

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/139/2022-23		Date : 03.08.2022

Sub.: Inviting quotation for printing & supply of US Std Fanfold Computer sheet

We request you to submit your quotation for printing and supply of the following Stationery 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 US Std Fanfold Computer sheet".

Item Name: US Std Fanfold Computer sheet

Material Specification	Grade A – 70 GSM White Maplitho Paper
Type of finishing	Holes in Left & Right (Total 22 Holes) – Perforation in Top and Bottom
No. of Color & Printing	Single colour printing – Front only – Bank Logo and Name printing in Left Top corner
Finished Size	14.8 inch x 11 inch x 1 - Continuous Printing
Type of Process	Offset - Printing / Perforation / Folding / Finishing / Packing
No. of copies	25,50,000 copies (850 Boxes)
Packing Method	Each boxes should contain 3 bundles. Each bundle should contain 1000 sheets and packed in good quality polythene cover.

Please note that the stationery items should be sent to our Regional offices at Coimbatore, Kancheepuram, Krishnagiri, Namakkal, Sivagangai Thanjavur, Thoothukudi, Tirunelveli, Villupuram, Virudhunagar & Head office at Salem. (Total 11 centres).

Terms and conditions:

- The rates should be inclusive of GST, Transportation, Loading & Unloading charges (To be delivered at Godown of the respective Stationery Centres)
- Quotation should be submitted on or before 11.08.2022 @ 12.00PM
- Earnest Money Deposit (EMD) Rs.25,000/- 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 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 5 days from the receipt of specimen for approval.
- Stationery items should be printed and supplied to our 11 centres within 15 days from the date of approval of proof.
- If failed to deliver the stationery item within 15 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
- Payment will be made only after submission of delivery challan/note which should be duly acknowledged by our bank officials at our 11 stationery centres.
- Excess supply will not be accepted
- **Kindly mention in your quote as I accept your terms and conditions.**

Yours sincerely



Assistant General 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/139/2022-23 dated 03.08.2022 for Printing & Supply of US Std Fanfold Computer sheet

With reference to the above inviting quotation for Printing & Supply of US Std Fanfold Computer sheet, 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	25,000/-			

Authorized Signatory with Seal

