



HIMACHAL PRADESH GRAMIN BANK

Head Office: Jail Road, Mandi, Himachal Pradesh -175 001
Tel No.01905-227519,
www.hpqb.in, email – hogadhpqb@hpqbank.co.in

TENDER NOTICE – STATIONERY & DOCUMENTS

Sealed quotations are invited from the reputed Printers/Suppliers for the Printing & Supply of Stationery Items for use in our Bank/Branches. The printed Stationery and Documents shall be supplied at our **Central Stationery Centre, Mandi (F.O.R.)**. Interested Vendor/Party may send their proposal to the **General Manager, Himachal Pradesh Gramin Bank, Head Office, Jail Road, Mandi**. All the interested parties are advised to go through the detailed Tender guidelines in **Bank's Website** before submitting their proposals.

Bank reserves its right to reject any or all the proposals without citing any reason. **Corrections/Corrigendum**, if any, will be placed on Bank's Website only. For more details visit our website www.hpqb.in

Last date of submission of Tender: 22.02.2023 (upto 03.00 p.m.)

Date of Tender Opening : 22.02.2023 (at 03.30 p.m.)

**Sd/-
General Manager**



HIMACHAL PRADESH GRAMIN BANK

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TENDER NOTICE – STATIONERY & DOCUMENTS

Terms & Conditions of the Tender:

1. Sealed Bids should reach our Head Office, Mandi on or before **22.02.2023 (Upto 03.00 p.m.)**.
2. Tender received after **22.02.2023 (03.00 p.m.)** will be rejected.
3. Tender will be opened at **3.30 p.m.** in our Head Office, Mandi **on 22.02.2023..**
4. Tender shall be opened in the presence of Vendors/Authorised representatives holding appropriate letter from Authorised Signatory alongwith copy of Id viz. Aadhaar Card/PAN Card etc. of person attending the opening of Tender.
5. The Vendor should have valid License/PAN/GST/Other Statutory documents as applicable validating their Firm and produce self attested copies of such certificates.
6. The vendor should submit the copy of Aadhaar Card (Individual and Firm).
7. Tenderer has to submit Experience certificate of printing & supplying stationery items for at least two years. The offer without the same shall be treated as cancelled.
8. Tenderer has to submit Turnover Certificate issued by a certified CA. The offer without the same shall be treated as cancelled.
9. Tenderer has to submit The GSTIN Number or Application Reference Number (ARN) and HSN Code of the same. The offer without the same shall be treated as cancelled.
10. A Demand Draft/FDR amounting **Rs. 1,00,000/-** (Rupees One Lakh Only) in favour of **Himachal Prdaesh Gramin Bank** payable at **Mandi** is to be **deposited as EMD/Security deposit alongwith Tender Documents**. Bank will not pay any interest on the amount so deposited.
11. The Tender shall normally be valid for a period of two years. However, Bank shall be at liberty to **extend the period of Tender till finalization of Tender for Next year to print & supply of essential Stationery & Documents required to be printed additionally during such period**. In this regard, the **approved L-1 Vendors** shall submit **Undertaking** as per the Annexure-C for executing all orders placed for printing & supply of Stationery & Documents required to be printed additionally during such period at the approved rates.



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12. On being successful Vendor, the **Earnest Money Deposit (EMD)** of Rs. 1,00,000/- deposited with Tender Documents shall be retained as Security Deposit for a period of two years or extension thereof as mentioned above.
The rates approved in the Tender shall be **valid during the entire period of validity of Tender including extension thereof**. The EMD/Security Deposit shall be released to the Vendor **without any interest on successful completion of validity of Tender including extension thereof** after deduction of loss/damage, if any, occurred to Bank.
13. **EMD** of unsuccessful bidders will be refunded **within 7 days of opening of Tender**.
14. Order will be awarded on the Lowest-1 (L-1) basis. After agreed to print & supply of stationery items on L-1 basis, order will be placed to the supplier by keeping in view the turnover & printing experience of the Firm.
15. All the documents must be signed by the Authorized Signatory.
16. HSN code of each items mentioned in the tender document to be provided along with rates.
17. Printer/Supplier should present the Bill with GSTIN and PAN of both parties and HSN Code of each item supplied.
18. The rates quoted should include all duties, freight and labour charges excluding GST.
19. The stationery printed will be delivered at destinations at our **Central Stationery Centre, Mandi (F.O.R.)**.
20. **The Agency/Firm should not have been Blacklisted by Any Bank/ Department/Institution. In this regard, a self attested Certificate is to be submitted.**
21. Vendors are requested to submit the **sealed Tender as per terms & conditions of Tender given above. All rates quoted should be as per item mentioned in Column 3 in the Financial Bid excluding GST**. Transportation charges shall not be paid by Bank, Vendors are advised to submit their Quotation accordingly.
22. Tender must be submitted in **Two Parts** as mentioned in the Annexure A to D:
 - (i) **Technical Bid** along with relevant documents (Annexure A to C)
 - (ii) **Financial Bid (Annexure D)**



