

	Telangana State Co-operative Apex Bank Ltd. (State Govt. Partnered Scheduled Bank) Troop Bazar, Hyderabad-500 001
	Ph: 040 - 2468 5548, url: https://tscab.org

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

Date: 10.05.2021

The Telangana State Co-operative Apex Bank Limited is inviting sealed quotations from reputed Stationery Suppliers & Printers for supply of Books, Forms & Applications. The specifications 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. **The Bank reserves the right to reject such quotations, where samples with required specifications for applicable books & forms are not enclosed.**
3. It is the onus of the vendor to fulfil the item-specifications and also any modifications to the existing-item. As such the vendor has to ensure that the goods-supplied are as per the given sample and also as per the communicated specifications and modifications.
4. Delivery of stock shall be as prescribed in the quotation/work order. The Bank reserves the rights to reject the stock not conforming with the specifications indicated in the quotation/ work order.
5. The items shall be delivered at Head office - Stationery Department or location communicated further.
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 and to cancel the procurement - process either partially or fully.
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 quotations and invoices invariably bear the GST number of the Bank i.e., **36AAEAT1706F1ZR**.
9. Unit cost or total work amount up to two decimals only will be accepted in the quotations as well as invoices, for processing of payments.

10. The quoted rate should be inclusive of all applicable taxes, transportation costs and the items should be supplied at our Head Office, Stationery Department or at location specified by the Bank. Therefore, it is the responsibility of the vendor to submit quotation in appropriate – format. The rates thus quoted shall be considered as all – inclusive numbers and the Bank shall not be responsible for any loss of vendor, due to such omission or error. **Further, suitable action may be initiated against such vendor, if any loss or delay is suffered by the Bank, due to such incorrect – quotations.**
11. If the supplies are not made, after receipt of the work order, within stipulated time and venue, then the vendor shall be liable to bear 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: 19.05.2021 by 5.00 PM.**

**Sealed quotations have to be addressed 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:

1.Stationery items: -

S.no	Name of the item	Specifications	Quantity to be supplied
1	A4 size paper	JK Easy copier – 70 GSM – each box 10 bundles - each bundle consists of 500 sheets.	(200 boxes) 2000 bundles (200*10)
2	Box files	SNS Lever Arch – 7815 F/s – Visual spine area is Laminated – Bottom corners are reinforced with metal and has nickel plated lever clip.	2000 No's
3	Fevisticks (Pidilite)	Fevisticks 8gm- Non-Toxic	1500 No's
4	Stapler pins (24/6 -1M)	Kangaro staples No.24/6-1M (each carton consists of 20 boxes- 1000 staples in each box)	100 cartons
5	Staplers	Kangaro stapler no.10 – stainless steel – Body (Steel) – Multicolor grip.	150 No's
6	Registers (200 pages)	Size: (20 ½ x32 ½) cm - 200 pages - 70 GSM – 3 LB – Ruled	200 No's
7	Registers (100 pages)	Size: (20 ½ x32 ½) cm - 100 pages- 70 GSM – 3 LB – Ruled	100 No's
8	File pads	Size: 9.5" x 14" – 3LB – with flap 3"	2000 No's
9	Blue paper	75 GSM – JK easy copier – A4 size – each box consists of 5 bundles – 500 Sheets in Each Bundle	10 boxes (50 Bundles i.e., 10*5)
10	L shape folder	FS - With Bank Name & Logo (TSCAB APEX BANK) – other specifications to be duly fulfilled by the vendor as per sample.	5000 No's
11	Marker pen (Big) (Black, Blue, Red)	Marker pens (Big) (Camlin) Permanent Marker – Regular Ball pen size – 1mm	500 No's (Black-200, Blue- 200, Red-100)
12	Rubber bands	LION brand – Fine quality – Large size bands for cash bundling – size ½ kg & above (approx.) – sample should be provided for approval before delivering the item	100 packets
13	Marker pen (Small) (Black, Blue, Red)	Marker pen(small) (Camlin) CD-DVD fine Tip – Regular Ball pen size - 0.7mm	500 No's (Black-200, Blue- 200, Red-100)

14	Correction Pens/whitener	Camlin – ink quantity 7ml – Tip Design (needle type) – Tip Material (Metal) – size 1.6mm.	25 boxes (each box consists of 10 pens)
15	Punching machine (Big) - DP 800	Kangaroo punch DP-800	20 No's
16	Big Stapler	Kangaroo – HP-45	20 No's
17	Highlighters	Flair highlighter – Fiber tip material	200 No's (Yellow-150, Green- 25, Orange- 25)
18	Pencils	(Natraj) 621 Regular – each small-box consists of 10 Pencils along with sharpener and eraser inside– (10x100 cartons)	500 small-boxes (50 cartons)
19	Sharpeners	Natraj 621 Regular	150 No's
20	Erasers	Natraj 621 Regular (Dust Clear)	150 No's
21	Self-Ink	Ashoka – Metal Stamp Pad Ink (without oil) – 30 ml tubes (Red, blue colors) – Each box contains (15pcs)	150 pcs (10 boxes)
22	Dampener Boxes	AACEE's – Plastic – each box consists of ten Damper boxes	100 No's
23	Cello tape (Big)	Size: 72mm - Transparent	100 No's
24	Cello tape (small)	Size:1.8cm – wonder Tape 555	100 No's
25	Gem clips	Luxury Co.–Multi-colour 28mm triangular paper clips – (each box of 100 pcs)	100 plastic boxes (each box contains 100 pcs)
26	Binder clips 25mm	25mm – Butterfly Co.– each box consists of 12 pieces	10 boxes (each box contains 12 clips)
27	Binder clips 41mm	41 mm– Butterfly Co.– each box contains 12 pieces	50 boxes (each box contains 12 clips)

