

**(ANNEXURE-D)****OFF SET PRINTING ONLY****FY 2025 TO FY 2027****(ONLY GOOD QUALITY PAPER AS PER SPECIFICATION SHOULD BE USED)**

(Weight in Kgs means of one Ream Paper) Ream=500 Leaves GSM= Grams per Square Meter

Rates Per Register/Book/Binder/File/Set &amp; Per Hundred Envelop.

S NO.	PARTICULARS	SIZE	PAPER TO BE USED	NAME	SPECIFICATION	Impression	QUANTITY	RATE
1	Register	17x27/4	White Paper 70 gsm	Key Register	50 leaves reg inner sheet printing with ruling, non-brief 28Oz Hard board double astra cloth	Register	As per requirement of the bank from time to time	
2	Register	17x27/4	White Paper 70 gsm	Loan Sanctioned Under Discretionary Powers.	100 leaves reg. inner sheet printing with ruling ,	Register	do	
3	Register	17x27/4	White Paper 70 gsm	Village Client Register, Account Open/Closed Registers	200 leaves reg. inner sheet printing with ruling	Register	do	
				Cash remittance Book	numbering with double astra cloth binding with slip		do	
4	Register	20x30/4	White Paper 70 gsm	Balance Confirmation Register	200 leaves reg. inner sheet printing with ruling,	Register	do	
					numbering with double astra cloth binding with slip		do	
5	Register	20x30/8	White Paper 70 gsm	Cash Scroll Books	200 leaves reg. with inner sheet,printing with	Register	do	
					ruling numbering double astra cloth binding with slip		do	
6	Register	17x27/4	Ledger paper 70 gsm	Cheque Book Issue Reg,Passbook Issue Reg,Cheque Book return reg.,Depositor Death claim settlement Reg.Equitable Mortgage Reg.	100 leaves reg. ruling, numbering with inner sheet,printing with cover double astra cloth binding	Register	do	
							do	
7	Register	17x27/4	Ledger paper 70 gsm	, Current & Old Record Reg., Cash Vault	100 leaves reg. ruling, numbering with inner sheet,printing with	Register	do	
				IT reg., CDR, BC Register,	cover double astra cloth binding		do	
				Movement Register, Drawing Power Reg.,			do	
				Sundry, Suspense Register, Furniture Fixture Reg.			do	
8	Register	17x27/4	Ledger paper 70 gsm	Voucher, Machine Number, Loan proposal Reg.	200 leaves other specifications as above	Register	do	
				Dispatch, Limitation Reg.			do	
				BP, Draft Issue, cash Remittance,			do	
				IBC/OBC, Pay order, Stationery,			do	
				Insurance, LCR, Locker, Safe Vault Reg. Nomination Reg			do	
9	Register	17x27/4	Ledger paper 70 gsm	Documents, Dak Receipt,	200 leaves other specification as above	Register	do	

S NO.	PARTICULARS	SIZE	PAPER TO BE USED	NAME	SPECIFICATION	Impression	QUANTITY	RATE
10	Register	20x30/4	Ledger paper 70 gsm	Cash Memo Register, Clearing Register.	200 leaves with index ruling numbering inner sheet,printing with cover double astra clothbinding.	Register	do	
11	Register	17x27/2	Ledger paper 70 gsm	Suit File Reg., Digital Service Reg	200 leaves with index ruling numbering inner sheet,printing with cover double astra clothbinding.	Register	do	
12	Ledger	20x30/8	Ledger paper 80 gsm	Log Book of Vehicles.	200 leaves with index ruling numbering inner sheet,printing with cover double astra canvas binding.	Ledger	do	
13	Form Pad	17x27/2	White Paper 70 gsm	Loan Waiver Pad,	100 leaves pad, ruling other specification as per sample	2	do	
14	Form Pad	17x27/2	White Paper 70 gsm	Deceased A/C Form Pad.	100 leaves pad, ruling other specification as per sample	2	do	
15	Form Pad	17x27/2	Ledger paper 70 gsm	Letter of Undertaking, Trade Loan Application Form,Rural Artisan Form	50 leaves pad other specification as per sample	2	do	
16	Form Pad	17x27/4	Ledger paper 70 gsm	Loan Against Deposit, Letter of Continuity,	100 leaves other specification as per sample	1	do	
17	Form Pad	17x27/4	White Paper 70 gsm	Stock Statement Pad, Recal Notice pad	100 leaves other specification as per sample.	1	do	
18	Form Pad	17x27/4	White Paper 70 gsm	Sundry, Suspense A/C, recovery through to AC revenue Personal Statement of Guarantor.	100 leaves pad other specification as per sample.	1	do	
19	Form Pad	18x22/4	White Paper 70 gsm	Form 15H, IT-15G,	100 leaves pad other specification as per sample.	2	do	
20	Form Pad	17x27/4	White Paper 70 gsm	Suit File Account Statement, Personal Statement of Borrower Credit Report of Borrower/ Guarantor.	100 leaves pad other specification as per sample	2	do	
21	Form Pad	17x27/4	White Paper 70 gsm	Project Report Tractor, Urdu Notice Pad.	50 leaves pad other specification as per sample	1	do	
22	Form Pad	18x22/4	White Paper 70 gsm	CDR A/C Opening, Manager's Sanction Pad,Regd Notice Pad,NOC Pad	100 leaves pad other specification as per sample	1	do	
23	Form Pad	18x22/4	White Paper 70 gsm	Sale / Purchase Book	100 leaves with duplicate colour page book with perforation	1	do	