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The Vendors must submit their tenders in two separate sealed envelopes prominently superscripted as **Annexure-A to C “Technical Bid”** and **Annexure-D “Financial Bid”**. These **two envelopes shall together be kept in third envelope** superscripted **‘Quotation for Printing & Supply of Stationery and Documents’** with due date of opening.

23. Incomplete & Conditional Tender Forms are liable to be rejected.
24. Supply will have to be made strictly as per specifications/sizes of tender and quality of paper as mentioned in tender.
25. Tenderer must use paper of following A Grade Mills only: BILT, JK, CROMPTON, KEON, RUCHIRA, CENTURY, SATIA & KUANTUM only for printing & supplying of stationery. Supplier has to take prior approval from the Bank if using any other “A” Grade Mill paper.
26. The Supply shall be required to be made strictly within 40 days from the date of placing order. In case of delay, the penalty shall be imposed as below which shall not be disputed.
 - I) For delay up to 15 days= 1% of order
 - ii) For delay more than 15 days= 3% of order
27. The Specimen for the **Stationery & Documents** shall be provided for reference. The proof of all Performa/Documents are to be got approved from Bank at the earliest so as to comply the order within stipulated time. In case of deviation in adhering to the terms and conditions, the following actions shall be initiated:
 - (i) Despite of obtaining approval on proof, **the error in printing of Stationery and Documents, if found at any stage, will be rejected and penalized forfeiting EMD.**
 - (ii) Bank shall not accept Stationery & Documents printed defective including deviation of Quality of paper or printed matter observed while receipt of stationery/Documents or thereafter. Hence, Bank shall be entitled to recover payment already made/loss, if any, occurred due to such defective/deviation in printing/Quality of paper including penalty or forfeiture of EMD.
28. The right to reject any or all the tenders without assigning any reasons whatsoever is reserved with Himachal Pradesh Gramin Bank H.O. Mandi.
29. All disputes are subjected to Mandi (H.P.) Jurisdiction only.



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Annexure-A

TECHNICAL BID

1.	Name of Stationery Bidder		
2.	Complete address of stationery Bidder- Administrative/Corporate Office/shop		
	Mobile no./ Telephone no.		
	E-mail address		
3.	The details of Authorized Person to make communication with the Bank.	Name	
		Designation	
		e-mail ID	
		Tel./Mob. No.	
4.	Name of the Proprietor/Partners/Directors with Residential address and Mobile no.		
5.	Date of commencement of Business		
6.	Documents of Registration under GST, PAN number, Valid License of the firm (attach proof)		
7.	Experience in the Business (minimum 3 years experience of supplying stationary and documents in Scheduled Commercial Banks/RRBs Govt. / Semi Govt. / Financial institute) (attach proof)		
8.	Detailed description and value of works done for different department/organisations in the past (Annexure-B) (attach proof)		
9.	Copies of Balance Sheets, Profit & Loss Account Statement, ITRs duly certified by C.A for the last 3 years i.e. 2018-19, 2019-20,2020-21 to be furnished.		
10.	Total turnover (Rs. In lacs) (stationary items printing only) (please submit the copies of Balance sheet & Profit and Loss in support of it) <ul style="list-style-type: none"> A certificate prepared by Chartered accountant (containing the UDIN no.) is to be submitted for financial year 2018-19,2019-20,2020-21, certifying the amount of turnover related to printing of stationary items. 	Financial Year	Turnover (in lacs) (in respect of printing of stationary items)
		2018-19	
		2019-20	
		2020-21	



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11.	Have you ever been disqualified/ debarred or levied penalty/ or put on Holiday list or banned by the Bank in past for non-fulfillment of contractual obligation. If yes, please provide details in brief.	
12.	Whether the premises (Press/Office/Shop/Factory) is/are owned or hired?	

