**THE CITIZENS’ CO-OPERATIVE BANK LLTD.**

 ADM. OFFICE ; 117-A/D GANDHI NAGAR, Jammu

 EPBAX: 2432058 , FAX NO.; 0191- 2432036

**TENDER NOTICE**

Sealed Tender are invited from RBI approved firms for supply of Bank’s Printed Stationery .

The tender document/forms containing details of stationery items with other terms and conditions can be obtained from Administrative Office of the Bank during office hours or can be down loaded from the Bank’s website: [www.citizenscooperativebankjammu.com](http://www.citizenscooperativebankjammu.com) against payment of Rs.1000/- as tender fee in Cash/ Demand Draft in favour of Managing Director, The Citizens' Co-operative Bank Ltd. payable at Jammu

The tender form duly filled accompanied by an earnest money of Rs.20,000/- in shape of CDR/FDR pledged to the Managing Director The Citizens’ Cooperative Bank Ltd. Jammu shall be submitted in the Administrative Office of the Bank at 117-A/D, Gandhi Nagar Jammu on or before 23rd of July 2013 up to 5 P.M . superscribed on the envelope as **‘TENDER FOR BANKS’ PRINTED STATIONERY.**

The Bank reserves the right to accept or reject the tenders without assigning any reason.

**MANAGING DIRECTOR**

**THE CITIZENS' CO-OPERATIVE BANK LTD.,**

 **ADMINISTRATIVE OFFICE;117-A/D GANDHI NAGAR , JAMMU.**

***EPBAX:2432058,*** *06.2008*

***FAX NO;0191-2432036,***

**Ref.No./Adm/ Dated:**

Name of the Party \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Particulars**  |  | **Rate** |
| 1 | **Application for Retailor Pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 2 | **Advice pad cr/dr pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 3 | **Attendance Register**  | PER REGISTER |   |
|   | 100 leaves leather binding as per sample |   |   |
| 4 | **Account opening /closed register**  | PER REGISTER |   |
|   | 200 leaves leather binding as per sample |   |   |
| 5 | **Annual Appraisal Report** | PER SET |   |
|   | 2 leaves leather binding as per sample |   |   |
| 6 | **Appraisal report staff** | PER SET |   |
|   | 3 leaves set as per sample |   |   |
| 7 | **Advance to Priority Sector** | PER REGISTER |   |
|   | 200 leaves leather binding as per sample |   |   |
| 8 | **Bill Collection Register** | PER REGISTER |   |
|   | 100 leave leather binding as per sample |   |   |
| 9 | **Branch Retd. Register** | PER REGISTER |   |
|   | 200 pages leather binding as per sample |   |   |
| 10 | **Balance Book** | PER BOOK |   |
|   | 50 large pages 100 small pages leather binding  |   |   |
|   | **as per sample** |   |   |
| 11 | **Bill Purchased**  | PER PAD |   |
|   | 100 leave ordinary binding as per sample |   |   |
| 12 | **Being unable pad** | PER PAD |   |
|   | 100 leave ordinary binding as per sample |   |   |
| 13 | **Balance Confirmation form** | PER PAD |   |
|   | 100 leave ordinary binding as per sample |   |   |
| 14 | **C/A Pay in Slips**  | PER SET |   |
|   | 20 leaves as per sample |   |   |
| 15 | **Clearing Schedule small size** | PER PAD |   |
|   | 100 leaves as per sample |   |   |
| 16 | **Clearing Schedule large size** | PER PAD |   |
|   | 100 leaves as per sample |   |   |
| 17 | **Cheque book issue Register**  | PER REGISTER |   |
|   | 100 pages ordinary binding as per sample |   |   |
| 18 | **Cash in safe register** | PER REGISTER |   |
|   | 200 leaves leather binding as per sample |   |   |
| 19 | **Cash Order Register** | PER REGISTER |   |
|   | 100 leaves leather binding as per sample |   |   |
| 20 | **Cash remittance register** | PER REGISTER |   |
|   | 200 leaves leather binding as per sample |   |   |
| 21 | **C/A Binder** | PER BINDER |   |
|   | 1'FX1'3'' as per sample |   |   |
| 22 | **C/A sp. Sig. card** | PER CARD |   |
|   | as per sample |   |   |
| 23 | **C/A Loose Leaf sheet** | PER SHEET |   |
|   | as per sample |   |   |
| 24 | **Credit Voucher Pad** | PER PAD |   |
|   | 100 leaves as per sample |   |   |
| 25 | **CDR Ledger** | PER LEDGER |   |
|   | 200 leaves leather binding as per sample |   |   |
| 26 | **Cheque Refer Register** | PER REGISTER |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 27 | **Credit Report Individual pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 28 | **Consumer loan pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 29 | **C/A opening form pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 30 | **Charge taken report** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 31 | **C/A Pass Book** | PER BOOK |   |
|   | 16 leaves with plastic cover as per sample |   |   |
| 32 | **Challan Book** | PER BOOK |   |
|   | 100 no. of pages + 300 other leaves as per sample |   |   |
| 33 | **CCB-4 Pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 34 | **CCB-5 Pad letter of continuity**  | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 35 | **CCB-6 form Pad**  | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 36 | **CCB-7 Pad cash credit limit**  | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 37 | **CCB-24 letter of weaver Pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 38 | **Cash scroll book** | PER BOOK |   |
|   | 200 leaves Ordinay binding |   |   |
| 39 | **Cheque draft register ( Returned)** | PER REGISTER |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 40 | **C/A statement pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 41 | **C/A partnership pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 42 | **Local clearing register** | PER REGISTER |   |
|   | 100 leaves leather binding as per sample |   |   |
| 43 | **Demand Collection register** | PER REGISTER |   |
|   | 200 leaves leather binding as per sample |   |   |
| 44 | **Debit voucher pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 45 | **Deed of Guarantee Vehicle**  | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 46 | **Deed of Guarantee C/C**  | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 47 | **Day Book** | PER BOOK |   |
|   | 300 leaves leather binding as per sample |   |   |
| 48 | **Draft issue Register** | PER REGISTER |   |
|   | 200 leaves leather binding as per sample |   |   |
| 49 | **Document Register** | PER REGISTER |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 50 | **Draft forwarding pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 51 | **Draft Pay-in-slip** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 52 | **Cash Detail Book** | PER BOOK |   |
|   | 300 pages leather binding |   |   |
| 53 | **Demand Collection overdue pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 54 | **Deed of hyp.form** | PER SET |   |
|   | 2 pages set |   |   |
| 55 | **Envelop FDR, plastic cover** | PER PIECE |   |
|   | as per sample |   |   |
| 56 | **Envelop with Cloth** | PER PIECE |   |
|   | as per sample |   |   |
| 57 | **Envelop 11X 5 Window** | PER PIECE |   |
|   | as per sample |   |   |
| 58 | **Envelop small size** | PER PIECE |   |
|   | as per sample |   |   |
| 59 | **Envelop medium size** | PER PIECE |   |
|   | as per sample |   |   |
| 60 | **Envelop large size** | PER PIECE |   |
|   | as per sample |   |   |
| 61 | **File Flapes** | PER PIECE |   |
|   | as per sample |   |   |
| 62 | **FDR ledger** | PER LEDGER |   |
|   | 200 leave leather binding as per sample |   |   |
| 63 | **FDR a/c opening pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 64 | **Safe, Fixture & Furniture Register** | PER REGISTER |   |
|   | 200 leaves leather binding as per sample |   |   |
| 65 | **File cover Office** | PER PIECE |   |
|   | as per sample |   |   |
| 66 | **File cover loan** | PER PIECE |   |
|   | as per sample |   |   |
| 67 | **Fixed Deposit Due date Diary Register** | PER REGISTER |   |
|   | 200 leaves with cloth binding |   |   |
| 68 | **Form No.15A** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 69 | **Form No.15H** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 70 | **Form No.16A** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 71 | **Loan against deposit form** | PER FORM |   |
|   | per set as per sample |   |   |
| 72 | **Housing loan application pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 73 | **Head Office statement pad** | PER PAD |   |
|   | 200 leaves ordinary binding as per sample |   |   |
| 74 | **Hyp.of goods form** | PER PIECE |   |
|   | 3 leaves set as per sample |   |   |
| 75 | **IBC Forwarding Pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 76 | **Inspection report stock pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 77 | **Inspection report vehicle** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 78 | **Key Movement Register** | PER REGISTER |   |
|   | 100 leaves leather binding as per sample |   |   |
| 79 | **General Ledger** | PER LEDGER |   |
|   | 400 pages leather binding as per sample |   |   |
| 80 | **Loan Pay-in-slip** | PER SET |   |
|   | 20 leaves set as per sample |   |   |
| 81 | **Letter Dispatch Register** | PER REGISTER |   |
|   | 200 leaves leather binding as per sample |   |   |
| 82 | **Letter Receipt Register** | PER REGISTER |   |
|   | 200 leaves leather binding as per sample |   |   |
| 83 | **Leave Register** | PER REGISTER |   |
|   | 200 pages leather binding as per sample |   |   |
| 84 | **Letter of Guarantee Pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 85 | **Loan application form** | PER FORM |   |
|   | 3 leaves set as per sample |   |   |
| 86 | **Loan Advance Purposwise Register** | PER REGISTER |   |
|   | 200 pages leather binding as per sample |   |   |
| 87 | **Letter of Hyp.pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 88 | **locker register** | PER REGISTER |   |
|   | 100 leaves leather binding as per sample |   |   |
| 89 | **Loan Proposal New limit form** | PER FORM |   |
|   | 2 leaves set as per sample |   |   |
| 90 | **Demand Loan pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 91 | **Memo pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 92 | **Membership Register** | PER REGISTER |   |
|   | 400 pages leather binding as per sample |   |   |
| 93 | **Membership Index** | PER REGISTER |   |
|   |  |   |   |
| 94 | **Membership form pad** | PER PAD |   |
|   | 100 leaves as per sample |   |   |
| 95 | **Note stitching slip** | PER PAD |   |
|   | 100 leaves as per sample |   |   |
| 96 | **Nil statement pad** | PER PAD |   |
|   | 100 leaves as per sample |   |   |
| 97 | **Note sheet pad** | PER PAD |   |
|   | Ballar pur Bond paper as per sample |   |   |
| 98 | **Form No.DA-2 (Cancellation)** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 99 | **Nominal pad 45- ZA** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 100 | **Nominal Membership pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 101 | **Overdraft statement pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 102 | **OBC Reminder pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 103 | **Outstation Pay-in-slip** | PER PAD |   |
|   | 10 leaves ordinary binding as per sample |   |   |
| 104 | **Personal ledger** | PER LEDGER |   |
|   | 200 pages leather binding as per sample |   |   |
| 105 | **Peon book** | PER BOOK |   |
|   | 200 pages leather binding as per sample |   |   |
| 106 | **Power of Attorney pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 107 | **B.P B C Pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 108 | **Personal statement of guarantor pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 109 | **Personal statement of borrower pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 110 | **Proceeding book** | PER BOOK |   |
|   | 200 leaves leather binding as per sample |   |   |
| 111 | **Provident fund register** | PER REGISTER |   |
|   | 200 pages leather binding as per sample |   |   |
| 112 | **Provident fund pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 113 | **R/D Pay in Slips**  | PER SET |   |
|   | 20 leaves set as per sample |   |   |
| 114 | **R/D ledger** | PER LEDGER |   |
|   | 250 pages leather binding as per sample |   |   |
| 115 | **R/D A/C Opening pad** | PER PAD |   |
|  | 100 leaves ordinary binding as per sample |   |   |
| 116 | **R/d Pass Book** | PER BOOK |   |
|   | 8 leaves with plastic cover as per sample |   |   |
| 117 | **Reconciliation Register** | PER REGISTER |   |
|   | 200 leaves leather binding as per sample |   |   |
| 118 | **Recovery Notice pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 119 | **Sp. Sig Binder** | PER BINDER |   |
|   | as per sample |   |   |
| 120 | **Statement of Advance C/C Pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 121 | **S/B Pass Book** | PER BOOK |   |
|   | 16 leaves with eliminated cover |   |   |
| 122 | **S/B Loose leaf sheet** | PER PIECE |   |
|   | as per sample |   |   |
| 123 | **Small scales Industries Interview form** | PER PIECE |   |
|   | 28 pages set as per sample |   |   |
| 124 | **S/B Account opening card.**  | PER CARD |   |
|   | as per sample |   |   |
| 125 | **Sundry Statement pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 126 | **Share certificate Form Packet** | PER PAD |   |
|   | as per sample |   |   |
| 127 | **Statement of BP discount pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 128 | **Statement of Health code pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 129 | **S/B Pay-in-slip** | PER SET |   |
|   | 20 leaves set as per sample |   |   |
| 130 | **Sundry Deposit and Debtor Register** | PER REGISTER |   |
|   | 100 leaves leather binding as per sample |   |   |
| 131 | **Small scales Industries application form** | PER PIECE |   |
|   | 23 pages set as per sample |   |   |
| 132 | **Share deposit Pay-in-slip** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 133 | **Stationery Receipt Register** | PER REGISTER |   |
|   | 200 leaves leather binding as per sample |   |   |
| 134 | **Small scales Industries pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 135 | **S/B Binder** | PER BINDER |   |
|   | as per sample |   |   |
| 136 | **Term loan ledger** | PER LEDGER |   |
|   | 200 leaves leather binding as per sample |   |   |
