

<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>சங்கீரண 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/001/2026-27</b>		<b>Date: 01.04.2026</b>

**Sub: Inviting quotation for Printing & Supplying Withdrawal Slips**

We request you submit your quotation for printing and supplying Withdrawal Slips. 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 Withdrawal Slips"**.

Item	Type	Specification	Size	Quantity
Withdrawal Slip	Book	Grade A 70 GSM White Maplitho paper - 100 leaves - 2 pages - Front & Back printing – Printing of Bank Name & Logo as water marks in Blue colour (front only) and remaining texts in Black colour (front & back)- Side cloth binding - Top and bottom covered with brown sheet	9 cm X 19 cm	1,00,000 Books

**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 07.04.2026 @ 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 your 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 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 fully or partially 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.
- Sample paper should be submitted as per our specification along with quotation, otherwise quotation will be rejected.



Handwritten signatures and initials in blue ink.

- 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 items 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 found from the supply compared to our specifications, the Bank will cancel the Work Order, and the vendor will be blacklisted.
- 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

