

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 2522 212
Ref : PED/280/2023-24		Date : 18.11.2023

**Sub: Inviting quotation for print & supply of SB Pass Book**

We request you to submit your quotation for print and supply of SB Pass Book. The quotation should be submitted in a sealed envelope addressing to "The General Manager, Tamil Nadu Grama Bank No.6, Yercaud Main Road, Hasthampatti, Salem-7" with the words superscribing "Quotation for Printing and supply of SB Pass Book".

Item	SB Pass Book
Quantity	4,25,000 Books
Size	Closed size - 9 cm X 19 cm
Paper	Cover sheet - 170 GSM Art paper Inner sheet - 90 GSM White Maplitho paper
Pages	Cover sheet - 4 pages (2 sheets) inner sheet - 24 pages (12 sheets)
Printing	Cover sheet - Multi Colour printing Inner sheet - Single Colour printing
Stitching	Centrally stitched
Packing	<b>Every 200 books to be packed with Polythene cover and 2000 books to be packed in each bundle</b>

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

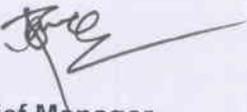
**Terms and conditions:**

- 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 24.11.2023 @ 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 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 2 days from the receipt of specimen for approval.
- Stationery item should be printed and supplied to our 11 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.
- Stationery items should be securely packed and delivered to the respective stationery centers as specified by the Bank; otherwise, penalty will be imposed
- 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



Chief Manager





**Annexure  
EMD**

From

Date:

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

**Sub.: Your Inviting quotation No.: PED/280/2023-24 dated 18.11.2023 for Print & Supply of SB Pass Book**

With reference to the above inviting quotation for Print & Supply of SB Pass Book, having examined and understood the terms and conditions.

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 has right to reject the offer in full or in part 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	50,000/-			

Authorized Signatory with Seal