



Ref: GAD/1403460/2023-24

Date: 01.12.2023

**Sealed Quotations are invited for
Printing & Supply of Diaries and Executive Note Books 2024**

PART - I - DIARIES 2024		
Sl. No.	Particulars	Specifications
1	Size	1/8 th demy size diary, inner page size Height 21 cm * Width 14cm
2	Quantity	6000 no's – up to 220 pages each (Incl. of custom pages)
3	Information	a. The Diary shall contain customized 26 pages (printing in multi colour-oil paper printing) of Bank information-90 GSM. b. Shall also contain; 08 pages of customized information (Black & White)-70 GSM Maplitho paper (JK brand)
4	Inner pages	70 GSM Maplitho paper (JK brand) in single colour printing (sample of the paper is to be submitted along with tender quotation).
5	Process	a. Offset printing as specified by the Bank. b. Design should be provided by the Bidder as specified by the Bank.
6	Cover page	a. Hard case mount with Wire-O binding. b. 170 GSM Art Paper c. Multi-colour printing d. Matt lamination with spot
PART II - Executive Note Books 2024		
1	Size	1/8 th demy size dairy, inner page size Height 21 cm * Width 14cm
2	Quantity	700 no's – 200 pages each.
3	Information	a. The Diary shall contain customized 02 pages (printing in multi colour-oil paper printing) of Bank information-90 GSM b. Shall also contain; 10 pages of customized information (Black & White)-70 GSM
4	Inner pages	90 GSM NS paper in single colour printing Black (sample of the paper is to be submitted along with tender quotation).
5	Process	a. Offset printing as specified by the Bank. b. Design should be provided by the Bidder as specified by the Bank.

6	Cover page	<p>a. Hard case mount binding with stitching rounded corner.</p> <p>b. Leather finish with spot</p> <p>c. Customized printing with names of executives with spot lamination.</p>
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Part III General Terms & Conditions		
1	Delivery	Goods are to be delivered in the bank's premises within 15 days from the date of purchase order at your own cost.
2	Security Deposit/ EMD	<p>An amount of ₹.20,000/- shall be paid towards security deposit payable at Vijayawada drawn in favour of "The AP State Cooperative Bank Ltd., Head Office, Vijayawada". It shall be enclosed to the quotation. The EMD is applicable for both items i.e., Diary & Executive Note Book.</p> <p>The quotations not accompanied with the EMD amount will not be entertained.</p> <p>The security deposit/EMD will be refunded after delivery of final goods within the stipulated time.</p> <p>Bidder must quote both Diaries & Executive Notebooks, failing in which the quotation stands cancelled.</p>
3	<p>Sample diaries meeting the requirement/ specifications mentioned in the tender notice should be submitted along with quotation. For further details, please contact: 0866 2429044/88 & Name: Sri B Naveen Kumar Reddy, Manager, 94945 98446.</p>	
4	Payment will not be made if the supplied items are not as per specifications. No advance payment will be made.	
5	Penalty will be levied for the delay in delivery at 1% for beyond the date of delivery as specified by the bank upto 3 days and 3% thereafter beyond 3 days and up to 15 days. No payment will be made thereafter and the EMD amount will be forfeited.	
6	Sealed quotations should be submitted addressing to "The Dy. General Manager (GAD), The AP State Cooperative Bank Ltd., Head Office, 27-29-28, NTR Sahakara Bhavan, Governorpet, Vijayawada-520002". The last date for submission of the sealed quotation is 02.12.2023 before 01:00 PM.	
7	Bank reserves the right to cancel/reject any or all the quotations without assigning any reason thereof.	
8	Opening of sealed quotations: on 02.12.2023 at 01:30PM in Board Room, 5 th floor, HO, APCOB, Governorpet, Vijayawada.	

DY. GENERAL MANAGER (GAD)