S NO.	PARTICULARS	SIZE	PAPER TO BE USED	NAME	SPECIFICATION	Impression	QUANTITY	RATE
					Back cover with hard board front with card sheet		do	
24	Form Pad	18x22/6	White Paper 70 gsm	BC Forwarding, Balance Confirmation, Letter of Undertaking (Renewal) Pad.	100 leaves pad other specification as per sample	1	do	
25	Form Pad	18x22/8	White Paper 70 gsm	DD Forwarding, DL Authority Letter, Clearing Slips, NIL Statement, BC Reminder Pads	100 leaves pad other specification as per sample	1	do	
26	Letter Pad large	18x23/4	Bond Paper 7.7kg	Letter Pad Large(Four Colour)	100 leaves pad other specification as per sample	1	do	
27	Letter Pad Small	18x23/8	Bond Paper 7.7kg	Letter Pad Small(Four Colour)	100 leaves pad other specification as per sample	1	do	
28	Office Copy Large	18x22/4	Color Paper 58 gsm	Office copy Large-rough pad	Blank 100 leaves pad other specification as per sample	1	do	
29	Office Copy small	18x22/8	Color Paper 58 gsm	Office Copy Small-rough pad	Blank 100 leaves pad other specification as per sample	1	do	
30	Voucher Pad	18x22/12	White Paper 70 gsm	Credit Voucher, Debit Voucher.	200 leaves pad	1	do	
31	Voucher Pad	18x22/12	White Paper 70 gsm	SB Withdrawl Pad, PMJDY Withdrawl Pad	Tri lingual,Design as per IBA letter no.1618 dated 15.12.2016, 200 leaves pad, both side printing	2	do	
32	Pay-in-Slips	18x22/8	White Paper 58 gsm (3.5"x11")	CD/SB, DL/ CCL/SOD Pay in Slips, PMJDY Pay in Slips	50 leaves pad, with fine perforation & stiching, Tri lingual,Design as per IBA letter no.1618 dated 15.12.2016	1	do	
33	Pay-in-Slips	18x22/8	White Paper 58 gsm (3.5"x11")	FDR/CCR/CDR/RD Pay in Slips	50 leaves pad, with fine perforation & stiching, Tri lingual,Design as per IBA letter no.1618 dated 15.12.2016	1	do	
34	Form Set	18x22/4	White Paper 70 gsm	Mobile Banking Registration Form	Four leaves , Eight page printing			
35	Form set	18x22/4	White Paper 70 gsm	Mudra Loan Form	Four Leaves Single Side Printing		do	
36	Form Pad	18X22/2	White Paper 70 gsm	No Frill/ NREGA / Social Welfare A/C Opening Forms	100 leaves pad	2	do	
37	Voucher covers	29x49/10	Kraft Paper 100 gsm	Voucher Covers	100 leaves pad	1	do	
38	Fom Pads	20x30/4	white 10.4kg	T. A Bill Pad, Locker Account Opening Form	100 leaves pad	2	do	

