

 इंडियन बैंक / Indian Bank प्र.का. : लेखन सामग्री विभाग HO: STATIONERY DEPARTMENT	इंडियन बैंक / Indian Bank नं. 66, राजाजी सालै / No 66, Rajaji Salai चेन्नै / CHENNAI – 600001 फ़ोन / Phone: 044-25220550 & 25220250 फ़ैक्स / FAX : 25210060 ई - मेल / Email: hostationery@indianbank.co.in	
	ENQUIRY NO: 03/19-20	DATE :17.06.2019
To M/s. Gemini Graaphics Pvt Ltd M/s. J K Paper Ltd M/s. The West Coast Paper Mills Ltd	Stationery Item : MICR REEL PAPER – 43 CM and 45.5 CM 95 GSM WITH CTS 2010 SPECIFICATIONS Code NO : CTS PAPER -3104 and 3105 Quantity : A - 43 CM – 130 MTs, B- 45.5 CM – 30 MTs Total = 160 MTs	

NOTICE INVITING TENDER

Dear Sirs,

Indian Bank invites sealed tender for procurement of 95 GSM MICR CTS 2010 Specification -130 MTs of 43CM and 30 MTs of 45.5 CM security paper reel. The tender should be sent in a sealed cover **Superscribing “Tender – SUPPLY OF SECURITY PAPER - ENQUIRY NO: 03/19-20”** quoted above and addressed to: **THE ASSISTANT GENERAL MANAGER, INDIAN BANK, CORPORATE OFFICE, PREMISES AND EXPENDITURE DEPARTMENT,254-260, Avvai Shanmugam Salai, Royapettah, Chennai 600 014 “ON OR BEFORE 28.06.2019 at 3.30 pm”**. The tenders will be opened on same working day at 4.00 pm at the above address.

- The tender should strictly conform to the specifications laid down hereunder. After manufacturing the paper as per specifications, supply instructions will be given, before the date mentioned in our purchase order.
- Delayed delivery without our prior written approval will render rejection of the entire quantity ordered or acceptance of the delivery at our sole discretion with a levy of penalty.
- Please ensure that the tender is properly worked out and presented in the prescribed format only. Any request for revision of rates or inclusion or deletion of any cost or cancellation of the order subsequently will not be entertained. Please note that the tender cost is quoted as per Bank’s format otherwise tender will be rejected.
- **Please quote your rate inclusive of all costs and GST as per Banks requirements as below. The breakup of components of the rate arrived inclusive of taxes shall be indicated.**
- Bank reserves the right to split the order among the multiple bidders/vendors without assigning any reason (s) whatsoever as deemed fit.
- The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason or whatsoever.

SPECIFICATIONS:

PAPER SPECIFICATIONS AND OTHER TERMS AND CONDITIONS ARE AS PER ANNEXURE.

Yours faithfully,

CHIEF MANAGER

ANNEXURE TO OUR ENQUIRY NO: 03/19-20 DATED: 17.06.2019 DUE ON: 28.06.2019

QUANTITY AND SIZE	MICR Grade Paper 95 GSM A - 43 CM – 130 MTs, B- 45.5 CM – 30 MTs Total = 160 MTs
WATER MARK	The paper should contain water marks of 1. Bank's Name in Hindi & English – 4.5x4.5 cm size each. 2. Bank's Logo – 1.5 x 1.5 cm size 3. CTS India –within an oval shape of 2.6 cm x 3 cm size as per directions of RBI/IBA in respect of CTS-2010 standards.
DANDY	The Dandy should be made in such a way that each cheque leaf should contain at least one full water mark of CTS INDIA, Bank's name and Bank's LOGO. The supplier has to provide the Dandy required for manufacturing the MICR Paper at their cost.
PRICE	<u>Rate inclusive of all costs and GST as per Banks requirements:</u> (i.e. Cost inclusive of Cost of paper + Cost of Dandy + GST + Transit Insurance + Freight + Loading + Unloading charges +any other charges etc.). The quantity of paper to be delivered to each location is as below: A) 43 CM - 130 MT 1. 45 MT - To CHENNAI 2. 24 MT - To NEW DELHI 3. 20 MT - To MUMBAI 4. 16 MT - To KOLKATA 5. 15 MT - To HYDERABAD 6. 10 MT - To MANIPAL, KARNATAKA B) 45.5 CM - 30 MT 1. 20 MT - To CHENNAI 2. 10 MT - To MANIPAL, KARNATAKA The breakup of components of the rate arrived inclusive of GST shall be indicated. The rates quoted in the tender form under <u>“Total Cost” will be considered for arriving at L1.</u>
DELIVERY	1. 8 weeks for supply of 30% of the quantity from the date of receipt of our written order, this includes the period of manufacturing Dandy. 2. Total Quantity should be completed in 12 weeks from the date of receipt of our written order. However, the final delivery schedule will be given to the supplier during award of work.

