



**The Andhra Pradesh
State Cooperative Bank Ltd.**
(A State Partnered Scheduled Bank)



International Year
of Cooperatives

Ref: GAD/1403460/2025-26

Date: 29.11.2025

**Sealed Quotations are invited for
Printing & Supply of Customised Note Books and Executive Notes 2026**

PART - I - Customised Note Books		
Sl. No.	Particulars	Specifications
1	Size	1/8 th demy size diary, inner page size Height 21 cm * Width 14cm
2	Quantity	4000 no's – up to 220 pages each (Incl. of custom pages)
3	Information	a. The Diary shall contain customized 24 pages (Printing in multi colour-oil paper printing) of Bank information-90 GSM.
4	Inner pages	70 GSM NS paper in single colour printing each page contains 02 dates. (Sample of the paper is to be submitted along with tender quotation).
5	Process	a. Offset printing as specified by the Bank. b. Design should be provided by the Bidder as specified by the Bank.
6	Cover page	a. Hard case mount with Wire-O binding. b. 170 GSM Art Paper c. Multi-colour printing d. Matt lamination with spot
PART II - Executive Note Books 2026		
1	Size	1/8 th demy size dairy, inner page size Height 21 cm * Width 14cm
2	Quantity	600 no's – 200 pages each.
3	Information	a. The Diary shall contain customized 04 pages (Printing in multi colour-oil paper printing) of Bank information-130 GSM b. Shall also contain; 10 pages of customized information (Multi colour)-90 GSM
4	Inner pages	90 GSM NS paper in single colour printing Black (sample of the paper is to be submitted along with tender quotation).
5	Process	a. Offset printing as specified by the Bank. b. Design should be provided by the Bidder as specified by the Bank.

HO: #27-29-28, NTR Sahakara Bhavan, Governorpet, Vijayawada, NTR District – 520002.

Dept.: GAD

☎: 0866-2429044

✉: premises@apcob.org

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6	Cover page	<ul style="list-style-type: none"> a. Hard case mount binding with stitching rounded corner or hard case mount binding with round corners. b. Leather finish with spot c. Customized printing with names of executives with spot lamination.
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Part III General Terms & Conditions		
1	Delivery	Bidders must deliver the items within 10 days to Head Office (No extra cost will be paid for delivery) from the date of receiving of work order/date of finalization of designs.
2	Security Deposit/ EMD	<p>10% of the quoted amount (incl. of taxes) shall be paid towards EMD through DD/Bankers Cheque payable at Vijayawada drawn in favour of "The AP State Cooperative Bank Ltd., Head Office, Vijayawada". It shall be enclosed to the quotation. No interest amount will be paid on the EMD amount.</p> <p>Separate EMD should be submitted for Customised Note Books & Executive Notes.</p> <p>The quotations not accompanied with the EMD amount will not be entertained.</p> <p>The security deposit/EMD will be refunded after delivery of final goods within the stipulated time.</p>
3	Payment will not be made if the supplied items are not as per specifications. No advance payment will be made.	
4	Penalty will be levied for the delay in delivery at 5% for beyond the date of delivery as specified by the bank upto 3 days and 10% thereafter beyond 3 days and up to 10 days. No payment will be made thereafter and the EMD amount will be forfeited.	
5	Sealed quotations should be submitted addressing to "The Dy. General Manager (GAD), The AP State Cooperative Bank Ltd., Head Office, 27-29-28, NTR Sahakara Bhavan, Governorpet, Vijayawada-520002". The last date for submission of the sealed quotation is 03.12.2025 before 11:00 AM.	
6	Bank reserves the right to cancel/reject any or all the quotations without assigning any reason thereof.	
7	Bidders must have registered office/branch at AP/Telangana	
8	<p>Bidders shall submit physical samples of Customised Note Books and Executive Notes 2026 along with their quotation. The Bank will first examine the samples and finalize an acceptable model based on quality, design, durability, and overall suitability.</p> <p>Only bidders whose samples/models are approved by the Bank will be considered for financial evaluation. Among the approved bidders, the L1 bidder (lowest evaluated price inclusive of all taxes) will be awarded the contract. The successful bidder shall customize the inner pages of the Executive</p>	

	Notes strictly as per the Bank's requirements and deliver the finalized product accordingly.
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