

ANDHRA PRADESH MAHESH CO-OPERATIVE URBAN BANK LTD.
H.O.:8-2-680/1 & 2, ROAD NO 12, BANJARA HILLS, HYDERABAD - 500034
Ph.: 040 - 23437100 - 103 info@apmaheshbank.com

TENDER

DATE :

OFFICE STATIONERY

S.NO	ITEM CODE	NAME OF THE ITEM	ITEM DESCRIPTION	ITEM MEASURE MENT	QTY	RATE PER UNIT	AMOUNT (Rs)	GST (%)	GST AMT (Rs)	TOTAL AMT (Rs)
1	OS003	ALPINS	Lion Deluxe Brand Alpines each packet 400 GMS	PKT	30					
2	OS005	CARBON BLUE	Carbon Paper pencil (Small Size) Sapphire Blue Kores Brand (BOX OF 100 PIECES)	BOX	10					
3	OS007	NATURAL SHADE COVER PAPER	Natural Shade Cover Size 11"X5" 100 GSM Paper both side Printing in single colour with individual Branch Address (Each Box 500 Covers)	BOX	70000					
4	OS009	CLIPS 4"	4" Pad Clips superior quality	NOS	50					
5	OS011	CELLOTAPE	Cellotape 30 Metres 1/2" Miracle Brand	NOS	200					
6	OS012	DUSTBIN BASKETS	Dustbin Baskets Plastic standard quality products Chetan Brand in 4 colours	NOS	20					
7	OS017	ERASERS	Erasers (20 Pieces per packet) Natraj Brand	PKT	50					
8	OS020	PAD FILES	Pad Files with Bank name on flaps 2 LB Coastal yellow board with packing of every 25 pieces	NOS	1500					

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9	OS021	GUM BOTTLE	Gum Bottle 150 ML Camel Brand	NOS	100					
10	OS024	GEM CLIPS	Gem Clips 1000 Nos. (10 x 100) 35mm Non Tear Ends and any A class branded company	BOX	50					
11	OS033	NOTE BOOK 200 PAGES	Note Book 200 Pages Classmate Soft Bond	NOS	200					
12	OS034	PAD INK BOTTLE VIOLET	Pad Ink Bottle Violet 100 ML Camel Brand	NOS	100					
13	OS035	NOTE BOOK 100 PAGES	Note Book 100 pages Classmate Soft Bond	NOS	200					
14	OS037	PAD INK BOTTLE RED	Pad Ink Bottle Red 100 ML Camel Brand	NOS	10					
15	OS038	PIN CONTAINER	Pin Container Magnetic Box any A class Branded company	NOS	100					
16	OS039	PUNCHING MACHINE	Punching Machine No.280 Kangaroo Brand DP 280 8 CM Kangaroo make Punching Capacity 1.1 MM	NOS	100					
17	OS040	PAPER WEIGHT ROUND	Paper Weight Round Good Standard Quality	PKT	50					
18	OS042	RUBBER BANDS	Nylon Rubber Bands "2" (inches) packing of every 1/2 kg any A class branded company	PKT	300					

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19	OS043	SINGLE RULE REGISTER 1 QUIRE	Register Single Rule 1 QUIRE 60 Gsm A Class Company Ledger Paper	NOS	450						
20	OS044	SINGLE RULE REGISTER 2 QUIRE	Register Single Rule 2 QUIRE 60 gsm A Class Company Ledger paper	NOS	450						
21	OS046	SPIKES	Spikes Chromium Brand	NOS	50						
22	OS047	SCALE	Scales 12" in Camel Brand	NOS	200						
23	OS051	STAMP PAD (VOILET)	Stamp pad violet medium (size 110 x 70 mm) Camel Brand	NOS	150						
24	OS052	STAPLER PIN NO.10 BOX	Stapler Pin No.10 Each Box of 20 pieces Kangaroo Brand	BOX	200						
25	OS053	STAPLER PIN NO 24/6 BOX	Stapler Pin No.24/6 Each Box of 20 pieces Kangaroo Brand	BOX	10						
26	OS054	STAPLER MACHINE NO. 10	Stapler Machine No.10 Kangaroo Brand	NOS	400						
27	OS055	STAPLER MACHINE NO.24/6	Stapler Machine No.24/6 Kangaroo HD45 Brand	BOX	60						
28	OS061	WATER SPONGE	Water Sponge AACEE's Deluxe Brand	NOS	200						

