| Premises & Expenditure Department<br>Head Office-Annexe<br>Salem | தமிழ்நாடு<br>கிராம வங்கி<br>TAMIL NADU GRAMA BANK | No.27/1, Thirunagar,<br>Hasthampatti,<br>Salem 636 007<br>Mail: ped@tngb.bank.in<br>Ph: 0427 2522 212 |
|---|---|---|
| Ref : PED/209/2026-27 | | Date: 17.09.2026 |

**Sub.: Inviting Quotations for Printing & Supply of Calendar 2027**

We invite sealed quotations from eligible, reputed printers for printing and supply of Calendar 2027. 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 2027**".

| Specification | Size | Quantity |
|---|---|---|
| 6 Sheet Monthly Calendar<br>**Paper:** 120 GSM Grade A - Art paper<br>**Printing:** Front & Back Multi Colour Printing<br>**Finishing:** Topside tin mounting, Centre hole with tag | 38 cm<br>x<br>50 cm | 2,50,000<br>Calendars |

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 31.03.2026. Self-attested documentary proof should be enclosed along with quote
2. The bidder should have experience in Calendar printing work with PSU/Government Organizations/Financial Institutions with proven/successful track record for not less than 3 years as on 31.03.2026.
3. The bidders should submit copies of at least three work orders as proof of experience. Of these, at least one work order should demonstrate the successful execution of printing and supply of not less than 1,00,000 monthly Calendars in a single order during the three years preceding 31.03.2026
4. 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.2023-24, 2024-25 & 2025-26. **Copies of the audited balance sheet and Turnover Certificate (Annexure V) issued by a Chartered Accountant must be submitted.**
5. The bidder has not been blacklisted by any Government / Government Agency / Banks / Financial Institutions in India in the past. Self-declaration (Annexure IV) should be submitted along with quotation.
6. The bidder should have at least one registered Office and/or factory in Tamil Nadu. GST certificate must be submitted as proof. If the bidder fails to submit proof (GST certificate), then the bid liable for disqualification. The bidder shall also adequate infrastructure and resources of its own for the execution of the work.

Tamil Nadu Grama Bank Premises & Expenditure Salem.

**Terms and conditions:**

- Tender shall contain the following:
  **(a) Quotation Part - I - <u>Technical Bid</u>** <u>as in</u> **<u>Annexure I</u>** which shall be enclosed in a separate sealed envelope and superscribed as **<u>"Tender for Printing Calendar 2027: Technical Bid".</u>**
  **(b) Quotation Part - II - <u>Commercial Bid</u>** <u>as in</u> **<u>Annexure II</u>** which shall be enclosed in a separate sealed envelope and superscribed as **<u>"Tender for Printing Calendar 2027: Commercial Bid".</u>**
- **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 **<u>"Quotation for Printing and supply of Calendar 2027"</u>**
- The Sealed Envelope should be submitted **on or before 25.09.2026 @ 1.00 PM**
- Technical Bid Opening: Based on 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: **TNGB0060001** ('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 2026**. 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.

Tamil Nadu Grama Bank Premises & Expenditure Salem.

- Notwithstanding the penalty clause, the Bank has the right to reject the supply either fully or partially, in case of delay in delivery or defect in quality. Further, the Bank will be at liberty to get the same printed through other sources at its sole discretion or the difference in cost, if any, will be recoverable from defaulting party
- 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 or extend the due date of receipt of bid(s)without assigning any reasons.
- **Kindly mention in your quote as *I accept your terms and conditions*.**

Yours faithfully

Assistant General Manager

Tamil Nadu Grama Bank
Premises & Expenditure
Salem.

**Annexure – I**

**Ref. No.: PED/209/2026-27 dated 17.09.2026**

**Quotation Part I: Technical Bid – Calendar 2027**

| | | |
|---|---|---|
| 1 | Company/Firm Name | |
| 2 | Type of the organization<br>(Sole Proprietorship, Partnership, Private Limited Company, etc.) | |
| 3 | Year of Establishment | |
| 4 | Certificate of Registration:<br>Registration Number and<br>Date of Registration | |
| 5 | GST number<br>(Copy of certificate should be enclosed) | |
| 6 | Address for Communication<br>(Contact No and e-mail) | Office:<br><br>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:<br>• No. of Offset Printing Machine with its make, size & capacity<br>• No. of Automatic printing machine with its make, size & capacity<br>(Please use separate sheets giving full details) | |
| 10 | List of successfully completed works, with details, printed during last three years with details as on 31.03.2026.<br>(Please use separate sheets giving full details viz. Client's name, quantity during which period printing work done etc.). | |
| 11 | Annual turnover as per the Income Tax returns of last three financial years as shown in the audited balance sheet # | 2023-24: ₹<br>2024-25: ₹<br>2025-26: ₹ |
| 12 | Profits after Tax in last three financial years # | 2023-24: ₹<br>2024-25: ₹<br>2025-26: ₹ |

