

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

Ref: Bkg./Stationery/F.No.1/2023-24

Date: 11.07.2023

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 Stationery items and Books, Forms & Applications 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: 21.07.2023 by 5.00 PM.**

**Sealed quotations have to be addressed to: Dy. General Manager (Stationery),**

**# 4-1-441, Telangana State Co-operative Apex Bank Ltd., Troop Bazar, Hyderabad- 500 001.**

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

**:- ANNEXURE: -**

**1.Stationery items: -**

<b>S.no</b>	<b>Name of the item</b>	<b>Specifications</b>	<b>Quantity to be Supplied</b>
1	A4 size paper	JK Easy copier – 70 GSM – each box 10 bundles - each bundle consists of 500 sheets.	1500 bundles (150 boxes) (150*10)
2	FS Size paper	JK Easy Copier – FS 70 GSM – 21.5 cm x 34.5 cm - each bundle consists of 500 Sheets.	120 bundles (12 boxes of 10 bundles each)
3	Blue paper	75 GSM – JK eco canvas (colour) – A4 size – each box consists of 5 bundles – 500 Sheets in Each Bundle.	50 Bundles (10 Boxes)
4	Green paper (Legal)	JK Ledger – FS 70 GSM – 21.5 cm x 34.5 cm -each bundle consists of 500 Sheets.	20 bundles
5	Box files	SRS/RJS 9315 F/s – Visual spine area is Laminated – Bottom corners are reinforced with metal and has nickel plated lever clip.	1500 No's
6	Fevistick (Pidilite)	Fevistick 8gm- Non-Toxic.	2500 No's
7	Gum bottles	Camlin - 150 ml	50 No's
8	Stapler No - 10	Kangaro stapler No.10 - stainless steel – Body (Steel) – Multicolor grip.	350 No's
9	Stapler pins	Kangaro staples no.10-1M (each box consists of 20 packets - 1000 staples in each packet).	2000 packets (100 boxes*20 packets)
10	Registers (200 pages)	Size: (20 ½ x32 ½) cm - 200 pages - 70 GSM – 3 LB – Ruled.	300 No's
11	Registers (100 pages)	Size: (20 ½ x32 ½) cm - 100 pages- 70 GSM – 3 LB – Ruled.	300 No's
12	File pads	Size: 9.5" x 14" – 3LB – Calico flap 3" with logo <b>TSCAB Apex Bank</b> to be printed below – other specifications to be duly fulfilled by the vendor as per sample.	3000 No's
13	Marker pen (Big) ( <b>Black, Blue</b> )	Marker pens (Big) (Camlin) Permanent Marker – Regular Ball pen size – 1mm	250 No's (Black-125, Blue-125)
14	Marker pen (Small) ( <b>Black, Blue</b> )	Marker pen(small) (Camlin) CD-DVD fine Tip – Regular Ball pen size - 0.7mm	300 No's (Black-150, Blue-150)
15	Highlighters	Flair highlighter – Fiber tip material	300 No's (Yellow-200, Green- 50, Orange- 50)

16	Pencils	(Natraj) 621 Regular – each small-box consists of 10 Pencils along with sharpener and eraser inside– (10x100 boxes).	100 boxes (10 X 100 boxes)
17	Punching machine - DP-600	Kangaroo punch DP-600 – Hole diameter 5.5 mm – Hole distance 8cm – metal plate – 2 holes – punching capacity 2.2mm – multicolor.	25 No's
18	Punching machine- 300-DP	Kangaroo punch DP-300 – Hole diameter 5.5 mm – Hole distance 8cm – metal plate – 2 holes – punching capacity 2.2mm – multicolor.	100 No's
19	Erasers	Natraj 621 Regular (Dust Clear)	150 No's
20	Damper Boxes	AACEE's – Plastic – each box consists of 10 Damper boxes.	100 No's
21	Pin cushion box	Pin 'n' Clip – High magnetic & Crystal body.	100 No's
22	Green tags	Size: 9-24'' – 100 pieces in each bunch – fine quality-sample should be provided for approval before delivering the item.	250 bunches (each bunch contains 100 pcs)
23	Post – it - pads (small)	Bee Fly - 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.	300 pads
24	Post it pads (big)	Bee Fly (3-inch X 3-inch) assorted bright colors. (50 sheets per pad & 18 pads per cabinet)	100 pads
25	Calculators	Casio (MJ-120 D)	25 No's
26	Scissors (Big size)	Wilson shear – 8.5 inch	60 No's
27	Stamp pads (medium)	Ashoka – size:110mm x 69mm	50 No's
28	All pins (Bell)	Export quality – 22mm – 700 pins	100 boxes
29	Scales (Steel)	Steel – Sakshi – 30cm	50 No's
30	Brown tape	Size: 2 inch - 48mm - 50meters	50 No's
31	Cello tape (small)	Size:1.8cm – wonder Tape 555	100 No's
32	Brown envelope-covers (Legal)	Size: Legal size 14 x 10 Inch (35.56 x 25.40 cm - FS Legal size – Brown color – 100 GSM - with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions and other specifications to be duly fulfilled by the vendor as per sample.	10 packets (each packet contains 100 envelopes)

