

**BANK OF INDIA - MADURAI ZONE**  
**ADMIN. & SERVICES DEPARTMENT**  
SCHEDULE OF TENDER (SOT)

1.	Tender No. / Event No.	CZO:MDU:CSD/24-25/RB/04 dt. 26.04.2024
2.	Mode of Tender	Physical submission of Part I - Technical Bid  Part II - Financial Bid  The intending bidders are required to submit their offer in two separate bid envelopes both of which to be sealed in another envelope.  Only physical technical / price bid would be accepted by BOI.
3.	Date of publication of Tender	04.05.2024
4.	Date, time and venue of pre-bid meeting	10.05.2024 ; 3.00 pm BOI Madurai Zonal Office Sri Ram Complex, 4th Floor Uchaparambu Main Road, Iyerbungalow, Madurai — 625014
5.	Date of closing of tender for submission of Technical Bid & Price Bid	17.05.2024 ; 4.00 pm
6.	Date & time of opening of Technical Bids	18.05.2024 ; 11.00 am
7.	Date & time of opening of Price Bids	Will be intimated separately to the qualified parties
8.	Earnest Money Deposit (EMD))	Rs. 20,000/-(Rupees Twenty Thousand) through Demand Draft in favour Of " <b>Bank of India - Madurai Zonal Office</b> " payable at Madurai. Applicants registered as Micro or Small Enterprise (MSE) are exempted from deposit of EMD. EMD submitted by the unsuccessful bidders shall be returned without interest thereon after finalization of tender and award of job to the successful bidder after submission of Bank Guarantee of equivalent amount.



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1.	The event of any unforeseen closure of work / holiday on any of the above days, the same shall be opened / held on the next working day.
2.	Tenders received after due date and time shall be rejected without assigning any reason thereof.
3.	Tenders not complying with the provisions of bidding documents are liable to be rejected.
4.	In case of any problem / dispute, decision of Zonal Manager, Bank of India — Madurai Zonal Office. shall be final and binding on all parties.
5.	No deviation of the terms and conditions of the tender document is acceptable.
6.	BOI reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
7.	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
8.	No deviation to the commercial terms & conditions are allowed.
9.	The tender inviting authority has the right to cancel this tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
10.	Vendor must submit physical samples of items to be supplied by them. The items should be strictly as per technical specification as mentioned in Annex A of this tender document. The Vendor failing to submit items or submitting sub-standard items would not be considered for further evaluation.

The pre-bid meeting address is as follows:

The Corporate Services Department  
Bank of India  
Madurai Zone  
Sriram Complex, 4th Floor,  
Uchaparambu Main Road, Iyerbungalow  
Madurai — 625014

  
Zonal Manager  
Madurai Zone



**BANK OF INDIA - MADURAI ZONE  
ADMIN. & SERVICES DEPARTMENT**

**NOTICE INVITING QUOTATIONS FROM MANUFACTURERS AND THEIR AUTHORIZED  
AGENTS / DISTRIBUTORS / SUPPLIERS TO PROVIDE STATIONERY ITEMS AND PRINT  
SECURITY DOCUMENTS BANK OF INDIA MADURAI ZONAL OFFICE**

Bank of India, invites quotations from the manufacturers and their authorized agents/ distributors/ suppliers of various stationery items (as per attached sheet — Annex A) for providing stationery items to Bank of India - Madurai Zonal Office. Bidders with the following pre-qualification criteria shall only be considered.

**Prequalification Criteria:**

S.No.	Criteria
a	Minimum experience in the field: 3 years (Certificate of Incorporation or, Memorandum/Articles of Association along with documentary proof to be submitted)
b	Should be empaneled with/have executed job as stationery items provider for at least three PSUs / Nationalized Banks / Private Banks / Corporates during the last three financial years. (Documentary proof of empanelment/work order to be provided.)
c	Should have turnover of minimum five lakhs for each year during the last three financial years. (Audited balance sheets and Income tax return of last three financial years hav to be submitted)
d	Should be able to provide service as and when required and should be based in Tamil Nadu.

2. Tender forms to be downloaded from website [www.bankofindia.com](http://www.bankofindia.com) under the link 'TENDERS'.

