

As per List
All Empanelled Printers with us

CGB/CO/Infra/55/2026-27
Date: 06.06.2026

Madam/ Dear Sir,

Limited Tender Enquiry for Printing and Supply of Bank Stationery

The Bank proposes to undertake printing and supply of stationery items as detailed in Annexure-1 to Annexure-8. Empanelled Printers/ Vendors are required to submit physical paper samples proposed to be used for printing along with details of GSM, paper manufacturer, and vendor's seal and signature in a sealed cover on or before 17/06/2026 upto 17:00 Hours at the address mentioned below.

General Manager (Admin)
CHHATTISGARH GRAMIN BANK
Corporate Office
Plot No-47, Sector-24
Atal Nagar, Nava Raipur, Chhattisgarh - 492018

Failure to submit the required samples within the prescribed time shall result in disqualification of the technical bid and the financial bid shall not be considered for evaluation.

The sealed envelope containing the paper samples shall be superscribed as "Paper Samples for Stationery Printing Tender" and no financial information/rates should be mentioned in the technical submission or on the sample documents.

For Financial Bid, Bank proposes to undertake printing and supply of stationery items as detailed in Annexure-1 to Annexure-8 attached herewith. Empanelled vendors are requested to carefully go through the tender document and submit their Financial Quotation strictly in the prescribed format through the e-Procurement Tendering Portal (ePTL) on or before 22.06.2026 upto 17:00 Hours. Financial quotations received after the stipulated date and time or submitted in any format other than the prescribed format shall be liable for rejection.

CONTACT DETAILS OF EPTL, AHMADABAD
M/s Procure Tiger Pvt. Ltd. A – 201/208 Wall Street – II Opp. Orient Club, Near Gujrat Colleage Ellis Bridge Ahmadabad PIN- 380006 Mobile No. – 7859800609 (Nithya) Website – www.etender.sbi/ sujith@eptl.in

The Bank reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Yours Faithfully

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General Manager (Admin)



Terms & Conditions

1. Vendors shall submit physical paper samples for all stationery items along with GSM details, paper manufacturer's name, and authorized signature with seal. Non-submission of samples shall lead to rejection of the bid.
2. Printing shall be carried out only on approved paper manufactured by the following reputed mills:
 - i. J.K. Paper Mill (Electra)
 - ii. Ballarpur Industries Ltd. (BILT)
 - iii. Seshasayee Paper & Boards Ltd. (SPB)
 - iv. Sirpur Paper Mills
3. For printing and supply of Account Opening Forms as specified in Annexure-2, the vendor shall use only the prescribed GSM and quality of paper manufactured by any one of the following approved paper mills:
 - i. J.K. Paper Mill (Electra)
 - ii. Ballarpur Industries Ltd. (BILT)
 - iii. Seshasayee Paper & Boards Ltd. (SPB)

Any deviation from the prescribed paper quality, GSM, or approved manufacturer shall render the supplied material liable for rejection. The Bank reserves the right to verify the paper quality and manufacturer details before and after supply, and its decision in this regard shall be final and binding on the vendor.

4. For specified stationery items, paper shall be procured only from the manufacturers prescribed in the tender specifications.
5. The Bank reserves the right to verify paper quality directly from the manufacturer. Financial bids of vendors whose samples do not meet the required standards may not be considered.
6. Delivery shall be completed within the timeline quoted by the Bank. Delay may attract penalty at the discretion of the Bank. Delivery shall be made to all Regional Offices/ Locations specified by the Bank. Delay may attract penalty at the discretion of the Bank.
7. The successful bidder shall deposit an additional Performance Security Deposit equivalent to 20% of the estimated work order value before issuance of the work order. The deposit shall be refunded after successful completion of the work. Delay or non-performance may result in forfeiture of the deposit.
8. Failure to execute the work order or supply the material within the stipulated period may result in cancellation of the order, forfeiture of security deposit, suspension from future tenders, or blacklisting by the Bank.
9. Rates quoted shall be inclusive of all costs, including paper, printing, designing, proofing, packing, transportation, loading, unloading, insurance, duties, and delivery charges to all designated Regional Offices but excluding GST.
10. Quantities mentioned in the tender are indicative and may vary as per the Bank's actual requirement.