| 137 | **Time & Demand Register** | PER REGISTER |   |
|   | 200 leaves leather binding as per sample |   |   |
| 138 | **Time & Demand pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 139 | **Trial Balance pad** | PER PAD |   |
|   | 100 leaves leather binding as per sample |   |   |
| 140 | **Transfer scrolls** | PER SCOLL |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 141 | **Transport application pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 142 | **Term deposit pay-in-sliP** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 143 | **Trust Receipt pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 144 | **Teller card small** | PER CARD |   |
|   | as per sample |   |   |
| 145 | **Trial balance scrolls** | PER PAD |   |
|   | 100 leaves leather binding as per sample |   |   |
| 146 | **Teller card large size** | PER CARD |   |
|   | as per sample |   |   |
| 147 | **Trial balance Central Office** | PER PAD |   |
|   | as per sample |   |   |
| 148 | **Voucher Register** | PER REGISTER |   |
|   | 200 pages leather binding as per sample |   |   |
| 149 | **Voucher Cover 2 set** | PER SET |   |
|   | as per sample |   |   |
| 150 | **We jointly to pay Hundies pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 151 | **I Promise to pay Hundi pad** | PER PAD |   |
|   | **100 leaves ordinary binding as per sample** |   |   |
| 152 | **Withdrawal pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 153 | **NPA Register** | PER REGISTER |   |
|   | 100 leaves leather binding as per sample |   |   |
| 154 | **Interest certificate pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 155 | **Membership firm pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 156 | **Membership card**  | PER CARD |   |
|   | as per sample |   |   |
| 157 | **Ripple File** | PER FILE |   |
|   | as per sample |   |   |
| 158 | **Loan pass book with cover** | PER P.BOOK |   |
|   | 16 leaves with eliminated cover |   |   |
| 159 | **Clearing settlement pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 160 | **Acknowledgement pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 161 | **Letter pad Executive Bond paper** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 162 | **Letter Head pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 163 | **Letter pad branches** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 164 | **Statement of Bill purchased pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 165 | **OBC pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 166 | **Membership card**  | PER CARD |   |
|   | as per sample |   |   |
| 167 | **Membership Card lamination pouch**  | PER PIECE |   |
|   | as per sample |   |   |
| 168 | **Farm No.15 G Income Tax pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 169 | **Share Transfer Register** | PER REGISTER |   |
|   | 200 pages leather binding as per sample |   |   |
| 170 | **Letter pad medium size** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 171 | **Envelop Share Certificate** | PER PIECE |   |
|   | as per sample |   |   |
| 172 | **Liquid asset register** | PER REGISTER |   |
|   | 200 leaves leather binding as per sample |   |   |
| 173 | **Note slip non issuance pad** | PER PAD |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 174 | **Cash certificate Book** | PER BOOK |   |
|   | 100 leaves ordinary binding as per sample |   |   |
| 175 | **FDR book** | PER BOOK |   |
|   | 100 leaves ordinary binding as per sample |   |   |
|   |  |   |   |
| 176 | **Share Certificate** | PER PIECE |   |
|   | as per sample |   |   |
| 177  | **Reconciliation Scrolls**100 leaves ordinary binding as per sample | PER PIECE |  |
| 178 | NOTE FOR MANAGING DIRECTOR | PER PAD |  |
| 179 | Computer Pass Book S/B as per sample | PER BOOK |  |
| 180 | Computer Pass Book R/Das per sample | PER BOOK |  |
| 181 | Computer Pass Book C/Aas per sample | PER BOOK |  |
| 182 | Computer Pass Book Loanas per sample | PER BOOK |  |
| 183 | Continuous FDR (Packet of 250 leaves )Century paper 106GSM | PKT |  |
| 184 | Continuous CCR (Packet of 250 leaves )Century paper 106GSM | PKT |  |
| 186 | KYC Account Opening Form 70 GSM Maplitho  | Per Form |  |
|  |  |  |  |

**CTS-2010 Standard Cheque Forms**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Particulars**  |  | **Rate** |
| 1 | Current Cheque book (100 leaves) | PER BOOK |   |
|   |  |   |   |
| 2 | Current Cheque book (50 leaves) | PER BOOK |   |
|   |  |   |   |
| 3 | Saving Cheque boook (20 leaves) | PER BOOK |   |
|   |  |   |   |
| 4 | Call Deposit Receipt Book ( 100 leaves) | PER BOOK |   |
|   |  |   |   |
| 5 | Cash Order Book ( 100 leaves) | PER BOOK |   |