



# Telangana State Co-operative Apex Bank Limited

(State Govt. Partnered Scheduled Bank)  
Troop Bazar, Hyderabad-500 001

PR Department :: Ph: 24685650 :: url: <https://tscab.org>

Apex Bank/PRD/Diaries/2023-24

Dt:09-10-2023

## TENDER SCHEDULE

Sealed quotations are invited from reputed printers and designers for printing and supply of Diaries for TSCAB for the year 2024.

The quotations must be superscribed as “Quotations for printing and supply of Diaries 2024” and addressed to The Dy. General Manager (PR), Telangana State Co-operative Apex Bank Ltd., Troop Bazar, Hyderabad – 500001. The Management reserves its right to amend, modify or cancel the tenders without assigning any reason.

### **SPECIFICATIONS FOR PRINTING/SUPPLY OF DIARIES FOR THE YEAR 2024**

S. No.	Particulars	Specifications
1	Quantity	10,000 Diaries (Note Book Type).
2	Diaries Outer view specifications Type	<b>Cover Front and Back:</b> <ol style="list-style-type: none"><li>1. Cover material – Foam leather</li><li>2. Binding – Hard Case binding with quality board of about 2mm.</li><li>3. Bank name and Logo should be screen Printed/embossed on cover page in gold colour</li><li>4. Round Corner cutting (Binding cover and inner pages)</li><li>5. Cover Colour – As specified by the Bank.</li><li>6. Elastic strap attached to back cover (Same colour as of Cover)</li><li>7. Size – 1/8 demy.</li></ol>
3	Diaries inner specifications	<ol style="list-style-type: none"><li>1. 4 Pages Multi-Colour photos on 130 GSM Indian Art paper.</li><li>2. 48 Pages write-up pertaining to the activities and Tel. number of various branches/departments, Holidays under NI Act, Useful references and Planner in double colour printing as specified by the Bank.</li><li>3. Ruled paper with logo of Bank on top of the page at Left side and provision for date at Right Side – 200 pages (Single colour).</li></ol> <p><b>(Sample can be collected from PR Department – Apex Bank, HO during office hours from 10.00AM to 05.00PM)</b></p>
4	Paper	1/8 Demy size, 70 GSM Natural Shade paper (sample of the paper is to be submitted along with tender)
5	Language	English

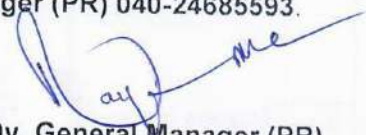
6	Delivery	Each dairy should be packed in polythene pack and to be delivered in packed cartons at Bank's premises with sets of 50 dairies each within 20 days from the date of approval of final proof by the Bank. In case of non-adherence to delivery schedule, the Bank reserves its right to cancel the entire work order without any further communication and will not be liable to pay damages besides forfeiting EMD. The Bank will pay no charges (freight, handling ) for delivering the goods.
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**Terms and Conditions:**

1. The printing firm should be in existence for a minimum period of three (3) years.
2. The printer shall submit a copy of firms PAN card, Address proof, GST number (if registered) along with quotations.
3. The printing firm has to submit DD/BC towards EMD for an amount of Rs. 20,000/- in favour of "Telangana State Cooperative Apex Bank Ltd." Payable at Hyderabad. Quotations received without DD/BC will be rejected. The EMD of the successful bidder will be refunded only after the delivery of total goods.
4. The EMD of the un-successful bidder will be refunded within 15 days from the date of opening of tender schedule.

Last date for submission of sealed quotations	25.10.2023 (Wednesday) by 01.00 PM
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The sealed Quotations will be opened in the Chambers of the **General Manager (PR)**, TSCAB, 4<sup>th</sup> Floor, Troop Bazar, Hyderabad. For clarification if any, please contact **Public Relations Department 040-24685650** or **Dy. General Manager (PR) 040-24685593**.



**Dy. General Manager (PR)**

**NOTE:** Specification/ Quotation form can be obtained at PR Department., Telangana State Cooperative Apex Bank Ltd., Troop Bazar, Hyderabad – 500001.

For the format of quotations and specifications please visit our website [www.tscab.org](http://www.tscab.org).