



THE KOLLAM DISTRICT CO-OPERATIVE BANK LTD

Head Office: Kollam

Head Office | Chinnakkada, P.B. No. 130
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)/ 4350

08/10/2018

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.	File Cover (Rose)	9.8 kg pink card , 25.5 cm x 35.5 cm size, single colour printing , as per sample .	5000 nos
2.	CL Appraisal Form (Below 10 lakhs)	34.5 cm x 21.5 cm size ,70 Gsm ledger paper 4 page single colour printing ,as per sample .	5000 nos
3.	Pay In Slip	28.5 cm x 11 cm size, Green Bond ,Double side Single colour printing, as per sample .	100 pad
4.	Credit Slip	19 cm x 11 cm size , Rose Bond Two colour printing ,as per sample .	1000 pad
5.	Debit Pad	19 cm x 11 cm size , 16 kg white paper Two colour printing ,as per sample .	1000 pad
6.	Memorandum Unstamped	21 cm x 30 cm size , 16 kg white paper Two side single colour printing , as per sample .	100 pad
7.	Loan Forwarding Letter	21 cm x 30 cm size , 16 kg white paper single colour printing ,as per sample .	50 pad
8.	CL Application	21 cm x 28 cm size , 120 Gsm Maplitho paper ,Two colour 10 page , as per sample .	2000 nos
9.	Deposit Loan Card	8.5 cm x 14 cm size , 8 kg pink card , single colour printing ,as per sample.	1000 nos



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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	Stipulated quantity should be supplied on or before the due date specified. Delay in supply penalty at the following rates will be applicable Delay upto 10 days - 2% Delay upto 15 days - 3% Delay upto 30 days - 5% Payment will be effected subject to the fulfilling of our conditions and specifications.
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 22.10.2018 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,

DEPUTY GENERAL MANAGER