

<b>Premises &amp; Expenditure Department</b> <b>Head Office-Annexe</b> <b>Salem</b>	 <b>தமிழ்நாடு கிராம வங்கி</b> <b>TAMIL NADU GRAMA BANK</b> <small>அரசாங்க வங்கி</small> <small>Scheduled Bank Owned by Government</small>	<b>No.27/1, Thirunagar,</b> <b>Hasthampatti,</b> <b>Salem 636 007</b> <b>Mail: ped@tngb.bank.in</b> <b>Ph: 0427 2522212</b>
<b>Ref: PED/010/2026-27</b>		<b>Date: 10.04.2026</b>

**Sub: Inviting quotation for Printing & Supplying Contra**

We invite sealed quotations for printing and supplying Contra. The quotation should be submitted and be addressed to **“The General Manager, Tamil Nadu Grama Bank, No.6, Yercaud Main Road, Hasthampatti, Salem 636007”** with the words superscribing on the envelope, **“Quotation for Printing and Supplying Contra”**.

Item	Type	Specification	Size	Quantity
<b>Contra</b> (100 sets in one pad)	Pad	1+1 Type-Grade A 70 GSM White Maplitho paper- 1 <sup>st</sup> sheet in Green Color printing (100 leaves) & 2 <sup>nd</sup> sheet in Red Color printing (100 leaves) – Alternative printing of each sheet (one sided)- Hard board at Bottom & Brown sheet at Top- Top cloth binding – Total 200 sheets	10.5 cm X 18 cm	60,000 pads

**Delivery At:** The item should be supplied to our 12 stationery centres namely Regional Offices at Coimbatore, Kancheepuram, Krishnagiri, Madurai, Namakkal, Sivagangai (Okkur), Thanjavur, Thoothukudi, Tirunelveli, Villupuram, Virudhunagar & Head office at Salem.


**Terms and conditions:**

- Quotation should be submitted as per **Annexure 1**.
- 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 20.04.2026 @ 03:30 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.
- EMD details should be submitted along with quotation as per **Annexure 2** 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 identification of L1 bidder for carrying out the proposed assignment.
- EMD amount will be refunded to the successful L1 bidder at the time of final payment.
- If the L1 bidder fails to execute the work order fully or partially or supplies items that deviate from the specifications mentioned in the work order, the Bank reserves the right to cancel the work order and forfeit the EMD amount.
- Sample paper should be submitted as per our specification along with quotation, otherwise quotation will be rejected.



- L1 bidder will be determined after arriving at Cost to the Bank considering eligible input tax credit.
- 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 item should be printed and supplied to our 12 stationery centres mentioned above, within 30 days from the date of approval of proof.
- If the L1 bidder fails to deliver the stationery item within 30 days, the Bank will cancel the order without prior notice and the Bank will not bear any expenses.
- If any deviations in the supplied items are found from our specifications, the Bank will cancel the Work Order, and the vendor will be blacklisted. EMD amount will be forfeited.
- The Bank will not be bound to accept the lowest tender. Also, the 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 the submission of delivery challan/note which should be duly acknowledged by our Bank officials from our 12 stationery centres.
- Excess supply will not be accepted.
- **Kindly mention in your quote as, "I accept your terms and conditions".**

Yours faithfully

  
Assistant General Manager

