

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

Date : 15/11/2025

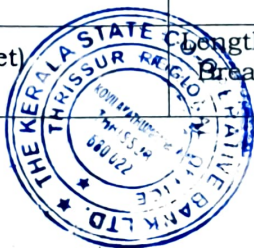
### TENDER NOTICE

Competitive tenders are invited from leading reputed firms for the printing and supply of 39 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 01/12/2025 further details can be availed from the under signed office or by downloading from our website [www.keralabank.co.in](http://www.keralabank.co.in).

Sl. No.	Item Name & Paper Specification	Size	GSM & Paper	QTY
1	<b>Attendance Register</b> (2 Colour : Red & Cyan) 51 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board)	Crown Half	70 GSM Ledger	25 Nos.
2	<b>Gold Loan Stock Register</b> (2 Colour : Red & Cyan) 101 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board)	FoolScap Half	80 GSM Ledger	25 Nos.
3	<b>Cash Chitta Register</b> (1 Colour : Cyan) 300 Page Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board)	Crown ¼ Half	70 GSM Ledger	25 Nos.
4	<b>Cash Entrustment Register</b> (2 Colour : Red & Cyan) 101 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board)	FoolScap Half	80 GSM Ledger	25 Nos.
5	<b>Safe Deposit Ledger</b> (2 Colour : Red & Cyan) 348 Page Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board)	FoolScap Half	80 GSM Ledger	30 Nos.
6	<b>Stock of Books Forms Register</b> (2 Colour : Red & Cyan) 252 Page Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board)	FoolScap Half	80 GSM Ledger	10 Nos.
7	<b>Movement Register</b> (1 Colour : Cyan) 101 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board)	FoolScap Half	80 GSM Ledger	10 Nos.
8	<b>Key Register</b> (2 Colour : Red & Cyan) 101 Folio Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board)	FoolScap Half	80 GSM Ledger	10 Nos.
9	<b>Despatch Register</b> (2 Colour : Red & Cyan) 500 Page Book, Leather & Rexin Binding Cover Binding Board:32 Ounce Yellow Board)	FoolScap Half	80 GSM Ledger	20 Nos.
10	<b>Legal Advice Report</b> (1 Colour : Black) (100 Nos. Pad)	FoolScap Half	70 GSM White	25 Nos.
11	<b>Application for Loan OD</b> (1 Colour : Black) (100 Nos. Pad)	FoolScap Half	70 GSM Ledger	50 Pad
12	<b>Promissory Note</b> (on Demand) (1 Colour : Black) (100 Nos. Pad)	FoolScap ¼	70 GSM Ledger	50 Pad
13	<b>Security Delivery Letter</b> (1 Colour : Black) (100 Nos. Pad)	FoolScap ¼	70 GSM Ledger	50 Pad



