

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/222/2025-26		Date : 25.09.2025

Sub.: Inviting Quotations for Printing & Supply of Calendar 2026

We invite sealed quotations from eligible, reputed printers for printing and supply of Calendar 2026. The quotation should be submitted in a sealed envelopes 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 2026"**.

Specification	Size	Quantity
6 Sheet Monthly Calendar Paper: 120 GSM Grade-A Art paper Printing: Both sides Multi Colour Printing Finishing: Topside tin mounting, Centre hole with tag	38 cm x 50 cm	2,00,000

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).

Eligibility:

1. The bidder should be in the printing industry with proven/successful track record for not less than 5 years as on 31.03.2025. Self-attested documentary proof should be enclosed along with quote
2. Bidders have experience of doing Calendar printing work with PSU/Government Organizations/Financial Institutions with proven/successful track record for not less than 3 years as on 31.03.2025.
3. The bidders should have an average minimum turnover of 75 lakhs in the last three financial years and should be a profitable company / firm and should have shown the profits in each of last three financial years i.e.2022-23, 2023-24 & 2024-25.
4. The bidders should provide copies of at least three work orders of this nature and amount handled in the past against as proof of this experience.
5. The tenderer has not been blacklisted by any Government / Government Agency / Banks / Financial Institutions in India in the past. Self-declaration should be submitted along with quotation.
6. Bidder should have adequate infrastructure of their own.

Terms and conditions:

- Tender shall contain the following:
(a) **Quotation Part - I - Technical Bid as in Annexure I** which shall be enclosed in a separate sealed envelope and superscribed as **"Tender for Printing Calendars 2026: Technical Bid"**.



(b) **Quotation Part - II - Commercial Bid** as in **Annexure II** which shall be enclosed in a separate sealed envelope and superscribed as **"Tender for Printing Calendars 2026: Commercial Bid"**.

- **The Sealed Envelope 1** containing "Technical Bid" as per Annexure I, EMD details as per Annexure III, Self Declaration as per Annexure IV, Sample paper, all relevant documents for the proof of eligibility.
- **The Sealed Envelope 2** containing "Commercial Bid" as per Annexure II.
- **The Sealed Envelope 3** containing both **Envelope 1 & 2** duly superscribed as **"Quotation for Printing and supply of Calendar 2026"**
- The Sealed Envelope should be submitted **on or before 06.10.2025 @ 1.00 PM**
- **Technical Bid Opening:** On the basis of the given technical parameters and samples submitted, if considered necessary, the opened Technical Bids will be evaluated and shortlisted.
- **Financial/Commercial Bid Opening:** The Financial/Commercial Bid of only those Printers who have been shortlisted in technical bid as above will be opened. Financial /Commercial Bids, which are not as per Annexure II or incomplete in any respect, shall be rejected summarily.
- The rates should be inclusive of **GST, Designing/Artwork, Transportation, Loading & Unloading** charges (To be delivered at Godown of the respective Stationery Centres).
- Earnest Money Deposit (EMD) **Rs.1,00,000/-** 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 III attached herewith, failing which, submitted quotation will be summarily rejected.
- **"Bid Security Declaration" will not be accepted.**
- 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 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.
- 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.**
- 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.
- The sample calendar must be approved by the bank before printing or manufacturing.
- All the Calendars should be printed, packaged, and supplied to our 12 centres within **15th December 2025**. In case of delay, a penalty will be levied at the rate up to 3% of the value of "goods not supplied" as may be decided by the Bank at its own discretion.
- If the paper quality is found inferior, entire lot of supplied items will be rejected at the supplier's cost. Bank will cancel the order, and the vendor will be blacklisted.
- Notwithstanding the penalty clause, the Bank has the right to reject the supply, in case of delay in delivery or defect in quality.
- Bank is authorized to depute officials from any branch / office for verification of printing of items at the press at any time. Any discrepancy found from the order placed will have to be rectified at printer's cost without prejudice to any rights/claims of Bank.



- All the material sent to the printer shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances. Strict adherence to time schedule in respect of these publications is necessary.
- No advance payment will be made.
- No cost in respect of damage/mutilated Calendars 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.
- 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.
- Kindly mention in your quote as I accept your terms and conditions.