S NO.	PARTICULARS	SIZE	PAPER TO BE USED	NAME	SPECIFICATION	Impression	QUANTITY	RATE
39	Form Set	18x22/4	White Paper 70 gsm	Cersai Form 1(Moveable) & Cersai Form 1A (immoveable)	Six Leaves Set	As per sample	do	
40	Saving Bank & PMJDY Pass Books	18x22/16	Bilt Sunshine 70gsm	(Rest as per proof)(double & four colour)	32 leaves , Packet of 100 Passbooks, Tri lingual, Design as per IBA letter no.1618 dated 15.12.2016	As per sample	do	
41	DL/KCC/GCC Pass Books	18x22/12	Bilt Sunshine 70gsm	As Per Sample	Packet of 50 Pass Books with Lamination on front and back page 32 leaves, Tri lingual	As per sample	do	
42	R/D pass Books	18x22/12	Bilt Sunshine 70gsm	As Per Sample	Packet of 50 pass Books with Lamination on front and back page, Tri lingual	As per sample	do	
43	C/D Pass books	18x22/12	Ledger Paper 70 gsm	As Per Sample	Packet of 50 Pass Books with Laminated Plastic cover 32 leaves, Tri lingual	As per sample	do	
44	Form Pads	18x22/1	White 70gsm & Color 56 gsm	Furniture/Fixture Statement Pad in Register Shape	300 leaves set pad, two duplicate pages ,all pages with fine perforation one white two coloured pages, 3 leaves set.	1	do	
45	Service books	7.5"X9.5"	Ledger Paper 70gsm	Service Book	12 leaves Book cover double astra, cloth binding rest as per sample	As per sample	do	
46	FDR/CCR Plastic Covers	8x5"	As per sample shown	FDR/CCR Plastic Covers	Packed in a bundle of 100 covers	As per sample	do	
47	Plastic covers Big Size	6x5"/ 9	as per sample	Term Deposit Covers	As per sample	As per sample	do	
48	Note Stiching slips	18x22/27	White Paper 70 gsm	as per sample	1000 leaves packets	As per sample	do	
49	Form Set	17x27/4	White Paper 70 gsm	SSI Forms,	Three leaves , Six page printing	2	do	
50	Form Pad	17x27/2	White Paper 70 gsm	CCL Renewal Forms	17x27/2, White Paper 70 gsm, 100 lvs pad	2	do	
51	Form set	17x27/4	Ledger Paper 70 gsm	Consumer Loan Application Forms	Ten leaves form set with printing	As per sample	do	
52	Form Set	17x27/4	Ledger Paper 70 gsm	Personnel Loan Application Set	Ten leaves form set with printing	As per sample	do	
53	Form set	17x27/4	Ledger Paper 70 gsm	Pension Loan Pad	100 leaves pad	1	do	
54	Form Set	17x27/4	Ledger Paper 70 gsm	KCC Loan Application Set	Three Leaves set with printing	As per sample	do	
55	File covers	As per sample	As per sample	As per sample	As per sample	As per sample	do	
56	Envelops Large	11x5"	White Paper 95gsm	Large Envelops	100 Envelops packets	1	do	
57	Envelops Small	9"x4"	White Paper 95gsm	Small Envelops	100 Envelops packets	1		
58	Envelops Large	7.5"X12.5"	Kraft Paper 100gsm	As per sample	Pack of 100 envelops	1	do	
59	Envelops Large Laminated	12"X15.5"	Yellow paper 100gsm	Cloth Line Envelops	100 Envelops Packets	1	do	

