



Ref No.: HO:PED/TEN/1/21-22

Date:18/06/2021

**NOTICE INVITING TENDER (NIT) FOR**  
**PRINTING AND SUPPLY OF STATIONERY ITEMS**

Tamil Nadu Grama Bank is a Regional Rural Bank (RRB) established under Regional Rural Bank Act,1976 having Head Quarters at Salem. It is the only RRB functioning in the state of Tamil Nadu having 640 branches across the entire state except Chennai District.

Tamil Nadu Grama Bank invites sealed Tenders from qualified and eligible bidders for Printing and supply of Printed Stationery items under Annual Rate Contract.

Interested and eligible firms with sufficient experience may submit their offer quoting their most competitive rates as per the terms and conditions and eligibility criteria given in this Tender document.

The tender document can be downloaded from the Bank's website, [www.tamilnadugramabank.com](http://www.tamilnadugramabank.com).

**Date of Tender publishing** : 18/06/2021  
**Last date and Time of bid submission** : 01/07/2021 at 05.00pm  
**Date and Time of bid opening** : 02/07/2021 at 11.00am

**Place:** Salem

**General Manager**

**Date:** 18/06/2021

**Tender Notice**  
**for**  
**Printing and Supply of Stationery Items under**  
**Annual Rate Contract**



**TAMIL NADU GRAMA BANK**

**(A Govt Owned Scheduled Bank**

**Sponsored by Indian Bank)**

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## **PART 1:INVITATION FOR BIDS**

**Subject** : Notice Inviting Tenders for Printing and Supply of Stationery items under Annual Rate Contract.

**Scope of work:** Printing and supply of Stationery items at Tamil Nadu Grama Bank Head Office and 10 Regional Offices.

### **Eligibility Criteria for Bidders:**

1. The tenderer should be registered as a company in India under company act 1956 and should have been in operation for a period of at least 3 years as on date of tender. The certificate of Incorporation issued by the Registrar of Companies along with copies of Memorandum and Articles of Association are to be submitted along with technical bid.
2. The Printer should be in the industry with proven/successful track record for not less than 3 years as on 31.03.2021.
3. The printer bidding for **Stationery forms** during the last 3 years should have printed stationery forms as mentioned below:
  - a) Single order of not less than Rs. 10.00 lakhs  
(or)
  - b) Two orders of not less than Rs. 7.00 lakhs each  
(or)
  - c) Three orders of not less than Rs. 5.00 lakhs each
4. Average annual financial turnover during the last three years ending 31.03.2021 should be Rs.10 lakhs and above. In the three years, the tenderer should have registered net profit for at least one financial year
5. The bidder must have valid PAN No. and GST No. Photocopy of PAN Card of the Company / Firm and GST certificate should be submitted with bids.
6. The tenderer has not been blacklisted by any Government / Government Agency / Banks / Financial Institutions in India in the past. Self-declaration to that effect should be submitted along with technical bid.

**For any clarification, please contact HO: Premises & Expenditure Department,  
Tamil Nadu Grama Bank at [ped@tnqb.co.in](mailto:ped@tnqb.co.in) / Phone: 0427-2522212; 8300077295.**

**End of Part 1**

## **PART 2: INFORMATION RELATING TO SUBMISSION OF TENDERS**

1. Sealed Tenders are invited from Printers fulfilling the eligibility criteria stipulated in Notice Inviting Tender (NIT) to engage the services of a **Printer** for printing and supply of Stationery forms for Tamil Nadu Grama Bank.
2. Tenders are to be in the prescribed form and the tender document shall be downloaded from our website: [www.tamilnadugramabank.com](http://www.tamilnadugramabank.com).
3. Tenders are to be submitted as per two bid system, Envelop A containing **Technical Bid** and Envelop B containing **Financial Bid**.
4. The Technical Bid and Financial Bid shall be submitted in a separate sealed cover. The covers containing Technical and Financial Bids are to be put in a master envelope and wax sealed and superscribed '**Tender for Printing and supply of Stationery forms for Tamil Nadu Grama Bank**' and addressed to The General Manager, Tamil Nadu Grama Bank Head Office, No.6, Yercaud Main Road, Hasthampatti, Salem-636007.
5. The sealed tenders, complete in all respects, numbered, signed with stamp of the firm on each page should reach us before **5.00 pm on 01.07.2021**. Tenders received after closing date and time will not be considered.
6. The tender should be accompanied by Earnest Money Deposit of Rs.1,00,000/- (Rupees One lakh only) by way of Demand Draft / Banker's Cheque for the amount in favour of "TAMIL NADU GRAMA BANK" payable at Salem, failing which, submitted bid will be rejected. The earnest money will be refunded to all the unsuccessful tenderers on finalization of the awardee of the contract and the EMD will also be refunded to the technically disqualified tenderer along with advice of disqualification.

