

**ENCLOSURE TO BE SUBMITTED ALONG WITH THE TENDER FORM**

**PARTICULARS OF THE FIRM TO BE FURNISHED**

1. **NAME OF THE FIRM / ORGANIZATION / COMPANY :**  
**INDIVIDUAL**
  
2. **ADDRESS WITH CONTACT TELEPHONE NO. AND :**  
**E-MAIL ID**
  
3. **YEAR OF ESTABLISHMENT & TAN NO. :**
  
4. **STATUS OF FIRM (WHETHER COMPANY / :**  
**PARTNERSHIP FIRM/ PROPRIETORSHIP**  
**CONCERN)**
  
5. **NAME OF THE DIRECTORS / PARTNERS / :**  
**PROPRIETOR**
  
6. **NAME & ADDRESS OF THE BANKERS :**  
  
1.  
  
2.  
  
3.
  
7. **WHETHER REGISTERED FOR GST, IF SO, MENTION :**  
**GST NUMBER & DATE AND ENCLOSE A COPY**
  
8. **WHETHER AN ASSESSEE OF INCOME TAX, IF SO, :**  
**MENTION PERMANENT ACCOUNT NUMBER.**  
**FURNISH COPY OF PAN CARD AND LATEST**  
**COPIES OF I T RETURNS FILED**
  
9. **IF YOU ARE EMPANELLED WITH ANY OTHER :**  
**ORGANIZATIONS/STATUTORY BODIES, FURNISH**  
**THE RELEVANT COPIES**
  
10. **DETAILS OF EXPERIENCE :**
  
11. **DETAILED DESCRIPTION OF AND VALUE OF WORK :**  
**DONE FOR BANKS AND OTHER ORGANIZATIONS**  
**IN THE PAST WITH REGARD TO PRINTING &**  
**SUPPLY OF ANNUAL REPORTS**
  
12. **DETAILS OF MACHINES / INFRASTRUCTURE :**  
**AVAILABLE**

**PLACE :**

**DATE :**

**(SIGNATURE & FIRM'S STAMP)**

# TENDER FORM

**The Managing Director & CEO  
Andhra Pradesh Mahesh Co-operative Urban Bank Ltd.  
Head Office, Road No.12, Banjara Hills,  
Hyderabad – 500 034 (T.S.)**

Dear Sir,

## **PRINTING AND SUPPLY OF 49<sup>TH</sup> ANNUAL REPORT–2024-25**

We are submitting our tender for printing and supply of Bank's 49<sup>th</sup> Annual Reports for the year 2024-25 as under:

| SL. NO. | DESCRIPTION  | QTY. IN BOOKS | RATE RS. | AMOUNT RS. |
|---------|--|---------------|----------|------------|
| 1       | <b><u>ANNUAL REPORT – 76 PAGES</u></b>   |               |          |            |
|         | 4 Title Pages (Front & Back / In & Out) in Multi-colour on 130 GSM Art Paper with both side lamination and 68 inside text pages in Single Colour and another 4 inside text pages consisting of Photographs and Glimpses of the Bank in Multi-colour on 48 GSM News Print paper of 10.50" x 7.25" Ready size        |               |          |            |
|         | <b><u>TOTAL :</u></b>  | <b>36,000</b> |          |            |
|         | <b><u>ADD: GST @ ____ % :</u></b>  |               |          |            |
|         | <b><u>GRAND TOTAL :</u></b>  |               |          |            |
|         | <b><u>(+) OR (-) COST OF EXTRA INNER TEXT 4 PAGES INCL. GST :</u></b>  |               |          |            |
| 2       | <b><u>ANNUAL REPORT – 76 PAGES</u></b>   |               |          |            |
|         | 4 Title Pages (Front & Back / In & Out) in Multi-colour on 130 GSM Art Paper with both side lamination and 68 inside text pages in Single Colour and another 4 inside text pages consisting of Photographs and Glimpses of the Bank in Multi-colour on 60 GSM Maplitho Ballarpur paper of 9.75" x 7.25" Ready size |               |          |            |
|         | <b><u>TOTAL :</u></b>  | <b>36,000</b> |          |            |
|         | <b><u>ADD: GST @ ____ % :</u></b>  |               |          |            |
|         | <b><u>GRAND TOTAL :</u></b>  |               |          |            |
|         | <b><u>(+) OR (-) COST OF EXTRA INNER TEXT 4 PAGES INCL. GST :</u></b>  |               |          |            |