Date:

Place:

**Signature of the Bidder/Authorized person
(Seal of the Firm/Company)**



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Annexure-B

LIST OF MAJOR CUSTOMERS (During last three years only) (Attach Proof)

Name of Stationary vendor/supplier _____

Sr. No.	Name of the Dept./org.	Type of jobs undertaken	Period	Number of Stationary items with amount of work printed (Year-wise)			Performance Certificate attached (Y/N)
				Year	No. of items	Amount of work	
				19-20			
				20-21			
				21-22			

Place:

Date:

Signature with firm's stamp/seal

Name:

Designation:



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Annexure-C

(on Company/Firm Letter Head)

UNDERTAKING

1. We hereby irrevocably undertake that our firm/company is/are not blacklisted by any of the Government Departments/RBI/Public Sector Banks/Private Banks/Financial Institutions during the last three years as on date of submission of this applications.
2. We agree to abide by all Terms and Conditions as laid down in the Tender document unconditionally and shall execute the Banks's Job on the Bank's terms and condition and adhere to the delivery schedule. I/We declare that the particulars furnished by me/us are true and correct. In case any information /particular is found incorrect at a later date, the contract is liable to be cancelled. All the conditions of the Bank will be binding to me/us.
3. In compliance to **Sl. No. 11 of Terms and Conditions** mentioned in the Tender Document, we submit our undertaking to execute the work of printing & supply of Stationery and Documents on being **successful L-1 Bidder** for the items in whole or in part at the rates approved in the Tender during the period of Tender. Further, if required, the contract can be extended further on mutual agreement after the expiry of tenure on same terms & conditions on year to year basis. We shall also execute additional orders placed for printing & supply of essential items of Stationery & Documents **at the approved L-1 rates during such period.**

Place:

Date:

Signature with firm's stamp/seal

Name:

Designation:



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Annexure-D

FINANCIAL BID

Sr. No	Category	Name of Item	Specifications	Unit	Tentative min. order Quantity	Rate Per Unit in Rs.
1	Register-50 Leaves	1. Attendance Register 2.Voucher Register 3. Regd. Dispatch Register 4 Deviation Register 5.Dak Receipt Disposal Register 6. Limitation Register	Pages:- 100 pages/50 Leaves of size 21cm X 33cm. Paper:- 70 GSM Ledger Paper of 'A' Grade Mill. Printing:- Both side printing in single color. Binding:- Hard 28 Ons Board Binding with full cloth finishing of cover. Packing:- 10 Registers has to be tightly packed with Sutali.	Per Register	100 No. of Each Type of Registers	

3.	Register-100 Leaves	1.Field Visit Register 2.Safe Furniture Fixture Register 3.Blank Register 4.Credit Proposal Receipt and Disposal Register 5. Register for Remittances in Transit 6.Document Register 7.T.A. Bill Register 8.Leave Record Register 9.SecurityForm Register	Pages:- 200 pages/100 Leaves of size 21cm X 33cm. Paper:- 70 GSM Ledger Paper of 'A' Grade Mill. Printing:- Both side printing in single color. Binding:- Hard 28 Ons Board Binding with full cloth finishing of cover. Packing:- 10 Registers has to be tightly packed with Sutali.	Per Register	100 No. of Each Type of Registers	
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		10. Insurance Register 11. Ordinary Dispatch Register 12. Drawing Power Register 13. Suit Filed Register				
4	Register-200 Leaves	1. Cash Reserve Book	Pages:- 400 pages/200 Leaves of size 21cm X 33cm. Paper:- 70 GSM Ledger Paper of 'A' Grade Mill. Printing:- Both side printing in single color.	Per Register	100 No. of Registers	

