


Premises & Expenditure Department Head Office-Annexe Salem		No.27/1, Thirunagar, Hasthampatti, Salem 636 007 Mail: ped@tngb.co.in Ph: 0427 2522 212
Ref: PED/153/2025-26	TAMIL NADU GRAMA BANK Your Bank Our Pride	Date: 08.08.2025

Sub: Inviting quotation for print & supply of SB Passbook

We request you submit your quotation for print and supply of SB Passbook. The quotation should be submitted in a sealed envelope addressing to **"The General Manager, Tamil Nadu Grama Bank No.6, Yercaud Main Road, Hasthampatti, Salem-7"** with the words superscribing **"Quotation for Print and supply of SB Passbook"**.

Item	SB Passbook
Quantity	4,00,000 Books
Size	Closed size - 9 cm X 19 cm
Paper	Cover sheet – Grade A - 170 GSM Art paper Inner sheet - Grade A - 80 GSM White Maplitho paper of Seshasayee (Silverbrite / Superwhite) / TNPL (Radiant Platinum)
Pages	Cover sheet - 4 pages (2 sheets) Inner sheet - 24 pages (12 sheets)
Printing	Cover sheet – Front & Back - Multi Colour printing Inner sheet - Front & Back - Single Colour printing
Stitching	Centrally stitched with nylon thread by machine
Packing	Every 200 books to be packed with good quality Polythene cover and 2000 books to be packed in each bundle

Please note that the stationery items should be sent to our Regional Offices at Coimbatore, Kancheepuram, Krishnagiri, Madurai, Namakkal, Sivagangai, Thanjavur, Thoothukudi, Tirunelveli, Villupuram, Virudhunagar & Head office at Salem.

Eligibility:

1. The bidder should be in the printing industry with proven/successful track record for not less than 5 years as on 31.03.2025.
2. Bidders must have experience in printing passbooks for banks or financial institutions, with a proven and successful track record in at least one of the last 3 years as of 31.03.2025.
3. The bidders should provide copies of work orders of this nature and amount handled in the past against as proof of this experience.
4. The tenderer has not been blacklisted by any Government / Government Agency / Banks / Financial Institutions in India in the past. Self-declaration should be submitted along with quotation.
5. Bidder should have adequate infrastructure of their own.
 - Details of No. of Offset Printing, Automatic Machine & other machinery related to the above printing work with its make, size & capacity to be furnished.

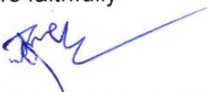
Terms and conditions:

- Quotations should be submitted as per **Annexure 1**, EMD details must be provided along with your quotation as per **Annexure 2**, a Self-Declaration in **Annexure 3** and details of bidders in **Annexure 4**, attached herewith. Failure to comply will result in the submitted quotation being summarily rejected.



- The rates should be inclusive of Designing/Artwork, GST (% should be mentioned), Transportation, Loading & Unloading charges (To be delivered at Godown of the respective Stationery Centres).
- Quotation should be submitted on or before 18.08.2025 @ 12.00PM.
- Earnest Money Deposit (EMD) Rs.60,000/- should be remitted through NEFT to our bank account No. 10158768274; IFSC: IDIB0PLB001 ('0' Stands for Zero) (OR) Remittance of EMD through Demand Draft in favour of "Tamil Nadu Grama Bank" payable at Salem.
- EMD details should be submitted along with your quotation as per the Annexure attached herewith, failing which, submitted quotation will be summarily rejected.
- "Bid Security Declaration" will not be accepted.
- EMD shall not carry any interest and that EMDs of the unsuccessful bidders would be refunded within 5 working days after selection of the bidder for carrying out the proposed assignment.
- EMD amount will be paid to the successful L1 bidder at the time of final payment.
- Sample paper should be submitted as per our specification along with quotation, otherwise quotation will be rejected.
- L1 vendor will be determined after arriving at Cost to the Bank considering eligible input tax credit.
- The specimen will be provided only to the L1 bidder and proof should be submitted to us within 3 days from the receipt of specimen for approval.
- The sample Passbook must be approved by the bank before printing or manufacturing.
- Stationery items should be printed and supplied to our 12 centres within 30 days from the date of approval of proof.
- If failed to deliver the stationery item within 30 days, Bank will cancel the order without prior notice and the bank will not bear any expenses. Also, EMD amount will be forfeited.
- If the L1 bidder fails to execute the supply order or supplies items that deviate from the specifications mentioned in the supply order, the bank reserves the right to cancel the order and forfeit the EMD amount.
- If any deviations found from the supply comparing to our specifications, Bank will cancel the order, and the vendor will be blacklisted.
- The quality of Paper and Wrapper in the passbook supplied should match the sample submitted with tender. If any difference in quality is observed, the entire consignment will be rejected and supplies to be taken back by the vendor at his cost.
- Stationery items should be securely packed and delivered to the respective stationery centers as specified by the Bank; otherwise, penalty will be imposed.
- Quality of Passbook printing should be maintained for the entire quantity of passbook in printing / cutting / stitching & packing.
- The Bank will not be bound to accept the lowest tender. Also, Bank reserves the right to reject all/any tender either as a whole or in part without assigning any reasons.
- The Bank reserves the right to verify the particulars furnished by the applicant / tenderer independently. If any information furnished by the applicant/tenderer is found to be incorrect at a later stage, the applicant/tenderer shall be liable to be debarred from tendering/taking up any work in Tamil Nadu Grama Bank.
- No advance payment will be made.
- Payment will be made only after submission of delivery challan/note which should be duly acknowledged by our bank officials at our 12 stationery centres.
- Excess supply will not be accepted.
- Kindly mention in your quote as I accept your terms and conditions.