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29	OS062	BOX FILE	Box File 2 Lb White Board Coastal with two side calicore pasting with steel clip and Bank Name printed with screen printing and packing of every 4 files thickness 32 pounds	NOS	3500					
30	OS063	PENCIL	Pencil Natraj Brand with packing of every 10 pieces	BOX	100					
31	OS065	PEN ERAZER CORRECTION FLUID	Pen Eraser Correction Fluid whitener of Hauser Brand	NOS	50					
32	OS074	DIVIDEND WARRANT COVERS	Dividend Warrant Covers (centre window) of size 10 x 4.5 inches on 80 gsm SS maplitho ballarpur paper with both side printing in one colour (each box 500 covers)	BOX	17000					
33	OS075	NATURAL SHADE COVER SIZE 10X12	Natural Shade Cover 10" X 12 " 120 gsm paper one side printing with packing of 100 covers each	NOS	30000					
34	OS084	FIXED DEPOSIT RECEIPT COVERS	Fixed Deposit Covers 15 CM X 26 CM + 3 CMS Flap with crease, outside colour lamina 0.20mm inside plastic transparent sheet 0.10mm with printing of Bank's Name & Logo, any A class company branded material	NOS	15000					
35	OS088	SCRIBBLING PADS	Scribbling pads 1/8 size with 10 leaves 75 gsm "A" class white paper with Bank's name on cover page (as per our specification)	NOS	1500					
36	OS093	WHITE WINDOW COVERS	White Cover 10" X 4" 1/4 with window on 80 gsm AP Prime Vera white paper with both side printing in one colour as per our specification (each box 500 covers) with individual branch address printing	BOX	60000					
37	OS095	CLOTH COVER SMALL GREEN	Cloth Cover on 80 gsm green paper with bank address printing in offset size 25 cm X 35 cm any A class company paper with self gumming and packing of every 100 covers	NOS	2000					

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38	OS096	CLOTH COVERS BIG GREEN	Cloth Cover on 80 gsm green paper with bank address printing in offset size 31 cm X 40 cm any A class company paper with self gumming and packing of every 100 covers	NOS	2000				
39	OS097	BIG INK PAD BLUE CAMEL BRAND	Big Ink Blue pad Camel Brand	NOS	50				
40	OS098	BROWN TAPE 2 INCHES	Brown Tape "2" inches 30 meters, thickness 40 microns	NOS	200				
41	OS100	SPRING FILES	kobra spring file Any A Class company branded Board 30kg plastic coated with Rajdhani Dx (heavy) Clip with lamination & bank name printing on file	NOS	3000				
42	OS101	A4 PLASTIC CLIP FILE (RC102)	(Transparent PP folder two colours Blue & Yellow) with bank name printing on folder (JPS Brand)	NOS	500				
43	OS102	NOVAJET WHITE SELF ADHESIVE PAPER LABELS	NOVAJET White Self adhesive paper labels 160 GSM, size 210 mm X 297 mm (100 sheets each packet)	PKT	10				
44	OS103	5"X6.5" GOLD LOAN STORAGE POUCHES	Making & Supply of High Security Gold Storage Pouch of size 5"x6.5" (Flap with 18mm Double Tamper Evident Tape) One side - Tyvek White 1056D (55 GSM) other side - 100 Micron Transparent Film (packing of every 100 covers)	NOS	15000				
45	OS104	6"X9.75" GOLD LOAN STORAGE POUCHES	Making & Supply of High Security Gold Storage Pouch of size 6"x9.75" (Flap with 18mm Double Tamper Evident Tape) One side - Tyvek White 1056D (55 GSM) other side - 100 Micron Transparent Film (packing of every 50 covers)	PKT	5000				
46	OS105	8"X12.25" GOLD LOAN STORAGE POUCHES	Making & Supply of High Security Gold Storage Pouch of size 8"x12.25" (Flap with 18mm Double Tamper Evident Tape) One side - Tyvek White 1056D (55 GSM) other side - 100 Micron Transparent Film (packing of every 50 covers)	PKT	3000				

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47	OS106	10"X15.75" GOLD LOAN STORAGE POUCHES	Making & Supply of High Security Gold Storage Pouch of size 10"x15.75" (Flap with 18mm Double Tamper Evident Tape) One side - Tyvek White 1056D (55 GSM) other side - 100 Micron Transparent Film	PKT	500					
48	OS107	B2B COPIER A4 PAPER	B2B Copier A4 Paper 70 GSM, Size 21.0 cm X 29.7 cm each packet 500 sheets	PKT	5000					
49	OS108	B2B COPIER A3 PAPER	B2B Copier A3 Paper 70 GSM, Size 29.7 cm X 42.00 cm each packet 500 sheets	PKT	70					
50	OS109	B2B COPIER FULL SCAPE / LEGAL WHITE PAPER	B2B Copier Full Scape/ Legal White Paper 70 GSM, Size 21.5 cm X 34.5 cm each packet 500 sheets	PKT	120					
51	OS110	CANON NPG-54 TONER BLACK GENUINE	CANON NPG-54 TONER BLACK GENUINE (2250 G X 1) (Supplier should be Authorized Distributor / Channel Partner) as indented / ordered by the Bank, as and when required till completion of contract period	NOS	20					
52	OS111	LAMINA FOLDER	Lamina Folder outside size 14" x 21" thickness 0.20mm with crease, inside plastic transparent sheet size 11" X 9" thickness 0.15mm with single colour printing of Bank's Name & Logo with individual department names on various colours of lamina folder, any A class company branded material	NOS	1500					
53	OS112	LAMINA 'L FOLDER'	Lamina L Folder legal size Raja brand with Bank's Logo & name printing in single colour,	NOS	1500					
54	OS113	SOLO A4 SIZE DC 101 FILE	Solo A4 size DC 101 File with Bank's Logo & Name printing in single colour	NOS	400					
55	OS114	SS PRIME BALL PEN BLUE	SS PRIME Ball Pen Blue 20 pieces each box	BOX	100					

