

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 2522 212
		Ref : PED/204/2023-24

Sub: Inviting quotation for Printing & Supply of Stationery

We request you to submit your quotation for printing and supply of SB Account Opening Form (Tamil), PMSBY Form & APY Form. 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".

Item	Specification	Size	Quantity
SB Account Opening Form (Tamil)	Grade A 70 GSM White Maplitho paper - 2 pages - Front & Back printing. <u>Packing: Every 500 sheets should be wrapped with paper band and packed in good quality polythene cover.</u>	A3	9,00,000 Forms
PMSBY Form (100 forms in one Pad)	Grade A - 70 GSM White Maplitho paper - 2 pages - Front & Back printing - Hard Board at Bottom & Brown sheet at Top - Top cloth Binding	Legal	3000 Pads
APY Form (100 forms in one 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	1400 Pads

Please note that the stationery items should be supplied to our Regional Offices & Head Office. **Annexure 3** contains the addresses of 12 delivery centers as well as the quantity to be delivered.

Terms and conditions:

- Quotation should be submitted as per **Annexure 1**.
- The rates should be inclusive of **Designing/Art Work, GST, Transportation, Loading & Unloading charges (To be delivered at Godown of the respective Stationery Centres)**
- Quotation should be submitted on or before **08.09.2023 @ 3.00 PM**
- 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 **Annexure 2** 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.
- **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 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.
- 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 12 stationery centres.
- Excess supply will not be accepted
- **Kindly mention in your quote as I accept your terms and conditions.**

Yours Sincerely


Chief Manager

