



# THE KOLLAM DISTRICT CO-OPERATIVE BANK LTD

Head Office : Kollam

Head | Chinnakkada, P.B. No. 130  
Office | Kollam-691 001, Kerala, India  
Phone | 0474-2742301 to 2742305  
Fax | 0474-2748060  
E-mail | email@kollamdcb.com  
Website | www.kollamdcb.com

No.DP&G(2)/ 6160

10/01/2019

Dear Sir,

We invite competitive sealed quotations from reputed firms for the printing and supply of the following books and forms.

Sl.No	Items	Specification	Quantity
1.	DIL Receipt Book	Demy 1/8 Size , 2 Copy, Blue Bond and White paper, as per sample	300 Book
2.	FD A/C Opening Form	A4 Size form using 120 gsm maplitho white paper, one side double color printing ,pad of 100 sheets each as per sample	1000 pad
3.	FD Plastic Cover	23 cm X 16 cm Size, as per sample	5000 nos
4.	Fille Cover Thick	37 cm X 27 cm Using duplex grey board with Tag, Single color printing ,as per sample	1000 nos
5.	Form 15 H	Demy 1/4Size 70 gsm Maplitho paper, as per sample	1000 pad
6.	RTGS Form	A4 size form,using color Bond paper (Blue) ,single color printing on on side ,perforated as per sample in pad of 100 sheets each	500 pad

### TERMS AND CONDITIONS

Supply	Full quantity to be supplied to Bank Head Office Within 15 days
Approval and sample	Sample to the above items should be got approved from the Bank within five days from the date of order (Design to be supplied by the Bank)
Other conditions	<p>Stipulated quantity should be supplied on or before the due date specified. Delay in supply penalty at the following rates will be applicable</p> <p>Delay upto 10 days - 2%</p> <p>Delay upto 15 days - 3%</p> <p>Delay upto 30 days - 5%</p> <p>Payment will be effected subject to the fulfilling of our conditions and specifications.</p>
Rate	(On total cost basis inclusive of all taxes (ie. Freight, insurance etc ) and all taxes , cess , duties ( ie. Central/ State , local taxes like VAT , CST , Excise , Entry tax , GST , Service tax , etc )
Date and Time	Quotations should be submitted in sealed cover with specimen on or before 3.p.m on 24.01.2019 and will be opened at 3.30 p. m on the same day.

Further details ,if any , required can have from the undersigned during the working hours of the Bank.



Yours faithfully,

*[Signature]*  
DEPUTY GENERAL MANAGER