

 <p>TSCAB APEX BANK</p>	<p style="text-align: center;"><b>Telangana State Co-operative Apex Bank Ltd.</b></p> <p style="text-align: center;">(State Govt. Partnered Scheduled Bank) Troop Bazar, Hyderabad-500 001</p> <p style="text-align: right;">Ph.: 040 - 2468 5548, url: <a href="https://tscab.org">https://tscab.org</a></p>
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Ref: Bkg./Stationery/F.No.1/2024-25

Date: 31.07.2024

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: 14.08.2024 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 Dept.)**

**-: ANNEXURE: -**

**1. Stationery items: -**

<b>S.no</b>	<b>Name of the item</b>	<b>Specifications</b>	<b>Quantity to be Supplied</b>
1	Attendance Registers	20 ½ X 32 ½ cm – 100 pages – 80 GSM – 3 LB ruled	150 No's
2	Blue paper	75 GSM – JK eco canvas (colour) – A4 size – each box consists of 5 bundles – 500 Sheets in Each Bundle.	50 Bundles
3	Correction Pens/whitener	Camlin – ink quantity 7ml – Tip Design (needle type) – Tip Material (Metal) – size 1.6mm.	30 boxes (each box consists of 10 pens)
4	Box files	SRS/RJS 9315 F/s – Visual spine area is Laminated – Bottom corners are reinforced with metal and has nickel-plated lever clip.	2500 No's
5	Fevistick (Pidilite)	Fevistick 8gm- Non-Toxic.	3000 No's
6	Gum bottles	Camlin - 150 ml	50 No's
7	Stapler No - 10	Kangaro stapler No.10 - stainless steel – Body (Steel) – Multicolor grip.	250 No's
8	Stapler pins	Kangaro staples no.10-1M (each box consists of 20 packets - 1000 staples in each packet).	1000 packets (50 boxes*20 packets)
9	Registers (200 pages)	Size: (20 ½ x32 ½) cm - 200 pages - 70 GSM – 3 LB – Ruled.	400 No's
10	Registers (100 pages)	Size: (20 ½ x32 ½) cm - 100 pages- 70 GSM – 3 LB – Ruled.	400 No's
11	Sharpeners	Natraj 621 Regular	200 No's
12	Marker pen (Big) (Black, Blue)	Marker pens (Big) (Camlin) Permanent Marker – Regular Ball pen size – 1mm	300 No's (Black-150, Blue-150)
13	Marker pen (Small) (Black, Blue)	Marker pen(small) (Camlin) CD-DVD fine Tip – Regular Ball pen size - 0.7mm	400 No's (Black-200, Blue-200)
14	Highlighters	Flair highlighter – Fiber tip material	400 No's (Yellow-200, Green- 100, Orange- 100)
15	Pencils	(Natraj) 621 Regular – each small-box consists of 10 Pencils along with sharpener and eraser inside– (10x100 boxes).	50 boxes (10 X 50 boxes)

16	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.	50 No's
17	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.	50 No's
18	Erasers	Natraj 621 Regular (Dust Clear)	300 No's
19	Damper Boxes	AACEE's – Plastic – each box consists of 10 Damper boxes.	300 No's
20	Big Stapler	Kangaro – HP-45	75 No's
21	Green tags	Size: 9-24'' – 100 pieces in each bunch – fine quality-sample should be provided for approval before delivering the item.	200 bunches (each bunch contains 100 pcs)
22	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.	400 pads
23	Post it pads (big)	Bee Fly (3-inch X 3-inch) assorted bright colors. (50 sheets per pad & 18 pads per cabinet)	400 pads
24	Calculators	Casio (MJ-120 D)	200 No's
25	Scissors (Big size)	Wilson shear – 8.5 inch	100 No's
26	Stamp pads (medium)	Faber-Castell – size:110mm x 69mm	300 No's
27	All pins (Bell)	Export quality – 22mm – 700 pins	100 boxes
28	Scales (Steel)	Steel – Sakshi – 30cm	150 No's
29	Brown tape	Size: 2 inch - 48mm - 50meters	100 No's
30	Cello tape (small)	Size:1.8cm – wonder Tape 555	100 No's
31	Cello tape (big)	Size: 72mm - Transparent	300 No's
3	Stamp pad ink bottles	30 ml	200 No's
33	Punching machine (Big) - DP 800	Kangaroo punch DP-800	50 No's

34	Binder clips 41mm	41 mm– Butterfly Co.– each box contains 12 pieces	50 boxes (each box contains 12 clips)
35	Carbon paper	Camlin impress carbon paper – size: 21cm X 33cm - Blue colour- 100 sheets in each packet. 100 packets (each packet contains 100 sheets)	150 packets (each packet contains 100 sheets)
36	Binder clips 25mm	25mm – Butterfly Co.– each box consists of 12 pieces	25 Boxes (Each box contains 12 clips)
37	Binder clips 15mm	15mm – Butterfly Co.– each box consists of 12 pieces	50 Boxes (Each box contains 12 clips)
38	Self-Ink stamp bottles	Ashoka – Metal Stamp Pad Ink shining (without oil) – 30 ml tubes ( <b>Red, blue colors</b> ) – Each box contains (15pcs)	225 pcs (15 boxes) (Blue-150, Red-75)
39	Rubber bands	LION brand – Fine quality – Large size bands for cash bundling – size 1/2kg & above (approx.) – sample should be provided for approval before delivering the item	100 Packets
40	Pens	Montex - Impression Blue colour and Pen boxes	200 No's , Pen boxes 10 No's
41	Stamp pad (big)	Ashoka - size 160mm X97mm	100 No's
42	Small Tags	Red tag – size: 5"	200 Bundles (Each Bundle Consists of 100 Tags)

