

Dated: 22.11.2023

Tender Notice

Subject: - Tender for Purchase of Crosscut Card Shredder Machine

The Indian Bank intends to purchase Crosscut card Shredder Machine and invites tenders for the same. The Bank reserves the right to cancel all the tenders without intimating any reason for the same. Bidders are requested to deposit an EMD of Rs. 4,000/- (Rupees Four Thousand Only) in the form of Bank Draft / Banker's Cheque favouring Indian Bank Payable at Meerut. The EMD of unsuccessful bidder will be returned after decision taken with regard to award of the Contract to successful bidder. Tender received without EMD will not be entertained. The sealed tenders in this regard may be submitted by interested firms to the **Deputy General Manager, Indian Bank, 55 The Mall, Meerut Cantt, in a sealed cover super-scribed with the word "Tender for Purchase of Crosscut card Shredder Machine latest by 1500 hrs on 06.12.2023.** The same will be opened at 1700 hrs on the same day, in the presence of the interested firms. The firm which is awarded contract needs to deposit 2% (including EMD) of the tendered amount as security deposit.

For details and getting the copy of tender document visit our website (www.indianbank.in) or contact the undersigned.

Deputy General Manager
Zonal Office
55 The Mall, Meerut Cantt



NOTICE INVITING TENDER

Sealed tenders from interested parties are invited for purchase of Crosscut card Shredder Machine.

Interested parties may submit their offers as per following schedule:-

Sl. No	Description of Items	Remarks
1	Issuance of tender	From 22.11.2023 and can be download on the Banks website www.indianbank.in
2	Submission & Opening of tender	Submission on or before 06.12.2023 up to 15.00 hrs. as per the Format enclosed as Annexure – II and the same will be opened on 06.12.2023 on 17.00 hrs. in presence of authorized representative of the Tenderer.
3	Earnest Money Deposit (EMD)	Rs. 4,000/- (Rupees Four Thousand Only) in the form of Bank DD or Pay Order on any scheduled Bank drawn in favour of Indian Bank.
4	Security Deposit	The firm which is awarded contract needs to deposit 2% (including EMD) of the tendered amount as security deposit.

Note:- The Bidder has to submit Xerox copies of their KYC, GST, License and guarantee for shredder machine (as applicable) along with bid.

**Signature of Vendor
With Seal & Date**

Deputy General Manager
Zonal Office,
55 the mall, Meerut Cantt

Terms & Conditions

- i) The Tender should be accompanied by Earnest Money Deposit (EMD) of Rs. 4,000/- (Rupees Four Thousand only) in the form of Bank DD or Pay Order drawn in favour of INDIAN BANK Meerut failing which Tender will not be considered. The Tender received without EMD shall be rejected summarily.
- ii) The firm which is awarded contract needs to deposit 2% (including EMD) of the tendered amount as security deposit.
- iii) The EMD of unsuccessful Tenderer shall be refunded / released only after the successful Tenderers deposits the security deposit.
- iv) Conditional tenders / deviations from our NIT shall be liable for rejection.
- v) The tenderers shall quote the rates clearly both in figures and words and should be prefixed by the word Rupees and avoid overwriting. Cuttings / over writings in the rates quoted by the firm will not be accepted and rejected summarily. If there is a variation of quoted rate in figures & words thereafter rate written in words will be taken as quoted rate.
- vi) Rates will be valid upto 60 (sixty) days from the date of opening the tender.
- vii) All disputes will be subject to Meerut Jurisdiction only.

The Bank reserves the right to accept or reject any or all the quotations in part or full without assigning any reason whatsoever and its decision in case of doubt / dispute shall be final & binding on both the parties.

Catalogue/detail of the Shredder Machine to be delivered against the quotation to be enclosed.

Name of Bidder :

Address :

Contact No. :

EMD Pay Order / Draft No.

Date

Amount

Signature of Vendor
With Seal & Date

Annexure I

Minimum Specifications for Shredder machine

S NO.	SPECIFICATION (Minimum requirements)	DETAILS
1	Sheet Capacity	Minimum 09 sheets
2	Cut Type	Cross Cut
3	Cut Size (mm)	5*38 mm or less
4	CD Cut Size (mm)	-
5	Throat Width (mm)	220 mm or above
6	Average Shred Speed (mpm)	2.25 m/min
7	Bin Capacity	15 litres
8	Auto start/stop	-
9	Reverse	-
10	Thermal Overload Protection	Yes
11	Auto reverse prevent paper jam	-
12	Safety cut-out on bin removal	Yes
13	Accepts Paper clips/Staples	Yes
14	Accept Credit Cards	Yes
15	Accept CD	Yes
16	Caster	-
17	Power (W)	-
18	Machine Details – W*D*H (mm)approx	315*195*356
19	Net Wight (kg) approx	3.78
20	Ideal daily average Shred Capacity	200 sheets
21	Continuous run time: _ON:_OFF	3 min/ON, 40 min/OFF
22	Cost Ceiling approx per shredder machine	Rs. 3,700/- plus GST

OFFER / BID FORM

Name of the Bidder :

Address of the Bidder :

Phone No. :

Mobile No. :

Fax No. :

Business License as applicable :

PAN No. : (Copy of PAN card attached)

GST No. : (Copy of GST attached)

Contact Person :

Ref: Tender for Purchase of Crosscut card Shredder Machine.

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Dear Sirs,

I/We hereby confirm that the shredder machine to be supplied by us is conforming the above specifications and standards and we also provide one year warranty for any type of repair and maintenance of the shredder machine as and when required/complained.

A). PRICE BID

a) Price for whole lot of items (figures & words both): **Rs.** -----

I/We are enclosing herewith the Demand Draft / Pay Order in favour of Indian bank.

Demand Draft No. drawn on

dated amount for full value of tender amount plus tax.

DECLARATION: I/We have read and acquainted myself / ourselves with the terms and conditions of sale. I/We unconditionally agree to the terms & conditions and have submitted this offer accordingly.

**Signature of Vendor
With Seal & Date**