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56	OS115	BLACK SKETCH PEN	Luxor Sketch Pens - Black	NOS	50					
57	OS116	FABER CASTELL HIGHLIGHTER PEN	FABER CASTELL HIGHLIGHTER PEN ASSORTED	NOS	100					
58	OS120	BINDER CLIP 25MM	Binder Clip 25mm	NOS	120					
59	OS121	BINDER CLIP 32MM	Binder Clip 32MM	NOS	120					
60	OS122	BINDER CLIP 41MM	Binder Clip 41mm	NOS	120					
61	OS123	STICKY NOTE PAD	Sticky Note Pad size 15mm x 75mm x 250 sheets (0.6" x 3" x 5) 5 colours	NOS	30					
62	OS124	STICKY NOTE PAD	Sticky Note Pad Size: 25mm x 75mm x 150 Sheet (1" x 3") 3 colours	NOS	30					
63	OS125	SINGLE RULE REGISTER (5 QUIRE)	Single Rule Register (500 PAGES / 5 QUIRE)	NOS	10					
64	OS126	KYOCERA TASKalfa 6004i Black Toner Cartridge	KYOCERA TASKalfa 6004i Black Toner Cartridge Genuine (Supplier should be Authorized Distributor / Channel Partner) as indented / ordered by the Bank, as and when required till completion of contract period	NOS	40					
65	OS127	STAPLER PIN SIZE: 23/10-H 10MM (3/8")	Stapler Pin No.23/10-H 10mm (3/8") 1000 staples (10x100) 1 BOX Kangaroo Brand	BOX	40					

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66	OS128	A4 SIZE GREEN COLOUR LEDGER SHEET	JK Copier A4 Paper green colour ledger sheet 80 GSM, Size 21.0 cm X 29.7 cm each packet 500 sheets	NOS	10				
67	OS129	FULL SCAPE/LEGAL SIZE GREEN COLOUR SHEET	JK Copier Full Scape/ Legal Green colour ledger Paper 80 GSM, Size 21.5 cm X 34.5 cm each packet 500 sheets	NOS	10				

To be submitted along with Terms and Condition form and profile of the firm duly signed.

NAME AND ADDRESS OF THE FIRM:

SIGNATURE OF THE TENDERER (with seal)

**ENCLOSURE TO BE SUBMITTED ALONG WITH THE TENDER FORM
PARTICULARS OF THE TENDERER**

1.	NAME OF THE FIRM / ORGANISATION / INDIVIDUAL	
2.	ADDRESS WITH CONTACT TELEPHONE NO. AND E-MAIL ID	
3.	YEAR OF ESTABLISHMENT	
4.	STATUS OF FIRM (WHETHER COMPANY /FIRM/PROPRIETORSHIP CONCERN & NAME OF THE DIRECTORS / PARTNERS /PROPRIETOR	
5.	WHETHER REGISTERED WITH THE REGISTRAR OF COMPANIES/REGISTRAR OF FIRMS, IF SO, MENTION NUMBER & DATE	
6.	WHETHER REGISTERED FOR GST, IF SO, MENTION GST NUMBER AND ENCLOSE A COPY	
7.	WHETHER AN ASSESSEE OF INCOME TAX, IF SO, MENTION PERMANENT ACCOUNT NUMBER (PAN), FURNISH COPY OF PAN CARD AND LATEST COPIES OF INCOME TAX RETURNS FILED	
8.	IF YOU ARE EMPANELLED WITH ANY OTHER ORGANISATIONS/STATUTORY BODIES, FURNISH THE RELEVANT COPIES	
9.	DETAILED DESCRIPTION AND VALUE OF THE WORK DONE FOR BANKS AND OTHER ORGANISATIONS IN THE PAST	
10.	SPECIFY THE MAXIMUM VALUE OF WORK EXECUTED CONSECUTIVE 2 YEARS SHOWING SEPARATELY FOR EACH YEAR	
11.	DETAILS OF EXPERIENCE	
12.	DETAILS OF MACHINES/INFRASTRUCTURE AVAILABLE	

