

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/265/2025-26		Date: 07.11.2025

Sub: Inviting quotation for Printing & Supply of Deposit Challan

We request you submit your quotation for printing and supplying the following stationery. 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 Supplying of Deposit Challan".

Item	Type	Specification	Paper Size	Quantity
Deposit Challan (100 leaves per Book)	Book	Grade A 70 GSM White Maplitho paper- 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	67,000 Books
Packing Method: Every 25 Books should be wrapped with paper band and PP mono Twine Bundling to be done				

Please note that the stationery items should be sent to our stationery centres such as Regional Office at Coimbatore, Kancheepuram, Krishnagiri, Madurai, Namakkal, Sivagangai, Thanjavur, Thoothukudi, Tirunelveli, Villupuram & Virudhunagar and to our Head Office at Salem.

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/Artwork, GST, Transportation, Loading & Unloading charges (To be delivered at Godown of the respective Stationery Centres)**
- Quotation should be submitted on or before **14.11.2025 @ 12.00 pm**
- "Bid Security Declaration" will not be accepted.
- Earnest Money Deposit (EMD) **Rs.70,000/-** 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 shall not carry any interest and that EMDs of the unsuccessful bidders would be refunded within 5 working days after selection of the bidder for carrying out the proposed assignment.
- EMD amount will be paid to the successful L1 bidder at the time of final payment.

- If the L1 bidder fails to execute the supply order or supplies items that deviate from the specifications mentioned in the supply order, the bank reserves the right to cancel the supply order and forfeit the EMD amount.
- L1 vendor will be determined after arriving at Cost to the Bank considering eligible input tax credit.
- **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 bidder 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 Regional Offices and our Head Office 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. Also, EMD amount will be forfeited.
- 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 center(s) as specified by the Bank; otherwise, penalty will be imposed.
- The Bank will not be bound to accept the lowest tender. Also, Bank reserves the right to reject all/any tender either as a whole or in part without assigning any reasons.
- 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 specified centers.
- Excess supply will not be accepted.
- **Kindly mention in your quote as I accept your terms and conditions.**

Yours faithfully


Assistant General Manager



Annexure – 1

PED/265/2025-26 dated 07.11.2025 for Printing & Supplying of Deposit Challan

Company Name:

Address:

Quotation for Printing of Stationery items

Item	Specification	Qty	Amount Incl. GST	GST (%)
Deposit Challan (100 leaves per Book)	Grade A 70 GSM White Maplitho paper- 2 pages - Front & Back printing - Top and bottom covered with brown sheet - Side cloth binding Perforation to be done in 9 cm (length) Size: 10.5 cm X 27.5 cm	67,000 Books		

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

Ref.: Your Inviting quotation No.: PED/265/2025-26 dated 07.11.2025 for Print & Supply of Deposit Challan

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

- I/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 bids 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	70,000/-			

Authorized Signatory with Seal