

Premises & Expenditure Department Head Office-Annexe Salem	 <b>TAMIL NADU GRAMA BANK</b> Your Bank Our Pride	No.27/1, Thirunagar, Hasthampatti, Salem 636 007 Mail : ped@tngb.co.in Ph : 0427 2522212
Ref : PED/283/2022-23		Date : 04.11.2022

**Sub: Inviting quotation for Printing & Supply of Stationery items**

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 Stationery items ".

Sl. No.	Item	Type	Specification	Size	Quantity
1	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	6600 Pads
2	Jewel Loan Agri Application	Form	Grade A - 70 GSM White Maplitho paper - 3 pages - Front & Back printing	A4	2700000 Forms
3	Jewel Appraiser pad (100 sets in one pad)	Pad	Grade A - 1+1 with 1st page 70 GSM White Maplitho paper - 2nd page 70 GSM Yellow Colour paper - One page printing each - Hard board at Bottom & Brown sheet at Top - Top cloth Binding	21.5 cm X 14.5 cm	27000 Pads
4	Jewel Card	Card	Grade A - 10 kg pink Color Board - 1 page - Front only printing	11 cm X 9 cm	2700000 Cards
5	Jewel slip (200 slips in one pad)	Pad	Grade A - 70 GSM White Maplitho paper - 1 page - Front only printing - Top cloth Binding	7 cm X 8 cm	27000 Pads
6	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	2600 Pads
7	Deposit Challan	Book	Grade A 70 GSM White Maplitho paper - 100 leaves - 2 pages - Front & Back printing - Top and bottom covered with brown sheet - Side cloth binding - <b>Perforation to be done in 9 cm (length)</b>	10.5cm X 27.5cm	80000 Books
8	Withdrawal slip	Book	Grade A 70 GSM White Maplitho paper - 100 leaves - 2 pages - Front & Back printing - Top and bottom covered with brown sheet - Side cloth binding - <b>Bank logo and name in water mark with green colour in each slip</b>	9 cm X 19 cm	110000 Books



9	Contra (100 sets in one pad)	Pad	Grade A 70 GSM White Maplitho paper - 200 leaves - 1+1 with 1 <sup>st</sup> page in Green colour & 2 <sup>nd</sup> 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	50000 Pads
10	Single Debit (100 leaves in one pad)	Pad	Grade A 70 GSM White Maplitho paper - 100 leaves - 1 page - Front only printing with Green colour - Hard board at Bottom & Brown sheet at Top - Top cloth binding	10.5 cm X 18 cm	30000 Pads
11	Single Credit (100 leaves in one pad)	Pad	Grade A 70 GSM White Maplitho paper - 100 leaves - 1 page - Front only printing with Red colour - Hard board at Bottom & Brown sheet at Top - Top cloth binding	10.5 cm X 18 cm	25000 Pads
12	AOD (100 forms in one pad)	Pad	Grade A - 80 GSM Ledger paper - 2 pages - Front & Back printing - Hard board at Bottom & Brown sheet at Top - Top cloth Binding	Legal	1360 Pads

Please note that the stationery items should be sent to our Regional offices at Coimbatore, Kancheepuram, Krishnagiri, Namakkal, Sivagangai Thanjavur, Thoothukudi, Tirunelveli, Villupuram, Virudhunagar & Head office at Salem. (Total 11 centers).

**Terms and conditions:**

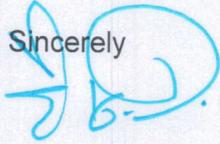
- Quotation should be submitted as per Annexure-I.
- The rates should be **inclusive of GST(% should be mentioned), Transportation, Loading & Unloading charges (To be delivered at Godown of the respective Stationery Centres).**
- Quotation should be submitted **on or before 14.11.2022 @ 12.00PM.**
- Earnest Money Deposit (EMD) **Rs.50,000/-** 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-II attached herewith, failing which, submitted quotation will be summarily rejected.
- **"Bid Security Declaration" will not be accepted.**
- EMD amount will be returned to all the unsuccessful quotationers.
- EMD amount will be paid to the successful L1 quotationer at the time of final payment
- If the L1 quotationer does not execute the supply order or supplied with any deviations in specifications mentioned in the supply order, bank will cancel the supply order and EMD amount will be forfeited.

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- Sample paper should be submitted as per our specification along with quotation, otherwise quotation will be rejected.
- The specimen will be provided only to the L1 quotationer and proof should be submitted to us within 2 days from the receipt of specimen for approval.
- Stationery items should be printed and supplied to our 11 centres within 15 days from the date of approval of proof.
- If failed to deliver the stationery item within 15 days, Bank will cancel the order without prior notice and the bank will not bear any expenses.
- If any deviations found from the supply comparing to our specifications, Bank will cancel the order and the vendor will be blacklisted.
- 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 11 stationery centres.
- Excess supply will not be accepted
- Kindly mention in your quote as **I accept your terms and conditions.**

Yours Sincerely



**Assistant General Manager**