28	Tapal pads	Jai Co.-Four side foldable fully laminated top cover-padded bottom with thread inside - other specifications to be duly fulfilled by the vendor as per sample.	20 No's
29	Carbon paper	Camlin impress carbon paper – size: 21cm X 33cm - Blue colour- 100 sheets in each packet.	100 packets (each packet contains 100 sheets)
30	Pin cushion box	Pin 'n' Clip – High magnetic & Crystal body	50 No's
31	Stamp pads (medium)	Ashoka – size:110mm x 70mm	60 No's
32	Green tags	Size:24'' – 100 pieces in each bunch – fine quality-sample should be provided for approval before delivering the item.	200 bunches (each bunch contains 100 pcs)
33	Post – it - pads (small)	Size: 25mm x 75mm x3 (1''x 3''x 3) 120 sheets- multicolored flags in each packet - other specifications to be duly fulfilled by the vendor as per sample.	200 pads
34	Cloth/threaded envelope-covers (legal size)	Size: Legal size 14 x 10 Inch (35.56 x 25.40 cm) – each pack contains 100 envelopes –dimensions and other specifications to be duly fulfilled by the vendor as per sample.	5 packets (each pack contains 100 envelopes)
35	Legal paper	JK Easy Copier – FS 70 GSM – 21.5 cm x 34.5 cm - each bundle consists of 500 Sheets.	150 bundles (15 boxes of 10 bundles each)
36	Brown envelope-covers	FS Legal size – Brown color – 100 GSM	10 packets (each packet contains 100 envelopes)

2.Books, Forms & Stationery:

S.no	Name of the item	Specifications	Quantity to be supplied
37	Common A/C Pay- in- Slips	1/8 or D/4 (1/4 th Demi) size – 60 GSM white paper – each pad consists of 200 leaves- with perforation at counterfoil–brown paper cover on top– packed into bundles of 100 books each - dimensions and other specifications to be duly fulfilled by the vendor as per sample.	36,000 pads
38	Envelope covers	11X5 size – 80 GSM paper – Bank Logo (TSCAB APEX BANK)- printing in green colour – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	20,000 No's
39	FD Application form	17X27 – 1/4 th Demi size – Ledger paper – 70 GSM – each pad consists of 100 leaves – single colour-- both side printing – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	400 pads
40	FD-Application to Staff	1/4 th (Demi) – 70 GSM paper – colour Maplitho – each pad consists of 100 leaves – single colour – both side printing – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	100 pads
41	FD Receipts	10''X6''X1 – pre – printed receipts- front with four colours and back in one colour on 105 GSM parchment paper with serial numbers and packed in sets of 500 receipts each – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	50,000 No's
42	Gold loan bags plastic (Medium)	8''X11'' (Including 2.5cm flap to seal) with Tamper Evident Tape one side – Tyvek white 1056D (55GSM) with printing on one side; other side 100-micron Transparent Film and packed into bundles of 100 pcs each – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	15,000 No's
43	Gold loan bags plastic (Big)	12''X17'' (Including 4.8cm flap) with Tamper Evident Tape one side – Tyvek white 1056D (55GSM) with printing on one side; other side 100-micron Transparent Film and packed into bundles of 100 pcs each – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	8000 No's
44	Personal Loan Applications	1/4 th Demi size – Text 70 GSM – Title/Cover paper with 10.4 century card-center pinning – booklet consists of 14+4 pages – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	500 booklets

45	Personal loan sanction letters	1/4 th Demi size – Text 70 GSM – Title/Cover paper with 5.7 century card-center pinning– booklet consists of 24+4 pages – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	500 booklets
46	Personal loan verifications & Scrutiny reports	1/4 th Demi size – Text 70 GSM – Title/Cover paper with 5.7 century card with center pinning – booklet consists of 8+4 pages – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	500 booklets
47	RTGS /NEFT Applications	1/6 th (Demi) –each pad consists of 100 leaves – both side printing on green colour paper – perforation at counterfoil– each pad binded with cardboard pad and brown cover – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	500 pads
48	RD passbooks	Size: 5 ½ X3 ½ dimension - Ledger paper – 60 GSM – 20 pages per book + Title/ cover with 8.4 century card paper– single colour printing on plastic cover – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	5000 books
49	ATM Rolls Vortex RP	Vortex Receipt rolls (RP) – 80mmX150mm – printing with Bank LOGO (TSCAB APEX BANK) & Name – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	500 rolls
50	SB Withdrawal pads	1 ½ size – 80 GSM – two colour printing-- binded with pad at bottom and brown-cover on top – each pad consists of 100 leaves – to be packed into 10 pads per bundle – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	5000 pads
51	Voucher stitching pads	¼ LB board – full calico – 2 highlights – patta pasting – with label pasting – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	40,000 pads

