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Premises & Expenditure Department
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Ref: HO/ PED/148/2025-26

Date: 05.08.2025

Sub: Inviting quotation for printing and supply of SB & CA Cheque Books

We request you to submit your quotation for printing and supply of the following Numbered item. The quotation should be submitted in a sealed envelope addressed to "**The General Manager, Tamil Nadu Grama Bank No.6, Yercaud Main Road, Hasthampatti, Salem-7**" with the words superscribing "**Quotation for Printing and supply of SB & CA Cheque**"

Sl No.	Particulars	Quantity	Size
1	SB Cheque Books	33,000 Books (20 Leaves Per Book)	8.5" x 3.66"
2	CA Cheque Books	7,000 Books (50 Leaves Per Book)	8.5" x 3.66"

Specification, Paper for SB / CA Cheque Book

1. Cheques should be printed on 95 GSM MICR paper in 2 colors in the front AS PER CTS-2010 STANDARD specified by RBI / IBA / Bank. MICR Security Paper (95 GSM) with water mark of "CTS- INDIA" for Cheque leaves.
2. Cheques should be printed with Branch wise i.e Branch Name, Code, Address, MICR, IFSC and having "VOID" pantograph and Bank's UV logo. Printing will be as per the Bank's design.
3. All present as well as any future guidelines related to CTS-2010/other standards issued by RBI / NPCI / IBA are to be scrupulously followed by the bidder
4. Printing Quality: MICR cheques to be printed in fugitive super sensitized inks (i.e. they react against liquid / dry chemicals) as per RBI guidelines.
5. Minimum quantity for SB / CA cheques per branch shall be as under:
SB Cheque – 50 Books and/or CA Cheque – 20 Books per branch
6. Each Cheque book shall have One Requisition Slip and Record Slip/s are as depending upon number of leaves of book.
7. Perforation & Stub:
 - i. Perforation of all originals and copies, wherever required shall be in such a way that tearing force required is minimum and no portion of stub or form should tear off when detached from the book.
 - ii. The perforated portion of the security form when detached from the book should have minimum deformity and should be in a straight line.
8. Binding:
Chequebook to be stapled with two wire pins. The binding and cutting of the book should be done aesthetically and there should be no visible defect in size, shape, stacking.



Specification for Request Slip, Record Slip and Wrapper:

- Request slip: 70 GSM - Grade A paper - Single color – 1 Sheet – Front only printing
Placed before 5 leaves from the bottom of cheque book for SB Cheque
Placed before 10 leaves from the bottom of cheque book for CA Cheque
- Record Slip: 70 GSM - Grade A paper - Single color – Front & Back Printing
SB Cheque Book – 1 sheet – front and back Printing
CA Cheque Book – 3 Sheets – front and back Printing
(Each side of the record slip having 12- entries)
- Wrapper: 110 GSM Green Board for CA Cheque Book, Yellow Board for SB Cheque Book -2 Sheets - Three pages - Single color printing

Security features are as follows.

- UV, Water Mark,
- Standardizing field placements,
- Micro text,
- MICR Numbering,
- VOID design

Delivery:

Allotted quantities of cheque books should be delivered directly to the respective 507 centres in Tamil Nadu. **Delivery charges and any other charges, if any, should be borne by the vendor.**

Eligibility Criteria

1. Must be an IBA approved Security Form Printer. (Certificate given by IBA should be enclosed).
2. Must have experience of printing Security Forms at least for a minimum period 3 years prior to 31.03.2025 and have never been blacklisted by any bank. (Certificate/Copy of order given by respective Banks)
3. Must have in-house all infrastructure / software to print cheques with all requisite's features including VOID pantograph and UV logo of Bank as per new "CTS - 2010." standard /guidelines. (Declaration on letter head regarding infrastructure & for VOID pantograph verification - enclose Xerox copy of printed Instruments.)
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.
 - No. of Offset Printing, Automatic Machine & other machineries related to the above printing work with its make, size & capacity.

Terms and conditions:

- Quotations should be submitted as per **Annexure 1**, EMD details must be provided along with your quotation as per **Annexure 2**, Self-Declaration in **Annexure 3** and Bidder details 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 12.08.2025 @ 12.00PM.**
- Earnest Money Deposit (EMD) **Rs.40,000/-** 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.
- **"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 quotationer at the time of final payment.
- **Sample paper/material 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.
- All the specified items under this enquiry are considered as a single order and the rate should be comprehensive for all items. The lowest sum of the quoted price for items mentioned in SL. No. 1 & 2 of the above table will be declared as L1. Any deviation in the quotation/quality will be rejected.
- The tender shall also arrange for obtaining approval from NPCI for the security forms of the Bank printed by them as per guidelines in the matter.
- The specimen will be provided only to the L1 quotationer and proof should be submitted to us within 5 days from the receipt of specimen for approval.
- The allotted quantities of SB and/or CA Cheque Books should be printed and supplied to our 507 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.
- Penalty will also be imposed at the discretion of the Bank, in case L1 bidder fails to execute the supply order /defective printing / no printing or any deviation from the specification given or deficiencies in quality of paper. Such supply may be rejected or accepted as may be decided by Bank. In addition, the bank reserves the right to cancel the order and forfeit the EMD amount.
- The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and the decision of the Bank will be final.
- 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 507 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

Quotation for Printing & Supply of SB & CA Cheque Books
Ref.: PED/148/2025-26 dated 05.08.2025

Company Name:

Address:

Sl. No.	Particulars	Quantity	Size		Amount
1	SB Cheque Books	33,000 Books (20 Leaves Per Book)	8.5" x 3.66"	A	
2	CA Cheque Books	7,000 Books (50 Leaves Per Book)	8.5" x 3.66"	B	
Total (A)+(B)				C	
GST _____%				D	
Total (C)+(D) (Inclusive of GST)				E	

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

Sub.: Your Inviting quotation No.PED/148/2025-26 dated 05.08.2025 for Printing & Supply of SB and CA Cheque Books

With reference to the above inviting quotation for Printing & Supply of SB and CA Cheque Books, 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	40,000/-			

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/148/2025-26 dated 05.08.2025 for Print & Supply of SB and CA Cheque Books

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/148/2025-26 dated 05.08.2025
Quotation for Printing & Supply of SB and CA Cheque Books

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