33	11*5 window covers-White	11 X 5 size – 80 GSM paper – Bank Logo & address printing (Green colour) - with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions and other specifications to be duly fulfilled by the vendor as per sample.	50000 No's
34	Brown covers (A4)	Size: A4 size 12 x 10 Inch (30.5 x 25.5 cm) Brown colour 80 GSM– each pack contains 100 envelopes – with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions and other specifications to be duly fulfilled by the vendor as per sample.	500 No's
35	Envelope covers-White	11X5 size – 80 GSM paper – Bank Logo ( <b>TSCAB APEX BANK</b> )- printing in green colour – with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions and other specifications to be duly fulfilled by the vendor as per sample.	50,000 No's
36	L shape folder	FS - With Bank Name & logo <b>TSCAB Apex Bank</b> to be printed below– dimensions and other specifications to be duly fulfilled by the vendor as per sample. ( <b>Lamina 12mm Muraco 10mm</b> )	3500 No's
37	Binder clips 25mm	25mm – Butterfly Co.– each box consists of 12 pieces	50 Boxes (Each box contains 12 clips)
38	Binder clips 15mm	15mm – Butterfly Co.– each box consists of 12 pieces	50 Boxes (Each box contains 12 clips)
39	15*11 Envelop cloth covers	15*11 Plastic kadi bags and and other specifications to be duly fulfilled by the vendor as per sample.	1000 No's

## 2. Books & Forms:

S.no	Name of the item	Specifications	Proposed quantity
40	Common A/C Pay-in- Slips	1/8 <sup>TH</sup> Demi size – 60 GSM white paper – each pad consists of 100 leaves- with perforation at counterfoil–brown paper cover on top– packed into bundles of 100 books each - with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions and other specifications to be duly fulfilled by the vendor as per sample.	30,000 pads

41	Gold loan bags plastic (Medium)	8" X 11.5" (Including Flap with 18mm Double Tamper Evident Tape) One side – Tyvek white 1056D (55 GSM), other side – 100 Micron Transparent Film - Single colour, with alphanumeric numbering and packed into bundles of 100 pcs each – with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions and other specifications to be duly fulfilled by the vendor as per sample.	15,000 No's
42	Gold bags (small)	6" X 9" (including Flap with 18mm Double Tamper Evident Tape) one side – Tyvek White 1056D (55GSM) Other side - 100 Micron Transparent Film – Single colour, with alphanumeric numbering - With logo <b>TSCAB Apex Bank</b> to be printed below– dimensions and other specifications to be duly fulfilled by the vendor as per sample.	100000 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 with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions – other specifications to be duly fulfilled by the vendor as per sample.	5000 No's
44	Cash denomination slips	Yellow colour paper – 2 ½ X7" inches – 100 leaves each pad – single colour and one sided printing - with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions and other specifications to be duly fulfilled by the vendor as per sample.	1000 pads
45	Gold ornament safe custody register	70 GSM ledger paper single colour printing – Marble binding – cover paper with Calico binding on the side – Each register containing 200 pages - with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions and other specifications to be duly fulfilled by the vendor as per sample.	50 No's
46	Locker rent register	1/4 <sup>th</sup> Full scape – 70 GSM ledger paper – 200 pages in each register – single colour printing – <b>Full Calico Binding</b> - with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions and other specifications to be duly fulfilled by the vendor as per sample.	200 No's
47	Daily locker visitor register	1/4 <sup>th</sup> Full scape – 70 GSM ledger paper – 200 pages each register – <b>Full Calico Binding</b> - with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions and other specifications to be duly fulfilled by the vendor as per sample.	100 No's
48	KYC applications	1/4 <sup>th</sup> size – 80 GSM – white paper – Both side printing – Each pad containing 100 forms – single colour - with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions and other specifications to be duly fulfilled by the vendor as per sample.	300 pads