11. The Bank reserves the right to allocate the work among one or more eligible vendors at the lowest accepted rates.
12. Printing shall commence only after approval of paper samples, artwork, and proofs by the Bank. Any corrections required by the Bank shall be carried out by the vendor without additional cost.
13. The Bank reserves the right to inspect the work at any stage and reject any material not conforming to the approved specifications.
14. The printer shall print the printer's name, month/year of printing, quantity, paper manufacturer, and GSM details on the stationery wherever specified by the Bank, format as per below:

"XYZ PRINTER/Month-2026/10000 PAD/ ABCD Co-..... GSM"

15. The vendor shall maintain complete confidentiality of all stationery formats, layouts, and printing data provided by the Bank.
16. Payment shall be released only after satisfactory supply, verification of quantity and quality, and acceptance by the receiving office.
17. Any discrepancy in quantity, paper quality, GSM, or printing quality detected during inspection may result in proportionate deduction or rejection of the entire lot.
18. The Bank reserves the right to accept or reject any bid, wholly or partially, without assigning any reason. The Bank's decision shall be final and binding on all bidders.
19. The procurement process shall be governed by the Bank's Procurement Policy, Integrity Standards, and applicable CVC Guidelines relating to transparency, fairness, and competitive procurement.
20. The decision of the Bank in all matters relating to evaluation, award of work, quality assessment, and interpretation of tender conditions shall be final and binding upon all bidders.
21. In case of any dispute, difference or legal proceedings arising out of or in connection with this tender/ contract, the courts at Chhattisgarh only shall have exclusive jurisdiction, irrespective of any other court or place of jurisdiction.

We hereby confirm that we have carefully read, understood and accepted all the terms and conditions of this tender. We further undertake to comply with and adhere to all the provisions, specifications, and requirements stipulated in the tender document and any instructions issued by the Bank from time to time.

Yours Faithfully



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General Manager (Admin)

Enclosed: Annexure 1 to 8

Chhattisgarh Gramin Bank

Corporate Office, Nava Raipur

Annexure 1

Sl No.	Type of the Document	Appro. Quantity (PAD- 100 PCS)	Paper Specifications	Total no of Sheet	PRINTING Specifications	Pages to be printed	Ready Pad Size	Basic Rate per PAD ₹	GST	TOTAL Rate per PAD ₹	Expected Time of Delivery In Days	Remark
1	Deposit Slip	200,000	Clear bright White Maplitho paper minimum 58 GSM of "A" grade Paper Mill (BIS specification No 1848-2007 with latest amendment up to date.)	1	Single Colour - As per Bank	1	11 x 27 cm				15 Days	1. Pad must be cover Top & Bottom with Brown paper minimum of 80 GSM . 2. Perforation for receipt in each slip
2	Withdrawal Slip	300,000	Clear bright White Maplitho paper minimum 58 GSM of "A" grade Paper Mill (BIS specification No 1848-2007 with latest amendment up to date.)	1	Single Colour - Black	1	11 x 18 cm				15 Days	Pad must be cover Top & Bottom with minimum of 80 GSM Brown paper
3	Transfer Voucher	200,000	Clear bright White Maplitho paper minimum 58 GSM of "A" grade Paper Mill (BIS specification No 1848-2007 with latest amendment up to date.)	1	Single Colour – Black / Any Colour	1	11 x 18 cm				15 Days	Pad must be cover Top & Bottom with minimum of 80 GSM Brown paper
4	Transfer Voucher	200,000	Clear bright White/any color Maplitho paper minimum 58 GSM of "A" grade Paper Mill (BIS specification No 1848-2007 with latest amendment up to date.)	1	Single Colour - Black	1	11 x 18 cm				15 Days	Pad must be cover Top & Bottom with minimum of 80 GSM Brown paper
5	Term Deposit Slip	100,000	Clear bright White Maplitho paper minimum 58 GSM of "A" grade Paper Mill (BIS specification No 1848-2007 with latest amendment up to date.)	1	Single Colour - As per Bank	1	11 x 27 cm				15 Days	1. Pad must be cover Top & Bottom with Brown paper minimum of 80 GSM . 2. Perforation for receipt in each slip
6	NEFT Form	100,000	Clear bright White Maplitho paper minimum 58 GSM of "A" grade Paper Mill (BIS specification No 1848-2007 with latest amendment up to date.)	1	Single Colour - Black	1	5.6" x 11"				15 Days	1. Pad must be cover Top & Bottom with Brown paper minimum of 80 GSM . 2. Perforation for receipt in each slip