**End of Part 2**

### **PART 3:GENERAL INSTRUCTIONS TO BIDDER**

1. Bids should be valid for minimum ninety (90) days from the date of opening of Bid. A bid valid for shorter period is liable to be rejected.
2. Price should be quoted for all items listed in Financial Bid Sheet without any overwriting / erasing / cutting. Use of white fluid / correction fluid / correction tape should strictly be avoided.
3. The tenderer should quote the rates and amounts in figures as well as in words. All rates shall be quoted in the proper form of the tender only.
4. The bidders are advised to quote their rates on the basis of costing / profitability of individual items because Tamil Nadu Grama Bank reserves the right to exclude any item(s) from purchase at the time of placing purchase order.
5. Conditional tenders, tenders received after the stipulated date and time, tenders not meeting all the tender conditions, incomplete tenders will be summarily rejected.
6. The specifications given in the bid document are meant to indicate the broad scope of work on the job of printing and supply of Stationery forms and to provide uniform basis for bidding.
7. The rates should be inclusive of designing charges, packing charges, transport charges (11 centers), and applicable taxes.
8. The tenderer (Proprietor/ Partner/ Directors of the firm/ Company etc) shall give a list of their relatives, working with Tamil Nadu Grama Bank, if any, along with their designations and addresses as per the format given below. If no relative is working with Tamil Nadu Grama Bank, please indicate "NIL".

SI No.	Name of the relative	Relationship	Designation	Address	Contact Number

9. On acceptance of the tender, the name along with contact numbers – Telephone/mobile of the authorized representative of the Printer who would be interacting / coordinating with the Bank shall be communicated in writing to the Bank.
10. The tender shall remain valid for a period of **one year** from date the acceptance.
11. The tenderer should be able to supply the Stationery forms to all our Stationery Centers at any time in between the year as per the requirement made by Head Office.
12. It will be obligatory on the part of the Tenderer to sign on all pages of the tender documents.
13. Eligibility shall be decided based on supporting documents/proof submitted.
14. The Tenderer would be liable for disqualification if it is found at any stage of the bid process that misleading or false representations have been made or any relevant information are

deliberately suppressed in the forms, statements and enclosures required in the Tender Document or there is record of poor performance etc.

15. Those who are technically qualified after opening Technical Bids, will be shortlisted and their Financial Bids **only** will be opened. Tenderers who do not satisfy the technical conditions will not be considered.
- 16. Bank reserves its right to reject any or all Tenders without assigning any reason whatsoever.**
17. The tenders should strictly conform and paper sample to be enclosed as per given specifications.
18. 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.
19. The entire work of printing of Stationery forms should be made as per the preference and priority of the Bank. The entire work should be carried out in coordination with the Bank and the Bank officials should be allowed to visit the factory/printing press/units/offices to inspect/supervise/monitor the progress for speedy completion of work.
20. No advance payment will be made.
21. Payment will be made after the job is completed to the complete satisfaction of the Bank and after handing over of all the Stationery forms to the Bank's stationery centers as per Bank's instructions and on receipt of bills. PAN No. and GST Registration Number should be mentioned clearly on the bills.
22. The Printer shall co-ordinate with designers / bank officials / transport / courier firms etc for smooth execution of the work.
23. Income Tax and other Statutory levies, at the rates applicable from time to time shall be deducted at source.
24. Any other relevant information pertaining to this Tender Document shall be enclosed as Annexure/s.
25. The Stationery forms after printing and complete in every respect should be packed as per Bank's instructions and delivered to the respective **11 Stationery Centers** (10 Regional Office and Head Office) at their own cost within the stipulated time.
26. Delayed delivery will attract penalty of 1% per day of the contract value subject to a maximum delay period of 10 days. Further delay in the delivery can render rejection of the entire quantity ordered or acceptance of the delivery will be at the sole discretion of the Bank.
27. Paper quality should be maintained strictly as per specifications. The bank has the right to reject the entire quantity if the material supplied is not as per specifications. Bank also reserves the right to accept the consignment and levy penalty as per its discretions if the quality of the paper is not as per specification.

