

Ref:BBDD/VOICE/e3019012/I/4875460/2026.

Date: 15.06.2026.



SHORT TENDER NOTICE

Subject: APCOB – VOICE Department – Short Tender Notice for Printing and Supply of Scale of Finance Booklets and A2 Size Posters – Reg.

Sealed quotations are invited from eligible and experienced printing agencies/vendors for undertaking the printing and supply of Scale of Finance Booklets and A2 Size Posters, in accordance with the specifications and requirements detailed in this tender document.

SCOPE OF WORK / SPECIFICATIONS

Item - 01: A5 Size Booklets (Scale of Finance)

1. Size: A5
2. Total Pages: 14 Pages
3. Inner Pages: 10 pages on 130 GSM Art Paper (Black & White Multi-colour)
4. Cover Pages: 4 pages on 250 GSM Art Board with Matte Lamination
5. Binding: Center Pinning
6. Quantity: 2,100 Nos.

Item - 02: A2 Size Posters (Scale of Finance)

1. Size: A2
2. Paper: 130 GSM Art Paper
3. Printing: Single Side Printing
4. Additional Feature: Back side top and bottom gumming tape
5. Quantity: 1,700 Nos.

The Andhra Pradesh State Cooperative Bank Ltd.,

-----A State Partnered Scheduled Bank-----

Head office: #27-29-28, N.T.R Sahakara Bhavan, Governorpeta, Vijayawada – 520002, N.T.R. Dist., Andhra Pradesh.

Dept: VOICE

Phone: 0866-2429004

Mail: abtc@apcob.org

Follow:     

| Tollfree: 1800-425-2345

| www.apcob.bank.in



ELIGIBILITY CRITERIA

1. The bidder should have a registered business presence within the State of Andhra Pradesh.
2. The bidder must possess a valid GST registration in the State of Andhra Pradesh.

TIMELINES

1. Publishing of Tender on Website: 15.06.2026 (Day “T”).
2. Bid Submission Period: 15.06.2026 to 22.06.2026 (7 working days, including Day “T” and excluding public holidays).
3. Last Date for Submission of Bids: Up to 4:30 PM on 22.06.2026.
4. Opening of Bids: Date will be intimated to bidders over phone after finalization.
5. Issue of Work Order: Within 7 days from the date of finalization of bids.
6. Acceptance of Work Order: Within 3 days from the date of receipt of the Work Order (through email or physical copy).
7. Delivery of Goods: Within 14 days from the date of acceptance of the Work Order.

PAYMENT TERMS:

1. 50% of the total amount will be released upon acceptance of the Work Order.
2. The balance 50% will be paid within 7 working days after delivery of the goods, subject to satisfactory verification as per the specified requirements.

SUBMISSION OF QUOTATIONS

- The quotations should be submitted in sealed covers. Rates for both items shall be quoted separately; however, both quotations must be enclosed in a single sealed envelope.
- The envelope should be superscribed with the title: **“Submission of Quote for the Printing of Booklets & A2 Posters for Scale of Finance.”**



- The bids may be submitted either in person at the VOICE Department or sent through post/courier, subject to receipt of the same on or before the last working day within the stipulated time.
- The sealed quotation should be addressed to:
The Deputy General Manager (VOICE)

Address for Communication:

VOICE Department,
#27-29-28, APCOB Head Office,
NTR Sahakara Bhavan, Governorpet,
Vijayawada – 520002.

POINT OF CONTACT

(10:00 AM TO 5:00 PM ON ALL WORKING DAYS):

- Level 1: Sri. Anand Paul, Staff Assistant – Ph: 8142781501.
- Level 2: Sri. B. Vamsi, Manager (Scale-I) – Ph: 9494475533.

TERMS & CONDITIONS:

1. The rates quoted shall be inclusive of all applicable taxes, transportation, loading, unloading, and delivery charges.
2. The material shall be delivered within the stipulated timeline as communicated by the Bank.
3. The Bank reserves the right to accept or reject any or all quotations without assigning any reason thereof.
4. All the Payments are subjective to applicable Rate/Charges as per the Provisions of TDS under Income tax act prevailing at the time of payment.
5. The bidder must submit quotations for both items; partial bids will not be considered.
6. Any updates, amendments, or clarifications to this tender will be issued through corrigendum on the Bank's website only.



7. No extension of the submission deadline shall be entertained under any circumstances.
8. The Bank reserves the right to cancel the tender process at any stage without assigning any reason.
9. Any disputes arising out of this tender shall be subject to the jurisdiction of courts at Vijayawada only.

Sd/-

(Shaik Dilbahar)

**Deputy General Manager
Department of VOICE, PR & Marketing.**