- The Bidder should not be a delisted or blacklisted entity by any Government department/ PSU/PSE or banks/FIs for non-implementation/delivery of the order. Self-declaration to that effect should be provided along with the technical bid.
  - Bidder should provide a list of directors/members of management team who are also directors/members of management team in other entities (name of entities should be mentioned). If such director member of management team is associated with a delisted or blacklisted entity, then such entity is not entitled to participate in the bid.
  - The bidder should have reputed background.
  - The bidder should be a financially sound company.
3. Eligible vendors may submit their applications by 4.00 pm, 17.05.2024. Vendors are required to preserve the originals of documents ready for verification by the Bank at any point of time. No extension of time shall be permitted for submission of tenders and/or documents.






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Technical bid (Part I of the tender) will be opened at 11:00 AM on 18.05.2024, in the presence of authorized representative of the tenderers who chose to be present. Price bid (part-II of the tender) would be opened only for those tenderers who are found eligible after scrutiny of their part I tenders on any subsequent working days, which would be intimated to all the eligible tenderers.

**Evaluation of Price Bid:**

- i. L1 vendor for each of stationery items (as indicated in Annex A) will be decided.
- ii. A vendor can submit bid for one or more items.
- iii. Bank, may at its discretion, empanel more than one vendor. Decision Of the Bank shall be final and binding on all concerned in this regard.
- iv. If L1 is unable to carry out the obligations, the price quoted by L1 vendor will be offered to L2 and L3 vendor provided they are willing to provide supply at L1 rates. If L2 and L3 vendors are not willing, offer may be given to L4, L5 vendors and so on.

  
**Zonal Manager**  
**Madurai Zone**



**BANK OF INDIA - MADURAI ZONE**  
**ADMIN. & SERVICES DEPARTMENT**

FORMAT OF APPLICATION FORM

From	To
	The Zonal Manager Bank of India, Madurai Zone <b>Kind Attn: Corporate Services Department</b> Sri ram Complex, 4th Floor Uchaparambu Main Road Iyerbungalow, Madurai - 625014

Dear Sir,

QUOTATION FROM MANUFACTURERS/ THEIR AUTHORIZED  
AGENTS/DISTRIBUTERS/SUPPLIERS OF STATIONERY ITEMS

Ref: Tendering in.....

I/We wish to introduce myself/ourselves as stationery items manufacturers/ authorized agents/distributors/ suppliers and request you to consider my/our quotation for providing stationery items (name of the item) in your branches/offices in India. I/We furnish hereby the required information about my/our firm/company and business:

	Name of the firm / company	
	Full Address of HO /Branch	
a	Telephone No. /Mobile No.	
b	Constitution	
c	Date of establishment	
d	E-mail id of the firm	
	a) Registration and License Number (Please provide relevant document)	
	b) Full name(s) and addresses of Proprietor/ Partners / Directors	
2	Name and addresses of branches/associates of the firm/company a) b) c) (Separate list may be provided in case the space provided is not sufficient)	



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	Annual Turnover of last three years (Rs. Lakh) 2021-22 2022-23 2023-24	
3	Provide annual audited balance sheet of F. Y. 2021-22, 2022-23, 2023-24	
4	Number Of Offices/outlets throughout India: (Provide a list) Income tax return of 2021-22, 2022-23, 2023-24.	
5	The details of at least three contracts which the firm/ company had/has with Other Banks/Public Sector undertakings/ other Institution for providing stationery items in the preceding three financial years i.e. from FY 2021-22 to FY 2023-24 (Please provide name of the entity, period and value of the contract, geographical coverage of the entities)	
6	Bidder should provide a list of directors / member of management team who are also directors / members of management team in other entities (name of such directors and name of such entities should be mentioned.	
7	Other information, if any (Please attach sheets, if needed )	

Note: In the event of dispute on any issue, the legal proceedings will be held at Madurai.

**DECLARATION OF THE APPLICANT**

I/We hereby confirm that the information furnished herein above is true to the best of my/our knowledge and belief. You are free to call for confidential opinion from any one as also from my/ Banker as you deem fit. I/We also certify that, I/We have understood all the Terms and Conditions indicated in the tender document and hereby accept the same completely.

Yours faithfully,

Authorized signatory

Name:

Place:

Date:



**BANK OF INDIA - MADURAI ZONE**  
**ADMIN. & SERVICES DEPARTMENT**  
**PARI-I - TECHNICAL BID**

To,

The Zonal Manager  
Bank of India, Madurai Zone  
Kind Attn: Corporate Services Department  
Sriram Complex, 4th Floor  
Uchaparambu Main Road  
Iyerbungalow, Madurai — 625014

Dear Sir,

**QUOTATION FROM MANUFACTURERS/ THEIR AUTHORIZED**  
**AGENTS/DISTRIBUTERS/SUPPLIERS OF STATIONERY ITEMS**

Having examined the conditions specified in the memorandum herein set out and acquired the requisite information relating thereto as affecting the tender, I/we hereby offer to provide stationeries specified in the said memorandum while strictly adhering to the time specified in it, at the rates mentioned in Part II of the quotations, and in all other respects in accordance with such conditions as may be applicable.