**Note:** Please quote rates for the above two categories and Charges for extra inner text 4 Pages with GST

**(SIGNATURE & FIRM'S STAMP)**

## **TERMS & CONDITIONS**

- Tenderer is advised to use Tender Form supplied by the Bank only. Tenderer is requested not to make any alterations in the Tender Form.
- Tenders found not as per the Bank's specifications will not be entertained.
- In case the Tenderer is a Company / Firm / or any other legal entity, the proof of Incorporation / Resolution authorizing to sign tender document is required to be produced.
- The Tenderer's signature and seal should be affixed on each sheet of the tender form and there should not be any overwriting.
- **Tenderers with ample experience in printing & supply of Annual Reports (at least 2 years latest experience in printing of Annual Reports) are only required to submit their tender form. Tender form will not be entertained of the tenderer having no experience in printing of Annual Reports.** The profile of the Tenderer / Firm should be furnished in the enclosed form duly mentioning PAN / GST Number.
- **Tenderers are requested to quote charges for (+) or (-) cost of extra inner text 4 pages provided in the Tender Form, without fail.**
- **The rate / amount quoted in the tender stands binding till completion of entire printing / delivery of Annual Reports satisfactorily, as per Bank's requirements. Meanwhile, request to increase in the rate / amount by the tenderer will not be considered, after submission of tender / finalization of work order.**
- Copy of PAN / GST registration of the Company / Firm / Individual(s) to be submitted by the tenderer.
- TDS as applicable will be deducted.
- There is no permission to sub-contract the works under the present tender.
- Work shall be allotted to the successful tenderer in the name & style of the firm / applicant only.
- Tenderers having adequate infrastructure and machinery should only submit Tender Form. Besides, the printing of Annual Reports to be done at their printing press and not on job work basis, at other printing press.
- Samples of News Print, Art Paper and Maplitho Ballarpur papers are to be submitted along with the Tender Form. Paper should be of adequate whiteness and from fresh stock only.
- Papers will be checked for GSM & Brightness. In case the same is not supplied as per our specifications and found to be of sub-standard quality, the Bank will summarily reject the same and payment will not be made.
- Samples of Annual Report Books previously printed by the tenderers are to be submitted along with the Tender Form.
- Entire printing work should be carried out in OFFSET PRINTING ONLY, using good quality of glossy Ink.
- **Duly Filled in tender form along with prescribed EMD kept in a sealed cover / envelope, should be submitted on or before 09.05.2025 by 6:00 p.m. to the Asst. General Manager (Admn. & Ops.), Head Office, Road No.12, Banjara Hills, Hyderabad.**
- The successful tenderer shall have to submit Security Deposit equivalent to 10% of the total order value (inclusive of EMD) within 48 hours of tender acceptance / work order allotted by the Bank. The Security Deposit will be refunded after satisfactory completion of entire work, as per Bank's requirements.
- The job includes **Art work designing** for title pages (Front and Back both sides in and out) and also inner pages designing as per Bank's specifications.
- The rates should be entered at the space provided in the tender schedule only. Rates quoted not in conformity with specifications mentioned in the format will be rejected.
- The rate / amount quoted shall be inclusive of all viz., Paper, GST charges, Packing, Transportation and Delivery etc.
- Delivery of Annual Reports should be made at Head Office, Road No.12, Banjara Hills, Hyderabad or any other location situated in the Twin Cities of Hyderabad & Secunderabad, as advised by the Bank.
- Bank reserves the right to accept or reject any tender or all tenders without assigning any reason whatsoever and negotiate with any other tenderer, who is competent to carry out the printing & supply of Annual Reports work.
- Bank reserves the right to negotiate the total charges / amount quoted in the tender submitted for different categories with any / all the tenderers and finalize the printer / tenderer for placing of order.

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- The Bank does not bind itself to accept the lowest tender (L1 Tenderer) and reserves to itself the right to reject any or all of the tenders received without assigning any reason thereof. Further, the Bank reserves the right to award the work order to any other / different tenderer, who is competent to carry out the work as per Bank's specifications, instead of the lowest tenderer.
- In case of any lapses in printing and supply of Annual Reports work, the tenderer will be barred for participation in future bids and shall be blacklisted forever and their EMD submitted will be forfeited.
- Mere confirmation of tender does not confirm allotment / execution of Annual Reports work order, upon the tenderer.

### **EMD**

- a) EMD of Rs.10,000/- should be submitted along with the tender form, by way of Banker's Cheque / Demand Draft favouring "Andhra Pradesh Mahesh Co-operative Urban Bank Ltd.", payable at Hyderabad, along with tender form.
- b) Tender form without sufficient EMD or no EMD will be rejected outright.
- c) There is no exemption from payment of EMD even for SSI or whatsoever category. All the tenderers should invariably submit prescribed EMD.
- d) In case the successful tenderer backs out / does not execute the order as per Bank's specifications, the entire EMD/Security Deposit kept with the Bank will be forfeited.

### **Payment terms:**

Payment will be made, after satisfactory execution of printing, in conformity with the number of pages printed in a Book. In case the number of pages printed varies (increased or decreased as against the number of pages mentioned in the tender form), payment will be made on pro-rata basis, in conformity with the number of pages printed in a Book, as per the agreed rate mentioned in the tender form.

**I / WE HAVE READ ALL THE TERMS & CONDITIONS MENTIONED ABOVE AND AGREE  
TO ABIDE BY THEM IN TOTO**

PLACE :

DATE :

TENDERER'S SIGNATURE & STAMP  
NAME OF THE TENDERER WITH  
ADDRESS & CONTACT NUMBERS