



Telangana State Co-operative Apex Bank Limited

(State Govt. Partnered Scheduled Bank)

Troop Bazar, Hyderabad-500 001

PR Department :: Ph.: 24685650 :: url: <https://tscab.org>

Apex Bank /PR/Calendars/F.50/19-20

Date: 20.09.2019

TENDER SCHEDULE

Sealed quotations are invited from reputed printers and designers for printing of six sheet numerical calendar in **English** and **Telugu** (dates with *Tithi, Nakshatram* etc.,) and supply for Apex Bank for the year 2020.

The quotations must be superscribed as "**Quotations for printing and supply of Calendars 2020**" and addressed to: **The Dy. General Manager (PR), Telangana State Co-operative Apex Bank Ltd., Troop Bazar, Hyderabad-500 001**. The Management reserves its right to amend, modify or cancel all the tenders without assigning any reason therefor.

SPECIFICATIONS FOR PRINTING OF SIX SHEET BACK AND BACK **NUMERICAL CALENDAR (English & Telugu) FOR THE YEAR 2020**

Sl. No.	Specifications	Particulars
1	Size	Single crown six sheet back and back 13" x 19"
2	Quantity	Total 50,000 15,000 English 35,000 Telugu (<i>dates with Tithi, Nakshatram etc</i>)
3	Type	Six sheets back and back numerical calendar with Bank's Logo, Name and Address at the top, Deposit/Loan schemes (English Calendar) and Photographs with description (Telugu Calendar) at the bottom with telephone numbers of Head office and Branches. (Sample can be collected from PR Dept - Apex Bank, HO during office hours from 10.30AM to 05.30PM)
4	Paper	130 GSM Art paper (Non – glazed)
5	Rimming	Rimming and punching with good quality suspension thread in the middle on the top of each calendar with a hole at the Centre top for display use (specimen copy to be submitted before finalization).
6	Process	Offset printing with Multicolor as specified by the Bank.
7	Language	English & Telugu

8	Delivery	Goods are to be delivered in the Bank's premises with sets of 100 calendars each within 15 days from the date of final proof submission 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 whatsoever besides, forfeiting EMD. The Bank will pay no charges (freight, handling etc.) for delivering the goods.
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TERMS & CONDITIONS:

1. The printing firm should be in existence for a minimum period of three (3) years. (Copy of Certificate of Incorporation issued by Municipal or other competent authority and Labour certificate to be enclosed).
2. IT returns of the firm for the last 3 years to be enclosed.
3. The printing firm should have executed the orders of similar quantity previously (Copy of previous Work order to be enclosed).
4. The Printer shall submit a copy of Firm's PAN Card, Address proof, GST Number along with quotation.
5. The printing firm has to submit DD/BC towards EMD for an amount of Rs.15000/- in favor of "Telangana State Co-operative Apex Bank Ltd." Payable at Hyderabad. Quotations received without DD/BC will be rejected. The EMD will be refunded only after the total goods are delivered.

All the copies indicated above have to be attached with tender document.

The last date for submission of sealed quotations is **30.09.2019 upto 4.00 PM**. The sealed Quotations will be opened on **30.09.2019, Monday at 4.00 PM** in the Chambers of the General Manager (PR), Apex Bank, 4th Floor, Troop Bazar, Hyderabad. For clarification if any, contact **Public Relations Department – 040-24685650 or Asst. General Manager (PR) – 98485 78646**.

GENERAL MANAGER (PR)

NOTE: Specification / Quotation form can be obtained at: P.R Dept., Telangana State Co-op Apex Bank Ltd, Troop Bazar, Hyderabad – 500 001.

For the format of quotations and specifications please visit our website
www.tscab.org