			Binding:- Hard 28 Ons Board Binding with full cloth finishing of cover. Packing:- 10 Registers has to be tightly packed with Sutali.			
5	Vouchers (Size-10.5cmx18cm)	1. Debit Transfer Voucher 2. Combo Transfer Voucher 3. Consideration Voucher	Pages:- 100 Leaves of size 10.5cm x 18cm per pad. Paper:- 58 GSM White Printing Paper of 'A' Grade Mill. Printing:- Single side printing in one color. Binding:- 100 Leaves to be side Gummed per pad. Packing:- 20 pads(2000 slips) has to be tightly packed with Sutali.	Per Pad	5000 Pad of Each Type	



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6	Vouchers (Size- 10.5cm x 27cm) Colored Paper with perforation	1.Debit Cash Voucher	<p><u>Pages:-</u> 100 Leaves of size 10.5cm x 27cm per pad.</p> <p><u>Paper:-</u> 55 GSM Pink Printing Paper of 'A' Grade Mill.</p> <p><u>Printing:-</u> Single side printing in one color.</p> <p><u>Binding:-</u> 100 Leaves to be side Gummed per pad and each slip is to be perforated.</p> <p><u>Packing:-</u> 20 pads(2000 slips) has to be tightly packed with Sutali.</p>	Per Pad	5000 Pad	
7	Vouchers (Size- 10.5cm x 18cm) Colored Paper	1. Credit Cash Voucher 2.Credit Transfer Voucher	<p><u>Pages:-</u> 100 Leaves of size 10.5cm x 27cm per pad.</p> <p><u>Paper:-</u> 55 GSM Light Blue/Light Green Printing Paper of 'A' Grade Mill.</p> <p><u>Printing:-</u> Single side printing in one color.</p> <p><u>Binding:-</u> 100 Leaves to be side Gummed per pad</p> <p><u>Packing:-</u> 20 pads(2000 slips) has to be tightly packed with Sutali.</p>	Per Pad	5000 Pad of Each Type	
8	Vouchers (Size 10.5cm x 27cm- with	1. Pay in Slips for NEFT/RTGS	<p><u>Pages:-</u> 100 Leaves of size 10.5cm x 27cm per pad</p> <p><u>Paper:-</u> 58 GSM White Printing Paper of 'A'</p>	Per Pad	5000 Pad Of Each Type	



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	perforation)		Grade Mill Printing:- Both side printing in single color. Binding:- 100 Leaves to be side stitched by single pin and each slip is to be perforated. Packing:- 20 pads(2000 slips) has to be tightly packed with Sutali			
9.	Vouchers (Size-10.5cm× 18cm)	1.Withdrawl Slip	Pages:- 50 Leaves of size 10.5cm ×18cm per pad. Paper:- 58 GSM White Printing Paper of 'A' Grade Mill. Printing:- Single side printing in double colour. Binding:- 100 Leaves to be side gummed per pad. Packing:- 20 Pads has to be tightly packed with sutali.	Per Pad	5000 Pad	
10	Vouchers(Size-10.5cm× 27cm - with perforation)	1. Pay in Slip Common	Pages:- 50 Leaves of size 10.5cm ×27cm per pad. Paper:- 58 GSM White Printing Paper of 'A' Grade Mill. Printing:- Single side printing in single colour. Binding:- 100 Leaves to be side stitched by single pin and each slip is to be perforated. Packing:- 20 Pads has to be tightly packed with sutali.	Per Pad	5000 Pad	