**Annexure I**
**Ref. No.: PED/209/2026-27 dated 17.09.2026**

**Quotation Part I: Technical Bid – Calendar 2027**

| | | |
|---|---|---|
| 13 | At least THREE previous work orders and payments made there against (preferably of this quantity)<br>(Please use separate sheets giving full details) | |
| 14 | Maximum number of monthly calendars printed for a single client in a year | |
| 15 | List of major clients during the last three years<br>(Please use separate sheets giving full details) | |

**# The average annual turnover during the last three financial years ending on 31.03.2026 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, Profit and Loss Account and Turnover Certificate issued by Chartered Accountant for the three financial years indicated in items 11 and 12. (Chartered Accountant certified provisional Balance Sheet for FY 2025-26, if accounts are yet to be finalized).**

We hereby certify that the particulars furnished above are true and correct. We have read, understood, and unconditionally accepted all the terms and conditions stipulated in the Tender Document and its annexures, including the penalty clauses contained therein.

We further certify that the undersigned is a duly authorized representative of the company/firm to sign and submit these documents.

**Date:** **Signature of Authorized Signatory**

**Place:** **(Name of company/firm) Seal of Company/firm)**

Annexure – II

Ref. No.: PED/209/2026-27 dated 17.09.2026

**Quotation Part II: Financial/Commercial Bid**

**Company Name:**

**Address:**

**Quotation for Printing & Supply of Calendar for the year 2027**

| Specification | Bsse Rate (Per Unit) (exclusive of GST) | GST % & Amount | Total Price** (Per Unit) |
|---|---|---|---|
| (1) | (2) | (3) | (4) = (3) + (2) |
| 6 Sheet of Monthly Calendar<br>**Paper:** 120 GSM Grade A - Art paper<br>**Printing:** Front & Back Multi Colour Printing<br>**Finishing:** Topside tin mounting,<br>Centre hole with tag<br>**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**

**CERTIFICATE OF ACCEPTANCE**

**Ref. No.: PED/209/2026-27 dated 17.09.2026**
**Quotation for Printing & Supply of Calendar for the year 2027**

From　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　Date:

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

With reference to the above inviting quotation for Printing & Supply of Calendar for the year 2027, 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 Tender Document 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/209/2026-27 dated 17.09.2026**
**Quotation for Printing & Supply of Calendar for the year 2027**

From Date:

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

**Ref.: Your Inviting quotation Ref. No.: PED/209/2026-27 dated 17.09.2026 for Print & Supply of Calendar for the year 2027**

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. There are no pending cases against us involving cheating or any fraudulent activities.

I/We am/are not a defaulter in repayment of any credit facility availed from any Bank.

I/We understand that any concealment, misrepresentation, or suppression of facts shall render me/us liable for disqualification by the Bank at any stage of the process

**Authorized Signatory with Seal**

Annexure - V

## TURNOVER AND NETWORTH CERTIFICATE

**[To be provided by Statutory Auditor/Chartered Accountant on their Letterhead]**

**Ref. No.: PED/209/2026-27 dated 17.09.2026**
**Quotation for Printing & Supply of Calendar for the year 2027**

This is to certify that M/s ______________________________ (Firm Name), located at______________________________________________

has the following Turnover and Net Profit/Loss from its business operations. This information is based on the Audited Financial Statements for FY 2023-24, FY 2024-25 and FY 2025-26.

| Financial Year (for Three Consecutive FY) | Annual Turnover (in Rs.) | Net Profit/Loss (in Rs.) |
|---|---|---|
| 2023-24 | | |
| 2024-25 | | |
| 2025-26 (CA Certified Provisional if financials are yet to be finalized) | | |

**Signature of Authorized Signatory** **Company Seal**

Name of Signatory:

Designation:

Email ID:

Mobile No: Telephone No.:

UDIN:

Date:

Place: