

## COMPUTER STATIONERY

### TERMS AND CONDITIONS:

- 1) Tenderers are advised to use Tender Forms supplied by the Bank only. Tenderers are requested not to make any alterations in the Tender Form.
- 2) Tenderers having adequate infrastructure, machinery and experience in printing field should only participate in the tender. The proof of experience in the field shall be verified.
- 3) EMD of Rs.10,000/- should be submitted along with duly filled in Tender Forms in the form of Banker's Cheque / Demand Draft, in favour of "Andhra Pradesh Mahesh Co-operative Urban Bank Ltd." Payable at Hyderabad.
- 4) There is no exemption from payment of EMD even for SSI or whatsoever category. All the tenderers should invariably submit sufficient EMD.
- 5) The successful tenderer shall have to execute an agreement with the Bank and submit Security Deposit equivalent to 10% of the total order value (inclusive of EMD) 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, 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.
- 6) 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 L2 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 in rate contract. The Bank will not accept any increase in the rates quoted till completion of entire supply of items at L1 rates.
- 7) The rates should be entered in the enclosed sheet only. Rates quoted by distorting the format will be rejected.
- 8) The rates to be quoted should be inclusive of all plus (+) GST as applicable.
- 9) Entire printing work should be carried in OFFSET PRINTING ONLY, using good quality of glossy Ink.
- 10) A Minimum order level/quantity indicated in tender form is assured. However, Bank can place part orders as and when required.
- 11) Items of sub-standard quality will be summarily rejected and no payment will be made.
- 12) Offers are invited only from such reputed printers who have adequate infrastructure and ample experience in the field.
- 13) The tenderer's signature and seal should be affixed on each sheet and there should not be any over writings. The tender should be placed in a sealed cover / envelope with the schedule super scribing the category of the tender.



14) 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, for the stocks pertaining to outstation branches and Head Office.

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- 15) The profile of the Firm/Supplier should be furnished in the enclosed form duly mentioning PAN Number/GST Number.
- 16) On awarding the tender to the lowest bidder, the same shall be confirmed in his/her name only and recognized as supplier of items.
- 17) Payment shall be made on satisfactory supply. However, TDS will be deducted as applicable.
- 18) Bank reserves its right to accept or reject any or all tenders without assigning any reasons whatsoever and negotiate with any tenderer.
- 19) 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 different tenderer or to award the entire tender to one tenderer, instead of the lowest tenderer.
- 20) 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 fresh stock only.
- 21) Filled in Tender Form should be submitted on or before **17.11.2025** by 6.00 p.m. at Estates Department, 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)