



**THE PRAKASAM DISTRICT COOPERATIVE CENTRAL BANK
LTD., NO. J. 551**

(Post Box No. 38) Central Office: GOVERNOR ROAD,
ONGOLE -523001 , (A.P.)
Email : ceo_pksm@apcob.org

Dt:16 .12.2024

Sealed Quotations are invited for printing and Supply forms and applications

We request you to send your item-wise quotation in a sealed cover, superscripting "Quotations for Printing and supply of Forms and Applications" addressed to the Deputy General Manager, Planning & Development, The Prakasam District cooperative Central Bank Ltd., Governor road, Head office, Ongole **on or before .27.12.2024.**

Project Scope:

S.No	Particulars	Required Quantity	Specifications
1	B.Class Member Registers	70 Nos	Each ledger 200 Pages numbering 80 GSM JK ledger paper with binding
2	B. Class Membership Applications	50 Pads	68 GSM Each pad 100 application ½ dummy size one side printing
3	With Draw Pads	2000 Pads	1/10 dummy size 54 GSM paper each pad contains 100 pages.
4	Challan for all purpose (Pay –In – slips)	2000 Pads	Bilingual (English and telugu) 1/8 Dummy size 54 GSM paper preparation 2 side back and back printing,
5	NEFT / RTGS Applications	300 Pads	Dummy 1/6 size each pad 200 pages with preparation.
6	SB A/c Pass Books	20000 No's	24 pages ½ dummy size 300 GSM multi colour art board title with stitching
7	Debit Slip Pads	500 Pads	1/12 Dummy size each pad contains 100 pages
8	Debit Advice Pads	250 Pads	200 Pages(100 pages colour, 100 pages black) legal half size 68 GSM Paper
9	Credit Slip Pads	1000 Pads	1/12 Dummy size each pad contains 100 pages
10	Credit Advice Pads	500 Pads	200 Pages(100 pages colour, 100 pages black) legal half size 68 GSM Paper
11	CKCC Debit Slip Pads	1000 Pads	1/12 Dummy size each Pad contains 100 Pages
12	KYC Norms A/c Applications	20000 No's	70 GSM paper front & back

			printing 1/2 dummy size
13	Form No.15 H - Income Tax	100 Pads	68 GSM Each pad 100 application ½ dummy size front and back printing with conquest paper
14	Form No.15 G Income Tax (2 side)	100 Pads	68 GSM Each pad 100 application ½ dummy size front and back printing with conquest paper
15	PMSBY Application	50 Pads	68 GSM Each pad 100 application ½ dummy size front and back printing
16	PMJJBY Application	50 Pads	68 GSM Each pad 100 application ½ dummy size front and back printing
17	APY Application	50 Pads	68 GSM Each pad 100 application ½ dummy size front and back printing
18	Gold Loan form cards	200 Pads	Legal size ledger paper 80 GSM (100 Pages)
19	Gold Loan Applications	200 Pads	White paper 68 GSM (100 Pages)
20	Gold loan Bond voucher	200 Pads	1/12 Dummy size 100 white, 100 colour (200 Pages)
21	Gold Loan Registers (Ledgers)	100 No's	Each ledger 200 Pages Numbering 80 GSM JK ledger paper with binding
22	Log Books (200 Pages)	50 No's	80 GSM Ledger paper with Strip binding
23	Log Books (100 Pages)	50 No's	80 GSM Ledger paper with Strip binding
24	Locker Rent Registers	150 No's	300 Pages 80 GSM Ledger paper with Strip binding
25	Locker Visit Registers	100 No's	400 Pages 80 GSM ledger paper with strip binding
26	Locker Safe Deposit Applications	3000 No's	A4 size 5 pages back and back printing with contrast paper
27	Inspection Report Societies (PACS)	2000 No's	70 GSM legal size paper back and back 9 pages printing
28	Karshaka mithra (All Loan Applications)	1000 No's	70 GSM 60 Pages back and back printing with four index papers stapled with covering sheet
29	Account Closing Pads	50 Pads	A4 68 GSM each pad contains 100 pages
30	ATM Application Pads	50 Pads	A4 68 GSM each pad contains 100 pages
31	Term Deposit application	200 Pads	68 GSM Each pad 100 application A4 size one side printing

32	Urgent Ordinary Pads	100 No's	3lb with bank emblem
33	100 Pages Books	300 No's	Printed register with 54 GSM legal size
34	200 Pages Books	200 No's	Printed register with 54 GSM legal size
35	Local Tapal Books	100 No's	150 Pages legal half size 68 GSM paper
36	OK Files	150 No's	---
37	File Wrappers(Docket sheets)	500 No's	Full shape 100 GSM craft paper with title printing
38	Bank Minute books	20 No's	Each ledger 500 pages numbering 80 GSM JK ledger paper with binding
39	SMS alerts	50 Pads	68 GSM Each pad 100 application A4 size one side printing
40	Note file papers	10 bundles	70 GSM A4 size colour paper
41	Branch Inspection reports	200 No's	70 GSM legal size paper back and back 12 pages printing

Terms & Conditions:

- The rates quoted should include all taxes, Transportation charges etc.
- Bank reserves the right to cancel/reject any or all the quotations without assigning any reason thereof.
- The quantity & quality of the stock required shall be as per the specifications.
- All the stock shall be delivered at our head office within 10 days from the date of issuance of purchase order.
- The Bank reserves the right to reject the stock if they don't meet the specifications mentioned by the Bank.
- An amount of Rs:1,00,000/- shall be paid towards EMD through DD/Bankers Cheque payable at ongole drawn on "The Prakasam District Cooperative Central Bank, Ongole" No interest amount will be paid on the EMD amount. The quotations not accompanied with the EMD amount will not be entertained.
- Penalty will be levied for the delay in delivery at 1% for beyond the date of delivery as specified by the bank up to 3 days and 3% there after beyond 3 days and up to 15 days no payment will be made thereafter and EMD amount will be forfeited.
- The Bank will not make payments for the items which are not in accordance with the specifications and not supplied before the specific dates. **No advance payment will be made.**
- *For further details and sample specifications, *please contact Stationery Department during the working hours.
- If your firm is interested in participation and **having its Registered/Branch Office in Andhra pradesh with AP GST No.,**

please submit your quotation inclusive of all taxes) in person to: DGM (P&D)

- **Tender Schedule:**

Quotation calling date : 16.12.2024,

Quotation closing date: 27.12.2024, 03:00 PM.

Quotation opening date: 27.12.2024, 04:00 PM.

- **Evaluation Criteria:**

Bidder must include the total cost including all taxes Bids who quoted the least amount will be awarded the contract.

For details, please contact the Planning and Development of PDCCB at the address mentioned below.

Please submit your Quotation in a sealed cover to:

Y.Prakash,

Dy.General Manager , (P&D)

The Prakasam District cooperative Central Bank Ltd.,

Governor road, Head office, Ongole-523001

Cell No:7331164833,9110507753

Website:www.Prakasamdccb.com


Chief Executive Officer (I/C)