Yours faithfully



Assistant General Manager



Annexure – I
Ref. No.: PED/222/2025-26 dated 25.09.2025

Quotation Part I: Technical Bid – Calendar 2026

1	Company/Firm Name	
2	Type of the organization (Sole Proprietorship, Partnership, Private Limited Company, etc.)	
3	Year of Establishment	
4	Certificate of Registration: Registration Number and Date of Registration	
5	GST number (Copy of certificate should be enclosed)	
6	Address for Communication (Contact No and e-mail)	Office: Factory:
7	Whether all printing related activities are done at one place or at different places	
8	Whether the bidder has in-house multi- colour offset printing machines: Yes / No	
9	Details of Machinery: - No. of Offset Printing Machine with its make, size & capacity - No. of Automatic printing machine with its make, size & capacity (Please use separate sheets giving full details)	
10	List of successfully completed works, with details, printed during last three years with details as on 31.03.2025. (Please use separate sheets giving full details viz. Client's name, quantity during which period printing work done etc.).	
11	Annual turnover (₹ in Lakhs) as per the Income Tax returns of last three financial years as shown in the audited balance sheet #	2022-23: 2023-24: 2024-25:
12	Profits after Tax (₹ in Lakhs) in last three financial years #	2022-23: 2023-24: 2024-25:

Annexure I
Ref. No.: PED/222/2025-26 dated 25.09.2025

Quotation Part I: Technical Bid – Calendar 2026

13	At least THREE previous work orders and payments made there against (preferably of this quantity) (Please use separate sheets giving full details)	
14	Maximum no. of copies printed for a single client in a year	
15	List of major clients during the last three years (Please use separate sheets giving full details)	

The average annual turnover during the last three financial years ending on 31.03.2025 should be ₹75 lakhs or more, and the applicant must have reported profits in each of these three financial years

Please enclose copy of Audited Balance Sheet and Profit and Loss Account for the three financial years indicated in items 11 and 12. (CA certified provisional Balance Sheet for FY 2024-25, if accounts are yet to be finalized).

Certified that the above particulars are true.

The undersigned is a duly authorized representative of the company/firm to sign these documents.

Date:

Signature of Authorized Signatory

Place:

(Name of company/firm) Seal of Company/firm)

Annexure – II

Ref. No.: PED/222/2025-26 dated 25.09.2025

Quotation Part II: Financial/Commercial Bid

Company Name:

Address:

Quotation for Printing & Supply of Calendar for the year 2026

Specification	Bsse Rate (Per Unit) (exclusive of GST)	GST % & Amount	Total Price** (Per Unit)
(1)	(2)	(3)	(4) = (3) + (2)
6 Sheet Monthly Calendar Paper: 120 GSM Grade-A Art paper Printing: Both sides Multi Colour Printing Finishing: Topside tin mounting, Centre hole with tag Size: 38 cm x 50 cm			

**The above rates are inclusive of all charges, GST, Designing/Artwork, Transportation, Loading & Unloading charges (To be delivered to Godowns of the respective Stationery Centres).

Date:

Authorized Signatory with Seal

Annexure – III

EMD

Ref. No.: PED/222/2025-26 dated 25.09.2025
Quotation for Printing & Supply of Calendar for the year 2026

From

Date:

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

Sub.: Your Inviting quotation No.: PED/222/2025-26 dated 25.09.2025 for Printing & Supply of Calendar for the year 2026

With reference to the above inviting quotation for Printing & Supply of Calendar for the year 2026, 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	1,00,000/-			

Authorized Signatory with Seal

Annexure - IV

SELF DECLARATION

Ref. No.: PED/222/2025-26 dated 25.09.2025
Quotation for Printing & Supply of Calendar for the year 2026

From

Date:

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

Ref.: Your Inviting quotation No.: PED/222/2025-26 dated 25.09.2025 for Print & Supply of Calendar for the year 2026

I/we declare that I/we have never been blacklisted by Government / Government Agency / Banks / Financial Institutions in India in the past and to the best of my/our knowledge the information provided above is correct and any concealment of facts will lead to my/our disqualification at any stage by the Bank.

Authorized Signatory with Seal