**MEMORANDUM**

(a)	Description of	To supply and deliver Stationery Items to BOI Madurai Zonal Office
(b)	Estimated Cost	Annually around 50.00 lakh
(c)	Tenure	The Contract is up to 31.03.2026 and renewable annually at the Bank's option for a further period of two years (one year at a time) with an annual increase of up to 5% in the existing rates and as per the existing terms and conditions subject to providing satisfactory services.
(d)	Delivery schedule	The quarterly/monthly indent as required would be given and supply and delivery has to be made within 10 days.

2. Should this tender be accepted, we hereby agree to abide by and fulfil all the terms and provisions of the said contract annexed hereto in so far as they may be applicable or in default thereof and the amount to be forfeited by Bank of India and to pay to the Bank of India the amount mentioned in the said conditions.

3 I/We have deposited a sum of Rs 20,000/- (as EMI) by DD. (If not applicable for MSME firms) No interest is payable on the above Earnest Money Deposit (EMD) or security deposit amount. If we fail to execute the Contract when called upon to do so, I/we do hereby agree that this sum shall be forfeited by Bank of India, And, I/ We shall have no objection and shall raise no dispute in this department.





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4. I/We are enclosing herewith list of my/our clients along with full details like names, postal addresses, e-mail ids, telephone (landline and mobile) Nos., Fax Nos., etc., of the contact executives (i.e. the persons who can be contacted by Bank of India, if required).

Name of the Director of the company authorized to sign (or)/

Name of person having Power of Attorney to sign the contract.

(Certified true copy of the Power of Attorney should be attached.)

Yours faithfully

Signature of Authorized Signatory

With Seal





**BANK OF INDIA - MADURAI ZONE  
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QUOTATION FROM MANUFACTURERS/ THEIR AUTHORIZED  
AGENTS/DISTRIBUTERS/SUPPLIERS FOR STATIONERY ITEMS

TERMS AND CONDITIONS OF THE CONTRACT

Tenders are invited from reputed manufacturers/distributors/authorized dealers/suppliers with relevant experience for appointment as supplier of stationery items to Bank 's Zonal Office at Madurai.

1. **Pre-Qualification criteria:**

SN	Criteria
a	Minimum experience in the field: 3 years (Certificate of Incorporation or, Memorandum/Articles of Association along with documentary proof to submitted)
	Should be empaneled with/have executed job as stationery items provider for at least three PSUs/Nationalized Banks / Private Banks / Corporates during the last three financial years. (Documentary proof of empanelment/work order to be uploaded)
	Should have turnover of minimum 05 lakhs for each year during the last three financial years. (Audited balance sheets and Income tax return of last three financial years have to be submitted)
	Should be able to provide service as and when required should be based in Tamil Nadu.

2. **Procedure for Tenders**

The tenders for the Stationery items and Printing of Stationery will be provided in two parts i.e.

- Technical Bid - Part-I
- Price Bid - Part-II — This will contain only rates in Indian Rupees in figures (exclusive of applicable GST). No other tax/charges, except for the prevalent GST for the respective item, will be paid. The tenderer must fill in the rates only in the space provided against the item in the tender.

No request for any change in terms and conditions after the opening of the financial bid (part-II) tender will be entertained. The rates quoted shall be binding without any escalation whatsoever till 03 months.

3. **Schedule of Opening of Tenders**

Part I of the tenders will be opened at 11.00 am on 18.05.2024 in the presence of the authorized representative of the tenderers who choose to be present. Price bid (Part II) of only those tenderers who are found eligible after scrutiny of their Part I of the tenders will be opened on any subsequent working days which will be intimated to all the eligible tenderers.

4. **EMD**

Rs. 20,000.00 (Rupees Twenty Thousand through Demand Draft in favour of "Bank of India Madurai Zonal Office" payable at Madurai. Applicants registered as Micro or Small Enterprise (MSE) are exempted from deposit of EMD).

EMD submitted by the unsuccessful bidders shall be returned without interest thereon after finalization of tender and award of job to the successful bidder. EMD submitted by successful bidders would be returned after submission of Bank Guarantee of equivalent amount.



