

No.KB/RO/TSR/HR/Tender Notice/2024-25

Date : 11/06/2024

TENDER NOTICE

Competitive tenders are invited from leading reputed firms for the printing and supply of 48 Nos. of Books and forms to the Regional Office, Kerala State Co-operative Bank Ltd, Thrissur. Tenders should be reached the under signed on or before 3.00 PM on 21/06/2024 further details can be availed from the under signed office or by downloading from our website www.keralabank.co.in.

Sl. No.	Item Name & Paper Specification	Size	GSM & Paper	QTY
1	Bond Register (2 Colour : Red & Cyan) 201 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board	FoolScap Half	80 GSM Ledger	5 Nos.
2	Attendance Register (2 Colour : Red & Cyan) 51 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board	Crown Half	70 GSM Ledger	7 Nos.
3	Clearing Register (2 Colour : Red & Cyan) 201 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board	FoolScap Half	80 GSM Ledger	5 Nos.
4	Gold Loan Stock Register (2 Colour : Red & Cyan) 101 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board	FoolScap Half	80 GSM Ledger	12 Nos.
5	ST Loan Application Register (2 Colour : Red & Cyan) 151 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board	FoolScap Half	80 GSM Ledger	12 Nos.
6	Cash Chitta Register (1 Colour : Cyan) 300 Page Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board	Crown ¼ Half	70 GSM Ledger	25
7	Cash Entrustment Register (2 Colour : Red & Cyan) 101 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board	FoolScap Half	80 GSM Ledger	12 Nos.
8	Safe Deposit Ledger (2 Colour : Red & Cyan) 348 Page Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board	FoolScap Half	80 GSM Ledger	10 Nos.
9	Visitor's Register (1 Colour : Cyan) 200 Page Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board	FoolScap Half	80 GSM Ledger	5 Nos.

10	Stock of Books Forms Register (2 Colour : Red & Cyan) 252 Page Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board	FoolScap Half	80 GSM Ledger	5 Nos.
11	Document Register (2 Colour : Red & Cyan) 101 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board	FoolScap Half	80 GSM Ledger	12 Nos.
12	Despatch Register (2 Colour : Red & Cyan) 500 Page Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board	FoolScap Half	80 GSM Ledger	12 Nos.
13	Movement Register (1 Colour : Cyan) 101 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board	FoolScap Half	80 GSM Ledger	5 Nos.
14	Key Register (2 Colour : Red & Cyan) 101 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board	FoolScap Half	80 GSM Ledger	5 Nos.
15	Ordinary Notice (inland) (1 Colour : Cyan or Royal Blue) (100 Nos Pad)	Demy 1/5	70 GSM White	25 Pad
16	Legal Advice Report (1 Colour : Black) (100 Nos Pad)	FoolScap Half	70 GSM White	25 Pad
17	Summons (1 Colour : Black) (100 Nos Pad)	FoolScap Half	70 GSM White	12 Pad
18	Loan Confirmation Form (2 Colour : Cyan & Black) (100 Nos Pad)	FoolScap Half	70 GSM White	12 Pad
19	Application for Loan OD (1 Colour : Black) (100 Nos Pad)	FoolScap Half	70 GSM Ledger	12 Pad
20	Promissory Note (on Demand) (1 Colour : Black) (100 Nos Pad)	FoolScap 1/4	70 GSM Ledger	12 Pad
21	Security Delivery Letter (1 Colour : Black) (100 Nos Pad)	FoolScap 1/4	70 GSM Ledger	12 Pad
22	File Jacket - ORDY (Pink) (1 Colour : Black) (100 Nos Pad)	Card 1/5	135 Card	150 Pad
23	Log Book (1 Colour : Black) (100+100 Book - Under Binding Board : 8 Ounce Yellow Board)	FoolScap Half	54 GSM White	5 Nos.
24	Gold Loan Overdue Intimation (inland) Front & Back (1 Colour : Cyan or Royal Blue) (100 Nos Pad)	Demy 1/5	70 GSM White	25 Pad
25	Gold Loan Registered Notice (1 Colour : Black) (100 Nos Pad)	FoolScap Half	70 GSM Ledger	25 Pad
26	Casual Leave Form - Front & Back (1 Colour : Black) (100 Nos Pad)	FoolScap 1/4 Half	70 GSM White	25 Pad
27	EL/PC/CL Application Form - Front & Back (1 Colour : Black) (100 Nos Pad)	FoolScap Half	70 GSM White	12 Pad
28	Writing Pad Large Front & Back (2 Colour : Cyan & Red) (100 Nos Pad)	FoolScap Half	70 GSM White	250 Pad
29	Revival Letter Form (1 Colour : Black) (100 Nos Pad)	FoolScap Half	70 GSM Ledger	50 Pad
30	HL Registered Notice (inland) Front & Back (1 Colour : Cyan or Royal Blue) (100 Nos Pad)	Demy 1/5	70 GSM White	200 Pad

