

**NOTICE INVITING TENDERS FOR PRINTED STATIONERY.**

Shikshak Sahakari Bank Ltd., Nagpur is hereby invite the quotations of following Printed Stationery. Therefor the Bank is requested to Register Vendors on Bank official website [www.shikshakbank.com](http://www.shikshakbank.com), to send the sealed quotation

**List of Printed Stationary**

Sr. No.	Particular's	Quantity	Remark
1)	Casual Leave application.	25 Pad	As Per Sample, 70 GSM White Paper Per Pad 200 Leaves.
2)	Log Book	15 Book	As Per Sample, 70 GSM Ldger Paper 1 to 200 Number Total 400 Pages , with Kharda Cartain Cover.
3)	Stock Book Register	20 Register	As Per Sample, 70 GSM Ldger Paper 1 to 400 Number Total 200 Pages Per Register, with Kharda Cartain Cover.
4)	Locker Opration Book. (With Name Indexing)	30 Book	As Per Sample, 70 GSM Ldger Paper 1 to 100 Number Total 400 Pages Per Book, with Kharda Cartain Cover.
5)	Casual Leave Register.	5 Register.	As Per Sample, 70 GSM Ldger Paper 1 to 300 Number Total 300 Pages Per Register, with Kharda Cartain Cover.
6)	Promissory Note	30 Pad	As Per Sample, 70 GSM Ldger Paper Per Pad 200 Leaves.
7)	Index File (Box)	500 File	As Per Sample Print on Bank Name & addres on file, Per Bunch 4 file-
8)	Letter Pad	50 Pad	As Per Sample, 70 GSM White Paper Per Pad 200 Leaves.
9)	Order Sheet Big	50 Pad.	As Per Sample Attached 70 GSM white Paper Per Pad 200 Leaves.
10)	Monthly Stock Statement	30 Pad.	As Per Sample Attached 70 GSM white Paper Per Pad 200 Leaves.
11)	Casual Leave application for Co;ntract Basis Emplyoee.	25 Pad.	As Per Sample, 70 GSM <b>Light Blue Paper</b> Per Pad 200 Leaves.
12)	Gold Loan Form Set.	1500 Form.	As Per Sample. Total 10 form Set, 2 form Ledger Papar and 8 form white Paper total form at 70 GSM white Paper. 25 Form Per Bunch..


Quotation should reach the Bank, **on or before dt. 20/01/2025 up to 03:00 pm.**

**Our Terms and Condition are as follows.**

- 1) Vender will have to submit the paper sample, rate, G.S.T and any other expences. with the quotation.
- 2) Printed Stationery items should be delivered within 10 days from the date of order..
- 3) Printed Stationery items should be delivered at our Stationery Section situated at 4 th floor, Shikshak Sahakari Bank. Ltd., Gandhisagar, Mahal, Nagpur.
- 4) Bank reserves the rights to accept or reject the quotation without any reason.
- 5) Sample of Stationery is available at Stationery Department of Head Office.

Place: Nagpur  
Dt.13/01/2025



  
Dy. General Manager  
(Administration & Stationery Section)  
SHIKSHAK SAHAKARI BANK LTD.  
Head Office, Mahal, Nagpur