28. Printers should take the responsibility to design the content of the Stationery forms.
29. The successful tenderer shall not, without the Bank's prior written consent, disclose any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Bank in connection herewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance.
30. The Bank is not bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
31. Submission of a tender by a tenderer implies that the tenderer has read this notice and other documents and has made himself aware of the scope, specifications and duties bearing on the execution of the job.

**Important Instructions to applicants:**

The tenderers who have downloaded the Tender Document from the website, should read the following important instructions carefully before submitting the same:

- a. The tenderers should see carefully & ensure that the **complete Tender document** contains 16 pages in total.
- b. The Tender Document should be printed on 'A 4' size paper only & the printer settings etc are such that the document is printed as appearing in the website & there should not be any change in formatting.
- c. The tenderers should ensure that **no page** in the downloaded Tender Document is **missing**.
- d. The tenderers should ensure that all pages in the downloaded Tender Document are **legible, clear** & are printed on a good quality paper.
- e. The tenderers should ensure that **every page** of the downloaded Tender Document is **signed by the tenderer with seal**.
- f. The tenderers should ensure that the downloaded Tender Document is **properly bound and sealed** before submitting the same.
- g. In case of any correction / addition / alteration / omission in the downloaded document by the tenderers, it shall be treated as non-authenticated and is not acceptable.
- h. The tenderers shall furnish a declaration to the effect that no addition/ deletion / corrections have been made in the Tender Document submitted and it is identical to the Tender Document appearing on Website.
- i. All required supporting documents to be arranged and serially numbered, may be attached to the tender document.
- j. The tenderers should read carefully & sign the declaration before submitting the Tender Document

**End of Part 3**

## **PART 4:TECHNICAL BID DETAILS**

### **Cover I - Technical Bid**

**Cover I should be superscribed**

**“Cover I – Tender - Technical Bid – Printing of Stationery forms for Tamil Nadu Grama Bank” and addressed to The General Manager, Tamil Nadu Grama Bank, Head Office, No.6, Yercaud Main Road, Hasthampatti, Salem-636007.**

### **The Technical Bid Cover should contain the following:**

- Letter of transmittal as per Annexure – I
- Profile of the firm as per Annexure – II
- Declaration of the tenderer as per Annexure - III
- Annual Report containing Audited Balance Sheet and P & L a/c with all Schedules, Directors Report/disclosures/Notes on accounts for the year ending 31.03.2019, 31.03.2020 and Provisional / Audited Balance Sheet and P & L a/c for the year ending 31.03.2021 and GST returns for the applicable period.
- Copy of PAN card & GST No
- All other documents specified in the Technical Bid document.

**End of Part 4**

## **PART 5:FINANCIAL BID DETAILS**

### **Cover II – Financial Bid**

**Cover II should be superscribed**

**“Cover II – Tender – Financial Bid – Printing of Stationery forms for Tamil Nadu Grama Bank” and addressed to The General Manager, Tamil Nadu Grama Bank, Head Office, No.6, Yercaud Main Road, Hasthampatti, Salem-636007.**

### **Cover II – Financial Bid cover should contain the following:**

Financial Bid should contain the rates quoted for each item listed in the Financial Bid sheet.

1. L1 bidder will be selected for each items/forms based on the price quoted.
2. The price quoted should be inclusive of designing charges, packing charges, transport charges (11 centers), and applicable taxes.
3. The bid should contain the rate per unit in the prescribed format with proper signature of authorized person. Prices should be given in INR in both figures and words.