S NO.	PARTICULARS	SIZE	PAPER TO BE USED	NAME	SPECIFICATION	Impression	QUANTITY	RATE
60	Envelops Small Lamina	9.5"X12"	Yellow paper100gsm	Cloth Line Envelops	100 Envelops Packets	1	do	
61	Form pad	17"x27"/4	White Paper 70 gsm	IT Forms 60, 61	100 leaves pad	1	do	
62	Form set	18x23/4	White Paper Bond 70gsm/	Account Opening Forms Set ( Double and Four Color)	Tri lingual,Seven leaves set	14	do	
63	Form pad	17x27/2	White Paper 58gsm	Renewl-cum-Appraisal Form for Fruit adv. <b>(ADV-18)</b>	100 leaves pad	3	do	
64	SMS Alert Form,Rupay Card Form	18x22/4	White Paper 70 gsm	SMS Alert Form,Rupay Card Form(Double & four colour)	As per sample,Tri lingual	As per sample	do	
65	Form Pad	17x27/4	White Paper 70 gsm	Manager's forwarding pad for Orchard Adv. <b>(ADV-17)</b>	100 leaves pad, both side printing	2	do	
66	Form Pad	17x27/2	White Paper 70 gsm	Appl. For Orchard Loan(Cash Cr. Limit) <b>ADV-16</b>	100 leaves pad	2	do	
67	RTGS/NEFT Form Pad	17x27/4	White Paper 70 gsm	RTGS/IMPS/NEFT pad	100 leaves Pad , both side printing,Tri lingual,Design as per IBA letter no.1618 dated 15.12.2016	2	do	
68	Peon Book	As per sample	As per sample	Peon Book	As per sample	As per sample	do	
69	Form Set	18x22/4	White Paper Bond 70gsm	PMJDY Account Opening Form Set ( Four Color)	100 leaves pad,Tri lingual	As per sample	do	
70	Form Set	As per sample	White Paper 70 gsm	Application form for Renewal of Fruit advances	As per sample	4	do	
71	Form Pad	18x22/4	White Paper 70 gsm	Cersai Form 2 (Central Registry )	100 leaves Pad	1	do	
72	Form Pad	As per sample	White Paper 70 gsm	PMJJBY,PMSB, New India Insurance,PM Atal Pension Yojna	100 leaves Pad	2	do	
73	Form Pad	16x26/4	White Paper 70 gsm	Annexure Dairy , Annexure Tractor	50 Leaves Pad	1	do	
74	Form Set	18x22/4	White Paper 70 gsm	Common Loan Application Form for MSME	4 Leaves Set		do	
75	Form Set	17x27/4	White Paper 70 gsm	CHEQUE RETURN SLIP/SERVICE REQUEST FORM	100 leaves Pad , both side printing,Design as per IBA letter no.1618 dated 15.12.2016		do	
76	Form Set	17x27/4	White Paper 70 gsm	CHEQUE STOP APPLICATION	100 leaves Pad ,single side printing,Design as per IBA letter no.1618 dated 15.12.2016		do	

S NO.	PARTICULARS	SIZE	PAPER TO BE USED	NAME	SPECIFICATION	Impression	QUANTITY	RATE
77	Form Set	17x27/4	White Paper 70 gsm	FDR/CCR/RD APPLICATION CUM DEPOSIT SLIP	100 leaves Pad , both side printing, Tri lingual, Design as per IBA letter no.1618 dated 15.12.2016		do	
78	Transparent Laminated Window Envelops Large	11x5"	White Paper 95gsm	Large window Envelops	100 Envelops packets, As per sample		do	
79	Transparent Laminated Window Envelops Small	9"x4"	White Paper 95gsm	Small window Envelops	100 Envelops packets, As per sample		do	
80	High Security Gold Loan Pouch	11"x 8.5"	100 Microns Material- Plastic	Gold Loan pouch	100 pouch packets, Double seal pouch, Single Side Printing		do	
81	Notepad-Big	18" x 22/8"	Title: 130 GSM glossy papers with multicolor printing, 70 GSM White paper	Notepad-Large	Two pin binding with white strip, White duplex binding, 50 leaves (one side lining) inner with black and white printing with perforation on inner leaves.		do	
82	Notepad-Small	18" x 22/8"	Title: 130 GSM glossy papers with multicolor printing, 70 GSM White paper	Notepad-Small	Two pin binding with white strip, White duplex binding, 10 leaves (one side lining) inner with black and white printing with perforation on inner leaves.		do	
83	File flap	A4 size	Transparent File flap cover	File flap	Transparent A4 size flap cover with Multi Colour Bank logo on the bottom of front side		do	
84	File flap	As per sample	300 GSM white glossy paper	File flap	300 GSM white glossy paper with Multi Colour Bank logo on the bottom of front side. (As per sample)		do	
85	Report	11" x 8.50" (Finished Size)	(i) Cover-300 GSM Cover with lamination coating (ii) Inner Page-120 GSM Glossy Paper	Designing and Printing of the Annual Report (Bilingual)	77 Leaves front back (Four Color), Perfect Binding, Other specifications as per sample, In the event of change in number of leaf or Copies, payment shall be made on pro-rata basis for per leaf/copy as per rates quoted		do	
86	FORM	As per sample	White Paper 70 gsm	NACH Mandate instruction form	100 leaves Pad		do	
87	Form set	18x23/4	White Paper Bond 70 gsm	Account Opening Forms Set ( Double and Four Color)	Tri lingual, 4 leaves set	8	do	
88	Pamphlets	A4 SIZE	130 GSM GLOSSY PAPER	Designing and Printing of Pamphlets	4 COLOUR, DUAL SIDE PRINTING- PACK OF 100	2	do	
89	Pamphlets	A5	130 GSM GLOSSY PAPER	Designing and Printing of Pamphlets	4 COLOUR, DUAL SIDE PRINTING- PACK OF 100	2	do	