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**5. Security Deposit**

The EMD furnished by the successful tenderer at the time of submission of the tenders will be retained as Security Deposit. Failure of the bidder to submit the above- mentioned Security Deposit shall constitute sufficient grounds for the annulment of the contract award.

**Terms Of Payment**

6. The successful tenderer shall execute an agreement with the Bank on non-judicial stamp paper within fourteen days of receipt of letter of acceptance. However, the issue of letter of acceptance by the Bank shall be construed as a binding contract, as though such an agreement has been executed and all the terms and conditions shall apply on this contract.
7. Indent will be made by Corporate Services Department, BOI Madurai Zonal Office normally on monthly / quarterly basis. The indent will be sent preferably on e-mail. Payments will be made by the respective department/office which has placed orders.
8. 100% payment for the Stationery item provided shall be released within 15 (fifteen) working days from the date of the submission of the bills duly supported by the relevant documents as proof of delivery in good condition through electronic mode. Bank will pay the agreed amount on the basis of monthly bill submitted by the agency. No other charges, except applicable GST, shall be payable. The rate should be inclusive of all cost of materials, transportation, labor, taxes, etc to Madurai Zonal office.
9. The Stationery items provider should submit their bills to the office with the consignment.
10. The Stationery items should be delivered in good condition. In case of any damage, the responsibility shall be that of the Service Provider. The cost of the material and loss of time shall be recovered from them.

**Duties and Responsibilities of the Service Provider**

11. The authorized representative of the service providers would collect the indent from the office as and when desired or requirement would be mailed/sent by post.
12. The service providers will arrange to deliver the requirements within a maximum period of 10 (ten) calendar days from the date of receipt of indent.
13. In case of delay in delivering the requirements within the specified period, the Bank may, without prejudice to any other steps it may take in this regard, impose penalty of 20% cut in charges payable for delay up to three days and 50% cut in charges payable for delay of more than seven days except in case of "force majeure".

FORCE MAJEURE: Neither party shall be liable for any delay in performing obligations or for failure to perform obligations if the delay or failure results from any of the following (whether happening in India or elsewhere) FORCE MAJEURE, Act of God or any governmental Act, fire, earthquake, explosion, accident, industrial dispute, civil commotion or anything beyond the control of either party. The parties hereto shall make all reasonable endeavors to minimize any such delay. Upon cessation of the event giving rise to the delay, the parties shall, in so far as may be practicable under the circumstances, complete performance of their respective obligations as described in these terms and conditions.

14. The service providers would ensure delivery to the concerned office only.





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15. Bank shall make claims, if any, in writing — (a) within 30 days from the date of payment of the relative bill, if the claim relates to shortage, damage or delay, (b) Any such claim lodged by the Bank shall be settled by the service provider within a period of one month.
16. The Bank may for any reasons whatsoever or without assigning any reason discontinue the arrangement before the expiry of the period mentioned in this agreement by issuing a notice of 30 days to the service providers.
17. The quantities mentioned in the financial offer are tentative for evaluation of tender only. Actual quantities may vary. (The offer should be valid for a minimum period of three months from the date of opening of technical bid.)
18. The service provider shall be solely responsible for compliance with the provisions of all central and state laws, various taxes (Income tax, etc.), labour and industrial laws, such as minimum wages, compensation, EPF, Bonus, Gratuity, etc. such as Contract Labour (R & A) Act 1970, Contract Labour (Regulation and Abolition) Central Rules, 1971; Child labour (Prohibition and Regulation) Act, 1986; Minimum Wages Act (Central) Rules, 1950; Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employee Liability Act, 1938; Workmen's Compensation Act, 1923; Industrial Dispute Act, 1947; Maternity Benefit Act 1961, and any other act/rules of state/central Government, 'Municipal Corporation prevailing under the jurisdiction, relating to persons deployed for providing services to RBI.
19. The whole of the works included in the contract shall be executed by the bidder and the bidder shall not directly or indirectly transfer, assign or sublet the contract or any part, share or interest therein without written consent of the Bank Notwithstanding the above, the decision of the Bank to grant such permission shall be final and binding on the bidder.
20. Sexual Harassment of women at work place:
  - a. The service provider shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the service provider and he/she shall ensure appropriate action under the said Act in respect to the complaint\*.
  - b. Any complaint of sexual harassment from any aggrieved employee of the service provider against any employee of the Bank shall be taken cognizance Of by the Regional Complaints Committee constituted by the Bank.
  - c. The service provider shall be responsible for any monetary Compensation that may need to be paid in case the incident involves the employees Of the service provider, for instance any monetary relief to Bank's if sexual violence by the employee of the service provider is proved.
  - d. The service provider shall be responsible for educating its employees about prevention Of sexual harassment at work place and related issues.
  - e. The service provider will provide updated list of its employees deputed for work in Bank premises.

