

Head Office - Annex No.: 27/1, Yercaud Road Thirunagar Hasthampatti Salem 636 007		Premises & Expenditure Department ped@tngb.co.in 0427 2522 212
Ref. No.PED/197/2024-25	TAMIL NADU GRAMA BANK Your Bank Our Pride	Date :06/08/2024

Sub: Inviting quotation for printing and supply of SB & CA Cheque Books

We request you to submit your quotation for printing and supply of the following Numbered item. 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-7"** with the words superscribing **" Quotation for Printing and supply of SB & CA Cheque"**

Sl. No.	Particulars	Quantity	Size
1	SB Cheque Books	36,000 Books (20 Leaves Per Book)	8.5" x 3.66"
2	CA Cheque Books	8,000 Books (50 Leaves Per Book)	8.5" x 3.66"

Specification, Paper for SB / CA Cheque Book

- Cheques should be printed on 95 GSM MICR paper in 2 color in the front AS PER CTS-2010 STANDARD specified by RBI / IBA / Bank. MICR Security Paper (95 GSM) with water mark of "CTS- INDIA" for Cheque leaves.
- Cheques should be printed with Branch wise i.e Branch Name, Code, Address, MICR, IFSC and having "VOID" pantograph and Bank's UV logo. Printing will be as per Bank's design.**
- All present as well as any future guidelines related to CTS-2010/other standards issued by RBI / NPCI / IBA are to be scrupulously followed by the bidder
- Printing Quality: MICR cheques to be printed in fugitive super sensitized inks (i.e. they react against with liquid / dry chemicals) as per RBI guidelines.
- Minimum quantity for SB / CA cheques per branch shall be as under:
SB Cheque – 50 Books and/or CA Cheque – 20 Books per branch
- Each Cheque book shall have One Requisition Slip and Record Slip/s are as depending upon number of leaves of book.
- Perforation & Stub:
 - Perforation of all originals and copies, wherever required shall be in such a way that tearing force required is minimum and no portion of stub or form should tear off when detached from the book.
 - The perforated portion of the security form when detached from the book should have minimum deformity and should be in a straight line.



8. Binding:

Cheque-book to be stapled with two wire pins. The binding and cutting of the book should be done aesthetically and there should be no visible defect in size, shape, stacking.

Specification for Request Slip, Record Slip and Wrapper:

- Request slip: 70 GSM - Grade A paper - Single color – 1 Sheet – Front only printing
Placed before 5 leaves from the bottom of cheque book for SB Cheque
Placed before 10 leaves from the bottom of cheque book for CA Cheque
- Record Slip: 70 GSM - Grade A paper - Single color – Front & Back Printing
SB Cheque Book – 1 sheet – front and back Printing
CA Cheque Book – 3 Sheets – front and back Printing
(Each side of record slip will have 12- entries)
- Wrapper: 110 GSM Green Board for CA Cheque Book, Yellow Board for SB Cheque Book -2 Sheets - Three pages - Single color printing

Security features are as follows.

- UV, Water Mark,
- Standardizing field placements,
- Micro text,
- MICR Numbering,
- VOID design

Delivery:

Allotted quantities of cheque books should be delivered directly to the respective 521 centres in Tamil Nadu. **Delivery charges and any other charges if any, should be borne by the vendor.**

Eligibility Criteria

1. Must be an IBA approved Security Form Printer. (Certificate given by IBA should be enclosed).
2. Must have experience of printing Security Forms at least for a minimum period 3 years prior to 31.03.2024 and have never been blacklisted by any bank. (Certificate/Copy of order given by respective Banks)
3. Must have in-house all infrastructure / software to print cheques with all requisites features including VOID pantograph and UV logo of Bank as per new "CTS - 2010." standard /guidelines. (Declaration on letter head regarding infrastructure & for VOID pantograph verification - enclose Xerox copy of printed Instruments.)

Terms and conditions:

- The rates should be inclusive of **GST, Transportation, Loading & Unloading charges.**
- All the specified items under this enquiry are considered as a single order and the rate should be comprehensive for all items. Any deviation in the quotation/quality will be rejected.



- Quotation should be submitted **on or before 14.08.2024 @ 12.00PM**
- Earnest Money Deposit (EMD) **Rs.40,000/-** 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 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.
- Samples should be submitted as per our specification along with quotation, otherwise quotation will be rejected.
- The tenderer shall also arrange for obtaining of approval from NPCI for the security forms of the Bank printed by them as per guidelines in the matter.
- The specimen will be provided only to the L1 quotationer and proof should be submitted to us within 5 days from the receipt of specimen for approval.
- The allotted quantities of SB and/or CA Cheque Books should be printed and supplied to our 521 centres within 30 days from the date of approval of proof.
- Delay in supply of Security Forms will be viewed seriously and penalty will be imposed at the discretion of the Bank which may please be noted carefully.
- Penalty will also be imposed at the discretion of the Bank, in case of defective printing / no printing or any deviation from the specification given or deficiencies in quality of paper. Such supply may be rejected or accepted as may be decided by Bank.
- 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 521 centres.
- Excess supply will not be accepted.
- The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and the decision of the Bank will be final.
- **Kindly mention in your quote as I accept your terms and conditions.**

Yours Sincerely


Assistant General Manager





Annexure

From

Date:

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

Sub.: Your Inviting quotation No.PED/197/2024-25 dated 06.08.2024 for Printing & Supply of SB and CA Cheque Books

With reference to the above inviting quotation for Printing & Supply of SB and CA Cheque Books, 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 is not bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders 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	40,000/-			

Authorized Signatory with Seal