



APCOB Brand Transformation Cell

Date: 03.09.2025

Short Tender Notice

Sub: Printing of Annual Administrative Report – F.Y. 2024–25 – Calling for Quotations – Reg.

Sealed quotations are invited from reputed printers for undertaking the printing of the **Annual Administrative Report – F.Y. 2024–25** of the Bank as per the following specifications:

Print Specifications

- **Size:** A4 (210 mm × 297 mm)
- **Quantity:** 300 Copies
- **Total Number of Pages:** 164 (including Cover Pages)

Paper Specifications

Inside Pages:

- Paper Type: Hard Paper
- GSM: 130 GSM
- Print: Full Colour

Cover Pages:

- Paper Type: Art Card
- GSM: 300 GSM
- Finish: Thermal Lamination – Matte Finish (Both Sides)

Binding

- Type: Perfect Side Binding (Paperback Finish)

Terms & Conditions

1. The quotations shall clearly indicate the **unit rate per page/copy, taxes applicable**, and the **total cost**.
2. The rates quoted shall be **inclusive of all charges** such as designing adaptation (if any), printing, binding, packing, and delivery at Head Office, Vijayawada.
3. The vendor must hold valid **GST registration** and enclose a copy of the same along with the quotation.
4. The Bank reserves the right to accept or reject any or all quotations without assigning any reason thereof.
5. Work is to be executed as per specifications strictly; any deviation may result in rejection.
6. The selected vendor shall deliver the printed copies within the timeframe specified in the Work Order.
7. **Delivery** of the printed copies shall be completed **within 10 (ten) days** from the date of **acceptance of the Work Order**.

Submission of Quotations

- Sealed quotations should be submitted to the **Deputy General Manager (ABTC), The Andhra Pradesh State Cooperative Bank Ltd., Head Office, Vijayawada**.
- The last date for submission of quotations is **7 days from the date of publication of this notice (i.e., up to 09.09.2025)**.

Sd/-

Dy. General Manager (ABTC)

Annexure

Quotation Submission Format (Model)

To,
The Deputy General Manager (ABTC),
The Andhra Pradesh State Cooperative Bank Ltd.,
Head Office, Vijayawada.

Subject: Submission of Quotation for Printing of Annual Administrative Report –
F.Y. 2024–25.

Sir,

In response to your Short Tender Notice, we hereby submit our quotation for printing of the Annual Administrative Report 2024–25 as per the specifications provided.

Sl. No.	Particulars	Specification	Rate (₹)	GST (%)	Total Amount (₹)	Remarks
1	Printing of Annual Administrative Report	A4, 300 copies, 164 pages (130 GSM inside, 300 GSM cover, matte laminated, perfect binding)	Per Page / Per Copy			

Grand Total (Inclusive of GST): ₹ _____

We hereby confirm that the printing will be carried out strictly as per the specifications mentioned in the tender and that **delivery will be completed within 10 days from the date of acceptance of the Work Order.**

Signature with Seal
(Name & Designation of Authorized Signatory)

Date: _____