

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/2024-25

Date:11-10-2024

TENDER SCHEDULE FOR DIARIES

Sealed quotations are invited from reputed printers and designers for printing and supply of Diaries for TSCAB for the year 2025.

The quotations must be superscribed as “**Quotations for designing, printing and supply of Diaries 2025**” 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 2025

S. No.	Particulars	Specifications
1	Quantity	9,500 Diaries (Note Book Type).
2	Diaries Outer view specifications Type	Cover Front and Back: <ol style="list-style-type: none">1. Cover material – Foam leather2. Binding – Hard Case binding with quality board of about 2mm.3. Bank name and Logo should be screen Printed/embossed on cover page in gold colour4. Round Corner cutting (Binding cover and inner pages)5. Cover Colour – As specified by the Bank.6. Elastic strap attached to back cover (Same colour as of Cover)7. Size – 1/8 demy.
3	Diaries inner specifications	<ol style="list-style-type: none">1. 6 Pages Multi-Colour photos on 130 GSM Indian Art paper.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.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). <p>(Specimen copy can be collected from PR Department – Apex Bank, HO during office hours from 10.00AM to 05.00PM)</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 on or before 30.11.2024. In case of non-adherence to delivery schedule, the Bank reserves its right to cancel the entire work order without any

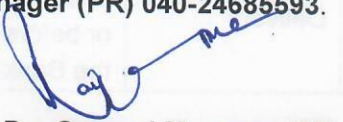
		further communication and will not be liable to pay damages besides forfeiting EMD.
7.	Charges	The Bank will pay no charges (freight, handling and Transportation) for delivering the goods.
8	Fees*	1. Non Refundable Application fee - Rs.1,000/- 2. EMD - Rs.20,000/- 3. Fixed Security Deposit (FSD) - 5% of bill amount will be with held for 90 days from the date of submission of invoice.

Terms and Conditions:

1. The firm should be in existence for a minimum period of three (3) years and should have their own manufacturing unit. (Copy of Certificate of Incorporation issued by Municipal or other competent authority and Labour certificate is to be enclosed).
2. Physical verification of the manufacturing unit will be done by the Bank officials before release of Work Order and if it is felt that it is not upto standards, EMD will be forfeited.
3. IT returns of the firm for the last 3 years to be enclosed.
4. The firm should have executed the orders of similar quantity previously and relevant successful completion certificate should be enclosed.
5. The firm shall submit a copy of firm's PAN card, Address proof, GST number along with quotation.
6. The firm has to submit DD/BC towards **Non Refundable Application fee** for an amount of Rs.1,000/- in favour of "**Telangana State Co-operative Apex Bank Ltd.**" Payable at Hyderabad
7. The firm has to submit DD/BC towards EMD for an amount of Rs.20,000/- in favour of "**Telangana State Co-operative 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 as per the specifications.
8. The Subcontracting of the work is not permitted. If it is found at any stage of the delivery of the goods, the EMD will be forfeited.
9. If the items are not delivered within the stipulated time, a fine of Rs.1,000/- per day of delay, will be deducted from EMD/Bill.
10. Proof is to be submitted to the Bank at TSCAB, HO, before final printing.
11. Fixed Security Deposit (FSD) of 5% will be with held for 90 days from the date of submission of invoice.
12. The EMD of the un-successful bidder will be refunded within a reasonable time from the date of opening of tender schedule and allotment of work order to the successful bidder.
13. The amounts quoted by the firm should be valid for 90 days.

Last date for submission of sealed quotations	21.10.2024 (Monday) by 05.00 PM
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The sealed Quotations will be opened in the Chambers of the **General Manager (PR)**, TSCAB, 4th 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.