

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
		Date : 18.12.2023
Ref : PED/339/2023-24		

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".

SI No	Item	Type	Specification	Size	Quantity
1	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 Perforation to be done in 9 cm (length)	10.5 cm X 27.5 cm	77,000 Books
2	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 - printing of Bank logo and name in water mark with green colour and letters with black colour in each slip	9 cm X 19 cm	1,00,000 Books
3	Contra (100 sets in one pad)	Pad	1+1 Type Grade A 70 GSM White Maplitho paper - 200 leaves 1st page in Green colour printing & 2nd 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	60,000 Pads

Packing Method:

Deposit Challan	Every 25 Books should be wrapped with paper band and PP mono Twine Bundling to be done
Withdrawal slip	Every 25 Books should be wrapped with paper band and PP mono Twine Bundling to be done
Contra (100 sets in one pad)	Every 20 Pads should be bundling with mono Twine to be done

Please note that the stationery items 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:



- Quotation should be submitted as per **Annexure 1** and EMD details should be submitted along with your quotation as per **Annexure 2** attached herewith, failing which, submitted quotation will be summarily rejected.
- 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 26.12.2023 @ 12.00 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
- **"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.
- 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 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



Rm

Annexure – 1

Quotation for Printing & Supply of Stationery
Ref.: PED/339/2023-24 dated 18.12.2023

Company Name:

Address:

SI No	Item	Type	Specification	Size	Quantity	Amount Incl. GST	GST %
1	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 - Perforation to be done in 9 cm (length)	10.5 cm X 27.5 cm	77,000 Books		
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Date:

Authorized Signatory with Seal

**Annexure - 2
EMD**

From

Date:

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

Sub.: Your Inviting quotation No.: PED/339/2023-24 dated 18.12.2023 for Printing & Supply of Stationery items

With reference to the above inviting quotation for Printing & Supply of Stationery items (Deposit Challan, Withdrawal slip & Contra Pad) 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