S NO.	PARTICULARS	SIZE	PAPER TO BE USED	NAME	SPECIFICATION	Impression	QUANTITY	RATE
90	Visiting Cards	As per sample	As per sample	Designing and Printing of Visiting cards	pack of 100-As per sample	1	do	
91	Staff Identity cards	As per sample	As per sample	Designing and Printing of identity cards	icard with card holder and lanyard with hook ,other specification as per sample		do	
92	Wall calendar	16"x23½" Finished	170 GSM art paper Glossy of import quality or Ballarpur	Designing and Printing of Calendars	3 leaves,6 pages,4+4 Offset Colour Printing,170 GSM art paper Glossy of import quality or Ballarpur, wiro binding, 25 Pcs duly packaged in Kraft Paper without roll/fold , 200 Pcs in 7 ply Fresh Corrugated Box,other specification as per sample	6	1000 to 5000	
93	Wall calendar	16"x23½" Finished	170 GSM art paper Glossy of import quality or Ballarpur	Designing and Printing of Calendars	3 leaves,6 pages,4+4 Offset Colour Printing,170 GSM art paper Glossy of import quality or Ballarpur, wiro binding, 25 Pcs duly packaged in Kraft Paper without roll/fold , 200 Pcs in 7 ply Fresh Corrugated Box,other specification as per sample	6	5000 to 25000	
94	Wall calendar	16"x23½" Finished	170 GSM art paper Glossy of import quality or Ballarpur	Designing and Printing of Calendars	3 leaves,6 pages,4+4 Offset Colour Printing,170 GSM art paper Glossy of import quality or Ballarpur, wiro binding, 25 Pcs duly packaged in Kraft Paper without roll/fold , 200 Pcs in 7 ply Fresh Corrugated Box,other specification as per sample	6	25,000 to 1,00,000	
95	Wall calendar	16"x23½" Finished	170 GSM art paper Glossy of import quality or Ballarpur	Designing and Printing of Calendars	3 leaves,6 pages,4+4 Offset Colour Printing,170 GSM art paper Glossy of import quality or Ballarpur, wiro binding, 25 Pcs duly packaged in Kraft Paper without roll/fold , 200 Pcs in 7 ply Fresh Corrugated Box,other specification as per sample	6	Above 1,00,000	
96	Printed Passbook	Closed size 9.2 X 20 cm Open Size 18.4 X 20 cm	Cover page paper 200 GSM good quality Art Card Paper. Inside Pages: 80 GSM of Good quality White Maplitho paper of A-GradeMill		Pages: Book of 24 pages plus 4 Cover pages. Printing: In four colours on Cover Page. Inside pagesto be printed in singlecolour in trilingual form . Stitching : Centrally stitched (sewing)			

**Specification for computer stationery Paper**

**Continous Computer Paper, (12X15) Single ply,132 Column Sheet,**

**Paper 60 gsm Century paper mills Ltd. 1000 sheets per REAM,**

**single side printing with J&K grameen Bank Logo on left side top and watermark of logo in the center of each sheet, Rate for each REAM**

S NO.	PARTICULARS	SIZE	PAPER TO BE USED	NAME	SPECIFICATION	Impression	QUANTITY	RATE
<p>Note-In case of any doubt in the impression, please see the previous samples at General Administrative Department at Head Office narwal Jammu, Tri lingual means-HINDI,ENGLISH,URDU</p>								
<p>Stationery in Pads must be Top binding with good quality under board</p>								