LACE :

DATE :

SIGNATURE OF THE TENDERER (WITH SEAL)

TENDER FORM – TERMS & CONDITIONS

OFFICE STATIONERY

- 1) The tenderer is advised to use Tender Form supplied by the Bank only. The Tenderer is requested to not make any alterations in the Tender Form.
- 2) Any tenders which are not found as per the Bank's specifications will not be entertained.
- 3) In case the Tenderer is a Company / Firm / or any other legal entity, the proof of Incorporation and Resolution authorizing to sign tender document is required to be produced, along with the required KYC only.
- 4) Reputed Printer / Tenderer having adequate infrastructure, machinery and ample experience in printing field are to participate in the tender. The proof of experience in the field shall be verified.
- 5) An EMD of Rs.10,000/- should be submitted along with duly filled in Tender Form in the form of Banker's Cheque / Demand Draft, in favour of "Andhra Pradesh Mahesh Co-operative Urban Bank Ltd.," Payable at Hyderabad. The Tender forms without sufficient EMD or no EMD will be rejected outright.
- 6) There is no exemption from payment of EMD even for SSI or whatsoever category of firm. All the tenderers should invariably submit sufficient EMD.
- 7) The successful tenderer shall have to submit a Security Deposit equivalent to 10% of the total order value (inclusive of EMD), which shall be deposited by the successful tenderer in the form of an FDR / Bank Guarantee / Banker's Cheque / Demand Draft drawn in Bank's favour payable at Hyderabad, to be submitted within 72 hours of tender acceptance by the Bank, which will be refunded after supply of items as per Bank's specifications. Non-compliance of the said remittance of 10% of the total order value within the stipulated time, the EMD amount shall be forfeited forthwith without assigning any reasons.
- 8) In case the successful Tenderer backs out/does not execute the order as per specifications, the entire EMD/Security Deposit kept with us will be forfeited and order will be placed with the competent tenderer. The rates quoted in the tender are valid till the total supply of the allotted items at L1 rates are completed, as the tender is on rate contract basis. The Bank will not accept any increase in the rates quoted till completion of entire supply of items at L1 rates.
- 9) The rates should be entered in the enclosed sheet only in a clear manner. Any rates quoted by distorting the format in any ambiguous manner will be rejected outright.
- 10) The rates as quoted should be inclusive of all plus (+) GST as applicable.
- 11) Entire printing work should be carried in OFFSET PRINTING ONLY, using good quality of glossy Ink.
- 12) A Minimum order level/quantity indicated in tender form is assured. However, the Bank can place part orders as and when required.
- 13) Items of sub-standard quality will be summarily rejected and no payment will be made.
- 14) The tenderer's signature and seal should be affixed on each sheet of the Tender Form and there should not be any over writings. The tender should be placed in a sealed cover / envelope super scribing the category of the tender.
- 15) The delivery shall be made at our branches in the twin cities as per the requirements and at our Head Office, Third Floor, Road No.12, Banjara Hills, Hyderabad-34.

- 16) The profile of the Firm/Supplier should be furnished in the enclosed form duly mentioning PAN Number / GST Number (Copies to be enclosed).
- 17) On awarding the tender to the lowest bidder, the same shall be confirmed in his/her name only and recognized as supplier of items.
- 18) The Payment shall be made on satisfactory supply. However, the TDS will be deducted as applicable, as per the government norms.
- 19) The Bank reserves its right to accept or reject any or all tenders without assigning any reasons whatsoever and also to negotiate with any other tenderer.
- 20) The Bank does not bind itself to accept the lowest tender and reserves its right to reject any or all of the tenders received without assigning any reasons thereof. Further, the Bank reserves the right to award the total tender or part of the tender to any other / different tenderer or to award the entire tender to one tenderer, who is competent to carry out the job, instead of the lowest tenderer.
- 21) The samples of Printing Paper and Stationery items are to be submitted along with the tender form. The supply of Printing Paper and Stationery items should be from fresh stock only.
- 22) In the event of any lapses in printing and supply of stationery work, the tenderer will be barred for participation in future bids and shall be blacklisted indefinitely.
- 23) Mere confirmation of the tender does not confirm allotment of work order upon the tenderer.
- 24) The Duly Filled Tender Form along with prescribed EMD should be submitted kept in a sealed cover / envelope, on or before 06.05.2024 by 6.00 p.m. to the Asst. General Manager (Admn. & Ops), Head Office, Road No.12, Banjara Hills, Hyderabad - 500034.

I/We have read all the above terms and conditions mentioned above and agree to abide by them in toto.

PLACE :

DATE :

SIGNATURE OF THE TENDERER (with seal)