Terms & Conditions:

- 1 Rates quoted shall be inclusive of all costs such as paper, printing, packing, loading, unloading, transportation, labour, and other incidental expenses.
- 2 GST shall be quoted separately.
- 3 The bidder shall supply stationery strictly as per the specifications, approved sample, paper make, GSM, size, and printing requirements mentioned in the tender document.
- 4 The quoted rates shall remain firm and valid for the entire contract period and no escalation shall be permitted.
- 5 Any defective, damaged, or substandard material supplied shall be replaced by the vendor at no extra cost to the Bank.
- 6 Delivery shall be completed within the time stipulated as per mention in Annexure.
- 7 The Bank reserves the right to increase/decrease the quantity or reject any item not conforming to the required specifications.
- 8 The bidder shall maintain complete confidentiality of all printing content, formats, and Bank-related information.
- 9 All terms and conditions of the tender document are accepted and shall be complied with without any deviation.



(Sign & Seal of Vendor)

SI No.	Type of the Document	Approximate Quantity	Paper Specifications	Total no of Sheet	PRINTING Specifications	Pages to be printed	Ready Size	Basic Rate per Unit ₹	GST	Total Rate per Unit ₹	Expected Time of Delivery In Days	Remark
1	Account Opening Form (Peronal/ Non Personal)	400,000	White Maplitho paper (Bright ness 90% or above) minimum 80 GSM of "A" grade Paper Mill (BIS specification No 1848-2007 with latest amendment up to date.)	2 (Joint)	Multicolour	4	A4 (8.3" x 11")				15 Days	Supply in Packet of 100 forms
2	TDR/STDR Advice	200,000	Maplitho paper minimum 100 GSM of "A" grade Paper Mill (BIS specification No 1848-2007 with latest amendment up to date.)	1	Multicolour	2	7" X 6"				15 Days	Supply in Poly Packet of 100

Terms & Conditions:

- 1 Rates quoted shall be inclusive of all costs such as paper, printing, packing, loading, unloading, transportation, labour, and other incidental expenses.
- 2 GST shall be quoted separately.
- 3 The bidder shall supply stationery strictly as per the specifications, approved sample, paper make, GSM, size, and printing requirements mentioned in the tender document.
- 4 The quoted rates shall remain firm and valid for the entire contract period and no escalation shall be permitted.
- 5 Any defective, damaged, or substandard material supplied shall be replaced by the vendor at no extra cost to the Bank.
- 6 Delivery shall be completed within the time stipulated as per mention in Annexure.
- 7 The Bank reserves the right to increase/decrease the quantity or reject any item not conforming to the required specifications.
- 8 The bidder shall maintain complete confidentiality of all printing content, formats, and Bank-related information.
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Chhattisgarh Gramin Bank

Corporate Office, Nava Raipur

Annexure 3

SI No.	Type of the Document	Approximate Quantity	Paper Specifications	Total no of Sheet	PRINTING Specifications	Pages to be printed	Ready Passbook Size	Basic Rate per Passbook ₹	GST	Total Rate per Passbook ₹	Expected Time of Delivery In Days	Remark
1	Savings Bank Pass Book	600,000	Cover - 4 Page- 210 GSM Art card Paper Inner Page - 24 Page Clear Bright White Maplitho minimum of 68 GSM as per BIS standard. Binding - Sewing centrally	7 (1 cover+ 6 Inner of size 8"x7")	Cover Multicolour with Glass Lamination. (Front & Back) + Cover Inside Black Colour + Inner (Page 1 & 24) Black Colour.	2 Page Cover Multicolour +2 Page Inner Cover Black Ink + 2 Page Inner Black.	3.5" x 8"				15 Days	Supply in Packet of 100

Terms & Conditions:

- 1 Rates quoted shall be inclusive of all costs such as paper, printing, packing, loading, unloading, transportation, labour, and other incidental expenses.
- 2 GST shall be quoted separately.
- 3 The bidder shall supply stationery strictly as per the specifications, approved sample, paper make, GSM, size, and printing requirements mentioned in the tender document.
- 4 The quoted rates shall remain firm and valid for the entire contract period and no escalation shall be permitted.
- 5 Any defective, damaged, or substandard material supplied shall be replaced by the vendor at no extra cost to the Bank.
- 6 Delivery shall be completed within the time stipulated as per mention in Annexure.
- 7 The Bank reserves the right to increase/decrease the quantity or reject any item not conforming to the required specifications.
- 8 The bidder shall maintain complete confidentiality of all printing content, formats, and Bank-related information.
- 9 All terms and conditions of the tender document are accepted and shall be complied with without any deviation.

**(Sign & Seal of Vendor)**

Chhattisgarh Gramin Bank

Corporate Office, Nava Raipur

Annexure 4

SI No.	Type of the Document	Approx Qty	Total no of Sheet	Paper Specifications	PRINTING Specifications	Pages to be printed	Ready Size	Basic Rate per PAD	GST 18 % HSN Code 4820	Rate per PAD	Expected Time of Delivery In Days	Remark
1	Office Forms	300	50+50	Clear bright White and one other colour Maplitho paper minimum 58 GSM of "A" grade Paper Mill (BIS specification No 1848-2007 with latest amendment up to date.) Duplicating Pad with perforation and numbring in all 50+50 sheets	Single Colour - Black	Sigle Side	A4 (8.3" x 11")				15 Days	Pad must be cover Top & Bottom with Brown paper minimum of 80 GSM
2	Office Forms	300	50+50	As Above	Single Colour - Black	Both Side	A4 (8.3" x 11")				15 Days	As above
3	Office Forms	300	50+50+50	Clear bright White and two other colour Maplitho paper minimum 58 GSM of "A" grade Paper Mill (BIS specification No 1848-2007 with latest amendment up to date.) Triplicating Pad with perforation and numbring in all 50+50+50 sheets	Single Colour - Black	Sigle Side	A4 (8.3" x 11")				15 Days	As above
4	Office Forms	300	50+50+50	As Above	Single Colour - Black	Both Side	A4 (8.3" x 11")				15 Days	As above

Terms & Conditions:

- 1 Rates quoted shall be inclusive of all costs such as paper, printing, packing, loading, unloading, transportation, labour, and other incidental expenses.
- 2 GST shall be quoted separately.
- 3 The bidder shall supply stationery strictly as per the specifications, approved sample, paper make, GSM, size, and printing requirements mentioned in the tender document.
- 4 The quoted rates shall remain firm and valid for the entire contract period and no escalation shall be permitted.
- 5 Any defective, damaged, or substandard material supplied shall be replaced by the vendor at no extra cost to the Bank.
- 6 Delivery shall be completed within the time stipulated as per mention in Annexure.
- 7 The Bank reserves the right to increase/decrease the quantity or reject any item not conforming to the required specifications.
- 8 The bidder shall maintain complete confidentiality of all printing content, formats, and Bank-related information.
- 9 All terms and conditions of the tender document are accepted and shall be complied with without any deviation.

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Corporate Office, Nava Raipur

Annexure 5

Sl No.	Type of the Document	Approx Quantity	Paper Specifications	PRINTING Specifications	Ready Envelope Size	Basic Rate Per Unit ₹	GST	Total Rate Per Unit ₹	Expected Time of Delivery In Days	Remark
1	Envelopes	100,000	Red Craft 80 GSM Paper and Flap design as per requirement "A" grade Paper Mill (BIS specification No 1848-2007 with latest amendment up to date.)	Single Color Printing	5" x 11"				15 Days	Supply in 100 Pcs Packets and 5 Packests in Card Board Box
2	Voucher Cover	150,000	Green Maplitho paper(Brightness 90% or above)minimum 100GSM of "A" grade paper mill (BIS specification no. 1848-2007 with latest amendment up to date)	Single colour black	15 x 45 c.m.				10 Days	Supply in 100 Pcs Packets and 5 Packests in Card Board Box

Terms & Conditions:

- 1 Rates quoted shall be inclusive of all costs such as paper, printing, packing, loading, unloading, transportation, labour, and other incidental expenses.
- 2 GST shall be quoted separately.
- 3 The bidder shall supply stationery strictly as per the specifications, approved sample, paper make, GSM, size, and printing requirements mentioned in the tender document.
- 4 The quoted rates shall remain firm and valid for the entire contract period and no escalation shall be permitted.
- 5 Any defective, damaged, or substandard material supplied shall be replaced by the vendor at no extra cost to the Bank.
- 6 Delivery shall be completed within the time stipulated as per mention in Annexure.
- 7 The Bank reserves the right to increase/decrease the quantity or reject any item not conforming to the required specifications.
- 8 The bidder shall maintain complete confidentiality of all printing content, formats, and Bank-related information.
- 9 All terms and conditions of the tender document are accepted and shall be complied with without any deviation.

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Chhattisgarh Gramin Bank

Corporate Office, Nava Raipur

Annexure 6

Sl No.	Type of the Document	Approx Qty	Paper Specifications	Total no of Sheet	PRINTING Specifications	Pages to be printed	Ready Size	Basic Rate per Handbill ₹	GST	Total Rate per Handbill ₹	Expected Time of Delivery In Days	Remark
1	Handbills	50,000	1. Paper - 130 GSM Glossy Art Paper Imported Quality as per BIS standard.	1	Multicolour	1	8.25" x 11.25"				7 Days	Supply in Poly Packets of 100 Pcs
2	Handbills	50,000	1. Paper - 130 GSM Glossy Art Paper Imported Quality as per BIS standard.	1	Multicolour	2	8.25" x 11.25"				7 Days	Supply in Poly Packets of 100 Pcs

Terms & Conditions:

- 1 Rates quoted shall be inclusive of all costs such as paper, printing, packing, loading, unloading, transportation, labour, and other incidental expenses.
- 2 GST shall be quoted separately.
- 3 The bidder shall supply stationery strictly as per the specifications, approved sample, paper make, GSM, size, and printing requirements mentioned in the tender document.
- 4 The quoted rates shall remain firm and valid for the entire contract period and no escalation shall be permitted.
- 5 Any defective, damaged, or substandard material supplied shall be replaced by the vendor at no extra cost to the Bank.
- 6 Delivery shall be completed within the time stipulated as per mention in Annexure.
- 7 The Bank reserves the right to increase/decrease the quantity or reject any item not conforming to the required specifications.
- 8 The bidder shall maintain complete confidentiality of all printing content, formats, and Bank-related information.
- 9 All terms and conditions of the tender document are accepted and shall be complied with without any deviation.

**(Sign & Seal of Vendor)**

Chhattisgarh Gramin Bank

Corporate Office, Nava Raipur

Annexure 7

Sl No.	Type of the Document	Approx Qty	Paper Specifications	PRINTING Specifications	Pages to be printed	Ready Size	Basic Rate per Unit ₹	GST	Total Rate per Unit ₹	Expected Time of Delivery In Days	Remark
1	Letter Head	100,000	White Maplitho paper (Bright ness 90% or above) minimum 80 GSM of "A" grade Paper Mill (BIS specification No 1848-2007 with latest amendment up to date.)	Multicolor	Single Side	A4 (8.3" x 11")				10 Days	Supply in Poly Packets of 100 Pcs each
2	Note Pad	1,000	Note Pad (Customized note pad with bank logo, address and hostel rules and instruction) Wiro Diary 5.5" X 8.5" Inner 70 GSM 25 leaf single color print, Inner 130 GSM 5 leaf multicolor print, cover 300 GSM m/c Multicolorprint with matt lamination, wiro binding	Multicolor	Multi Pages	5.5" X 8.5"				10 Days	Supply in Packet of 100

Terms & Conditions:

- 1 Rates quoted shall be inclusive of all costs such as paper, printing, packing, loading, unloading, transportation, labour, and other incidental expenses.
- 2 GST shall be quoted separately.
- 3 The bidder shall supply stationery strictly as per the specifications, approved sample, paper make, GSM, size, and printing requirements mentioned in the tender document.
- 4 The quoted rates shall remain firm and valid for the entire contract period and no escalation shall be permitted.
- 5 Any defective, damaged, or substandard material supplied shall be replaced by the vendor at no extra cost to the Bank.
- 6 Delivery shall be completed within the time stipulated as per mention in Annexure.
- 7 The Bank reserves the right to increase/decrease the quantity or reject any item not conforming to the required specifications.
- 8 The bidder shall maintain complete confidentiality of all printing content, formats, and Bank-related information.
- 9 All terms and conditions of the tender document are accepted and shall be complied with without any deviation.

**(Sign & Seal of Vendor)**

SI No.	Type of the Document	Approx. Quantity	Unique Code	Paper Specifications	PRINTING Specifications	Pages to be printed in each register	Register Size	Basic Rate per Register ₹	GST	TOTAL Rate per Register ₹	Expected Time of Delivery In Days	Remark
1	Attendance Register (Officer/ Staff)	1,000	5	1. Cover - Hard bound card board with multicolor cover printed on 130GSM Imported Art paper with BOPP lamination and pasting on Hard bound card board 2. Inner Page - Green ledger paper - minimum 68 GSM of "A" grade Paper Mill (BIS specification No 1848-2007 with latest amendment up to date.) 3. 04 Set of 30 pages in each register accordingly page 01 to 04 ABCD	Single Color Black	120	8.25 " x 13.25"				25 Days	Supply in Bundle as per Demand by Regional Office
2	Vault Register	1,000	3	1. Cover - Hard bound card board with multicolor cover printed on 130 GSM Imported Art paper with BOPP lamination and pasting on Hard bound card board 2. Inner Page - Green ledger paper - minimum 68 GSM of "A" grade Paper Mill (BIS specification No 1848-2007 with latest amendment up to date.) prior approval of bank is must 3. Page numbering in each page.	Single Colour - Black	300	8.25"x13.25"				25 Days	Supply in Bundle as per Demand by Regional Office
3	Cash Balance Register	1,000	4	1. Cover - Hard bound card board with multicolor cover printed on 130 GSM Imported Art paper with BOPP lamination and pasting on Hard bound card board 2. Inner Page - Green ledger paper - minimum 68 GSM of "A" grade Paper Mill (BIS specification No 1848-2007 with latest amendment up to date.) prior approval of bank is must 3. Page numbering in each page.	Single Colour - Black	300	8.5"x11"				25 Days	Supply in Bundle as per Demand by Regional Office
4	Inspection Register	2,000	26	1. Cover - Hard bound card board with multicolor cover printed on 130GSM Imported Art paper with BOPP lamination and pasting on Hard bound card board 2. Inner Page - Green ledger paper - minimum 68 GSM of "A" grade Paper Mill (BIS specification No 1848-2007 with latest amendment up to date.) 3. 30 Set of 4 pages in each register accordingly page 1to 30 ABCD	Single Colour - Black	120	8.25"x13.25"				25 Days	Supply in Bundle as per Demand by Regional Office

Terms & Conditions:

- 1 Rates quoted shall be inclusive of all costs such as paper, printing, packing, loading, unloading, transportation, labour, and other incidental expenses.
- 2 GST shall be quoted separately.
- 3 The bidder shall supply stationery strictly as per the specifications, approved sample, paper make, GSM, size, and printing requirements mentioned in the tender document.
- 4 The quoted rates shall remain firm and valid for the entire contract period and no escalation shall be permitted.
- 5 Any defective, damaged, or substandard material supplied shall be replaced by the vendor at no extra cost to the Bank.
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- 8 The bidder shall maintain complete confidentiality of all printing content, formats, and Bank-related information.
- 9 All terms and conditions of the tender document are accepted and shall be complied with without any deviation.



(Sign & Seal of Vendor)