

	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: 09.11.2021

The Telangana State Co-operative Apex Bank Limited is inviting sealed quotations from reputed 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 Final sample approved.
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.

Note: Last date for receipt of quotation: 17.11.2021 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:

Books, Forms & Applications:

S.no	Name of the item	Specifications	Quantity to be supplied
1	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 forms in each bundle – with logo TSCAB Apex Bank to be printed below - dimensions and other specifications to be duly fulfilled by the vendor as per sample.	30,000 No's
2	SHG Applications	1/4 th (Demi) – 14 pages form – 70 GSM paper – white Maplitho paper – single colour printing – side pinning – with logo TSCAB Apex Bank to be printed below the logo – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	1,000 No's
3	15G	1/4 th Full scape – 70 GSM Ledger paper – Both side printing – 100 Forms per pad - with logo TSCAB Apex Bank to be printed below the logo – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	200 pads
4	15H	1/4 th Full scape – 70 GSM Ledger paper – Both side printing – 100 Forms per pad - with logo TSCAB Apex Bank to be printed below the logo – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	200 pads
5	Cash Balance Book	10 x 15 – 1/4 th Crown – 70 GSM ledger paper – Full calico parting – 200 pages - with logo TSCAB Apex Bank to be printed below the logo – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	100 Books
6	Credit Cash Vouchers	Form 33 - 1/10 size – White paper – 60 GSM – each pad consisting of 100 leaves – single side printing – Blue colour - with logo TSCAB Apex Bank to be printed below the logo – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	300 pads
7	Credit Transfer vouchers	Form 35 - 1/10 size – White paper – 60 GSM – each pad consisting of 100 leaves – single side printing – White colour - with logo TSCAB Apex Bank to be printed below the logo – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	300 pads
8	Indent Books	1/8 Size – 60 GSM paper – each book consisting of 1+1 (100 sets) with numbering – single colour printing – single side with binding - with logo TSCAB Apex Bank to be printed below the logo – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	100 Books

9	Debit Advice	1/8 size Demi paper – 60 GSM colour Maplitho – Par pad 200 leaves (1+1) – Normal binding – White Maplitho (1+1)- with logo TSCAB Apex Bank to be printed below the logo – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	2500 pads
10	Debit Transfer Voucher	1/8 size Demi paper – 60 GSM colour Maplitho – Par pad 100 leaves – Normal binding – paper colour Pink - with logo TSCAB Apex Bank to be printed below the logo – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	2500 pads
11	Debit Cash voucher	1/8 size Demi paper – 60 GSM colour Maplitho – Par pad 100 leaves – Normal binding – paper colour Green - with logo TSCAB Apex Bank to be printed below the logo – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	2500 pads
12	BC Applications	D.D/P.O/BC On – 1/5 size Demi colour Maplitho – 60 GSM colour Maplitho – Pink colour paper – Par book 100 leaves – Normal Binding - with logo TSCAB Apex Bank to be printed below the logo – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	5000 books

Note submitted:

As per Note approval of CGM at para no.111, a draft invitation calling for quotations is submitted for perusal. Upon approval, the document shall be forwarded to IT – Infra, to be posted on the Bank website.