



**ANDHRA PRADESH MAHESH CO-OPERATIVE URBAN BANK LTD.**

**(Multi-State Scheduled Bank)**

H.O.: 8-2-680/1 & 2, Road No.12, Banjara Hills, Hyderabad-500034 (Telangana State)

Ph. : 24615296, 24615299, 23437100-103 & 23437105

Fax No.040-24616427

Website: [www.apmaheshbank.com](http://www.apmaheshbank.com)

E-mail: info@[apmaheshbank.com](mailto:info@apmaheshbank.com)

### **TENDER FORM**

**The Managing Director & CEO**

**Andhra Pradesh Mahesh Co-operative Urban Bank Ltd.,**

**Head Office, 8-2-680/1 & 2**

**Road No.12, Banjara Hills**

**Hyderabad - 500 034 (T.S.)**

Dear Sir,

### **TENDER FOR PRINTING & SUPPLY OF CALENDARS – 2025**

We are submitting our tender for printing and supply of Calendars for the year 2025 along with an EMD of Rs.25,000/- by way of Banker's Cheque/Demand Draft favouring yourselves bearing No.\_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ Bank.

We also confirm having read the terms and conditions of the tender and agree to fully abide by them.

<b><u>SL. NO.</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>MULTI COLOUR PRINTING 90 GSM BALLARPUR MAPLITHO PAPER (NSD PREMIUM BRAND) WITH BRIGHTNESS 90% OR MORE</u></b>
I)	6 Sheets with both side printing with a punch hole in Centre in Multi Colour of <b>Ready Size : 11.5" X 18"</b>  (Qty.: 50,000 Nos.)	

: 2 :

<b><u>SL. NO.</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>MULTI COLOUR PRINTING 90 GSM IMPORTED ART PAPER WITH BRIGHTNESS 90% OR MORE</u></b>
II)	6 Sheets with both side printing with a punch hole in Centre in Multi Colour of <b>Ready Size : 11.5" X 18"</b>  (Quantity – 50,000 Nos.)	

**Note: Please quote rates for the above **two categories.****

English / Hindi – As per Holiday list of Telangana State – 25,000 Nos.  
English / Telugu – As per Holiday list of Telangana State – 20,000 Nos.  
English / Hindi – As per Holiday list of Andhra Pradesh State – 2,000 Nos.  
English / Telugu – As per Holiday list of Andhra Pradesh State – 3,000 Nos.

**TOTAL: 50,000 Nos.**

**DELIVERY TIME SCHEDULE – ON OR BEFORE 15<sup>TH</sup> DECEMBER, 2025**

**SIGNATURE  
NAME & ADDRESS OF THE FIRM / TENDERER**

## **PARTICULARS OF THE FIRM TO BE FURNISHED**

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

**PLACE :**

**DATE :**

**SIGNATURE & FIRM'S STAMP**

## **TERMS AND CONDITIONS**

1. Tenderers are advised to use Tender Forms kept in the Bank's Website only. Tenderers are requested not to make any alterations in the Tender Form.
2. Tenderers having adequate infrastructure, machinery and with ample experience in printing & supply of Calendars, should only participate in the tender.
3. The Tenderer's signature and seal should be affixed on each sheet of the tender form and there should not be any over writings.
4. 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.
5. There is no permission to sub-contract the Calendars work under the present tender.
6. Calendars are to be printed with both the dates i.e., Indian National Calendar Date (Saka-Samvat) and Gregorian Date, if required.
7. The rates should be entered at the space provided in the tender form only. Rates quoted not in conformity with specifications mentioned in the format will be rejected.
8. Rates quoted shall be inclusive of Cost of material, Printing, Clipping, Center Hole Punching, Packing, GST, Transportation (Both local and outstation branches), Delivery etc.
9. The rate / amount quoted in the tender stands binding till completion of entire work of Calendars supply satisfactorily, as per Bank's requirements. Meanwhile, request to increase in the rate / amount by the tenderer will not be considered, after submission of tender / finalization of work order.
10. Paper should be of adequate whiteness and from fresh stock only (samples to be enclosed).
11. Papers will be checked for GSM & Brightness. In case the same is not supplied as per our specifications and found to be of sub-standard quality, the Bank will summarily reject the same and payment will not be made.
12. Samples of Calendars previously printed by the tenderers for Other firms / Banks are to be submitted along with the Tender Form.
13. Separate printing of Calendars (English / Hindi & English / Telugu) to be done for Telangana and Andhra Pradesh branches, following the Holiday list of the respective States.
14. The layout and design of **Tithi & Panchang** (Almanac) Calendar approved shall be printed on Offset Machine with Glossy Ink including Clipping and Center Hole Punching of the Calendars.
15. The job includes Art work designing for all the 12 papers of Calendars, according to Bank's specifications.
16. Proof of Calendar to be submitted within two days of providing the HOLIDAYS LIST by the Bank. Non-adherence of time schedule will result in penalty of Rs.5,000/- per day.
17. The Delivery shall be made at Head Office, all our branches in the twin cities and at respective transport operators' offices, for outstation branches.

18. **Payment terms:**

- 50% payment will be made on receipt of Paper by the Printer and on submission of bill for having obtained paper, duly verified by the officials of the Bank. Balance payment will be made after total supply of the Calendars 2025, satisfactorily i.e., fulfilling the quality & quantity requirements, as per Bank's specifications and meeting time schedule.
19. TDS will be deducted as applicable.
20. The profile of the Tenderer / Firm should be furnished in the enclosed form duly mentioning PAN / GST Number.
21. **Duly filled in tender form along with prescribed EMD should be submitted kept in a sealed cover/envelope on or before 21.10.2024 by 6:00 P.M. to the Asst. General Manager (Admn. & Ops), Head Office, Road No.12, Banjara Hills, Hyderabad.**
22. Tender forms found not as per the Bank's specifications will not be entertained.
23. The Successful Tenderer shall execute an agreement with the Bank, if required.
24. Bank reserves the right to accept or reject any tender or all tenders without assigning any reason whatsoever and negotiate with any other tenderer, who is competent to carry out the Calendars work.
25. Bank reserves the right to negotiate the total charges / amount quoted in the tender submitted for different categories with any / all the tenderers and finalize the printer / tenderer for placing of order.
26. The Bank does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all of the tenders received without assigning any reasons thereof. Further, the Bank reserves the right to award the tender to any other / different tenderer, who is competent to carry out the Calendars work order, as per Bank's specifications, instead of the lowest tenderer.
27. Mere confirmation of tender does not confirm execution of Calendars Work Order, upon the Tenderer.

**EMD / SECURITY DEPOSIT**

- a) EMD of Rs.25,000/- should be submitted by way of Banker's Cheque / Demand Draft favouring the Bank, payable at Hyderabad, along with tender form.
- b) There is no exemption from payment of EMD even for SSI or whatsoever category. All the tenderers should invariably submit prescribed EMD.
- c) Security Deposit of 10% of the Total Order Value (inclusive of E.M.D.) shall be deposited by the successful tenderer in the form of 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. The Security Deposit will be refunded after satisfactory completion of entire work, as per Bank's requirements.
- d) In case, the successful tenderer backs out / does not execute the order as per Bank's specifications, the entire EMD/Security Deposit kept with the Bank will be forfeited.

**I/WE HAVE READ ALL THE ABOVE TERMS AND CONDITIONS AND AGREE TO FULLY ABIDE BY THEM**

**PLACE:**

**DATE:**

**SIGNATURE & FIRM'S STAMP**