As per the section 6 read with section 4 of this act, it is mandatory for each employer to constitute an "Internal Complaints Committee" where his 10 or more employees are employed. As per section 6 of said act, inter alim provisions have been made that whereas Internal Complaints Committee is not constituted then "Local Complaints Committee" will be responsible for full compliance of bye laws of "the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013" at work place of Contractor/Agency. Any complaint related with Sexual Harassment in Bank premises against any employee then it should be presented before Internal Complaints Committee and Contractor/Agency will take appropriate action on the complaint as per said Act.



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21. Taxes: The amount payable under this agreement shall be inclusive of all taxes (works contract tax etc.) exclusive of GST. GST as applicable shall be paid to the service provider and TDS on GST shall be deducted as applicable. The service provider shall quote the Goods and Services Tax Identification Number (GSTIN) in the bill/invoice submitted to the Bank. The service provider shall produce documentary evidence regarding GSTIN registration to the Bank. The service provider shall produce the proof of payment of GST (as applicable to the service provided under this contract) to the concerned authorities, if and when called for by the Bank. If the service provider fails to include applicable taxes, duties, local levies in the bill, no claim thereof will be entertained by the Bank afterwards. In terms of the Income Tax Act, 1961, taxes as applicable shall be deducted at source and a certificate for the same will be issued to the service provider by the Bank.

**22. ARBITRATION**

The Bank and the tenderer / bidder / contractor shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them in connection with the contract. If after thirty days from the commencement of such informal negotiation, Bank of India, Madurai Zonal Office and the tenderer are unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration by invoking the provisions of the "Arbitration and Conciliation Act, 1996" by appointing sole arbitrator with the mutual consent of the parties. In case the parties do not agree to the appointment of sole arbitrator, each party shall appoint its arbitrator and the arbitrators so appointed shall appoint a presiding arbitrator to decide the dispute between the parties under contract. The decision of the arbitrator shall be final and binding upon the parties. The provisions of the Arbitration and Conciliation Act, 1996 and the rules framed thereunder shall govern the arbitration proceedings. The venue of the arbitration shall be at Madurai.

**23. NON- DISCLOSURE CLAUSE**

The contractor / vendor / agency shall not disclose directly or indirectly any information materials and details of the Bank's, infrastructures/ systems/ equipment's etc. which may come to the possession or knowledge of the contractor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all- time hold the same in strictest confidence. The contractor / vendor / agency / bidder shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it to comply with applicable laws. The contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper to elsewhere without the previous written consent of the Bank. The contractor shall indemnify the bank for any loss suffered by the bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the contractor and the bank shall be entitled to claim damages and pursue legal remedies, The contractor shall take all appropriate action with respect to its employees to ensure that the obligation of non- disclosure of confidential information under the agreement are fully satisfied.

24. INDEMNITY The bidder shall indemnify the Bank against all actions, suits, claims and demands brought or made against it in respect of anything done or committed to be done by the bidder in execution of or in connection with the work of this contract and against any loss or damage to the Bank in consequence to any action or suit being brought against the bidder for anything done or committed to be done in the execution of this contract. The bidder will abide by the job safety measures prevalent in India and will free the Bank from all demands or responsibilities arising from accidents or loss of life, the cause of which is the bidder's negligence. The bidder shall pay all indemnities arising from such incidents without any extra cost to the Bank and shall not hold the Bank responsible or obligated. The Bank may at its discretion and entirely at the cost of the bidder defend such suit, either jointly with the bidder or alone in case the latter chooses not to defend the case.
25. All the expenses required for execution of this contract shall be solely borne by the vendors / suppliers only.






