

ANDHRA PRADESH MAHESH CO-OPERATIVE URBAN BANK LTD.  
H.O.:8-2-680/1 & 2, ROAD NO 12, BANJARA HILLS, HYDERABAD - 500034  
Ph.: 040 - 23437100 - 103 info@apmaheshbank.com

TENDER

DATE :

COMPUTER STATIONERY

S.NO	ITEM CODE	NAME OF THE ITEM	ITEM DESCRIPTION	ITEM MEASUREMENT	QTY	RATE PER UNIT	AMOUNT (Rs)	GST (%)	GST AMT (Rs)	TOTAL AMT (Rs)
1	CS001	15X12X2 COMPUTER STATIONERY DOUBLE 1+1 BIG	CONTINUOUS BLANK STATIONERY DOUBLE PART (BIG SIZE) 15X12X2 ON 80 GSM PAPER 1000 SHEETS PER BOX TNPL PAPER WITH SERIAL NUMBER WITH BANK NAME AND LOGO ON EVERY SHEET WITH SIDE PERFORATION	BOX	50					
2	CS003	10X12X2 COMPUTER STATIONERY 1+1 SMALL	CONTINUOUS BLANK STATIONERY DOUBLE PART (SMALL SIZE) 10X12X2 ON 80 GSM PAPER 1000 SHEETS PER BOX TNPL PAPER WITH SERIAL NUMBER WITH BANK NAME AND LOGO ON EVERY SHEET WITH SIDE PERFORATION	BOX	50					
3	CS004	10X12X1 COMPUTER STATIONERY SINGLE PART SMALL	CONTINUOUS BLANK STATIONERY SINGLE PART (SMALL SIZE) 10X12X1 ON 80 GSM PAPER 3000 SHEETS PER BOX TNPL PAPER WITH SERIAL NUMBER WITH BANK NAME AND LOGO ON EVERY SHEET WITH SIDE PERFORATION	BOX	250					
4	CS005	15X12X1 COMPUTER STATIONERY SINGLE PART BIG	CONTINUOUS BLANK STATIONERY (BIG SIZE) SINGLE PART 15X12X1 ON 80 GSM PAPER 3000 SHEETS PER BOX TNPL PAPER WITH SERIAL NUMBER WITH BANK NAME AND LOGO ON EVERY SHEET WITH SIDE PERFORATION	BOX	450					

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To be submitted along with Terms and Condition form and profile of the firm duly signed.

**NAME AND ADDRESS OF THE FIRM:**

**SIGNATURE OF THE TENDERER (with seal)**

## TENDER FORM – TERMS & CONDITIONS

### COMPUTER STATIONERY

- 1) The tenderer is advised to use Tender Form supplied by the Bank only. The Tenderer is requested to not make any alterations in the Tender Form.
- 2) Any tenders which are not found as per the Bank's specifications will not be entertained.
- 3) In case the Tenderer is a Company / Firm / or any other legal entity, the proof of Incorporation and Resolution authorizing to sign tender document is required to be produced, along with the required KYC only.
- 4) Reputed Printer / Tenderer having adequate infrastructure, machinery and ample experience in printing field are to participate in the tender. The proof of experience in the field shall be verified.
- 5) An EMD of Rs.10,000/- should be submitted along with duly filled in Tender Form in the form of Banker's Cheque / Demand Draft, in favour of "Andhra Pradesh Mahesh Co-operative Urban Bank Ltd.," Payable at Hyderabad. The Tender forms without sufficient EMD or no EMD will be rejected outright.
- 6) There is no exemption from payment of EMD even for SSI or whatsoever category of firm. All the tenderers should invariably submit sufficient EMD.
- 7) The successful tenderer shall have to submit a Security Deposit equivalent to 10% of the total order value (inclusive of EMD), which shall be deposited by the successful tenderer in the form of an FDR / Bank Guarantee / Banker's Cheque / Demand Draft drawn in Bank's favour payable at Hyderabad, to be submitted within 72 hours of tender acceptance by the Bank, which will be refunded after supply of items as per Bank's specifications. Non-compliance of the said remittance of 10% of the total order value within the stipulated time, the EMD amount shall be forfeited forthwith without assigning any reasons.
- 8) In case the successful Tenderer backs out/does not execute the order as per specifications, the entire EMD/Security Deposit kept with us will be forfeited and order will be placed with the competent tenderer. The rates quoted in the tender are valid till the total supply of the allotted items at L1 rates are completed, as the tender is on rate contract basis. The Bank will not accept any increase in the rates quoted till completion of entire supply of items at L1 rates.
- 9) The rates should be entered in the enclosed sheet only in a clear manner. Any rates quoted by distorting the format in any ambiguous manner will be rejected outright.
- 10) The rates as quoted should be inclusive of all plus (+) GST as applicable.
- 11) Entire printing work should be carried in OFFSET PRINTING ONLY, using good quality of glossy Ink.
- 12) A Minimum order level/quantity indicated in tender form is assured. However, the Bank can place part orders as and when required.
- 13) Items of sub-standard quality will be summarily rejected and no payment will be made.
- 14) The tenderer's signature and seal should be affixed on each sheet of the Tender Form and there should not be any over writings. The tender should be placed in a sealed cover / envelope super scribing the category of the tender.
- 15) The delivery shall be made at our branches in the twin cities as per the requirements and at our Head Office, Third Floor, Road No.12, Banjara Hills, Hyderabad-34.