Yours faithfully


Assistant General Manager



Annexure – 1

PED/153/2025-26 dated 08.08.2025 for Print & Supply of SB Passbook

Company Name:

Address:

Quotation for Printing of Stationery items

Item	Specification	Qty	Amount Incl. GST	GST (%)
SB Passbook	<p><u>Size:</u> Closed size - 9 cm X 19 cm</p> <p><u>Paper:</u> Cover sheet – Grade A - 170 GSM Art Paper. Inner sheet - Grade A - 80 GSM White Maplitho paper of Seshasayee (Silverbrite/Superwhite) / TNPL (Radiant Platinum)</p> <p><u>Pages:</u> Cover sheet - 4 pages (2 sheets) inner sheet - 24 pages (12 sheets)</p> <p><u>Printing:</u> Cover sheet – Front & Back Multi Color Printing Inner sheet - Front & Back Single-Color Printing</p> <p><u>Stitching:</u> Centrally stitched</p>	4,00,000 Books		

Date:

Authorized Signatory with Seal

Annexure - 2

EMD

From

Date:

To
The General Manager
Tamil Nadu Grama Bank
No.6 Yercaud Road
Hasthampatti
Salem 636007

Ref.: Your Inviting quotation No.: PED/153/2025-26 dated 08.08.2025 for Print & Supply of SB Passbook

With reference to the above inviting quotation for Print & Supply of SB Passbook, having examined and understood the terms and conditions.

- I/We confirm that the offer is in conformity with the terms and conditions as mentioned in the above-cited inviting quotation and agree to all the terms and conditions of the subsequent amendments made, if any.
- The Bank is not bound to accept the lowest tender and reserves the right to accept or reject any or all the bids or cancel the entire process without assigning any reason whatsoever.

We furnish hereunder the details of NEFT/Demand draft remitted/submitted towards Earnest Money Deposit (EMD).

Description	Amount (Rs.)	DD No. / NEFT UTR No.	Date of DD / NEFT	Name of Issuing Bank & Branch
EMD	60,000/-			

Authorized Signatory with Seal

Annexure - 3

SELF DECLARATION

From

Date:

To
The General Manager
Tamil Nadu Grama Bank
No.6 Yercaud Road
Hasthampatti
Salem 636007

Ref.: Your Inviting quotation No.: PED/153/2025-26 dated 08.08.2025 for Print & Supply of SB Passbook

I/we declare that I/we have never been blacklisted by Government / Government Agency / Banks / Financial Institutions in India in the past and to the best of my/our knowledge the information provided above is correct and any concealment of facts will lead to my/our disqualification at any stage by the Bank.

Authorized Signatory with Seal

Annexure - 4

Details of Bidder

Ref. No.: PED/153/2025-26 dated 08.08.2025 for Print & Supply of SB Passbook

From

Date:

To
The General Manager
Tamil Nadu Grama Bank
No.6 Yercaud Road
Hasthampatti
Salem 636007

Sl.No	Particulars	
1.	Name of the firm with complete address and Telephone No.	
	Type of the organization (Sole Proprietorship, Partnership, Private Limited Company, etc.)	
	Year of Establishment	
2	Details of Machinery	
	No. of Offset Printing Machine with its make, size & capacity	
	No. of Automatic printing machine with its make, size & capacity	
	Other Machines	

Authorized Signatory with Seal