### **Opening of Tenders:**

**The Technical Bids – Cover I will be opened on 02.07.2021 at 11.00 AM at the Board Room \ Tamil Nadu Grama Bank, Head Office, 2<sup>nd</sup> Floor, No.6, Yercaud Main Road, Hasthampatti, Salem-636007.**

**After evaluation of the Technical Bids, the date and time of opening of the Financial bids will be intimated to the technically qualified tenderers.**

**End of Part 5**

**PART 6: PRICE BID FOR PRINTING AND SUPPLY OF STATIONERY ITEMS**

**FINANCIAL BID SHEET**

<b>Sl. No.</b>	<b>Item Description</b>	<b>Type</b>	<b>Specification</b>	<b>Size</b>	<b>Unit Cost (in Rs.)</b>	<b>Tax (in Rs.)</b>	<b>Total Cost (in Rs.)</b>
1	Account opening form (Tamil)	Form	Grade A 70 GSM White Maplitho paper - 3 pages - Front & Back printing	A4			
2	CIF form (Tamil) (100 forms in one pad)	Pad	Grade A 70 GSM White Maplitho paper - 2 pages - Front & Back printing - Hard board at Bottom & Brown sheet at Top - Top cloth Binding	A4			
3	Account opening form (English)	Form	Grade A 70 GSM White Maplitho paper - 8 pages - Front & Back printing	A4			
4	CIF form (English) (100 forms in one pad)	Pad	Grade A 70 GSM White Maplitho paper - 1 page - Front only - Hard board at Bottom & Brown sheet at Top - Top cloth Binding	A4			
5	Withdrawal slip	Book	Grade A 70 GSM White Maplitho paper - 100 leaves <b>side cloth binding</b> – Front & Back printing - Top and bottom covered with brown sheet – <b>Bank logo and name in water mark with green colour in each slip</b>	9 cm X 19 cm			
6	Common Pay in slip	Book	Grade A 70 GSM White Maplitho paper - 100 leaves side cloth binding - Front & Back printing - Top and bottom covered with brown sheet – <b>Perforation to be done in 9 cm (length)</b>	10.5cm X 27.5cm			
7	Jewel slip (200 slips in one pad)	Pad	Grade A - 70 GSM White Maplitho paper - One page printing - Top cloth Binding	7 cm X 8 cm			
8	Jewel Card	Card	Grade A - 10 kg pink Color Board - One page printing	11 cm X 9 cm			
9	Jewel Loan Agri Application	Form	Grade A - 70 GSM White Maplitho paper - Four page printing	A4 size			

Sl. No.	Item Description	Type	Specification	Size	Unit Cost (in Rs.)	Tax (in Rs.)	Total Cost (in Rs.)
10	Jewel Loan Non Agri Application (100 forms in one pad)	Pad	Grade A - 70 GSM White Maplitho paper - 2 pages - Front & Back printing - Hard board at Bottom & Brown sheet at Top - Top cloth Binding	A4 size			
11	Jewel Appraiser pad (200 sheets in one pad)	Pad	Grade A – 1+1 with 1 <sup>st</sup> page 70 GSM White Maplitho paper – 2 <sup>nd</sup> page 70 GSM Colour(Rose/Yellow) paper - One page printing each - Hard board at Bottom & Brown sheet at Top - Top cloth Binding	21.5 cm X 14.5 cm			
12	Contra (200 slips in one pad)	Pad	Grade A 70 GSM White Maplitho paper - 200 leaves Top cloth binding - 1+1 with 1 <sup>st</sup> page in Green colour & 2 <sup>nd</sup> page in Red colour printing – Hard board at Bottom & Brown sheet at Top	10.5 cm X 18 cm			
13	Single Debit (100 slips in one pad)	Pad	Grade A 70 GSM White Maplitho paper - 100 leaves Top cloth binding - Front only printing with Green colour – Hard board at Bottom & Brown sheet at Top	10.5 cm X 18 cm			
14	Single Credit (100 slips in one pad)	Pad	Grade A 70 GSM White Maplitho paper - 100 leaves Top cloth binding - Front only printing with Red colour – Hard board at Bottom & Brown sheet at Top	10.5 cm X 18 cm			
15	SB Passbook	Book	Grade A - 170 GSM Art paper for cover - Two page printing - Multi colour cover Grade A - 90 GSM White Maplitho paper for inner sheet - 12 page printing	9 cm X 19 cm			

I / We accept the terms and conditions detailed in the tender document and agree to abide by them.

