



The District Co - operative Central Bank Limited

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

RC No.CT/2026-27

Dt.21.04.2026

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

Sub : Supply of stationary items and printing & supply of Non-Salable,
Salable Books and Forms - Calling Tenders - Reg.

Ref : Note order of CEO Dt.17.04.2026

Sealed Tenders are invited for Supply of Office stationary items,
printing and supply of Non-Salable and Salable Books & 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 the finalization of new tender, 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 tenders.
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.
10. 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.

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

12. If after the stationary 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 supplier's cost.

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

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

Your quotation should be submitted on or before **29.04.2026** at 5.00 PM

Yours faithfully,



GENERAL MANAGER



Contact No.9704956788

Name of the Firm: _____

Address: _____

(Quoted price must include all Taxes and charges)

NON-SALABLE

S.no	Particulars	Price
1	FORM 121	
2	SB/CC/CA/RD CHALLANS	
3	ADMISSION REGISTER	
4	ATM APPLICATION	
5	ATTENDANCE REGISTER	
6	B ¹ CLASS MEMBERSHIP APPLICATIONS	
7	BILLS COLLECTION (BC) COVERING LETTERS	
8	BILL REGISTERS	
9	BOARD MEETING MINUTES BOOKS	
10	CASH NOTE SLIPS	
11	CHEQUE COVERING LETTERS	
12	CHEQUE RETURN LETTERS	
13	COINWAR REGISTER	
14	COMPLIANT REGISTER(VISITING OFFICER)	
15	CREDIT ADVICE	
16	CREDIT VOUCHERS	
17	DEBIT ADVICE	
18	DEBIT VOUCHERS	
19	DECLARATION REGISTER NO.2	
20	DISPATCH REGISTER	
21	Credit DOCKET SHEETS	
22	Debit DOCKET SHEETS	
23	DRAWING POWER REGISTER	
24	DUE DATE REGISTER	
25	FD APPLICATIONS	
26	FD DAS CBS RECIPITS	
27	FD LEDGERS	
28	FD LOAN APPLICATIONS	
29	GOLD LOAN APPLICATIONS	
30	GOLD LOAN LEDGERS	

31	GOLD LOAN ORNAMENT REGISTER	
32	GOLD LOAN REGD.NOTICE FORM	
33	HML LEDGER	
34	HML PASSBOOKS	
35	INDIVIDUAL LOAN LEDGERS	
36	INVESTMENT REGISTER	
37	INWARD THAPA REGISTER	
38	KYC FORMS	
39	LETTER HEADS	
40	LOAN APPLICATION CUM MOVEMENT REGISTER	
41	LOAN APPLICATION REGISTER	
42	LOAN VOUCHER BOOKS(LT&ST)	
43	LOCKER REGISTERS	
44	LT LOAN LEDGER	
45	LT LOAN VOUCHERS	
46	LT MINUTES BOOKS	
47	LT OFFICE NOTES	
48	LT SUB.REG., ACK	
49	LT SUPERVISOR INSPECTION REPORTS	
50	LT-13 REGISTER	
51	MORTGAGE BOND REGISTER	
52	OTHER BANK REGISTER-LT	
53	POSTAL COVERS BIG	
54	POSTAL COVERS SMALL	
55	RD APPLICATIONS	
56	RD LEDGER	
57	RD PASSBOOKS-12 MONTHS	
58	RD PASSBOOKS-24 MONTHS	
59	RD PASSBOOKS-36 MONTHS	
60	RECIEVED VOUCHERS	
61	RED RECEIPT BOOKS	
62	RR REGISTERS	
63	RTGS/NEFT CHALLANS	
64	SAO ANNEXURES ADVANCES	
65	SAO ANNEXURES RECOVERY	
66	SAO LOAN LEDGER	
67	SAO LOAN SLIPS	
68	SAO PROMISSORY NOTE	
69	SAO TIME PROMISORY NOTES	
70	SB APPLICATIONS	

