

	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: 01.03.2021

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

Terms & Conditions:

1. The quantity and quality of stock required shall be as per the specifications.
2. Sealed quotations shall be addressed to Dy. General Manager (BRCC/ Stationery).
3. Initially, samples of enclosed items, as per the specifications are to be sent along with the quotation.
4. Delivery of stock shall be as prescribed in the quotation/work order. The Bank reserves the rights to reject the stock not conforming to the specifications indicated in the quotation/ work order.
5. The items shall be delivered at Head office- Stationery Department.
6. Suppliers shall deliver the stock within 14 days from the date of receipt of work order.
7. The Bank reserves the rights to accept or reject any or all of the quotation/s without stating any reasons thereof.
8. The supplier should share their 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 quoted rate should include all applicable taxes, transportation costs and the items should be supplied at our Head Office, Stationery Department.
10. Unit cost or total work amount up to two decimals only will be accepted for processing of payments.
11. 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. The Bank may also block-list such vendors w.r.t. its procurements thereafter.

Last date for receipt of quotation: 04.03.2021 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)

ANNEXURE:

Books, Forms & Applications: -

S.no	Name of the Item	Specifications	Required Quantity
1	SB/CA Pass Books	Inside: 1/6 th D4 size 70 GSM paper 14 leaves per book – for both side printing. Outside cover: Maplitho 170 GSM art paper with two – coloured printing- other specifications as per sample.	1,50,000 No's
2	Office Files	Cobra – Full Scape- 999 (with Bank Name & Logo) – with binding cloth along the length and edges – as per the sample.	3000 No's