- 16) The profile of the Firm/Supplier should be furnished in the enclosed form duly mentioning PAN Number / GST Number (Copies to be enclosed).
- 17) On awarding the tender to the lowest bidder, the same shall be confirmed in his/her name only and recognized as supplier of items.
- 18) The Payment shall be made on satisfactory supply. However, the TDS will be deducted as applicable, as per the government norms.
- 19) The Bank reserves its right to accept or reject any or all tenders without assigning any reasons whatsoever and also to negotiate with any other tenderer.
- 20) The Bank does not bind itself to accept the lowest tender and reserves its right to reject any or all of the tenders received without assigning any reasons thereof. Further, the Bank reserves the right to award the total tender or part of the tender to any other / different tenderer or to award the entire tender to one tenderer, who is competent to carry out the job, instead of the lowest tenderer.
- 21) The samples of Printing Paper and Stationery items are to be submitted along with the tender form. The supply of Printing Paper and Stationery items should be from fresh stock only.
- 22) In the event of any lapses in printing and supply of stationery work, the tenderer will be barred for participation in future bids and shall be blacklisted indefinitely.
- 23) Mere confirmation of the tender does not confirm allotment of work order upon the tenderer.
- 24) The Duly Filled Tender Form along with prescribed EMD should be submitted kept in a sealed cover / envelope, on or before 06.05.2024 by 6.00 p.m. to the Asst. General Manager (Admn. & Ops), Head Office, Road No.12, Banjara Hills, Hyderabad - 500034.

I/We have read all the above terms and conditions mentioned above and agree to abide by them in toto.

**PLACE :**

**DATE :**

**SIGNATURE OF THE TENDERER (with seal)**

**ENCLOSURE TO BE SUBMITTED ALONG WITH THE TENDER FORM  
PARTICULARS OF THE TENDERER**

1.	<b>NAME OF THE FIRM / ORGANISATION / INDIVIDUAL</b>	
2.	<b>ADDRESS WITH CONTACT TELEPHONE NO. AND E-MAIL ID</b>	
3.	<b>YEAR OF ESTABLISHMENT</b>	
4.	<b>STATUS OF FIRM (WHETHER COMPANY / FIRM/PROPRIETORSHIP CONCERN &amp; NAME OF THE DIRECTORS / PARTNERS / PROPRIETOR</b>	
5.	<b>WHETHER REGISTERED WITH THE REGISTRAR OF COMPANIES/REGISTRAR OF FIRMS, IF SO, MENTION NUMBER &amp; DATE</b>	
6.	<b>WHETHER REGISTERED FOR GST, IF SO, MENTION GST NUMBER AND ENCLOSE A COPY</b>	
7.	<b>WHETHER AN ASSESSEE OF INCOME TAX, IF SO, MENTION PERMANENT ACCOUNT NUMBER (PAN), FURNISH COPY OF PAN CARD AND LATEST COPIES OF INCOME TAX RETURNS FILED</b>	
8.	<b>IF YOU ARE EMPANELLED WITH ANY OTHER ORGANISATIONS/STATUTORY BODIES, FURNISH THE RELEVANT COPIES</b>	
9.	<b>DETAILED DESCRIPTION AND VALUE OF THE WORK DONE FOR BANKS AND OTHER ORGANISATIONS IN THE PAST</b>	
10.	<b>SPECIFY THE MAXIMUM VALUE OF WORK EXECUTED CONSECUTIVE 2 YEARS SHOWING SEPARATELY FOR EACH YEAR</b>	
11.	<b>DETAILS OF EXPERIENCE</b>	
12.	<b>DETAILS OF MACHINES/INFRASTRUCTURE AVAILABLE</b>	

PLACE :

DATE :

**SIGNATURE OF THE TENDERER (WITH SEAL)**