## 2. Books & Forms:

S.no	Name of the item	Specifications	Quantity to be Supplied
43	Common A/C Pay- in- Slips	1/8 or D/4 (1/4 <sup>th</sup> Demi) size – 60 GSM white paper – each pad consists of 30 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
44	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.	20,000 No's
45	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.	2500 pads
46	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.	600 pads
47	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.	250 pads
48	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 vendor as per sample.	250 Books
49	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.	600 pads
50	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

51	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.	3500 No's
52	Current A/C applications	1/4 <sup>th</sup> size (Demi) – 5 pages – 80 GSM paper – white Maplitho paper – Both side printing – single folding – packed with 100 forms 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.	1000 No's
53	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.	1000 No's
54	Complaint Registers	F/S 1/4 <sup>th</sup> size ,70 GSM ledger paper single side printing 100 folios, on top marble paper calico, 2lb board with stitching- 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
55	Envelope covers	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.	25,000 No's
56	GL Commercial Applications	17x27 – ¼ size – Ledger paper – 70 GSM – Both side printing – Each pad consists of 100 forms– with logo <b>TSCAB Apex Bank</b> to be printed – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	500 pads
57	GL Normal Applications	17x27 – ¼ size – Ledger paper – 70 GSM – Both side printing – Each pad consists of 100 forms– with logo <b>TSCAB Apex Bank</b> to be printed– dimensions and other specifications to be duly fulfilled by the vendor as per sample.	200 Pads
58	NSC Registers	F/S 1/4 <sup>th</sup> size ,70 GSM ledger single color printing-full calico binding 100 folios, 2lb board with stitching- with logo <b>TSCAB Apex Bank</b> to be printed – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	100 No's
59	Personal Loan Applications	1/4 <sup>th</sup> Demi size – Text 70 GSM – Title/Cover paper with 10.4 century card-center pinning – booklet consists of 14+4 pages – other specifications to be duly fulfilled by the vendor as per sample.	1000 Books
60	Personal Loan Agreements	1/4 <sup>th</sup> Demi size – Text 70 GSM – Title/Cover paper with 5.7 century card-center pinning– booklet consists of 24+4 pages – other specifications to be duly fulfilled by the vendor as per sample.	1000 Books
61	Personal Loan Verifications & Scrutiny	1/4 <sup>th</sup> Demi size – Text 70 GSM – Title/Cover paper with 5.7-century card with center pinning – booklet consists of 8+4 pages – other specifications to be duly fulfilled by the vendor as per sample.	1000 Books

62	RD Applications pads	1/4 <sup>th</sup> Demi, 70 GSM maplitho, Two side printing in F/B, 100 leaves in one pad- with logo <b>TSCAB Apex Bank</b> to be printed– dimensions and other specifications to be duly fulfilled by the vendor as per sample.	350 pads
63	RD Passbooks	Size: 5 ½ X3 ½ dimension - Ledger paper – 60 GSM – 20 pages per book + Title/ cover with 8.4 century <b>paper card</b> – single colour printing on plastic cover – dimensions and other specifications to be duly fulfilled by the vendor as per sample..	1000 No's
64	Sole Proprietorship declaration form	1/4 <sup>th</sup> Demi –70 GSM Maplitho, one side printing, and 100 leaves in one pad- with logo <b>TSCAB Apex Bank</b> to be printed – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	100 pads
65	Savings Bank Applications	1/4 <sup>th</sup> size (Demi) – 4 pages – 80 GSM paper – white Maplitho paper – Both side printing – single folding – packed with 100 forms 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.	30,000 No's
66	SHG Applications	1/4 <sup>th</sup> size (Demi) – 8 pages' form – 70 GSM paper – white Maplitho paper – single colour printing – side pinning – with logo <b>TSCAB Apex Bank</b> to be printed above – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	3000 Books
67	SHG Agreements	1/4 <sup>th</sup> size (Demi) – 16 pages' form – 70 GSM paper – yellow Maplitho paper – single colour printing – side pinning – with logo <b>TSCAB Apex Bank</b> to be printed above – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	3000 Books
68	11*5 window covers	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.	30,000 No's
69	Customer request forms	60 GSM paper – white Maplitho paper – 100 leaves per pad, both side printing — with logo <b>TSCAB Apex Bank</b> to be printed above – dimensions and other specifications to be duly fulfilled by the vendor as per sample.	600 Pads
70	Inventory Registers	F/S 1/4 <sup>th</sup> size ,70 GSM ledger paper single color printing- full calico binding 100 folios, on top marble paper calico, 2lb board with stitching- with logo <b>TSCAB Apex Bank</b> to be printed– dimensions and other specifications to be duly fulfilled by the vendor as per the sample.	50 No's