



The District Co - operative Central Bank Limited

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

RC No. CT/2024-25

Dt.07.04.2025

TENDERS FOR PRINTING & SUPPLY OF NON-SALABLE, SALABLE BOOKS AND FORMS

Sub : Printing and Supply of Non-Salable, Salable Books and Forms –
Calling Tenders- Reg.,

Ref : Note orders of the CEO Dt.04.04.2025

* * *

Sealed tenders are invited for Printing and Supply of Non-Salable,
Salable Books and 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 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.Quotation should be signed by authorized signatory/agent with stamp/seal of the firm/company.

9.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 be entertained.

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

11.If after the stationery 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 suppliers cost.

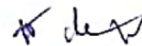
12.Items must be properly labeled and packed according to our requirement and delivery to be effected as per our instructions.

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

Your Tender should be submitted on or before 21.04.2025 at 5:00 PM

Yours faithfully


GENERAL MANAGER



Contact No.9704956788

Annexure A

Name of the Firm:

Address:

(Quoted price must include all Taxes and charges)

NON-SALABLE

S.no	Particulars	Price
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 LETTERS	
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	RECEIVED 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 PROMISSORY NOTE	
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	GOLD LOAN POUCHES MINI	
101	GOLD LOAN POUCHES SMALL	
102	GOLD LOAN POUCHES MEDIUM	
103	GOLD LOAN POUCHES BIG	

SALABLE

S.no	Particulars	Price
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