PACKING	Each Reel of paper should be securely wrapped and carefully packed to withstand transport and other damages. The successful tenderer / suppliers will have to make good the shortage/damages if any, reported by our printers.
SPECIAL CONDITIONS	<ol style="list-style-type: none"> 1. The suppliers who are in a position to supply the required quantity as per delivery schedule only need to apply (30% of Qty within 8 weeks and completion of order in 12 weeks). 2. Supplier should be in the approved list of IBA for manufacture of MICR – CTS 2010 grade papers. In proof of the same, a copy of the letter from IBA has to be submitted. 3. Supplier should furnish year wise/Bank wise details of quantity of MICR 95 gsm grade paper of size 43CM and 45.5CM, supplied to Banks in last two financial years 2017-18 and 2018-19
OTHER CONDITIONS	<ol style="list-style-type: none"> 1. The acceptance of the offer will rest with the Bank which does not bind itself to accept the lowest offer, and reserves to itself the authority to reject any or all of the offers received and cancel the entire tender process without assigning any reason or whatsoever. 2. The Bank reserves the right to accept the offer in full or in part and the offerer shall have no claim for revision of rates/other conditions if his offer is accepted in part. 3. Bank reserves the right to split the order among the multiple bidders / vendors without assigning any reason(s) whatsoever as deemed fit. 4. Being the process Industry it is not practically possible to manufacture the exact ordered quantity, hence i.e. tolerance of Excess / shortage 5 % will be accepted on the ordered quantity.
PAYMENT	Payment will be made by us on delivery of goods in good condition to our printers and on receipt of their acknowledgement. <u>Also payment will be made only on the exact weight of the material received and certified by our approved security printer after allowing the exact quantity of wastages. Any dispute in this regard will have to be dealt with the Printer only.</u> Until receipt of goods by us/our printers, property of the goods shall vest with the successful tenderer and they should take care of the insurance part of the materials proposed to be supplied till it reaches and acknowledged by the printers in their custody.
PENALTY CLAUSE	<ol style="list-style-type: none"> 1. As per RBI guidelines, the tenderer have to make good the rejections and disapproval of quality and watermark by NPCI, if any, due to defective manufacture of paper. 2. Penalty on the cost of the quantity to be supplied from the due date of supply as per purchase order: <ul style="list-style-type: none"> • At the rate of 2% for 1 to 7 days delay, • At the rate of 5% for 8 to 15 days delay, • At the rates of 10% beyond 16 days delay.
QUALITY & OTHERS	The quality and other specifications of paper should strictly conform to RBI specifications.
UNDERTAKING SPECIFICATIONS	The successful bidder will have to execute the order only on accepting the conditions that they would indemnify the Bank for any loss, if the quality of paper is not in conformity with RBI specifications.

TENDER FORM

The Assistant General Manager (P&E),
 Indian Bank, Corporate Office,
 254-260, Avvai Shanmugam Salai,
 Royapettah, Chennai – 600 014.

Sub: Supply of 160 MTs of 95 GSM MICR Security paper reel with CTS – 2010 Standards
 Ref: Your enquiry NO: 03/19-20 dated: 17.06.2019

In response to your above enquiry, we hereby submit our offer as under for supply of 160 MTs (A - 43 CM - 130 MTs, B- 45.5 CM – 30 MTs) of 95 GSM MICR Security paper reel with water marks of CTS 2010 INDIA, name of the Bank in English and HINDI and Bank's LOGO as per specification given in the tender.

Destination	Rate inclusive of all costs and GST as per Bank Requirement: Cost in Total		
	Cost per MT		Total Cost (Reel form/ width 43 / 45.5 CM) c = a+b
	a = Base Cost	b	
	Cost of paper + Cost of Dandy + Transit Insurance + Freight + Loading & Unloading charges + any other charges etc.	GST	
Chennai 45 MT of 43 CM			
New Delhi 24 MT of 43 CM			
Mumbai 20 MT of 43 CM			
Kolkata 16 MT of 43 CM			
Hyderabad 15 MT of 43 CM			
Karnataka 10 MT of 43 CM			
A- Sub Total (130 MTs)			
Chennai 20 MT of 45.5 CM			
Karnataka 10 MT of 45.5 CM			
B- Sub Total (30 MTs)			
C= A+B Grand Total (160 MTs)			

Total Cost will be considered for arriving at Lowest Bidder

Yours faithfully,

Place:

AUTHORISED SINGNATURE OF SUPPLIER.

Date:

Seal: