


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/253/2024-25		Date : 23.09.2024

Sub: Inviting quotation for Printing & Supply of Calendar 2025

We request you to submit your quotation for printing and supply of Calendar 2025. 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 Calendar 2025".

Specification	Size	Quantity	Amount Incl. GST	GST %
6 Sheet Monthly Calendar Paper: 120 GSM Grade-A Art paper Printing: Both side Multi Colour Printing Finishing: Topside tin mounting, Centre hole with tag	38 cm x 50 cm	1,50,000		

Please note that the Calendar should be sent to our Regional offices at Coimbatore, Kancheepuram, Krishnagiri, Madurai, Namakkal, Sivagangai Thanjavur, Thoothukudi, Tirunelveli, Villupuram, Virudhunagar & Salem. (Total 12 centers).

Eligibility:

- Bidders having experience of doing similar printing work with PSU/Govt./Semi Govt. Organizations/Financial Institutions with proven/successful track record for not less than 3 years as on 31.03.2024.
- The bidders should provide copies of work orders of this nature and amount handled in the past against as proof of this experience.
- 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.
- Bidder should have adequate infrastructure of their own.
 - No. of Offset Printing Machine with its make, size & capacity
 - No. of Automatic printing machine with its make, size & capacity

Terms and conditions:

- The rates should be inclusive of, **GST, Designing/Artwork, Transportation, Loading & Unloading** charges (To be delivered at Godown of the respective Stationery Centres)
- Quotation should be submitted **on or before 01.10.2024 @ 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 1** 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.
- 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.
- L1 vendor will be determined after arriving at Cost to the Bank considering eligible input tax credit.
- **Sample paper should be submitted as per our specification along with quotation, otherwise quotation will be rejected.**
- Designing / Artwork shall be done by bidder and proof should be submitted to us within 5 days from the date of work order for approval.
- The sample calendar must be approved by the bank before printing or manufacturing.
- All the Calendars should be printed, packaged, and supplied to our 12 centres within 15th December 2024. In case of delay, a penalty will be levied at the rate up to 3% of the value of "goods not supplied" as may be decided by the Bank at its own discretion.
- If the paper quality is found inferior, entire lot of supplied stationery will be rejected at the supplier's cost. Bank will cancel the order and the vendor will be blacklisted.
- Notwithstanding the penalty clause, the Bank has the right to reject the supply, in case of delay in delivery or defect in quality.
- No advance payment will be made.
- No cost in respect of damage/mutilated Calendars will be reimbursed.
- 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.
- 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.
- **Kindly mention in your quote as I accept your terms and conditions.**

Yours faithfully

Assistant General Manager



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Annexure - 1

EMD

From

Date:

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

Sub.: Your Inviting quotation No.: PED/253/2024-25 dated 23.09.2024 for Printing & Supply of Calendar for the year 2025

With reference to the above inviting quotation for Printing & Supply of Calendar for the year 2025, 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 - 2

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/253/2024-25 dated 23.09.2024 for Print & Supply of Calendar for the year 2025

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 - 3

Details of Bidder

Ref. No.: PED/253/2024-25 dated 23.09.2024
Quotation for Printing & Supply of Calendar for the year 2025

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	

Authorized Signatory with Seal