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26. All legal suits, actions or proceedings relating to or arising out of the agreement / contract / tender shall be subject to jurisdiction of courts/tribunals at Madurai only.
27. Miscellaneous:
- i. Interested tenderers can attend tender opening process.
  - ii. All pages of the technical bid including all enclosures should be numbered (except printed leaflets/catalogue) and must be duly filled in, signed and stamped by the bidder or by his authorized representative must be uploaded. Offers received without signature and seal on all pages are liable to be rejected.
  - iii. Bidders are requested to see the tender site [www.bankofindia.com](http://www.bankofindia.com) before the due date of submission for changes, if any, which may be uploaded subsequently in respect of this tender.
  - iv. Bank reserves the right to reject any or all the bids without assigning any reason thereof and also reserves the right to reissue tender if required.
  - v. If the service provider is terminated prematurely by the act/omission on the part of the service provider, the service provider agrees that, earnest money/security deposit shall not be refunded by the Bank and the same shall be forfeited. In case the contract is terminated prematurely by the act/omission on the part of the service provider, he (the service provider) shall make temporary arrangement for the services provided by him for a period of 3 months or till Bank appoints new service providers or whichever is earlier,
  - vi. In the scenario of vendors not responding to the orders by BOI on three occasions, they may be delisted by the Bank.
  - vii. BOI reserves the right to seek clarification from any vendor at any point of time.
  - viii. At the time of actual placing of orders, quantity of items may increase/ decrease.
  - ix. Interested parties bidding tenders should submit detail of product (brand, make, size and any other specification). Physical sample of items must also be submitted.
  - x. If information provided by the bidder is found incorrect at any point of time during tendering process and even after entering into contract, the vendor shall be delisted/blacklisted for the period as decided by the Bank. The bidder shall raise no dispute in this regard.

The Bank does not accept any conditional bids. If there are any conditions in the bid submitted by the vendor, the bid shall be rejected without assigning any reason thereof.

  
Zonal Manager  
Madurai Zone



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**PART-II (Financial Bid)**  
**ANNEX - A**

**BANK OF INDIA - MADURAI ZONE**

SNo.	Stationary Document	Specification (Minimum 60 GSM)	Rate for Quantity – 10,000	Rate for Quantity - 20,000	Rate for Quantity - 50,000
1	Pay In Slip				
2	Withdrawal Slip.				
3	NEFT / RTGS Form				
4	Cash Slip (Green / White)				
6	Term Deposit Receipt				
7	Voucher Pad				
8	Customer Profile sheet				
9	Service Request Form				
10	Customer Request Form				
11	Central KYC				
12	Personal Loan Form				
13	CBD-23				
14	IFD1				
15	IFD10				
16	CASH-1075 DCB				
17	Credit Voucher (CD 54)				
18	Debit Voucher (CD 53)				
19	Deposit Cover				
20	Document Cover				



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21	Housing Loan Form				
22	Mortgage Loan Form				
23	Account Opening Form				
24	CHA-1				
25	CHA-2				
26	OD-194				
27	Stock Statement				
28	L444C				
29	Debit Card Application form				
30	SCSS Passbook				
31	India Card Application (ICD14)				
32	Additional Deposit Form				
33	Sanction Letter Upto 2 Lakhs				
34	Sanction Letter Above 2 Lakhs				
35	Staff 1033 (Attendance register)				
36	Locker Form (SDV 1453)				
37	Locker Form (SDV 1451A)				
38	Specimen Signature Cars				
39	L434				
40	DP Note				
41	L435				
42	L440				



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43	Annexure IV				
44	Annexure VII				
45	Annexure VII A				
46	Annexure V				
47	Annexure IV				
48	Gold Appraiser PAD				
49	Photo Sticker				
50	AG15				
51	AG200				
52	AG100				
53	AG101				
54	L512				
55	L513				
56	L515				
57	L516				
58	AG51				
59	Loan Against TDR/RD				
60	Document Cover (Small)				
61	ECS Mandate Form				
62	Passbook				
63	PPF passbook				
64	Name Addition/Deletion				





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65	Address Change Form				
66	Charge Back Claim Form				
67	Dormant to active				
68	Account Portability				
69	BOI Minor to MAJOR Application				
70	AG 35 (Revised June 2023)				
71	Annexure VII A- Undertaking for gold loan upto 2.00 Lakhs.				
72	Application Cum Valuation Cum Sanction Letter (Annexure IV)				
73	Undertaking for inspection and pledged gold ornaments for all type of Gold loans				

**Note:**

1. The samples of these security documents (Tamil/Hindi/English) are available at the following address for inspection and checking:

**The Corporate Services Department**  
BOI Madurai Zonal Office  
Sri Ram Complex, 4th Floor  
Uchaparambu Main Road, Iyerbungalow, Madurai — 625014

Ph : 8072249386

