

Premises & Expenditure Department Head Office-Annexe Salem	 TAMIL NADU GRAMA BANK Your Bank Our Pride	No.27/1, Thirunagar, Hasthampatti, Salem 636 007 Mail: ped@tngb.co.in Ph: 0427 2522212
Ref: PED/31/2025-26		Date: 12.05.2025

Sub: Inviting quotation for Printing & Supply of Contra Pad

We request you to submit your quotation for printing and supply of Stationery items. 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 636007" with the words superscribing "Quotation for Printing and supply of Contra Pad".

Item	Type	Specification	Size	Quantity
Contra (100 sets in one pad)	Pad	1+1 Type Grade A 70 GSM White Maplitho paper – Total - 200 sheets 1st page- in Green colour printing & 2nd page in Red colour printing – One page printing each - Hard board at Bottom & Brown sheet at Top - Top cloth binding	10.5 cm X 18 cm	53,000 Pads

Packing Method:

Contra Pad	Every 20 Pads should be bundled with mono twine
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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. (Total 12 centers).

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. The bidders should provide copies of work orders of this nature and amount handled in the past against as proof of this experience.
3. 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.
4. 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**. 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 20.05.2025 @ 12.00PM.



- Earnest Money Deposit (EMD) **Rs.75,000/-** 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 quotationer 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 quotationer and proof should be submitted to us within 3 days from the receipt of specimen for approval.
- 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.
- The quality of paper supplied should match the sample submitted with the 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. and the vendor will be blacklisted.
- Stationery items should be securely packed and delivered to the respective stationery centers as specified by the Bank; otherwise, penalty will be imposed.
- The Bank will not be bound to accept the lowest tender. Also, the 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 that I accept your terms and conditions.**

Yours faithfully

Assistant General Manager



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Annexure – 1

Quotation for Printing & Supply of Contra Pad
Ref.: PED/31/2025-26 dated 12.05.2025

Company Name:

Address:

Item	Type	Specification	Size	Quantity	Amount Incl. GST	GST %
Contra (<u>100 sets in one pad</u>)	Pad	1+1 Type Grade A 70 GSM White Maplitho paper – Total - 200 sheets 1st page- in Green colour printing & 2nd page in Red colour printing – One page printing each - Hard board at Bottom & Brown sheet at Top - Top cloth binding	10.5 cm X 18 cm	53,000 Pads		

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/31/2025-26 dated 12.05.2025 for Printing & Supply of Contra Pad

With reference to the above inviting quotation for Print & Supply of Contra Pad, 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	75,000/-			

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/31/2025-26 dated 12.05.2025 for Print & Supply of Contra Pad

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/31/2025-26 dated 12.05.2025
Quotation for Printing & Supply of Contra Pad

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