Date:

Signature and seal of the tenderer

**Part 7 - ANNEXURES**

**Annexure – I**

**LETTER OF TRANSMITTAL**

(On Company / firm's Letter head)

To

The General Manager  
Tamil Nadu Grama Bank  
Head Office  
No.6, Yercaud main Road,  
Hasthampatti,  
Salem-636007

**Sub: Tender for printing and supply of Stationery forms under Annual Rate Contract for Tamil Nadu Grama Bank -reg**

Sir,

Having examined the details given in Website-Notice for the above work, I / We hereby submit the documents (downloaded from the website) and other relevant information.

1. I / We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary and have no further pertinent information to supply.
3. I / We also authorize Officials of Tamil Nadu Grama Bank to approach individuals, employers, firms and corporates to verify and ascertain our competence and general reputation.
4. I / We also submit prescribed declaration in respect of downloaded Tender Document.
5. I / We submit the certificates in support of our suitability & capability for having successfully completed the following works.

<b>SL No</b>	<b>Name of Work</b>	<b>Certificate from</b>

Enclosures:

Date of submission

Signature and seal of the tenderer

**PROFILE**

(On Company / firm's Letter head)

PARTICULARS	DETAILS	
Name & Address of the Printer		
Name of the Contact Person		
Contact No.1		
Contact No.2		
Landline		
Fax		
Email		
Constitution		
GST Number		
PAN Number		
IT Returns for last three years attached (Financial year)	2018-19	Yes / No
	2019-20	Yes / No
	2020-21	Yes / No
Panel printer of any two Banks ( <b>Optional</b> )  i) Details of the Bank  ii) Year of empanelment  iii) Valid upto	<b>1</b>	<b>2</b>
Availability of adequate Infrastructure / Machineries to execute the jobs (enclose list of machinery with Specifications)		
Experience in the Printing field as on 31.03.21 (Minimum three years compulsory)		
Turnover (Financial year)	2018-19	
	2019-20	
	2020-21	

PARTICULARS	DETAILS	
Net Profit (Financial year)	2018-19	
	2019-20	
	2020-21	
Orders in hand		
Number of staff permanently employed		

We declare that there are no child labours engaged in our Organization / Company / Firm.

I/We hereby confirm that the above particulars furnished by me/us are true to the best of my/our knowledge. In case the information furnished by me/us is found to be incorrect, Bank has the right to take suitable action against me/us as deemed fit.

Place:

Signature and seal of the tenderer

Date:

**DECLARATION**

(On Company / firm's Letter head)

It is to certify that:

1. I / We have submitted the Tender Document in the proforma as **downloaded directly from the website & there is no change in format.**
2. I / We have submitted Tender Document which **is same** as available in the website.
3. I / We have **not made any modification / corrections / additions etc** in the Tender Document downloaded from the website by me / us.
4. I / We have checked that **no page is missing** and all pages as per the index are available & that all pages of Tender Document submitted by us are **clear & legible.**
5. I / We have **agreed to print and supply the required stationery items** to all the Stationery centres at **the price quoted by me/us as and when required for the period of one year from the date of acceptance.**
6. I / We have **signed (with seal) all the pages** of the Tender Document before submitting the same.
7. I / We have **sealed** the Tender Document properly before submitting the same.
8. We have read carefully & understood the instructions in the Tender Document.
9. In case at any stage later, it is found that there is difference in our downloaded Tender Document from the original, TAMIL NADU GRAMA BANK shall have the absolute right to take any action as deemed fit without any prior intimation to me/us.

Date:

Signature and seal of the tenderer