

	Telangana State Co-operative Apex Bank Ltd. (State Govt. Partnered Scheduled Bank) Troop Bazar, Hyderabad-500 001
	Ph: 2468 5548, url: http://tscab.org

Ref: Bkg./Stationery/F.No.1/2021-22

Date: 01.01.2021

The Telangana State Co-operative Apex Bank Limited is inviting sealed quotations from the reputed Stationery Suppliers & Printers for the supply of stationery items, Books Forms & Applications. The particulars and quantity required are shown in the enclosed Annexure.

Terms & Conditions:

1. The quantity and quality of stock required shall be as per specifications.
2. The items shall be delivered at Head office- Stationery Department.
3. Suppliers shall deliver the stock within 14 days from the date of receipt of work 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 (BRCC/ Stationery).
6. Sample of above item as per the specifications are 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 thereof.
8. The supplier should share the GST Number and the quotation should be submitted as per the proforma of GST. The supplier must also ensure that all the invoices invariably bear the GST number of the Bank i.e., **36AAEAT1706F1ZR**.
9. 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.
10. The quoted rate should include all applicable taxes, transportation costs and the items should be supplied at our Head Office, Stationery Department.

Last date for receipt of quotation: 12.01.2021 by 5.00 PM.

**Sealed quotations may be sent to: Dy. General Manager (BRCC/Stationery),
4-1-441, Telangana State Co-operative Apex Bank Ltd., Troop Bazar, Hyderabad- 500 001.**

Sd/-
Dy. General Manager (BRCC/ Stationery)

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ANNEXURE:

Stationery Items: -

S No.	Name of the item	Specifications	Quantity to be supplied
1	Punching Machine (Big)	Kangaroo punch DP-800	20 No's
2	Correction Pens/whitener	Camlin – ink quantity 7ml – Tip Design (needle type) – Tip Material (Metal) – size 1.6mm.	25 Boxes
3	Scales(steel)	Steel – Sakshi – 30cm	50 No's
4	Post it pads (Big)	3-inch X 3-inch, Assorted Bright colors. (50 sheets per pad & 18 pads per cabinet)	5 Boxes
5	Calculators	Casio (MJ – 120D)	25 No's
6	All-pins (Bell)	Export quality – 22mm – 700 pins	100 Boxes
7	Big Stapler	Kangaro – HP-45	20 No's
8	Scissors (Big size)	Wilson shear – 8.5 inch	20 No's

Books & Forms, Applications: -

S No.	Name of the item	Specifications	Quantity to be supplied
9	Saving's Bank Application Forms	1/4 th size (Demi) – 80 GSM – 4 pages – Maplitho paper – Both side printing – single folding - side pinning – packed with 100 Books in each bundle – As per sample.	10,000 Sets
10	FDR Covers	10 ½ x 7 with 2 Flap – plastic cover – Bank name printed in full– packed with 100 covers in each bundle – as per sample. & with Bank logo - TSCAB Apex Bank to be printed below the logo.	15,000 No's
11	Computer scroll print paper (big)- 132 Column	15x12x1 size – 70 GSM paper- with Bank logo on top left and word TSCAB on top right of the paper– as per sample & words TSCAB Apex Bank to be printed below the logo.	500 Boxes
12	Computer scroll print paper (small)- 80 column	10x12x1 size – with Bank logo on top left and word TSCAB on top right of the paper – as per sample. & words TSCAB Apex Bank to be printed below the logo.	200 Boxes
13	Locker Agreement Form – Memorandum of Hiring of Locker	17x27 – ½ size – 12.2 kg – Ledger paper – Both side printing – Single colour printing – 4 pages (folders), Front & back 3 pages one sided total 10- with Bank logo - TSCAB Apex Bank to be printed below the logo- as per sample.	2500 Sets
14	SHG Applications	1/4 th (Demi) – 14 pages form – 70 GSM paper--white Maplitho paper – single colour printing – side pinning – with Bank logo - TSCAB Apex Bank to be printed below the logo-as per sample.	500 Sets

15	Cash Denomination slips	Yellow colour paper – 2 ½ X7” inches – 100 Leaves each pad – single colour and one-sided printing – as per sample.	2000 Pads
16	Locker Rent Register	1/4 th Full scape – 70 GSM ledger paper – 200 pages in each register–single colour printing–full calico binding – as per sample.	150 No’s
17	Nominal Share Capital Registers	70 GSM ledger paper– single colour printing- full calico binding–register contains 200 pages– as per sample.	50 No’s
18	Recovery Monitoring Registers	70 GSM ledger paper– single colour printing- full calico binding – each register contains 200 pages– as per sample.	100 No’s
19	Gold Loan Bags (small)	6.25’’x 8.5’’ (including flap 24mm) with tamper evident tape one side – white Tyvek material 1056D(55GSM) with printing on one side- other side with 100 Micron Transparent film – as per sample.	50,000 No’s

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S No.	Name of the item	Specifications	Quantity to be supplied
20	Current a/c applications	A4 size paper – 80 GSM paper– 6 pages printing – 6 th page blank – 1 st page with Bank logo -as per sample & words TSCAB Apex Bank to be printed below the logo.	3000 Sets
21	Application for Mobile Bkg/IMPS/UPI	70 GSM paper- light blue Maplitho paper- single colour printing, on both sides – 100 sheets per pad– as per sample.	400 pads
22	Stock Register	70 GSM ledger paper- single colour printing- full calico binding – 200 pages per register – as per sample.	50 No's
23	Key Movement Register	70 GSM ledger paper- single colour printing – calico cover with Marble paper – each register containing 200 pages- as per sample.	50 No's
24	Cheque Return Register	70 GSM ledger paper-single colour printing - full calico binding – each register contains 200 pages – as per sample	50 No's
25	ATM Cash Maintenance Register	70 GSM ledger paper- single colour printing - full calico binding – each register contains 200 pages – as per sample	50 No's
26	Cheque Book Issue Registers	70 GSM ledger paper- single colour printing – Marble binding-cover paper with calico binding on the side– each register contains 200 pages – as per sample	50 No's
27	Applications for Rupay Debit ATM card	70 GSM green colour Maplitho paper – single colour, one sided printing – Each pad containing 100 applications – as per sample.	300 pads
28	Gold Ornaments Safe Custody Register	70 GSM ledger paper single colour printing – Marble binding-cover paper with calico binding on the side– each Register contains 200 pages – as per sample	30 No's

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