



# The District Co - operative Central Bank Limited

Ramachandra Rao Pet, P.B.No. 214, ELURU - 534 002.

RC No.CT/2023-24

Dt.28.03.2024

## **QUOTATION FOR SUPPLY OF STATIONARY ITEMS AND PRINTING & SUPPLY OF NON-SALABLE, SALABLE BOOKS AND FORMS**

Sub : Supply of stationary items and printing & supply of Non-Salable, Salable Books and Forms - Calling Quotations - Reg.

Ref : Note order of CEO Dt.18.03.2024

Sealed Quotations are invited for Supply of Office stationary items, printing and supply of Non-Salable and Salable Books & forms as detailed in Annexure A.

### **Terms and conditions:**

1. Delivery of items shall be made by the supplier within 07 days of placing of purchase order, however, in case of emergent requirement the firm has to supply the required quantity of items within 24 hours of placing of order. In few cases the items are to be delivered at a very short notice i.e. within 1-2 hours.
2. The Bank intends to enter into a rate contract for a period of one year or till the finalization of new quotation, whichever is later.
3. Payment will be made after supply of the items.
4. The firm shall obtain all necessary local and government approvals and shall abide by all local/commercial laws. The firm shall submit the relevant papers as and when the bank demands the same.
5. In case of any clarification in the matter, or required any sample item, the firm may visit the bank on any working day during office hours, well before the last date of submission of Quotations.
6. For the printing of security items, the firm must adhere to all standards, regulations, and laws that are applicable at any given time.
7. The firm shall keep confidential all the information relating to banks business that comes into its possession as a result of or in connection with its work.



8. The firm may need to open an account with our Bank for speedy and proper credit of the bill amount.

9. Quotation should be signed by authorized signatory/agent with stamp /seal of the firm/company.

10. It may be noted that once the order is accepted, you will be bound to execute it within the period specified and no request for increase in rate subsequently nor any excuse for not executing the order on account of non-availability of items will ~~not~~<sup>not</sup> be entertained.

11. We shall not grant any advance to you against our order, if any placed with you.

12. If after the stationary or printing item is delivered, if it is discovered that the material supplied or used is not exactly according to our specifications/quality stipulated, such supply will be rejected at supplier's cost.

13. Items must be properly labelled and packed according to our requirement and delivery to be effected as per our instructions.

14. In case of breach of any terms and conditions as mentioned above, the Bank have the right to cancel the work order/ job without assigning any reason thereof.

Your quotation should be submitted on or before **15.04.2024** at 5.00 PM

Yours faithfully,

  
28/3/2024  
**CHIEF EXECUTIVE OFFICER**

Contact No.9704956788

*Handwritten initials*

A



Name of the Firm: \_\_\_\_\_

Address: \_\_\_\_\_

(Quoted price must include all Taxes and charges)

**STATIONARY**

S.no	PARTICULARS	PRICE
1	3/4 LONG BOOKS (THOKA BOOKS)	
2	A4 B2B 70 GSM	
3	A4 JK COPIER 70 GSM	
4	A4 JK EASY COPIER 70 GSM	
5	A4 REFLECTION 70 GSM	
6	BALL PENS RED (SPEED NEW RADIUM) 1 REALM	
7	BLUE PENS (SPEED NEW RADIUM) 1 REALM	
8	BOX FILE (GUPTA BRAND)	
9	CALCULATOR CASIO MJ-12D	
10	CARBON BOX	
11	COLOUR FLAGS (STICKY NOTES)	
12	COMPUTER 130 COL" SINGLE PART	
13	COMPUTER 80 COL" SINGLE PART	
14	COUNTRY THREAD (SINGLE BUNDLE)	
15	DETTOL BOTTLES 100 ML	
16	DUST BIN PLASTIC	
17	ERASERS APSARA	
18	FEVI STIK BIG ORIGINAL 15G	
19	FOUR FLAP FILES	
20	GUM BOTTLES CAMLIN BRAND	
21	GUM TAPES PREMIER 20 YARDS 18 METER	
22	IRON CLIPS- BIG(NOS) 41MM MEDIUM	
23	IRON CLIPS- BIG(NOS) 51MM BIG	
24	IRON CLIPS SMALL (NOS)	
25	JUM CLIPS PACKETS	
26	KANTANIES PLASTIC	
27	KNIFES BIG	
28	NO.1 BOOKS	
29	NO.2 BOOKS	
30	NO.3 BOOKS	



31	NO.4 BOOKS	
32	PENCIL APSARA	
33	PLASTIC CLIPS	
34	PLASTIC COVERS 12 MM (36 NO)	
35	PRINTER RIBBONS BIG (130 COL")	
36	PRINTER RIBBONS SMALL(80 COL")	
37	PUNCHING MACHINE BIG (KANGARO DP-500)	
38	RUBBER BANDS 100 GMS	
39	SCALES	
40	SCISSORS	
41	SHARE CAPITAL COVERS	
42	SHARPNERS NATRAJ	
43	SPONZERS (WATER SPONZERS)	
44	STAMP PADS ASHOKA BIG	
45	STAMP PADS INK BOTTLE 30 ML	
46	STAPLERS BIG(KANGARO HP45)	
47	STAPLERS PINS SMALL (KANGARO)	
48	STAPLERS SMALL	
49	TAGS	
50	TWIN REALS	
51	TYVEK LOAN DOCKET COVERS	
52	URGENT ORDINARY PADS (SRINIVASA COMPANYY)	
53	F/S LEGAL SIZE PAPER BUNDLE B2B	
54	F/S LEGAL SIZE PAPER BUNDLE JK	
55	F/S LEGAL SIZE PAPER BUNDLE REFLECTION	
56	F/S LEGAL SIZE PAPER BUNDLE JK EASY COPIER	
57	ID CARDS	



**NON-SALABLE**

<b>S.no</b>	<b>Particulars</b>	<b>Price</b>
1	15G FORMS	
2	15H FORMS	
3	ADMISSION REGISTER	
4	ATM APPLICATION	
5	ATTENDANCE REGISTER	
6	B' CLASS MEMBERSHIP APPLICATIONS	
7	BILLS COLLECTION (BC) COVERING LETTERS	
8	BILL REGISTERS	
9	BOARD MEETING MINUTES BOOKS	
10	C/A CHALLANS	
11	CASH CREDIT CHALLANS	
12	CASH NOTE SLIPS	
13	CHEQUE COVERING LETTERS	
14	CHEQUE RETURN LETERS	
15	COINWAR REGISTER	
16	COMPLIANT REGISTER(VISITING OFFICER)	
17	CREDIT ADVICE	
18	CREDIT VOUCHERS	
19	DEBIT ADVICE	
20	DEBIT VOUCHERS	
21	DECLARATION REGISTER NO.2	
22	DISPATCH REGISTER	
23	Credit DOCKET SHEETS	
24	Debit DOCKET SHEETS	
25	DRAWING POWER REGISTER	
26	DUE DATE REGISTER	
27	FD APPLICATIONS	
28	FD DAS CBS RECIPITS	
29	FD LEDGERS	
30	FD LOAN APPLICATIONS	
31	FILE DOCKET SHEETS	
32	GOLD LOAN APPLICATIONS	



33	GOLD LOAN LEDGERS	
34	GOLD LOAN ORNAMENT REGISTER	
35	GOLD LOAN REGD.NOTICE FORM	
36	HML LEDGER	
37	HML PASSBOOKS	
38	INDIVIDUAL LOAN LEDGERS	
39	INVESTMENT REGISTER	
40	INWARD THAPA REGISTER	
41	KYC FORMS	
42	LETTER HEADS	
43	LOAN APPLICATION CUM MOVEMENT REGISTER	
44	LOAN APPLICATION REGISTER	
45	LOAN VOUCHER BOOKS(LT&ST)	
46	LOCKER REGISTERS	
47	LT ALLOTMENT PADS	
48	LT AUB REGISTER	
49	LT CHECK MEMO	
50	LT COVERING LETTERS	
51	LT DOCKET SHEETS	
52	LT DRAWAL REGISTER	
53	LT GENERAL SEARCH APPL. AGM/DGM	
54	LT HYPOTHECATION	
55	LT INDEX SHEETS	
56	LT LOAN LEDGER	
57	LT LOAN VOUCHERS	
58	LT MINUTES BOOKS	
59	LT OFFICE NOTES	
60	LT SUB.REG,. ACK	
61	LT SUPERVISOR INSPECTION REPORTS	
62	LT-13 REGISTER	
63	MORTGAGE BOND REGISTER	
64	OTHER BANK REGISTER-LT	
65	POSTAL COVERS BIG	
66	POSTAL COVERS SMALL	
67	RD APPLICATIONS	



68	RD CHALLAN	
69	RD LEDGER	
70	RD PASSBOOKS-12 MONTHS	
71	RD PASSBOOKS-24 MONTHS	
72	RD PASSBOOKS-36 MONTHS	
73	RECIEVED VOUCHERS	
74	RED RECEIPT BOOKS	
75	RR REGISTERS	
76	RTGS/NEFT CHALLANS	
77	SAO ANNEXURES ADVANCES	
78	SAO ANNEXURES RECOVERY	
79	SAO LOAN LEDGER	
80	SAO LOAN SLIPS	
81	SAO PROMISSORY NOTE	
82	SAO TIME PROMISORY NOTES	
83	SB APPLICATIONS	
84	SB CHALLANS	
85	SB PASSBOOKS	
86	SB WITHDRAWALS	
87	SCRIBBLING PADS	
88	SCROLL BOOKs	
89	SHARE CERTIFICATES	
90	SHG LOAN APPLICATION (NEW)	
91	SHG LOAN LEDGER	
92	SHG PASSBOOKS	
93	SUPERVISOR INSPECTION REPORTS	
94	SUSPENSE LEDGER	
95	TA BILL FORMS	
96	TA BILL REGISTER	
97	TELUGU CHALLANS	
98	VERIFICATION OF LOAN DOCUMENT REGISTER	
99	SHADOW REGISTER	
100	Card Board Spring Files with Bank logo	
101	FD covers	



102	GOLD LOAN POUCHES MINI	
103	GOLD LOAN POUCHES SMALL	
104	GOLD LOAN POUCHES MEDIUM	
105	GOLD LOAN POUCHES BIG	

**SALABLE**

<b>S.no</b>	<b>PARTICULARS</b>	<b>PRICE</b>
1	CKCC Loan Pay Order (LPO) Books	
2	CKCC PASSBOOKS	
3	DECLARATION REGISTERS NO.1	
4	EDUCATION LOAN APPLICATIONS	
5	EMPLOYEES SOC.LOAN APPLI.BOOKS	
6	HML APPLICATIONS(NEW)	
7	LT LOAN APPLICATIONS	
8	NFS 5-13	
9	SHADOW REGISTERS	
10	SOC.D.V.FILES REG.(FULLY DISBURSEMENT)	
11	SOC.D.V.FILES REG.(PARTLY DISBURSEMENT)	
12	SOCIETY CASH BOOKS	
13	SOCIETY TRIPPLICATE RECEIPTS BOOKS	

**Signature and Stamp of the Firm**