71	SB PASSBOOKS	
72	SB WITHDRAWALS	
73	SCRIBBLING PADS	
74	SCROLL BOOKS	
75	SHARE CERTIFICATES	
76	SHG LOAN APPLICATION (NEW)	
77	SHG LOAN LEDGER	
78	SHG PASSBOOKS	
79	SUSPENSE LEDGER	
80	TA BILL FORMS	
81	TA BILL REGISTER	
82	TELUGU CHALLANS	
83	VERIFICATION OF LOAN DOCUMENT REGISTER	
84	SHADOW REGISTER	
85	Card Board Spring Files with Bank logo	
86	FD covers	
87	GOLD LOAN POUCHES MINI	
88	GOLD LOAN POUCHES SMALL	
89	GOLD LOAN POUCHES MEDIUM	
90	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	

Signature and Stamp of the Firm

Name of the Firm: _____

Address: _____

(Quoted price must include all Taxes and charges)

STATIONARY

S.no	PARTICULARS	PRICE
1	3/4 LONG BOOKS (THOKA BOOKS)	
2	A4 B2B 70 GSM	
3	A4 JK COPIER 70 GSM	
4	A4 JK EASY COPIER 70 GSM	
5	A4 REFLECTION 70 GSM	
6	BALL PENS RED (SPEED NEW RADIUM) 1 REALM	
7	BLUE PENS (SPEED NEW RADIUM) 1 REALM	
8	BOX FILE (GUPTA BRAND)	
9	CALCULATOR CASIO MJ-12D	
10	CARBON BOX	
11	COLOUR FLAGS (STICKY NOTES)	
12	COMPUTER 130 COL" SINGLE PART	
13	COMPUTER 80 COL" SINGLE PART	
14	COUNTRY THREAD (SINGLE BUNDLE)	
15	DETTOL BOTTLES 100 ML	
16	DUST BIN PLASTIC	
17	ERASERS APSARA	
18	FEVI STIK BIG ORIGINAL 15G	
19	FOUR FLAP FILES	
20	GUM BOTTLES CAMLIN BRAND	
21	GUM TAPES PREMIER 20 YARDS 18 METER	
22	IRON CLIPS- BIG(NOS) 41MM MEDIUM	
23	IRON CLIPS- BIG(NOS) 51MM BIG	
24	IRON CLIPS SMALL (NOS)	
25	JUM CLIPS PACKETS	
26	KANTANIES PLASTIC	
27	KNIFES BIG	
28	NO.1 BOOKS	
29	NO.2 BOOKS	
30	NO.3 BOOKS	
31	NO.4 BOOKS	
32	PENCIL APSARA	
33	PLASTIC CLIPS	
34	PLASTIC COVERS 12 MM (36 NO)	
35	PRINTER RIBBONS BIG (130 COL")	

36	PRINTER RIBBONS SMALL(80 COL")	
37	PUNCHING MACHINE BIG (KANGARO DP-500)	
38	RUBBER BANDS 100 GMS	
39	SCALES	
40	SCISSORS	
41	SHARE CAPITAL COVERS	
42	SHARPNERS NATRAJ	
43	SPONZERS (WATER SPONZERS)	
44	STAMP PADS ASHOKA BIG	
45	STAMP PADS INK BOTTLE 30 ML	
46	STAPLERS BIG(KANGARO HP45)	
47	STAPLERS PINS SMALL (KANGARO)	
48	STAPLERS SMALL	
49	TAGS	
50	TWIN REALS	
51	TYVEK LOAN DOCKET COVERS	
52	URGENT ORDINARY PADS (SRINIVASA COMPANY)	
53	F/S LEGAL SIZE PAPER BUNDLE B2B	
54	F/S LEGAL SIZE PAPER BUNDLE JK	
55	F/S LEGAL SIZE PAPER BUNDLE REFLECTION	
56	F/S LEGAL SIZE PAPER BUNDLE JK EASY COPIER	
57	ID CARDS	

Signature and Stamp of the Firm