

## ON THE LETTER HEAD OF THE PRINTER'S FIRM

To  
The Dy. General Manager (PR)  
Telangana State Cooperative Apex Bank Ltd.,  
Bank Street, Troop Bazar,  
Hyderabad – 500 001.

Sir,

Sub: Telangana State Co-operative Apex Bank Ltd. -  
Quotations for printing and supply of Diaries for the  
year 2020 – Reg.  
Ref: Your Tender Notice dated 20-09-2019.

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We are herewith submitting the Quotation for printing and supply of Diaries as per the specifications mentioned below:

### (SPECIFICATIONS FOR PRINTING/SUPPLY OF DIARIES 2019)

| Sl. No. | Specifications                    | Particulars   |
|---------|-----------------------------------|---|
| 1       | Quantity                          | 10,000 Diaries (Note Book Type).  |
| 2       | Diaries Outer view specifications | <b>Cover Front and Back:</b><br><ol style="list-style-type: none"><li>1. Cover material- Foam leather.</li><li>2. Binding - Hard Case binding with quality board of about 2mm.</li><li>3. Bank name and Logo should be screen printed/embossed on cover page.</li><li>4. Round Corner cutting (Binding cover and inner pages).</li><li>5. Cover colour- As specified by the Bank.</li><li>6. Elastic strap attached to back cover(Same colour as of Cover)</li><li>7. Size- 1/8 demy.</li></ol> |
| 3       | Diaries inner specifications      | <ol style="list-style-type: none"><li>1. 4 pages Multi-color photos on 130 GSM Indian Art paper.</li><li>2. 48 pages write-up pertaining to the activities and Tel. number of various branches/departments, Holidays under NI Act, Useful References and Planner in double Colour printing as specified by the Bank.</li><li>3. Ruled paper with logo of Bank on top of the page at Left side and provision for Date at Right Side – 200 pages (Single colour).</li></ol>                       |

|          |                 |  |
|----------|-----------------|--|
|          |                 | <b>(Sample can be collected from PR Dept-Apex Bank, HO during office hours from 10.30AM to 05.30PM)</b>  |
| <b>4</b> | <b>Paper</b>    | 1/8 Demy size, 70 GSM Natural Shade paper.<br><br>(Sample of the paper is to be submitted along with Tender).  |
| <b>5</b> | <b>Language</b> | English  |
| <b>6</b> | <b>Delivery</b> | Each diary should be packed in polythene pack and to be delivered in packed cartons at Bank's premises with sets of 50 diaries each within 20 days from the date of submission of final proof by the Bank. In case of non-adherence to delivery schedule, the bank reserves its right to cancel the entire work order without any further communication and will not be liable to pay damages besides forfeiting EMD. The Bank will pay no charges (freight, handling etc.,) for delivering the goods. |

**AMOUNT QUOTED BELOW:**

| <b>Sl. No</b> | <b>Particulars</b> | <b>Quantity</b> | <b>Rate per unit</b><br>(Including GST and other charges rounded off to two digits after rupee) | <b>Total</b> |
|---------------|--------------------|-----------------|---|--------------|
| 1.            | Diaries            | 10,000          |   |              |

Thanking you,

**Signature**