31	Suit Award Form - Front & Back (1 Colour : Black) (100 Nos Pad)	FoolScap Half	70 GSM White	12 Pad
32	Suit Attachment of Imm.Property - Front & Back (1 Colour : Black) (100 Nos Pad)	FoolScap Half	70 GSM White	12 Pad
33	Suit Vasthu Vivara Pattika - Front & Back (1 Colour : Black) (100 Nos Pad)	FoolScap Half	70 GSM White	12 Pad
34	Indent of Books, Forms, etc (1 Colour : Black) (100 Nos Pad)	Demy 1/6	70 GSM White	12 Pad
35	SB Cash Chalan (1 Colour : Black) (100 Nos Pad) Perforation	Demy 1/8	70 GSM White	2000 Pad
36	Simple Chalan (2 Colour : Red & Cyan) (100 Nos Pad) Perforation	Demy 1/8	70 GSM White	125 Pad
37	FD Chalan (1 Colour : Black) (100 Nos Pad)	FoolScap 1/8	70 GSM White	1250 Pad
38	Voucher (1 Colour : Black) (100 Nos Pad)	Crown 1/8	70 GSM White	125 Pad
39	Credit Cash/Transfer Chalan (1 Colour : Red) (100 Nos Pad)	FoolScap 1/8	70 GSM White	750 Pad
40	Debit Cash/Transfer Chalan (1 Colour : Black) (100 Nos Pad)	FoolScap 1/8	70 GSM White	750 Pad
41	Note Slip (1 Colour : Black) (100 Nos Pad)	Demy 1/20	70 GSM White	3500 Pad
42	Staff Withdrawal Slip (1 Colour : Black) (100 Nos Pad)	FoolScap 1/8	70 GSM White	125 Pad
43	Cover (1 Colour : Meroon)	15"x11" inch	80 GSM White	1000 Nos.
44	Cover (1 Colour : Meroon)	15"x5.5" inch	80 GSM White	1500 Nos.
45	Construction Workers W.F.Chalan (1 Colour : Black) Perforation	Demy ¼	70 GSM White 42 Semi	20000 Nos.
46	Head Load Workers W.F. Chalan (1 Colour : Black) (100 Nos Pad) Perforation	Demy 1/3	CG(O) Blue - 44	25 Pad
47	SB Withdrawal Form (1 Colour : Black) (100 Nos Pad)	Crown 1/8	70 GSM White	1250 Pad
48	Daily Deposit Receipt Book (1 Colour : Black) (100+100=Book) 2 Bill in Sheet Printing in Original & Duplicate	Demy 1/10	70 White Original 54 - White Duplicate 42 Semi	150 Book

TERMS AND CONDITIONS:-

- ♦ Last date of submission of Tender will be 3.00PM on 21/06/ 2024
- ♦ Tenders will be opened at 4.00 PM on 21/06/2024 at Kerala State Co-operative Bank, Regional Office, Thrissur, Kovilakathumpadam.

- ◆ Late submission of tenders will not be accepted. Tenders submitted by Telex/Telegram/Fax/E-mail will not be accepted. Tenders may be submitted to the under signed by Registered Post, by Hand in Person or by Courier. However, any delay on this account shall not be accepted as a reason for exception.
- ◆ Rates shall be including all taxes, duties, cessess etc.
- ◆ Every tenderer should send along with his tender an earnest money of Rs.10,000/-. The EMD shall be paid by Demand Draft (Crossed) drawn in favour of General Manager, Kerala State Co-operative Bank, Regional Office, Thrissur. The EMD of unsuccessful tenderers will be returned as soon as possible after the tenders are settled; but that of the successful tenderer will be adjusted towards the security that will have to be deposited for the satisfactory fulfillment of the tender. No interest will be paid for the earnest money deposit.
- ◆ If Government have exempted any firm from furnishing the EMD /Security deposit, they should produce relevant documents along with tender.
- ◆ The tenderer should submit attested copy of GST Registration Certificate, PAN card, Aadhar Card and other necessary documents along with the sealed tenders.
- ◆ The tenderer shall undertake to supply items according to standard sample and/or specifications.
- ◆ If items supplied are not in line with the specifications they will be summarily rejected without cost. The tenderer shall be liable for the loss incurred for the same.
- ◆ The tenderer shall quote also the percentage of rebate (Discount) offered by them in case the payment is made promptly within 15 days of taking delivery of materials/items.
- ◆ Maximum period required for supply of items shall be quoted in the tender.
- ◆ Conditions regarding GSM/Paper quality will be checked by experts before releasing payment.
- ◆ Payment will be released only after successful supply and on production of GST invoice.
- ◆ All disputes in this connection will be settled by the Arbitrator appointed u/s 69 of Kerala Co-operative Societies Act 1969.

The Bank reserves right to accept or reject any or all tenders, abandon/Cancel the tender process and issue another tender for the same at any time before the award of the Purchase/Printing Order.

Date : 11/06/2024



GENERAL MANAGER,
Regional Office, Thrissur.