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11	Pass Books (Size- 11cm x 18cm)	1.RD Pass Book 2.Saving Fund Pass Book 3.Multipurpose (Loan) Pass Book	Pages:- 8 Leaves/ 16 <u>Pages Excluding cover of Size 11cm x 18cm</u> <u>Per Book</u> <u>Paper:-</u> 70 GSM White Printing Paper of 'A' Grade Mill for Inner Pages,170 GSM Art Paper for Cover Pages. <u>Cover Page is to be Laminated.</u> <u>Printing:-</u> Both side printing for inner pages, Two color printing for Cover Pages on Front & Back and Single color printing on inner side of cover. <u>Binding:-</u> Thread Binding suitable for Computerized Passbook Printing. <u>Packing:-</u> 200 Passbooks has to be tightly packed with Sutali.	Per Pass Book	40000 No. Each Type	
12	Form- Single side Print Colored Paper(Size 21cmx 27 cm)	1.Balance & Security Confirmation Letter(General) 2. Balance & Security Confirmation Letter(NPA) 3.Aadhaar Mapper Mandate	<u>Pages:-</u> 100 Leaves of size 21cm x 27cm Per Pad <u>Paper:-</u> 68 GSM Light Blue Printing Paper of 'A' Grade Mill. <u>Printing:-</u> Single Side Printing in single color. <u>Binding:-</u> Each Pad of 100 Leaves to be Top Gummed. <u>Packing:-</u> 20 Pads has to be tightly packed with Sutali.	Per Pad	600 Pad of Each Type	
13	Form- Single side	1.TA Bill Form 2. Irrevocable letter	<u>Pages:-</u> 100 Leaves of size 21cm x 27cm Per Pad	Per Pad	500 Pad of Each	



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	Print (Size 21cm x 27cm)	of Authority 3.APY 4.Form 60	Paper:- 58 GSM White Printing Paper of 'A' Grade Mill. Printing:- Single Side Printing in single color. Binding:- Each Pad of 100 Leaves to be Top Gummed. Packing:- 20 Pads has to be tightly packed with Sutali.		Type	
14	Form-Single side Print (Size 21cm x 27cm)	1.BSBDA AOF 2. Customer Application Form	Pages:- 100 Leaves of size 21cm x 27cm Per Pad Paper:- 70 GSM White Printing Paper of 'A' Grade Mill. Printing:- Single Side Printing in single color. Binding:- Each Pad of 100 Leaves to be Top Gummed. Packing:- 20 Pads has to be tightly packed with Sutali.	Per Pad	500 Pad of Each Type	
15	Form-Both Side Print (Size 21cm x 27cm)	1.Suit Filing Proposal Form 2. PMSBY 3. PMJBY	Pages:- 100 Leaves of size 21cm x 27cm Per Pad Paper:- 58 GSM White Printing Paper of 'A' Grade Mill. Printing:- Both Side Printing in single color. Binding:- Each Pad of 100 Leaves to be Top Gummed. Packing:- 20 Pads has to be tightly packed with Sutali.	Per Pad	300 Pad	



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16	Form-Both Side Print (Size 21cm × 27cm)	1.Account Opening Form RD/FD 2. CR on Borrower/Guarantor (Detailed) 3.Customer Master Form	Pages:- 100 Leaves of size 21.cm × 27cm Per Pad Paper:- 70 GSM White Printing Paper of 'A' Grade Mill. Printing: Both Side Printing in single color. Binding:- Each Pad of 100 Leaves to be Top Gummed.	Per Pad	500 Pad of Each Type	
			Packing:- 20 Pads has to be tightly packed with Sutali.			
17	Form-Both Side Print (Size 21cm × 33cm- White Paper)	1.Form No. 15G 2.Form No. 15H 3. Sanction Letter(C.C.) 4.Death Claim 5.Vehicle Physical Verification Report 6.Letter Of Undertaking 7.Schedule 6	Pages:- 100 Leaves of size 21cm × 33cm Per Pad Paper:- 58 GSM White Paper of 'A' Grade Mill. Printing: Both Side Printing in single color. Binding:- Each Pad of 100 Leaves to be Top Gummed. Packing:- 20 Pads has to be tightly packed with Sutali.	Per Pad	500 Pad of Each Type	



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18	Form-Both Side Print (Size 21cm × 33cm- White Paper)	1.A.O.F. For Club/Society 2.Demand Notice	<u>Pages:-</u> 100 Leaves of size 21cm × 33cm Per Pad <u>Paper:-</u> 70 GSM White Paper of 'A' Grade Mill. <u>Printing:-</u> Both Side Printing in single color. <u>Binding:-</u> Each Pad of 100 Leaves to be Top Gummed. <u>Packing:-</u> 20 Pads has to be tightly packed with Sutali.	Per Pad	500 Pad of Each Type	
19	Form-Both Side Print (Size 21cm × 33cm- White Paper)	1.Agriculture Application 2. Small Trader Small Business Self Employed and Artisan 3. Stock Statement	<u>Pages:-</u> 4 Pages or 2 Leaves of size 21cm × 33cm Per set. <u>Paper:-</u> 58 GSM White Printing Paper of 'A' Grade Mill. <u>Printing:-</u> Both Side Printing in single color. <u>Binding:-</u> Each set of 4 pages is to be centre fold and 25 set of 4 pages(i.e. 1 Pad) is to be single side stapled. <u>Packing:-</u> 20 Pads has to be tightly packed with Sutali.	Per Pad	300 Pad of Each Type	



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20	Form-Both Side Print (Size 21cm x 27cm)	1.Manager Monthly Certificate	<p><u>Pages:-</u> 8 Pages or 4 Leaves of size 21cm x 27cm Per set.</p> <p><u>Paper:-</u> 58 GSM White Printing Paper of 'A' Grade Mill.</p> <p><u>Printing:-</u> Both Side Printing in single color.</p> <p><u>Binding:-</u> Each set of 8 pages is to be centre fold and 25 set of 8 pages(i.e. 1 Pad) is to be single side stapled.</p> <p><u>Packing:-</u> 20 Pads has to be tightly packed with Sutali.</p>	Per Pad	300 Pad of Each Type	
21	Single Side Print (Size 21cm x 33 cm- White Paper)	1.Identity Form 2.Sanction Letter(T/L) 3.CC Continuation Letter of Request	<p><u>Pages:-</u> 100 Pages or 50 Leaves of Size 21cm x 33cm Per Pad.</p> <p><u>Paper:-</u> 58 GSM White Printing Paper of 'A' Grade Mill.</p> <p><u>Printing:-</u> Single Side Printing in single color.</p> <p><u>Binding:-</u> Each Pad of 50 Leaves to be top gummed.</p> <p><u>Packing:-</u> 20 Pads has to be tightly packed with Sutali.</p>	Per Pad	300 Pad Of Each Type	



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22	Both Side Print (Size 21cm x 33 cm – Ledger Paper)	1. Agreement Hyp. Of Assets 2. Term Loan Agreement For Small Loans	Pages:- 4 Pages or 2 Leaves and Single Leaves of Size 21cm x 33 cm Per Pad. Paper:- 70 GSM ledger Paper of 'A' Grade Mill. Printing:- Both Side Printing in single color. Binding:- Each Pad of 25 Leaves to be Top Gummed. Packing:- 20 Pads has to be tightly packed with Sutali.	Per Pad	500 Pad of Each Type	
23	Both Side Print(Size 21cm x 33 cm – Ledger	1. Letter of Hypothecation 2. Letter of Guarantee 3. Sole	Pages:- 100 Leaves of Size 21cm x 33 cm Per Pad. Paper:- 70 GSM ledger Paper of 'A' Grade Mill. Printing:- Both Side	Per Pad	300 Pad of Each Type	
	Paper)	Proprietorship AOF 4. Agreement for Cash Credit/Overdraft	Printing in single color. Binding:- Each Pad of 100 Leaves to be Top Gummed. Packing:- 20 Pads has to be tightly packed with Sutali.			



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24	Both side Printing (Size 21cm x 27cm)	1.Account Opening Form Common	<p>Pages:- 20 Pages or 10 Leaves of size 21cm x 27 cm Per Pad</p> <p>Paper:- 70 GSM White Printing Paper of 'A' Grade Mill.</p> <p>Printing:- Both Side Printing in single color.</p> <p>Binding:- Each Set of 20 Pages to be centre stapled by two pins.</p> <p>Packing:- 200 Form Sets has to be tightly packed with Sutali.</p>	One Form Set	20000 Set	
25	Single Side Printing (Size 18cm x 21cm)	1.Bill Collection Schedule 2. CR on Borrower/Guarantor (Brief)	<p>Pages:- 100 Leaves of size 18cm x 21cm Per Pad</p> <p>Paper:- 58 GSM White Printing Paper of 'A' Grade Mill.</p> <p>Printing:- Single Side Printing in single color.</p> <p>Binding:- Each Pad of 100 Leaves to be Top Gummed.</p> <p>Packing:- 20 Pads has to be tightly packed with Sutali.</p>	Per Pad	600 Pad of Each Type	



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26	Single Side Print (Size- 13cm x 21cm)	1. Cheque Returned Memo. 2.Demand Pronote	Pages:- 100 Leaves of Size 13 cm x 21 cm Per Pad. Paper:- 58 GSM White Printing Paper of 'A' Grade Mill. Printing:- Single Side Printing in single color. Binding:- Each Pad of 100 Leaves to be Top Gummed. Packing:- 20 Pads has to be tightly packed with Sutali.	Per Pad	600 Pad of Each Type	
27	Booklets(C	1.SHG Set	Pages:- 2-24 Pages or 1-	Per Page	5000	
	ategory-1) (2-24 pages or 1- 12 Leaves)	2.Demand Loan Set 3.PMMY(Tarun) 4.PMMY(Shishu) 5.Loan application for MSME(up to 50 Lakh)	12 Leaves of size 21cm x 27 cm per Book. Paper:- 58 GSM White Printing Paper of 'A' Grade Mill. Printing:- Both Side Printing in single color. Binding:- Each Book is to be side stapled by two pins . Packing:- 20 Books has to be tightly packed with Sutali.		Books	



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28	Booklets(Category-2) (24 -50 pages or 12-25 Leaves)	1.Education Loan Set 2.Personal Loan Set 3.Pension Loan Set	Pages:- 24-50 Pages or 12-25 Leaves of size 21cm x 27 cm per Book. Paper:- 58 GSM White Printing Paper of 'A' Grade Mill. Printing:- Both Side Printing in single color. Binding:- Each Book is to be side stapled by Two Pins. Packing:- 20 Books has to be tightly packed with Sutali.	Per Leaf	5000 Books of Each Type	
29	Booklets(Category-2) (24 -50 pages or 12-25 Leaves)	1.GCC Loan Set	Pages:- 24-50 Pages or 12-25 Leaves of size 21cm x 27 cm per Book. Paper:- 58 GSM White Printing Paper of 'A' Grade Mill. Printing:- Both Side Printing in single color. Binding:- Each Book is to be side stapled by Two Pins. Packing:- 20 Books has to be tightly packed with Sutali.	Per Leaf	500 Books of Each Type	
30	Booklets(Category-3) (50-100 Pages or 25-50 Leaves)	1.House Loan Set 2. C.C. Loan Set 3. MCC(Agri.) 4. MCC(MSME) 5. SCC Loan Set 6.Transport Loan Set	Pages:- 40-80 Pages or 25-50 Leaves of size 21cm x 27 cm per Book. Paper:- 58 GSM White Printing Paper of 'A' Grade Mill.	Per Leaf	5000 Set of Each Type	



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		7. VLP Set 8.KCC Loan Set	<p>Printing: Both Side Printing in single color.</p> <p>Binding:- Each Book is to be Side stapled by two pins.</p> <p>Packing:- 20 Books has to be tightly packed with Sutali.</p>			
31	Booklets	Hypothecation Agreement	<p>Pages:- 16 Pages or 8 Leaves of size 21cm x 33 cm per Book.</p> <p>Paper:- 70 GSM Ledger Paper of 'A' Grade Mill.</p> <p>Printing: Both Side Printing in single color.</p> <p>Binding:- Each Book of 16 Pages to be side stapled with Two Pins.</p> <p>Packing:- 20 Books has to be tightly packed with Sutali.</p>	Per Booklets	5000 No	



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32	Sets	1.Priority Sector Term Loan Agreement 2.Agreement of Guarantee	<p>Pages:- 8 Pages or 4 Leaves of size 21cm x 33 cm per set.</p> <p>Paper:- 70 GSM Ledger Paper of 'A' Grade Mill.</p> <p>Printing:- Both Side Printing in single color.</p> <p>Binding:- Each Set of 8 Pages to be side stapled with Two Pins.</p> <p>Packing:- 20 Sets has to be tightly packed with Sutali.</p>	Per Set	5000 No of Each Type	
33	Sets	Agreement of Guarantee	<p>Pages:- 6 Pages or 3 Leaves of size 21 cm x 33 cm Per Set.</p> <p>Paper:- 70 GSM Ledger Paper of 'A' Grade Mill.</p> <p>Printing:- Both Side Printing in single color.</p> <p>Binding:- Each Set of 8 Pages to be side stapled with Two Pins.</p> <p>Packing:- 20 Sets has to be tightly packed with Sutali.</p>	Per Set	5000 No. of each type	



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34	Statement	1.M.P.R. Statement	<u>Pages:-</u> Single Leaves of size 33 cm x 41 cm per Pad. <u>Paper:-</u> 70 GSM White Printing Paper of 'A' Grade Mill. <u>Printing:-</u> Both Side Printing in single color.	Per Pad	300 Pad	
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			<u>Binding:-</u> Each Pad of 25 Leaves to be Top Gummed. <u>Packing:-</u> 20 Pads has to be tightly packed with Sutali.			
35	Statement	Limit Sanctioned Statement	<u>Pages:-</u> Single Leaves of size 18.5 cm x 49 cm per Pad. <u>Paper:-</u> 70 GSM White Printing Paper of 'A' Grade Mill. <u>Printing:-</u> Both Side Printing in single color. <u>Binding:-</u> Each Pad of 25 Leaves to be Top Gummed. <u>Packing:-</u> 20 Pads has to be tightly packed with Sutali.	Per Pad	300 Pad	



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36	Reminders	1.Reminder1 2.Reminder 2 3.Reminder3	<p>Pages:- Single Leaves of size 18 cm × 21 cm per Pad.</p> <p>Paper:-1. 55 GSM Light Blue/ Light Yellow/ Light Pink Printing Paper of 'A' Grade Mill.</p> <p>Printing:- Single Side Printing in single color.</p> <p>Binding:- Each Pad of 25 Leaves to be Top Gummed.</p> <p>Packing:- 20 Pads has to be tightly packed with Sutali.</p>	Per Pad	600 No. of Each Type	
37	Slips	Specimen Signature 32 H	<p>Pages:- Single Leaves of size 10.5cm × 18 cm Per Pad.</p> <p>Paper:- 58 GSM White Printing Paper of 'A' Grade Mill.</p> <p>Printing:- Single side Printing in single color.</p> <p>Binding:- Each Pad of 100 Leaves to be Side Gummed.</p> <p>Packing:- 10 Pads has to</p>	Per Pad	300 No.	
			be tightly packed with Sutali.			
38	A4 Paper	1. JK Paper 2. Keon	<p>Pages:- A4 Paper</p> <p>Paper:- 70 GSM White Printing Paper of 'A' Grade Mill.</p> <p>Packing:- 10 Pkt. has to be packed in a Box</p>	Per Box	5 Box	1.JK Paper Rs.____ — 2.Keon Paper Rs.____ —



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39	Envelopes	1.Big (size- 11.5cm x 27.5 cm) 2. Small (Size- 10.5cm x 25 cm)	Printing:- Envelopes with printing in the mentioned Two Sizes. Paper:- 65 GSM White Printing paper of 'A' Grade Mill. Packing:- 250 Envelopes to be packed in a box.	Per Envelope	5000 No. of Each Type	
40	Covers	FDR	Printing:- FDR Cover in size of 16.5cm x 24 cm with printing. Paper:- 105 GSM White Cover Paper, inner side is to be laminated. Packing:- 200 covers to be tightly packed with Sutali	Per Cover	6000 No.	
41	Slips	1. Note Slip (Issuable) 2. Note Slip (Non-Issuable)	Pages:- Single Leaves of size 5.5 cm x 19.5 cm Per Pad. Paper:- 58 GSM White Printing Paper of 'A' Grade Mill. Printing: Single side Printing in single color. Binding:- Each Pad of 100 Leaves to be Side Gummed. Packing:- 10 Pads has to be tightly packed with sutali	Per Pad	300 Pads	
42	Form-Single side Print (Size 10cmx 16.5 cm)	Forwarding letter	Pages:- 100 Leaves of size 10cm x 16.5cm Per Pad Paper:- 70 GSM White Printing Paper of 'A' Grade Mill. Printing:- Single Side Printing in single color. Binding:- Each Pad of 100 Leaves to be Top Gummed.	Per Pad	300 Pads	



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			Packing:- 20 Pads has to be tightly packed with Sutali.			
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Date:

Signature
Authorised Signatory of the Agency/Firm with Seal