



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>

Ref: Apex Bank/PR/Diaries/F.50/19-20

Date: 20.09.2019

TENDER SCHEDULE

Sealed quotations are invited from reputed printers and designers for printing and supply of Diaries in English for Apex Bank for the year 2020.

The quotations must be superscribed as “**Quotations for printing and supply of Diaries 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/SUPPLY OF DIARIES 2020)

Sl. No.	Specifications	Particulars
1	Quantity	10,000 Diaries (Note Book Type).
2	Diaries Outer view specifications	Cover Front and Back: <ol style="list-style-type: none">1. Cover material- Foam leather.2. Binding - Hard Case binding with quality board of about 2mm.3. Bank name and Logo should be screen printed/embossed on cover page.4. Round Corner cutting (Binding cover and inner pages).5. Cover colour- As specified by the Bank.6. Elastic strap attached to back cover(Same colour as of Cover)7. Size- 1/8 demy.
3	Diaries inner specifications	<ol style="list-style-type: none">1. 4 pages Multi-color photos on 130 GSM Indian Art paper.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. 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). (Sample can be collected from PR Dept-Apex Bank, HO during office hours from 10.30AM to 05.30PM)
4	Paper	1/8 Demy size, 70 GSM Natural Shade paper. (Sample of the paper is to be submitted along with Tender).
5	Language	English
6	Delivery	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.

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.20,000/- 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 5.00 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