



KERALA BANK
KERALA STATE CO-OPERATIVE BANK,
REGIONAL OFFICE, THRISSUR- 22, PHONE:- 2325700.
Web Site: www.keralabank.co.in
E-mail ID :- tsrro@keralabank.co.in

TENDER NOTICE

Competitive tenders are invited from leading reputed firms for the printing and supply of 16 Nos. of forms/items to the Regional office, Kerala State Co-operative Bank Ltd, Kovilakathumpadam, Thrissur. Tenders should be reached the under signed on or before 3.00 PM on 04/10/2025. Further details can be availed from the undersigned office or by downloading from our website www.keralabank.co.in.



Thrissur,
18/09/2025.


GENERAL MANAGER,
Regional Office, Thrissur.

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

Date : 18/09/2025

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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	50 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	50 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	50 Nos.
4	Cash Chitta Register (1 Colour : Cyan) 400 Page Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board)	FoolScap Half	70 GSM Ledger	65 Nos.
5	Key Register (2 Colour : Red & Cyan) 101 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board)	FoolScap Half	80 GSM Ledger	50 Nos.
6	Document Register (2 Colour : Red & Cyan) 101 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board)	FoolScap Half	80 GSM Ledger	50 Nos.
7	Gehan Register 2 Colour : Red & Cyan) 201 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board)	FoolScap Half	80 GSM Ledger	50 Nos.
8	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	5000 Nos.
9	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	5000 Nos.
10	SB Cash Chalan (1 Colour : Black) (100 Nos Pad) Perforation (1 side English & other side Malayalam printing)	Demy 1/8	70 GSM White	5000 Pad
11	Note Slip (1 Colour : Black) (100 Nos Pad)	Demy 1/20	70 GSM White	5000 Pad
12	Investment Register (1 Colour : Black) 200 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board)	FoolScap Half	80 GSM Ledger	50 Nos.
13	Suit Register (1 Colour : Black) 101 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board)	Crown Half	70 GSM Ledger	50 Nos.



14	Duty Entrustment Register (1 Colour : Black) 101 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board)	FoolScap Half	80 GSM Ledger	50 Nos.
15	Inward Register (1 Colour : Black) 200 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board)	FoolScap Half	80 GSM Ledger	65 Nos.
16	Document Cover Material Satin Morocco 2 Velcros, Card window, 2 side Folding with customized printing	Size Width - 10.75" inches Height - 15"+2.75" Flap	17 mm Thickness	5000 Nos.

TERMS AND CONDITIONS:-

- ♦ Last date of submission of Tender will be 3.00PM on
- ♦ Tenders will be opened at 4.00 PM on 04/10/2025 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 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 items shall be supplied to Credit Processing Centre, Thrissur & Ernakulam as per the direction of the Bank
- ♦ 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 : 18/09/2025



GENERAL MANAGER,
Regional Office, Thrissur.