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|  <p>TSCAB APEX BANK</p> | <h2 style="color: green;">Telangana State Co-operative Apex Bank Ltd.</h2> <p>(State Govt. Partnered Scheduled Bank) Troop Bazar, Hyderabad-500 001</p> <p>Ph: 040 - 2468 5548, url: https://tscab.org</p> |
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Ref: Bkg./Stationery/F.No.10/2021-22

Date: 12.05.2021

The Telangana State Co-operative Apex Bank Limited is inviting sealed quotations for printing & supply of CTS – 2010 Standard MICR Savings and Current account cheques & Banker's cheques to our Bank's branches. The specifications and quantity required are provided in the enclosed Annexures.

General 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 cheque-book specifications and also any modifications to the existing-format. As such the vendor has to ensure that the cheque-books and Banker's cheques thus supplied are as per the sample and also as per the communicated specifications and modifications.
4. The cheque-books should be delivered at multiple locations/branches of the Bank along with Head office/Stationery Department. Any further changes shall be communicated from time-to-time. The Bank reserves the rights to reject the stock not conforming with the specifications indicated in the quotation/ work order.
5. The vendor shall deliver the stock within 21 days from the date of receipt of work order.
6. 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.
7. 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**.
8. Unit cost or total cost amount up to two decimals only will be accepted in the quotations as well as invoices, for processing of payments.
9. The quoted rate should be inclusive of all applicable taxes, transportation costs and the cheque-books 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.**

10. 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: 31.05.2021 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 (Stationery)

ANNEXURE – I

Branch – wise demand for SB & CA cheque books and BC books

| S.no | Branch Name | Savings Bank (20 Leaves) quantity in books | Current Account (25 Leaves) quantity in books | Bankers Cheque (100 Leaves) quantity in books |
|-------------|--------------------|---|--|--|
| 1 | Alwal | 50 | 50 | |
| 2 | Amberpet | 500 | 300 | |
| 3 | Ameerpet | 50 | 0 | |
| 4 | Attapur | 200 | 200 | |
| 5 | Badangpet | 100 | 50 | |
| 6 | Baghlingampally | 100 | 80 | |
| 7 | Bandlaguda | 500 | 0 | |
| 8 | Boudhanagar | 300 | 150 | |
| 9 | Champapet | 500 | 300 | 0 |
| 10 | Chanda nagar | 0 | 100 | 10 |
| 11 | Charminar | 50 | 50 | |
| 12 | Gachibowli | 200 | 0 | |
| 13 | Head office | 200 | 160 | |
| 14 | Himayathnagar | 100 | 0 | |
| 15 | Kamalanagar | 500 | 100 | |
| 16 | Kukatpally | 200 | 50 | |
| 17 | Lalapet | 500 | 150 | |
| 18 | Lothukunta | 200 | 200 | 0 |
| 19 | Malakpet | 400 | 200 | 500 |
| 20 | Malkajgiri | 100 | 0 | |
| 21 | Mansurabad | 150 | 100 | |
| 22 | Maruthinagar | 100 | 0 | |
| 23 | Masab Tank | 400 | 150 | |
| 24 | Moulali | 500 | 100 | |
| 25 | Narayanaguda | 500 | 300 | |
| 26 | Neredmet | 400 | 100 | |
| 27 | Saidabad | 0 | 1000 | |
| 28 | Saroor nagar | 400 | 200 | |
| 29 | Secunderabad | 400 | 400 | |
| 30 | Serlingampally | 50 | 50 | |
| 31 | Suchitra | 200 | 50 | |
| 32 | Tarnaka | 1000 | 100 | |
| 33 | Tolichowki | 0 | 25 | |
| 34 | Uppal | 200 | 100 | |
| 35 | Vengalrao nagar | 400 | 0 | |
| 36 | Vidyanagar | 1000 | 500 | |
| 37 | Vidyuthsoudha | 500 | 0 | |
| 38 | Yousufguda | 300 | 100 | 0 |
| | Total | 11250 | 5415 | 510 |

ANNEXURE - II

Total work-order quantity and cheque-book specifications:

| S.no | Nature of Cheques | Specifications | Quantity in Leaves | Quantity in Books |
|-------------|---------------------------------|-----------------------|---------------------------|--------------------------|
| 1 | Savings Bank (20 Leaves) | 8'' X 3.67'' | 2,25,000 | 11,250 |
| 2 | Current Account (25 Leaves) | 8'' X 3.67'' | 1,35,375 | 5,415 |
| 3 | Bankers Cheques (100 Leaves) | 8'' X 3.67'' | 51,000 | 510 |
| 4 | Total | | 4,11,375 Leaves | 17,175 Books |

Specifications:

1. Paper should be flat and without curl.
2. Free from dust/fluid/pinholes/specks and metallic inclusions.
3. To be free from embossment or heavy engraving.
4. Moisture content 4% to 6%.
5. Basic weight 96 GSM for S Band.
6. Thickness – Not less than 4 ¼'' thousands of an inch.
7. Brightness – 70 – 75 degrees.
8. Shade – Standard shade as per sample given by RBI.
9. Continuous light band water mark to be incorporated in the security paper in such a fashion that it shall not appear in the 5/8'' clear band on each BC.
10. Each cheque book should have binding margin along with perforation.
11. Black magnetic ink shall be used for printing of MICR code line.
12. All specifications made by IBA/RBI for printing of CTS-2010 standard should be followed.
13. Each cheque leaf shall have background printing, logo of **TSCAB APEX BANK** and other printing matter.
14. All the instruments should be in uniform size of 8''x 3.67'' (as per sample).

15. Please note that no advance amount will be paid at the time of placing order. Final payment will be made only after supply of the entire material.
16. The cost should include all taxes, levies and freight charges. The stock should be delivered at all the branches of TSCAB specified in work-order (located in twin cities).
17. Banker cheques transaction code No. 12 should be mentioned on the clear band of the cheque. Similarly, the transaction code is 10 for Savings account cheques and 11 for current account cheques.
18. Approval of proof should be taken within 7 days, from the date of receipt of work order. Proof should be submitted at Stationery dept., HO, TSCAB. On approval of proof, goods should be delivered to us within 14 days.
19. By submitting the quotation, the vendor understands that the execution of this work-order will be done at his own risk.
20. All correspondence should be made to stationery@tscab.org and Ph. 040-2468 5548.
21. The colour of the BC as well as its cover should be light blue. The same should be cross-checked with the sample provided and the has to be confirmed with the Stationery dept., as well.
22. The colour of the Savings cheque leaf as well as its cover should be light green. The same should be cross-checked with the sample provided and the has to be confirmed with the Stationery dept., as well.
23. The colour of the Current-account leaf as well as its cover should be **light pink**. The same should be cross-checked with the sample provided and the has to be confirmed with the Stationery dept., as well.
24. Incorporation of words "Name of the purchaser" on the face of the BC leaves as per latest guidelines of RBI/NPCI has to be made by the vendor without fail.
25. The vendor has to collect particulars like phone numbers, addresses, IFSC, MICR Codes & Branch codes at the time of work-order allotment.

Finally, the vendor is advised to adhere to the terms and conditions strictly.

-Sd/-

Dy. General Manager (Stationery)

