

No.KB/RO/TSR/HR/Tender Notice/2025-26

Date : 21/05/2025

TENDER NOTICE

Competitive tenders are invited from leading reputed firms for the printing and supply of 43 Nos. of Books and forms to the Regional office, Kerala State Co-operative Bank Ltd, Regional Office, Thrissur. Tenders should be reached the under signed on or before 3.00 PM on 05/06/2025 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	Attendance Register (2 Colour : Red & Cyan) 51 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board)	Crown Half	70 GSM Ledger	15 Nos.
2	Cheque Issue Register (1 Colour : Cyan) 201 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board	FoolScap Half	80 GSM Ledger	60 Nos.
3	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	15 Nos.
4	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	30 Nos.
5	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	30 Nos.
6	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	15 Nos.
7	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.
8	Casual Leave Register (2 Colour : Red & Cyan) 149 Folio Book, Leather & Rexin Binding Cover Binding Board: 32 Ounce Yellow Board	FoolScap 1/4	80 GSM Ledger	60 Nos.
9	Movement Register (1 Colour : Cyan) 101 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board)	FoolScap Half	80 GSM Ledger	10 Nos.
10	Key Register (2 Colour : Red & Cyan) 101 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board)	FoolScap Half	80 GSM Ledger	10 Nos.

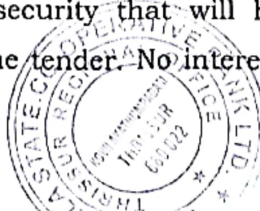


11	BC Covering Letter (1 Colour : Black) (100 Nos. Pad)	FoolScap 1/4	70 GSM White	10 Nos.
12	Summons (1 Colour : Black) (100 Nos. Pad)	FoolScap Half	70 GSM White	10 Pad
13	Application for Loan OD (1 Colour : Black) (100 Nos. Pad)	FoolScap Half	70 GSM Ledger	25 Pad
14	Promissory Note (on Demand) (1 Colour : Black) (100 Nos. Pad)	FoolScap 1/4	70 GSM Ledger	25 Pad
15	Security Delivery Letter (1 Colour : Black) (100 Nos. Pad)	FoolScap 1/4	70 GSM Ledger	25 Pad
16	File Jacket -ORDY (Pink) (1 Colour : Black) (100 Nos. Pad)	Card 1/5	135 Card	100 Pad
17	Writing Pad - Large Front & Back (2 Colour : Cyan & Red) (100 Nos Pad)	FoolScap Half	70 GSM White	250 Pad
18	HL Registered Notice (inland) Front & Back (1 Colour : Cyan or Royal Blue) (100 Nos Pad)	Demy 1/5	70 GSM White	100 Pad
19	Loan Passbook Inner single color and cover multi colour printing and MATT Lamination	20x9 cm	28 Page 80 GSM Maplitho Paper + 300 GSM art Paper Cover	2000
20	SB/CD Passbook Inner single color and cover multi colour printing and MATT Lamination	20x9 cm	28 Page 80 GSM Maplitho Paper + 300 GSM art Paper Cover	10000
21	SB Cash Chalan (1 Colour : Black) (100 Nos Pad) Perforation (1 side English & other side Malayalam printing)	Demy 1/8	70 GSM White	2000 Pad
22	Simple Chalan (1 Colour : Black) (100 Nos Pad) Perforation	Demy 1/8	70 GSM White	250 Pad
23	FD Chalan (1 Colour : Black) (100 Nos Pad)	FoolScap 1/8	70 GSM White	2500 Pad
24	Voucher (1 Colour : Black) (100 Nos Pad)	Crown 1/8	70 GSM White	100 Pad
25	Credit Cash/Transfer Chalan (1 Colour : Red) (100 Nos Pad)	FoolScap 1/8	70 GSM White	1000 Pad
26	Debit Cash/Transfer Chalan (1 Colour : Black) (100 Nos Pad)	FoolScap 1/8	70 GSM White	1000 Pad
27	Note Slip (1 Colour : Black) (100 Nos Pad)	Demy 1/20	70 GSM White	3000 Pad
28	Staff Withdrawal Slip (1 Colour : Black) (100 Nos Pad)	FoolScap 1/8	70 GSM White	100 Pad
29	Document Cover (1 Colour : Meroon)	15"x11" inch	80 GSM Craft	2500 Nos.
30	Cover (1 Colour : Meroon)	12x5" inch	80 GSM Craft	2500
31	Construction Workers W.F. Chalan (1 Colour : Black) Perforation (500 Nos. Bundle)	Demy ¼	70 GSM White 42 Semi	30000 Nos.
32	Head Load Workers W.F.Chalan (1 Colour : Black) (100 Nos Pad) Perforation	Demy 1/3	CG (O) Blue -44	10 Pad
33	Construction Workers W.F. Stt (1 Colour : Black) (100 Nos. Pad)	Demy 1/8	70 GSM White	10 0 Pad
34	KB Biodata Form for Loan Application Double side Multi colour printing A3 one sheet, single fold (Color Ratio C:19, M:100, Y:100, K:50)	21.5 cm w x 28.5 H - 4 Pages	90 GSM Maplitho Paper	2500 Nos.

35	KB Loan Application Common Form Double side Multi Color printing, A3 two sheet, single fold (Color Ratio C:19, M:100, Y:100, K:50)	21.5 cm w x 28.5 H - 8 Pages	90 GSM Maplitho Paper	2500 Nos.
36	SB Withdrawal Form (1 Colour : Black) (100 Nos Pad)	Crown 1/8	70 GSM White	1500 Pad
37	Gehan Form No.8 E (Notice) (1 Colour : Black) (100 Nos Pad)	FoolScap Half	70 GSM Ledger	30 Pad
38	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
39	Letter Head (Multi Colour) (100 Nos. Pad) Board & Covering - 8 Ounce Board	Demy 1/4	80 GSM White	10 Pad
40	Letter Head (Multi Colour) (100 Nos. Pad) Board & Covering - 8 Ounce Board	Demy 1/3	80 GSM White	10 Pad
41	Fixed Deposit Receipt Cover hmhdpe Material, 400 Gauge, natural embossed with seal king tape. Printing and Bundling (Each bundle contain 100 cover)	22.5cm W x 16cm H including 3.5 cm flap	NA	5000
42	Gold Loan Small Cover	size LK r/bl+tr 12.55mmx 8.5x9+5cm	NA	2000
43	Currency Wrapper (Violet) 1500 pieces	Length : 7.20 cm Breadth : 2.00 cm	Thickness : 300 Micron	100 Bag

TERMS AND CONDITIONS:-

- ◆ Last date of submission of Tender will be 3.00PM on 05/06/2025
- ◆ Tenders will be opened at 4.00 PM on 05/06/2025 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 scaled 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 items shall be supplied to Credit Processing Centre, Thrissur
- ♦ 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 : 21/05/2025




GENERAL MANAGER,
Regional Office, Thrissur.

GENERAL MANAGER
THRISSUR REGIONAL OFFICE
THE KERALA STATE CO-OPERATIVE BANK LTD.
NOVILAKATHUMPADAM, THRISSUR - 680 022