

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/241/2023-24		Date : 21.10.2023

Sub: Inviting quotation for Printing & Supply of Calendar 2024

We request you to submit your quotation for printing and supply of Calendar 2024. 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 2024 ".

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 (approx)	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 & Head office at Salem. (Total 12 centers).

Terms and conditions:

- The rates should be inclusive of, **GST, Designing/Art Work, Transportation, Loading & Unloading** charges (To be delivered at Godown of the respective Stationery Centres)
- Quotation should be submitted on or before **30.10.2023 @ 01.00PM**
- 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.



- 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.
- Sample Calendar should be approved before printing/manufacturing.
- All the Calendars should be printed and supplied to our 12 centres within 30 days from the date of approval of proof.
- If failed to deliver the Calendars 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.
- No cost in respect of damage/mutilated diaries 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
- 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/241/2023-24 dated 21.10.2023 for Printing & Supply of Calendar for the year 2024

With reference to the above inviting quotation for Printing & Supply of Calendar for the year 2024, 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