



Ref: GAD/1403460/2024-25

Date: 05.12.2024

**Sealed Quotations are invited for
Printing & Supply of Customised Note Books and Executive Notes 2025**

PART - I - Customised Note Books		
Sl. No.	Particulars	Specifications
1	Size	1/8 th demy size diary, inner page size Height 21 cm * Width 14cm
2	Quantity	4000 no's – up to 220 pages each (Incl. of custom pages)
3	Information	a. The Diary shall contain customized 24 pages (Printing in multi colour-oil paper printing) of Bank information-90 GSM.
4	Inner pages	70 GSM NS paper in single colour printing each page contains 02 dates. (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 2025		
1	Size	1/8 th demy size dairy, inner page size Height 21 cm * Width 14cm
2	Quantity	500 no's – 200 pages each.
3	Information	a. The Diary shall contain customized 04 pages (Printing in multi colour-oil paper printing) of Bank information-130 GSM b. Shall also contain; 10 pages of customized information (Multi colour)-90 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	a. Hard case mount binding with stitching rounded corner or hard case mount binding with round corners. (model images attached for reference at

		<p>bottom of tender) (bidders must quote for below attached models only failing in which quotation stands cancelled)</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.</p> <p>Separate EMD should be submitted for Customised Note Books & Executive Notes.</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>
3	Customised Note Books & Executive Notes samples are available with GAD department. For further details, please contact: 0866 2429044/88 & Name: Sri B Naveen Kumar Reddy, Manager, 94945 98446.	
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 10 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 09.12.2024 before 11:00 AM.	
7	Bank reserves the right to cancel/reject any or all the quotations without assigning any reason thereof.	
8	Bidders must have registered office/branch at AP/Telangana	
9	Bidders who quoted the least amount inclusive of all taxes will be awarded with contract	

Executive Note Book models:



Executive
DIARY



