



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: 07/19-20

DATE :17.03.2020

DUE DATE : 27.03.2020

To
M/s. Gemini Graaphics Pvt Ltd
M/s. J K Paper Ltd
M/s. The West Coast Paper Mills Ltd
M/s. Century Pulp and Paper

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 – 250 MTs,
B- 45.5 CM – 20 MTs
Total = 270 MTs

NOTICE INVITING TENDER

Dear Sirs,

Indian Bank invites sealed tender in 2 Bid System (Technical and Financial BID) for procurement of 95 GSM MICR CTS 2010 Specification - 250 MTs of 43CM and 20 MTs of 45.5 CM security paper reel. Technical Bid and Price Bid in separate sealed covers, will further be sealed in another envelope addressed to **The Asst. General Manager (P&E), Indian Bank, Corporate Office, Expenditure Dept, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai 600014** superscribed as “Quotation for Supply of Security Paper” and delivered before 04.00 PM ON THE DUE DATE. Technical Bid will be opened on the same working day at 04.30 pm at Corporate Office, Royapettah. Financial bids of the eligible tenderers will be opened separately after technical evaluation.

Any corrigendum will be issued only on Bank's Website. Tenderers are requested to visit our Bank's website regularly in their own interest before submission of tender.

- 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.
- 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



HO: STATIONERY DEPARTMENT
No:66, Rajaji Salai
Chennai – 600001
Ph:044- 25220250, 25220550

ANNEXURE TO OUR ENQUIRY NO: 07/19-20 DATED: 17.03.2020 DUE ON: 27.03.2020

QUANTITY AND SIZE	MICR Grade Paper 95 GSM A - 43 CM – 250 MTs, B- 45.5 CM – 20 MTs Total = 270 MTs
WATER MARK	<p>The paper should contain water marks of</p> <ol style="list-style-type: none">1. Bank's Name in Hindi & English – 4.5x4.5 cm size each.2. New Bank's Logo (For the Amalgamated entity - Allahabad Bank into Indian Bank) – 1.5 x 1.5 cm size3. 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. <p>Watermark 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 NEW LOGO.</p> <p>The required Dandy for watermarking shall be arranged by the paper manufacturer at their own cost. <i>Existing Dandy, any will not be considered and will be scrapped in the presence of Bank Officials.</i></p>
PRICE	<p><u>Rate inclusive of all costs and GST as per Banks requirements:</u> (i.e. Cost inclusive of Cost of paper + Bank Water Mark + GST + Transit Insurance + Freight + Loading + Unloading charges +any other charges etc.).</p> <p>The quantity of paper to be delivered to each location is as below:</p> <p>A) 43 CM - 250 MT</p> <ol style="list-style-type: none">1. 85 MT - To CHENNAI2. 55 MT - To NEW DELHI3. 40 MT - To MUMBAI4. 35 MT - To KOLKATA5. 25 MT - To HYDERABAD6. 10 MT - To MANIPAL, KARNATAKA <p>B) 45.5 CM - 20 MT</p> <ol style="list-style-type: none">1. 20 MT - To CHENNAI <p>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></p>
DELIVERY	<p>1. 16 weeks for supply from the date of receipt of our written order.</p> <p>However, the final delivery schedule will be given to the supplier during award of work.</p>

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.
OTHER CONDITIONS	<ol style="list-style-type: none"> 1. The acceptance of the offer will rest with the Bank. Bank reserves the authority to reject any or all of the offers received and to 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.