

**Request for Proposal FOR – MISCELLANEOUS STATIONARY ARTICLES,
PAPERS, INK-CARBON PAPER ETC, ENVELOPES , REGISTER, FORMS,**

1. **SEALED ENVELOPE CONTAINING COMPLETED RFP DOCUMENT SHOULD BE SUPER SCRIBED "TENDER FOR PRINTING AND STATIONERY.**
2. **SEALED ENVELOPES : Joint Manager (General Administration)
BE ADDRESSED TO The Maharashtra State Co-op. Bank Ltd.,
C/o. Printing & Stationery Department
Oricon House (1st Floor) K. Dubhash Marg,
FORT MUMBAI- 400 001.
Phone No.022-22886042**
3. **LAST DATE FOR SUBMISSION : Upto 18-09-2019 at 4.00 P.M.
RFP FORM:**
4. **DATE AND TIME OF OPENING : 19-09-2019 at 3.00 P.M.**
5. **EARNEST MONEY DEPOSIT : Rs.5000/- for each category.**
6. **RFP FEE : Rs.500/- + GST 18% = 590**
7. **PERIOD FOR SUPPLY : To be supplied as and when
required by Bank Order will be
placed accordingly.**
8. **Two separate sealed covers marked as 1) Technical Bid & 2) Financial Bid
super scribing advertisement reference, applicant's name & address be put
in one sealed cover.**

(to be filled in by the RFP's)

NAME IN FULL :

PAN NO. :

ADDRESS IN FULL :

PHONE NO. & :

MOBILE NO. :

The **RFP's** are required to present documents regarding experience in carrying out similar job along with the **RFP**.

Annexure "A"

TECHNICAL BID

Ref. No. -----

1. Name of the Unit :

2. Address :

Regd. Office :

Press / Factory :

(Please furnish addresses of all units)

3. Turnover and profit of the company during last three years :

(Submit copy of audited Balance Sheet for year 2016, 2017, 2018)

4. Licence copy of Concern authority.

5 PAN No., GST No.

6. D.D. of Rs. 5000/-in favour of The Maharashtra State Co.op.Bank Ltd. payable at Mumbai.

7. Tax paid details of last three years

8. Client list to whom Printing & Stationery supplied of Rs.5.00 lacs, and above

9. Preference to Co-operative institute will be given.

**THE MAHARASHTRA STATE CO-OPERATIVE BANK LIMITED, MUMBAI.
(Incorporating the Vidarbha Co-Operative Bank Limited)**

TERMS AND CONDITIONS

1. All **RFP's** must be accompanied by earnest money of Rs.5000/- in the form of Demand Draft on any Bank in Mumbai. Earnest money will not earn any interest.
 2. Firm's whose RFP has been accepted shall have to furnish a Security Deposit equivalent to 10% (present) of the total RFP amount, within a week from the date of receiving intimation to the effect.
 3. Each item in the RFP will be make available for inspection after 1 month from the date of opening of RFP at our Printing and Stationery Department, Oricon House (1st Floor) K. Dubhash Marg, Mumbai-400 001 between 10.30 A.M. and 5.00 P.M..
 4. Bank reserves the absolute right to accept, reject and split any RFP as deemed fit and proper without assigning any reason whatsoever for rejection or splitting of the RFP.
 5. Each and every item, should be quoted per lot separately in each set.
 6. The supply made should be exactly in accordance with the specifications, descriptions and specimens which will be made available for inspection at the Oricon House Office of the Bank. **DELIVERY WILL BE REJECTED IF SUPPLIED ITEM IS NOT IN ACCORDANCE WITH AFORESAID REQUIREMENTS OF THE BANK.**
 7. Delivery of articles shall have to be made within the stipulated time mentioned in the RFP and time is the **ESSENCE** of the contract.
 8. Delivery should be given at the cost of the supplier at any of our offices in Mumbai as may be indicated by the Bank at the predetermined time and date.
 9. If quotation is approved and final order is placed, Printer/Supplier shall have to accept the same failing which not only earnest money and/or security deposit shall stand forfeited but also suitable legal action may be resorted to for costs and consequences, for which the Printer/Supplier shall be held responsible.
 10. The Supplier shall have to supply full quantity of the order placed and no payment will be made for part supply made by him.
 11. No advance will be paid under any circumstances.
 12. No Enhanced rate will be permissible for any reason whatsoever.
 13. Acceptance of the RFP will be communicated within one months from the date of opening of the RFP's tenders.
 14. T.D.S. will be deducted if applicable.
 15. EMD will be returned 3 months after supply of materials.
 16. Supplier should quote rates item wise per lot excluding all taxes.
- I /We have read the terms and conditions in this regard and I/We accept the same.

**(Signature of the Tenderer)
with Seal**

FINACIAL BID :**ANNEXEURE "B"****THE MAHARASHTRA STATE CO-OPERATIVE BANK LIMITED, MUMBAI.
(Incorporating the Vidarbha Co-Operative Bank Limited)****1. MISCELLANEOUS STATIONARY ARTICLES**

Sr. No.	Name of the Stationary Items	Particulars	Quantity Required	Amt. item wise (per lot) in Rs. (excluding all taxes)
1	Cello Tape (Big)	Self adhesive tape, wonder/Taco brand, transparent,Size2.25x65cm	50 Nos.	
2	Cello Tape (Small)	Self adhesive tape, wonder/Taco brand, transparent,Size1x65cm	50 Nos.	
3	Dater	Pamani Brand superlor quality as per our specimen (year 2016 to 2026)	25 Nos.	
4	Cash Stickers Roll	Roll Printed Bank Name & Lobo	10Nos.	
5	Clip for Puda Size 3" & 4" Inch	As per our specimen, good quality.	25 Nos.	
6	Duster (Thin)	Stripped assorted colour Size20"x 20" (approx.) as per our specimen, good quality.	100 Nos.	
7	Duster (Thick)	Stripped assorted colour Size20"x 20" (approx.) as per our specimen, good quality.	400 Nos.	
8	Erasers (Pencil)	Pencil- Natraj Plasto Brand No.621, box of 20 each.	20 Nos.	
9	Pencil Lead Black	Hindustan Pencils Natraj Brand Bonded Lead-HB 621 Packets of 10 pencil each with Banks Name printing with Company free gift.	1200 Nos.	
	Gems Clip Pockets	Vikram Clip Streamline Size 30 mm Box of 100 Clips & one Box of 5 Small Boxes	500 Boxes	
	Gum Bottle 300 ml (Small)	Camel Brand Gum in Plastic Container of 300 ml With Brushes	100 Nos.	
	Pencil Carbon Box (Small)	Kores Brand No 2016 Crban Peper Blue Size 210 x 330 MM Box of 100 Sheets	10Nos.	
	Punch Machine Big	Kangaro Brand	10 Nos.	
	Pin Box	Vikram M.S. Plated Pins Pocket of 40 gsm Net (26mm) Box of 100 Clips & one Box of 3 Small Boxes	300 Boxes	
	Pin cusion	Nickel Plated Wati as per our specimen	50 Nos.	
	Ruller 18 inch Steel	Superior Quality steel	50 Nos.	
	Short hand Note Book	As per our specimen	10 Nos.	
11	Rubber Band	Weight assorted colour large size as per our specimen 100gm. Packets in 1000 gsm. 1 kg Packet.	25 Kg	

12	Rulled Books Fullscape (White)	Size 8 ^{1/2} "x13 ^{1/2} ",white superior paper 200 pages each. As per our specimen.	100 Nos.	
13	Rulled Books Fullscape (Ledger Paper)	Size8 ^{1/2} "x13 ^{1/2} "Ledger Paper superior paper 200 pages each. As per our specimen.	50 Nos.	
14	Nylon Rubber Band	In ploythin bag of 1000gms. Net weight assorted colour large size as per our specimen 100kgs. Packets of one kgs. 100gms. packets.	20 kg	
15	Stamp Pads (Big) (Without Ink)	i) 157 x96mm. Kores Brand Big. ii) 110 x70 mm. Kores Brand Small	50 Nos. 20 Nos.	
16	Spunj Pots	Wonder damper round plastic as per our specimen.	200 Nos.	
17	Stapling Machine	i) Kangaro 10 Nos. ii) Kangaro 24/16 Nos.	25 Nos. 75 Nos.	
18	Stapler Pins	i) No.10 Kores Big box of small 20 packets each box (24120351) ii) 24x6 Kores Brand Big box of small 20 packets (24120251)	100 Small Boxes 50 Small Boxes-	
19	Audit Pen	As per our specimen.	100 Nos.	
20	Tray Plastic	National Plastic paper tray. Good quality.as per our Specimen	Nos. 20	
21	Waste Paper Basket	Plastic Height as per our Specimen national brand.	30 Nos.	
22	Pocker	National Brand. as per our Specimen	Nos. 10	
23	Tochya	National Brand. as per our Specimen	Nos. 10	
24	Stapling Pins Cheque Book Dept.	23/13- H 13 MM (^{1/2} ")	10 Box	
25	Blinder Clip	19 mm 12 Box, 25 mm 12 Box, 32 mm 12 Box, 41 mm 12 Box, 51 mm 12 Box	60 Boxes	
26	Exercise Book 100 pages	As per Specimen	673	
27	Exercise Book 200 pages	As per Specimen	370	
28	Puda clip1.25 cm	As per Specimen	100	
29	Rubber band Nylon	As per Specimen	20 kg	
30	Plastic cover F.D.R	As per Specimen	20000	
31	Natural plastic folder	As per Specimen	1000	

FINACIAL BID :**ANNEXEURE "B"****THE MAHARASHTRA STATE CO-OPERATIVE BANK LIMITED, MUMBAI.
(Incorporating the Vidarbha Co-Operative Bank Limited)****2. PAPER**

Sr. No.	Name of the Paper	Particulars	Quantity Required	Amt. item wise (per lot) in Rs. (excluding all taxes)
1	Zerox paper J.K. Full Scape for Zerox	Size 8 ^{1/2} " x 13 ^{1/2} " J.K. Brand copier paper ream of 500 sheets each for zerox 75gsm. Supply of 250 to 300 reams every month.	300 Reams	
2	Zerox paper J.K.cut size A-4	Zerox paper J.K. Brand Copier paper 75gsm. White cut size 210x297 mm (A-4 size) ream of 500 sheets each supply of 250 to 300 reams every month.	6000 Reams	
3	Computer paper super delux quality 60GSM each box of 3000 papers printing Logo Bank Name and Numbering	10" x 12" x 1" plain paper 60 G.S.M. TNPL Super Delux Brand white computer paper printing Bank name & Logo numbering TNPL Super Delux & Rate per 1000) (No.1 to 3000) Supply as & when required.	5,00,000 Papers	
4	Computer paper super delux quality 60GSM each box of 3000 papers printing Logo Bank Name and numbering	15" x 12" x 1" plain paper 60 G.S.M. TNPL Super Delux Brand white computer paper printing Bank name & Logo numbering TNPL Super Delux & Rate per 1000) (No.1 to 3000) Supply as & when required.	3,00,000 Papers	
5	Ledger paper Fullscape	West coast ledger paper 90gsm. 8 ^{1/2} " x 13 ^{1/2} ", ream of 500 sheets.	25 Reams	
6	Pin Miler	As per our specimen	20,000 Set	
7	Green Paper	Ballarpur Green Paper 70 gsm. Size 18" x 3" Original Packing Reams of 500 Sheets Cach.	10 Reams	

FINACIAL BID :**ANNEXEURE "B"****THE MAHARASHTRA STATE CO-OPERATIVE BANK LIMITED, MUMBAI.
(Incorporating the Vidarbha Co-Operative Bank Limited)****3. INK- CARBON PAPER ETC**

Sr. No.	Name of the Stationery Items	Particulars	Quantity Required	Amt. item wise (per lot) in Rs. (excluding all taxes)
1	INK C-Z TYPE	RISO Black Ink C-Z Type RISO Kagaku Corporation Japan Box of 2 Nos. S-4877	50 Boxes	
2	Master Roll C-Z	RISO Master C-Z Type 13/B4 RISO Kagaku Corporation Japan Box of 2 Nos. S-4876	50 Boxes	
3	Stamp Pad-Ink	Blue Bottle of 100 ml.	20 Nos.	
4	A.T.M. Paper Roll J.P.	Thermal Rolls 79mm. x 80mtrs. J.P. Rolls.	200 Rolls	
5	A.T.M. Paper Roll C.P.	Thermal Rolls 80mm.x200mtrs. C.P. Rolls.	200 Rolls	
6	Panasonic – KX-MB-2120	Toner	1	i) New ii) Refilling
7	Panasonic – KX-MB-2120	Drum Unit KXFAT473SX	1	

FINACIAL BID :**ANNEXEURE "B"****THE MAHARASHTRA STATE CO-OPERATIVE BANK LIMITED, MUMBAI.
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Sr. No.	Name of the Stationery	Particulars	Quantity Required	Amt. item wise (per lot) in Rs. (excluding all taxes)
1	WHITE ENVELOPES i) Size 10 ^{1/2} " x 5" (Medium)	White maplitho paper 80gsm. with Banks Name and address printed and be supplied in boxes of 500 each with 100 PCs bunch.	40000 Nos.	
2	WHITE ENVELOPES FDR 12 ^{1/2} " x 6"	White maplitho paper 80gsm. with Banks Name and address printed and be supplied in boxes of 500 each with 100 PCs bunch.	20000 Nos.	
3	ENVELOPE Director Khaki	Size 16 ^{1/2} "x11 ^{1/2} ", 90gsm Andhra Ribbed craft paper, pasted with super fine sonal canvas with Banks Name address printed and be supplied in bundles of 100 each, 2 Inch. Flap for envelopes.	1500 Nos.	
4	ENVELOPE Khaki (Insured)	Size 12 ^{1/2} "x 9 ^{1/2} ", 90gsm Andhra Ribbed craft paper, pasted with super fine sonal canvas with Banks Name address printed and be supplied in bundles of 100 each, 2 Inch. Flap for envelopes.	2000 Nos.	
5	Manila Window (Big)	Size 9.5"x4.5" Geleting window Size 4 ^{3/4} "x1 ^{1/2} " 80gsm Paper Bank Name address Printed and supplied boxes of 500 each (with 100 PCs. bunch)	10000 Nos.	
6	F.D.R. Plastic Cover	Size 11 ^{1/2} "x" 5 ^{1/2} ", 8 guage transparent synthetic material with Banks Name & Logo printed as per our specimen. Supplied in packets of 100 each.	20000 Nos.	
7	BOX FILES	Ashok box files with Kangaroo Brand Clip, Superior quality with Index 2013-2014.	550 Nos.	
8	SPRING FILE	31.5 kg card with extra thick spring clip with Bank Name printed as per our design. Size 14"x10".	2000 Nos.	

9	Four Flap Folders Size 14"x10".	32 Putta, four side full cloth flaps with brown paper pasted inter stitched laces four sides. As per our specimen.	275 Nos.	
10	Two Flap Folders Size 14"x10".	32 Putta, Two side full cloth flaps with brown paper pasted interstitched laces Two sides. As per our specimen.	100 Nos.	
11	A/C Opening File	Size 9 ^{1/2} "x14", 100 Sheet of Craft paper with two inter leaves of 1 ^{1/2} " for each leave. 70gsm. Craft paper as per our specimen.	150 Nos.	
12	PUDA COVERS (Brown)	Size 4 ^{1/2} "x 10", Craft paper 80 gsm pasted with Sonal Canvas, boxes of 500 each. (with 100 PCs. bunch)	20,000 Nos.	
13	Natural Plastic Folders	Size 9 ^{1/2} "x14", 8 gauge natural plastic plain fullscape two side close and Flap 2 ^{1/2} "x4 ^{1/2} ", Cleared plastic printed with Banks Name and address (In English & Marathi) printed in one colour. As per our specimen.	1000 Nos.	
14	A.T.M Card covers	Non Tearable fourth colour print. Tyvek Paper 54.5 gsm. As per our specimen.	10,000 Nos.	
15	Meeting Folders	Size 9 ^{1/2} "x 13 ^{1/2} ", Paper Colour Card 150 GSM Yellow, Blue & Pink Punching Folding & Banks name logo printing as per our specimen.	2000 Nos.	
16	IBD folder	Size 9 ^{1/2} "x 13 ^{1/2} ", Paper Colour Card 150 GSM Yellow, Punching Folding & Banks name logo printing as per our specimen.	500 Nos.	

FINACIAL BID :**ANNEXEURE "B"****THE MAHARASHTRA STATE CO-OPERATIVE BANK LIMITED, MUMBAI.
(Incorporating the Vidarbha Co-Operative Bank Limited)****5. REGISTER**

Sr. No.	Name of the Registers	Particulars of the registers	Quantity Required	Amt. item wise (per lot) in Rs. (excluding all taxes)
1	Postage Book Br. BK-12	Size 8 ^{1/2} " x 13 ^{1/2} " – 100 folios each paper 60 gsm Ballarpur white paper RHB Labels etc.	15 Books	
2	General Inward Book Bk-19 for letter (Dispatch Dept.)	Size 8 ^{1/2} " x 13 ^{1/2} " 200 folios each, paper 60 gsm. white Ballarpur paper, chit paper, cloth binding label etc.	50 Books	
3	General Outward Book Bk-20	Size 8 ^{1/2} " x 13 ^{1/2} " 200 folios each, paper 60 gsm. white Ballarpur paper, chit paper, cloth binding label etc.	50 Books	
4	Computer Pass Book BK-22	Size 5 ^{1/4} " x 7 " Open size paper white, Ballarpur paper, 70gsm. open 10 leaves. each Pass Book Cover 170 gsm Art. Paper with lamination Bank name & Logo Printing	15000 Books	
5	Key Register	Size 7 ^{1/2} " x 8 ^{1/4} " 200 folios each, paper 60 gsm.,. Paper Ballarpur white paper, RHB Labels etc.	10 Books	
6	Over draft Register 86 A Br.	Size 8 ^{1/2} " x 13 ^{1/2} " – 100 folios each paper 90 gsm west coast ledger paper with index L.O. B. Labels etc	50 Books	
7	Motor Petrol Books 145	Size 8 ^{1/2} "x13" 100 Pages 60 gms. Ballarpur White paper etc. as per our specimen.	1 Books	
8	Withdrawal Slip issue Register 231	Size 8 ^{1/2} "x13" 100 Pages 60 gms.Ballarpur White paper etc. as per our specimen.	13 Books	
9	Telephone Register 160 B	Size 10"x15" 200 folios each, 100 gms west coast ledger paper with index L.O. B. Labels etc.	10 Books	
10	Overdraft Register H.O.	Size 13 ^{1/2} "x10" – 200 folios each paper 90 gsm west coast ledger paper with index L.O. B. Labels etc.	10 Books	
11	Locker Register Bk No.89	Size 8 ^{1/2} "x13" 100 Pages 60 gms. Ballarpur White paper etc. as per our specimen.	15 Books	
12	Plain Register	Size 10"x15" 200 folios each, 100	5 Books	

	Bk-157	gms west coast ledger paper with index L.O. B. Labels etc.		
13	Pay Slip issue Register Br.204 A	Size 13 ^{1/2} "x17" – 250 folios each paper 90 gsm west coast ledger paper with index L.O. B. Labels etc.	12 Books	
14	Cash Deptt. Register	Size 8 ^{1/2} "x13" 100 Pages 60 gms.Ballarpur White paper etc. as per our specimen.	20 Books	
15	Budget Register	Size 10"x15" 200 folios each, 100 gms west coast ledger paper with index L.O. B. Labels etc.	15 Books	
16	Cash book (received)26	As per Specimen		
17	cash Analysis 107	As per Specimen	13 books	
18	Rough cash book summery 108	As per Specimen	7 books	
19	Medical aid book130	As per Specimen	3 books	
20	Motor Expenses books 151	As per Specimen	10 books	
21	control book for motor expenses 152	As per Specimen	10 books	
22	control register 158	As per Specimen	10 books	
23	ATM card cover	As per Specimen	10000	
24	Over draft register	As per Specimen	50 books	
25	Cash Deptt register	As per Specimen	50 books	
26	Log Book	As per Specimen	30 books	
27	Budget Register	As per Specimen	15 books	

FINACIAL BID :**ANNEXEURE "B"****THE MAHARASHTRA STATE CO-OPERATIVE BANK LIMITED, MUMBAI.
(Incorporating the Vidarbha Co-Operative Bank Limited)****6. FORMS**

Sr. No.	Name of the Forms	Particulars of the forms	Quantity Required	Amt. item wise (per lot) in Rs. (excluding all taxes)
1	Account Opening Form	Account opening Form 4 Pages Ballarpur sunshing 110 gsm Paper opproved by us in two colours. 1/4 Size packets of sets each Two pages from back Printing as per our specimen.	16000 Sets	
2	Saving Bank A/c Pay-in-slip FA-8	Size 29"x11"cms sheshesai Green Colour paper 47gsm. peroration, book of 10 leaves each, one side printing cover extra. As per our specimen.	80,000 Slips Books	
3	Promissory Note L-74	Size 7 ^{1/2} " x 5" Paper 60gsm. Pink printing paper, pads of 200 each, Printing on one side only.	12 Pads	
4	Safe Deposit Locker Index Card SF-9	Size 7"x 4 ^{1/2} ", Paper 220gsm. White paper both side Printing packets of 100 each. As per our Specimen.	700 Cards	
5	" B " Class Member Ship forms	Size 8 ^{1/2} "x13 ^{1/2} ", Pads of 200 each paper 95gsm west coast ledger paper. One side printing in Marathi peroration in between as per our specimen.	13 Pads	
6	Continuation Sheet 1/4 Thick	Royal Executive Bond paper 70gsm. Loose packets of 200 each as per our specimen.	50 Pads	
7	Numbering Slip	Size 8" x 2" , cm numbering on west coast ledger Paper 70gsm No.1 to 30 nos. 5000 slip for each Number small bundle of 100 slips each No.1 to 30.One side printing as per our specimen.	3000 Nos.	
8	F.D.R. Acknowledgement Slip	Size 4 ^{1/2} "x5 ^{1/2} ", 70gsm. Ballarpur Paper one side Printing Pads of 200 each putha binding as per our specimen.	30 Pads	
9	Meeting Pads	Size 5 ^{1/2} "x9", 10 Leaves each sheshasai paper 47gsm. peroration & Cover 300gsm. Card paper. printing extra. As per our specimen.	1000 Pads	
10	Locker Rent Receipt Bk.	Size 7 ^{1/2} "x6", Paper 60gsm. White Ballarpur paper book, of 100x2 first copy peroration, O.C. fixed numbering etc. As per our specimen.	10 Books	
11	Application for OD / FD Loan	Size 8 ^{1/2} "x8", Pads of 200 each paper 95gsm west coast ledger paper. One side printing as per our specimen.	2 Pads	
12	Indent Book F-222	Size 8 ^{1/2} "x 6 ^{3/4} " paper 60 gsm. Ballarpur white printing paper, both copies printed one copy preporation & numbering etc. O.C. white as per our specimen.	10 Books	

13	D.D. Challan Br. F-11	Size 13 ^{1/2} "x4.5" 70 gsm Ballarpur paper one side printing pads of 200 each. puttha binding perporation etc. as per our specimen.	20 pads	
14	D.D. Challan Br. F-11 H.O.	Size 13 ^{1/2} "x4.5" 70 gsm Ballarpur paper one side printing pads of 200 each. puttha binding perporation etc. as per our specimen.	3 pads	
15	Non. Ind. Spcimen Card	Size 6"x3 ^{1/2} ", white art card 220gsm packets of 100 each. as per our specimen.	10000	
16	Ind. Spcimen Card	Size 6"x3 ^{1/2} ", white art card 220gsm packets of 100 each. as per our specimen.	10000	
17	H.O. Form For Sty H-12	Size 8 ^{1/2} "x13" 70 gsm white Ballarpur paper one side printing pads of 200 each. putta binding perporation etc. As per our specimen.	20	
18	Cash Slip (Branch) Blue	7 ^{1/2} x 2 ^{1/4} 60 gsm blue Ballarpur paper one side printing pads of 200 each. putta binding perporation etc. As per our specimen.	50	
19	F.D.R. Computer receipt	Size 10"x8" Both side printing in four colour on front side and single colour on back. Paper luckypurchaman 105 gsm. in continuous form. packing in polithin paper and box of 1000 form each. as per our specimen.	1,00,000 Nos.	
20	F.D.R. Paying Slip A-4	Size 29x11cms. pink paper, 47 gsm. Sheshasai paper perporating, counter foil, pads of 200 each. putta binding perporation etc. As per our specimen.	100 Pads	
21	RTGS forms	Size 8 ^{1/2} " x 11 ^{1/2} " x 11 ^{1/2} " paper blue ballarpur Printing paper pads of 200 each as per our specimen.	20 pads	
22	ATM Covering letter	Size 8 ^{1/2} " x 11" printing in colour pad 200 each	10000	
23	Patta Letter	Zerex paper J.K. Brand Copier paper 75gsm. White cut size 210x297 mm (A-4 size) Printing Bank Name and Logo as per our specimen.	100 Reams	
24	Apply fo pay claim case F.1	As per Specimen	2	
25	R.C Statement F-41(e)	As per Specimen	10	
26	F-85 T.A.D.A bill form	As per Specimen	233	
27	F-102 Memo block	As per Specimen	25	
28	Promissory Note F-201	As per Specimen	31	
29	Continue guarantee form 202-A	As per Specimen	8	
30	Share Application form F-204	As per Specimen	17	
31	Clearing difference memo F-206	As per Specimen	4	
32	Indent book foe P&S F-222	As per Specimen	7	
33	C/A Paying slip A-6	As per Specimen	15500	
34	R.D. Paying slip A-7	As per Specimen	1000	
35	Credit Voucher (Plain) Single A-	As per Specimen	43	
36	Credit Voucher (Bills Payable)	As per Specimen	10	
37	Debit Voucher (Bills Payable)	As per Specimen	67	
38	Credit duplicate voucher CD-65	As per Specimen	35	

39	Debit duplicate voucher CD-65	As per Specimen	61	
40	Nomination form DA 1	As per Specimen	27	
41	Safe Deposit form SE-5	As per Specimen	4	
42	Safe deposit form confidential	As per Specimen	5	
43	Safe deposit memorendum SF-7	As per Specimen	788	
44	continuation sheet 1/5 th thick	As per Specimen	5	
45	cash slip (Head Office) yellow	As per Specimen	23	
46	cash verification memo	As per Specimen	4	
47	Duplicate memo(Big)	As per Specimen	63	
48	Indent book F-85	As per Specimen	4	
49	Letter Head 1/4 th Big thick	As per Specimen	269	
50	Letter Head IBDA 4	As per Specimen	4	
51	Pan form -60	As per Specimen	15	
52	15 G form	As per Specimen	7	
53	G sec A Deal slip	As per Specimen	30	
54	Call money Deal Slip	As per Specimen	45	
55	Form no 15 H	As per Specimen	8	
56	Withdrawal slip book	As per Specimen	15000	
57	compliance book	As per Specimen	10	
58	meeting pad	As per Specimen	110	
59	Patta letter	As per Specimen	100 Rims	

List of clients

Sr.No.	Name	Name of the Unit	Address Regd. Office Press / Factory	Balance sheet last 3 Years	Licence copy	PAN No. G.S.T. No.	D.D. of Rs. 5000/-	Tax last 3 Years	Rs.5.00 lacs, and above to 5 clients