49	Application for Rupay Debit ATM card	70 GSM green colour Maplitho paper – single – One sided printing – Each pad containing 100 applications - with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions and other specifications to be duly fulfilled by the vendor as per sample.	150 pads
50	Applications for Rupay Platinum Debit ATM card	70 GSM pink colour Maplitho paper – single – One sided printing – Each pad containing 100 applications - with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions and other specifications to be duly fulfilled by the vendor as per sample.	150 pads
51	RTGS /NEFT Applications	1/6 <sup>th</sup> (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 – with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions and other specifications to be duly fulfilled by the vendor as per sample.	500 pads
52	DL/SOD applications	1/4 <sup>th</sup> size – 80 GSM – both side printing – Each pad consists of 100 forms – single color printing - with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions and other specifications to be duly fulfilled by the vendor as per sample.	100 pads
53	Office files	Lace Files – Full Scape – 999 (with Bank Name & Logo) – with binding cloth along the length and edges – with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions and other specifications to be duly fulfilled by the vendor as per sample.	2000 No's
54	FD Application form	17X27 – 1/4 <sup>th</sup> Demi size – Ledger paper – 70 GSM – each pad consists of 100 leaves – single colour-- both side printing and each with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions – other specifications to be duly fulfilled by the vendor as per sample.	200 pads
55	FD Staff Application	1/4 <sup>th</sup> (Demi) – 70 GSM paper – colour Maplitho – each pad consists of 100 leaves – single colour – both side printing – each with logo <b>TSCAB Apex Bank</b> other specifications to be duly fulfilled by the vendor as per sample.	50 pads
56	FD Receipts	10''X6''X1 – pre – printed receipts front four colours and back in one colour on 105 GSM parchment paper with serial numbers and packed in sets of 500 receipts each – each with logo <b>TSCAB Apex Bank</b> other specifications to be duly fulfilled by the vendor as per sample..	10000 No's

57	FD covers	10 ½ X 7 with 2" Flap – plastic cover – Bank name printed in full – packed with 100 covers in each bundle – with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions and other specifications to be duly fulfilled by the vendor as per sample.	20000 No's
58	SB Withdrawal pads	1 ½ size – 80 GSM –White paper 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 and each with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions – other specifications to be duly fulfilled by the vendor as per sample.	8000 pads
59	Gold Loan Memorandum	1/6 <sup>th</sup> size – colour paper 1+2 (light Green, Yellow and pink) – one paper printing on both sides and other two papers single side printing – Each pad consists of 100 forms (1+2) - with yellow card board & brown cover each with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions –and other specifications to be duly fulfilled by the vendor as per sample.	2000 pads
60	Loan Voucher receipts Pads	1/8 <sup>th</sup> Demi – 1 <sup>st</sup> copy 60 GSM white Maplitho paper –2 <sup>nd</sup> Pink colour paper (1+1) 100 sets – each pad with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions – other specifications to be duly fulfilled by the vendor as per sample.	2000 pads
61	Scribbling Pads	1/8 <sup>th</sup> Demi – 70 GSM – Maplitho Paper – cover 90 GSM – color paper – 16 pages – center pinning with logo <b>TSCAB Apex Bank</b> to be printed below– dimensions – other specifications to be duly fulfilled by the vendor as per sample and Name printing - Ruled	8000 No's
62	15G	1/4 <sup>th</sup> Full scape – 70 GSM Ledger paper – Both side printing – 100 Forms per pad - with logo <b>TSCAB Apex Bank</b> to be printed below the logo – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	100 pads
63	15H	1/4 <sup>th</sup> Full scape – 70 GSM Ledger paper – Both side printing – 100 Forms per pad - with logo <b>TSCAB Apex Bank</b> to be printed below the logo – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	100 pads
64	Cash Balance Books	10 x 15 – 1/4 <sup>th</sup> Crown – 70 GSM ledger paper – Full calico parting – 200 pages - with logo <b>TSCAB Apex Bank</b> to be printed below the logo – dimensions and other specifications to be duly fulfilled by the	200 Books



		vendor as per sample.	
65	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 <b>TSCAB Apex Bank</b> to be printed below the logo – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	500 pads
66	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 <b>TSCAB Apex Bank</b> to be printed below the logo – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	500 pads
67	Debit Cash voucher	1/8 size Demi paper – 60 GSM colour Maplitho – Par pad 100 leaves – Normal binding – paper colour Green - with logo <b>TSCAB Apex Bank</b> to be printed below the logo – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	1000 pads
68	ATM cash maintenance Registers	F/S 70 GSM ledger paper –single color printing-full calico binding –each register contains 200 pages- as per sample	100 No's
69	Recovery monitoring registers	F/S 70 GSM ledger paper –single color printing-full calico binding –each register contains 200 pages- as per sample	100 No's