14	<b>File Jacket</b> -ORDY (Pink) (1 Colour : Black) (100 Nos. Pad)	Card 1/5	135 Card	200 Pad
15	<b>Casual Leave Form</b> -(Front & Back) (1 Colour : Black) (100 Nos. Pad)	FoolScap ¼Half	70 GSM White	100 Pad
16	<b>EL/HPL/CL/Application Form</b> - (Front & Back) (1 Colour : Black) (100 Nos. Pad)	FoolScap Half	70 GSM White	25 Pad
17	<b>Writing Pad</b> - Large <b>Front &amp; Back</b> (2 Colour : Cyan & Red) (100 Nos Pad)	FoolScap Half	70 GSM White	150 Pad
18	<b>Vidhi Nadath Application</b> (1 Colour : Black) (100 Nos Pad)	FoolScap Half	70 GSM Ledger	50 Pad
19	<b>Suit Award Form - Front &amp; Back</b> (1 Colour : Black) (100 Nos Pad)	FoolScap Half	70 GSM White	50 Pad
20	<b>Suit Attachment of Imm. Property - Front &amp; Back</b> (1 Colour : Black) (100 Nos Pad)	FoolScap Half	70 GSM White	50 Pad
21	<b>Suit Vasthuvivara Pattika - Front &amp; Back</b> (1 Colour : Black) (100 Nos Pad)	FoolScap Half	70 GSM White	50 Pad
22	<b>Arbitration Recommendation Form</b> (1 Colour : Black) (100 Nos Pad)	FoolScap Half	70 GSM White	50 Pad
23	<b>Indent of Book Forms etc.</b> (1 Colour : Black) (100 Nos Pad)	Demy 1/6	70 GSM White	50 Pad
24	<b>Loan Passbook</b> Inner single color and cover multi colour printing and MATT Lamination	20x9 cm	28 Page 80 GSM Maplitho Paper + 300 GSM art Paper Cover	2500 Nos.
25	<b>SB/CD Passbook</b> 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 Nos.
26	<b>Simple Chalan</b> (1 Colour : Black) (100 Nos Pad) Perforation	Demy 1/8	70 GSM White	150 Pad
27	<b>FD Chalan</b> (1 Colour : Black) (100 Nos Pad)	FoolScap 1/8	70 GSM White	1500 Pad
28	<b>Voucher</b> (1 Colour : Black) (100 Nos Pad)	Crown 1/8	70 GSM White	100 Pad
29	<b>Credit Cash/Transfer Chalan</b> (1 Colour : Red) (100 Nos Pad)	FoolScap 1/8	70 GSM White	3000 Pad
30	<b>Debit Cash/Transfer Chalan</b> (1 Colour : Black) (100 Nos Pad)	FoolScap 1/8	70 GSM White	3000 Pad
31	<b>Note Slip</b> (1 Colour : Black) (100 Nos Pad)	Demy 1/20	70 GSM White	3000 Pad
32	<b>Staff Withdrawal Slip</b> (1 Colour : Black) (100 Nos Pad)	FoolScap 1/8	70 GSM White	100 Pad
33	<b>SB Withdrawal Form</b> (1 Colour : Black) (100 Nos Pad)	Crown 1/8	70 GSM White	1000 Pad
34	<b>Cover</b> (1 Colour : Meroon)	12x5" inch	80 GSM Craft	2500 Nos.
35	<b>Currency Wrapper</b> (Violet) 1500 pieces	Length : 7.20 cm Breadth : 2.00 cm	Thickness : 300 Micron	150 Bag

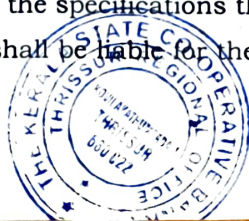




36	<b>Gold Loan large Cover</b>	Lamina r/bl +tr Size 14.5 x 16.5+8cm flap	Thickness : 12.55mm	2500 Nos.
37	<b>Suit Register</b> (1 Colour : Black) 101 Folio Book, Leather & Rixin Binding Cover Binding Board:32 Ounce Yellow Board)	Crown Half	70 GSM Ledger	25 Nos.
38	<b>SB Account opening Form</b> A3 two sheet single fold four pages, double side multi colour printing (C:19, M:100, Y:100, K:50)	Size 21.5cm w x 28.5cm H	90 GSM Maplitho Paper	25000 Nos.
39	<b>KYC form opening</b> 2 Pages double side, multi colour printing (C:19, M:100, Y:100, K:50) (100 Nos Pad)	Size 21.5cm W x 28.5cm H	90 GSM Maplitho Paper	25000 Nos.

**TERMS AND CONDITIONS:-**

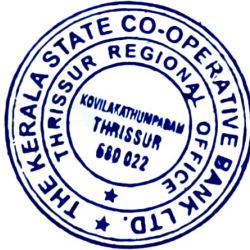
- ◆ Last date of submission of Tender will be 3.00PM on 01/12/2025
- ◆ Tenders will be opened at 4.00 PM on 01/12/2025 at Kerala State Co-operative Bank, Regional Office, Thrissur, Kovilakathumpadam.
- ◆ Late submission of tenders will not be accepted. Tenders submitted by Telex/Telegram/Fax/E-mail will 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 Regional Office, Thrissur 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 : 15/11/2025



  
GENERAL MANAGER,  
Regional Office, Thrissur.