



## Telangana State Co-operative Apex Bank Limited

(State Govt. Partnered Scheduled Bank)  
Troop Bazar, Hyderabad-500 001

**Stationery Department**

Ph.: 24685548, url: <http://tscab.org>

**Ref:** Bkg./Stationery/F.No.11/2019-20


Date: 10.06.2019

The Telangana State Co-operative Apex Bank Limited is Inviting Quotations from the reputed Printers for the supply of Books & Forms. The Particulars and quantity required are shown in the enclosed Annexure.

### Terms & Conditions

- The quantity and quality of stock required shall be as per specifications.
- The items shall be delivered at Head office- Stationery Department.
- Suppliers shall deliver the stock within 10 days from the date of receipt of work order.
- 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.
- Sealed quotations shall be addressed to Dy. General Manager (BRCC/ Stationery).
- The bank reserves the right to accept or reject any or all the quotation/s without assigning any reasons thereof.
- The supplier should share the GST Number and the quotation should be submit as per the proforma of GST.
- The supplies not made, after receipt of the work order, with in stipulated time and venue will attract penalty to the extent of loss /damage caused to the bank.

Last date for receipt of quotation: 21.06.2019 by 5.00PM.

  
Dy. General Manager  
(BRCC/ Stationery)

**Annexure**

S. No.	Name of the Item	Specifications	Existing Stock	Consumed for half year	Required Quantity
1	Savings Bank Applications	1/4 <sup>th</sup> size (Demi) – 80 GSM – 4 pages - Maplitho paper – Both side printing – single folding- side pinning – As per sample.	2000	13500	15000
2	RTGS/NEFT Forms	1/6 <sup>th</sup> (Demi) – 100 leaves each pad – Green colour paper – Both side Printing – perforation – card board and brown cover – As per sample.	450	950	1500
3	Envelops	11x5 size – 80 GSM Paper- Bank LOGO & Address Printing in green colour – green colour – As per sample.	800	9000	20000
4	Locker Applications	70GSM – Ledger paper – 10 pages folder – 50 forms per bundle – As per sample.	600(Old Applications )	900	100 Bundles
5	Locker Rent/Visitor Register	1/4 <sup>th</sup> Full Scape – 70 GSM Ledger Paper – 200 pages each Register – Full Calico Binding – As per sample.	30	15	200
6	Cash Denomination Slips	Yellow colour paper – 2 ½ X 7" Inches - 100 Leaves each pad – single colour – one side printing – As per sample.	150	1200	2000pads
7	FD Staff Applications	1/4 <sup>th</sup> (Demi) – 70 GSM Paper – colour Maplitho - each pad consisting 100 leaves – single colour – Both side printing- As per sample.	20	35	100 pads



8	SHG Applications	1/4 <sup>th</sup> (Demi) – 14 pages Form – 70 GSM white Maplitho paper- single colour – side pinning – As per sample.	-	-	750
9	PMJJBY Applications	1/4 <sup>th</sup> full scape – 70 GSM White Maplitho paper – one side printing – 100 leaves each pad – Green colour printing – As per sample.	-	-	100 pads
10	PMSBY Applications	1/4 <sup>th</sup> full scape – 70 GSM White Maplitho paper – one side printing – 100 leaves each pad – Blue colour printing – As per sample.	-	-	100 pads
11	Petty Trader Applications	1/4 <sup>th</sup> (Demi) – 70 GSM white Maplitho paper- 16 pages Booklet - single colour – side pinning – As per sample.	-	-	2000
12	SEP Applications	1/4 <sup>th</sup> (Demi) – 70 GSM white Maplitho paper-12 pages Booklet - single colour – side pinning – As per sample.	-	-	1500
13	15G	1/4 <sup>th</sup> Full scape – 70 GSM Ledger paper –Both side printing – 100 leaves each pad – As per sample.	-	-	120 pads
14	15H	1/4 <sup>th</sup> Full scape – 70 GSM Ledger paper –Both side printing – 100 leaves each pad – As per sample.	-	-	120 pads

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

Your quotation in a sealed cover should reach the Dy. General Manager (BRCC/ Stationery), Telangana State Co-operative Apex Bank Ltd., Troop Bazar, Hyderabad on or before 21.06.2019 by 5.00PM.