



Telangana State Co-operative Apex Bank Ltd.

Troop Bazar, Hyderabad-500 001

Ph: 24685501, 24685548

url: <http://tscab.org>

Ref: Bkg./Stationery/F.No.8/2017-18.

Date:05 -9-2017

The Telangana State Coop Apex Bank Ltd., requires printing and supply of the following items of Books & forms by inviting quotations from reputed printers on the terms and conditions noted below. The specifications are indicated in the annexure.

1. Window Envelops
2. Envelops.
3. Indent Books.

Terms & Conditions:-

1. The quantity and quality of stock required shall be as per specifications.
2. All the items shall be delivered at Head office- Stationery department.
3. Suppliers of items shall deliver the stock within (7) days from the date of purchase order.
4. Delivery of stock shall be as prescribed in the quotation/work order. The Bank reserves its right to reject the stock not conforming to the specifications indicated in the quotation/work order.
5. Sealed quotations shall be addressed to Dy. General Manager (Banking) and handed over in stationery Department, within the prescribed time
6. A sample of one leaf or application or one book, as the case may be with prescribed specifications is to be sent along with the quotation.
7. The bank reserves the right to accept or reject any or all the quotation/s without assigning any reasons therefor.
8. The supplier should submit GST/PAN etc., along with the quotation.
9. The supplies not made, after receipt of the work order, within stipulated time and venue will attract penalty to the extent of loss /damage caused to the bank.

Last date for receipt of quotation:18.9.2017 at 5.00PM.

Sd -----

Dy. General Manager (Banking)

Annexure

Sl. No.	Name of the items	Specifications	Quantity Required	Rate per envelop/book (Rs)	Total Cost (Rs)
1	Window Envelops	11x5 size – 80 GSM white paper – Bank Logo & address printing – single side printing - single colour – Green colour.	1,00,000 Window envelops packed in boxes containing 500 envelops.		
2	Envelop	11x5 size – 80 GSM white paper – Bank Logo – address printing – single colour – Green colour.	30,000 envelops packed in boxes containing 500 envelops		
3	Indent Books	1/8 th size – 60 GSM Paper – Each book consists of 1+1 (100 sets) with numbering – single colour printing – single side binding.			

The quoted rate should include all applicable taxes, transportation and the Books & Forms items should be supplied at our Head Office.

Your quotation in a sealed cover should reach the Dy. General Manager (Bkg.), Telangana State Co-operative Apex Bank Ltd., Troop Bazar, Hyderabad on or before 18.9.2017 by 5.00PM.