46	SHG Application	100(100)		70
47	Application for Loan Assistance SHG	100(100)		70
48	Housing Loan Set	500		70
49	Car/ Two wheeler loan set	500		70
50	Consent for disclosure of Information (CIBIL)	500 (100)		70
51	Inter-se Agreement for SHG	100 (100)		70
52	Application form for loans under debt swapping scheme	100 (100)		70

53	Insurance Waiver Letter	100 (100)		70
54	Guarantee Agreement	100 (100)		70
55	CC Limit Booklet	100 (100)		70
56	Education Loan Set	100 (100)		70
	REGISTERS			
1	Customer Call Register	100(100)		70
2	Forged Notes Detection And	100 (100)		70
3	Impounding Register			70
4	Complaint Register	100 (100)		70
5	Fraud Register	100 (100)		70
6	Savings Bank Pass Book Issued Register	100 (100)		70
7	Welcome Kit & Pin Delivery Register	100 (100)		70
8	Internet Banking Kit (INB) Issue Register	100 (100)		70
9	Cheques Referred & Returned Register	100 (100)		70
10	Nomination Register For Safe Deposit Lockers	10 (100)		70
11	Mail Register/Mail Undelivered Register	100 (100)		70
12	Postage Book	100 (100)		70
13	Officiating Allowance Register	100 (50)		70
14	Over Time Register	100 (100)		70
15	Office Order Issue Register	100 (100)		70
16	Subordinate Clothing Register	100 (100)		70
17	Locker Application Received Register	10 (100)		70
18	Safe Deposit Locker & Key Register	10 (100)		70
19	Key Register	100 (100)		70
20	Branch Document Register	100 (100)		70
21	Record Of Withdrawals Of Branch	100 (100)		70
22	Branch Duplicate Key Register	100 (100)		70
23	Unclaimed IOI/BC Register	100 (100)		70
24	IOI/Draft Cancelled And Destroyed Register	100 (100)		70
25	Missing Voucher Register	100 (100)		70
26	Cheque Book Issued But Returned Undelivered Register	100 (100)		70
27	Vault Register	500(100)		70
28	Intra Day Cash Verification Register	100 (100)		70
29	Cash Transaction Monitoring Register	100 (50)		70
30	Cash Found Excess/Short Register	100 (50)		70
31	Remittance Received/Sent Register	100 (100)		70
32	Loan Application Received And Disposal Register	100 (100)		70
33	Cash Credit Register	100 (100)		70
34	Inspection Register	200 (200)		70
35	Suit Filed Accounts Register	100 (100)		70
36	Compromise Register/	100 (100)		70
37	OTS Register			70
38	PDC Register	100 (100)		70
39	Safe Deposit Locker Access Register	10 (100)		70
40	Cash Balance Book	500 (200)		70
41	Old Record Destruction Register	100 (100)		70
42	System Room Access Register	100 (100)		70
43	Computer Hardware Access	100 (100)		70
44	Record Register	100 (100)		70
45	Police Beat Register	100 (100)		70
46	Late Attendance Register	100 (100)		70
47	Sundry A/C Register	100 (100)		70
48	Suspense A/C Register	100 (100)		70
49	Ta Bill Book	100 (100)		70
50	Attendance Register	150 (100)		70
51	Security Stationary Register	100 (100)		70
52	Nomination Register	100(100)		70

Terms & Conditions of the Tender

1. Sealed Tender should reach our Head Office, Sangrur on or before **03/05/2018 (up to 02.00 pm)**. Please mark your contact no. on the envelope of the tender.
2. Tender received after 03/05/2018 (02.00 pm) will be rejected.
3. Tender will be opened at our Head Office Sangrur on date 03/05/2018 on time 03.00 pm .
4. You should depute your representative to our office in whose presence Tender will be opened. In the absence of representative tender will be opened.
5. You will have to deposit with the Tender an amount 5% of Tender value by way of Demand Draft in favour of Malwa Gramin Bank payable at Sangrur.
6. In case of your firm is selected for printing/supply of the stationary items, Earnest Money Deposit (EMD) will be kept as security for one month from date of supply.
7. EMD of unsuccessful bidders will be refunded within 7 days of opening of Tender.
8. Bank may place the order items wise to the firm having lowest quotation in the respective item or Bank may also place order to the firm having lowest quoted rates as a whole in respect of all items mentioned in the tender.
9. For more details visit our website:www.malwagraminbank.com
10. The Bank reserves its right to reject any or all the tenders without assigning any reason.
11. All the documents must be duly signed by the Authorized signatory.
12. The envelope should be super scribed as **“Tender for supply/printing of stationary items”**.
13. The stationery printed will be required to be delivered at Head Office, Sangrur and or our Patiala Branch (Pili Sadak) as per requirement.
14. All items are to be printed after getting proof checking of each item.
15. Payment of stationary will be made in one time after receiving all stationary items of the order.
16. Penalty will be imposed on late supply of items @ 1% per week of the order amount after 20 days from the order.

You may visit our Head Office to see the sample of the items from 24/05/2018 to 02/05/2018 on any working day at the following address:

**MALWA GRAMIN BANK
PREM BASTI
Head Office: SANGRUR**

You are requested to submit the sealed tender as per terms & conditions of tender given above. Rates per item (including tax) are to be quoted. The quoted rates will also include transportation charges.

General Manager