



Dated: 02.01.2024

## **Tender Notice**

### **Subject: - Tender for Purchase of Crosscut Card Shredder Machine**

The Indian Bank, Zonal Office Barasat intends to purchase 82 nos. 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. 5,000/- (Rupees Five Thousand Only) in the form of Bank Draft / Banker's Cheque favouring Indian Bank Payable at Kolkata. 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, Zonal Office Barasat, 54 KNC Road, Barasat-700124, in a sealed cover super-scribed with the word "Tender for Purchase of Crosscut card Shredder Machine latest by 15:00 hrs on 19.01.2024.** The same will be opened at 17:00 hrs on the same day, in the presence of the interested firms. The firm which is awarded contract needs to deposit 2% of the tendered amount (excl. GST) as security deposit for 12 months.

Bidders shall make a note that as per guidelines issued by the Govt of India, **all units registered under MSME are exempted from paying Application Fee & Earnest Money Deposit for Government/PSU tenders.** All such Bidders who are registered as MSME units, are hence exempted from paying application fee & Earnest Money. In case any bidder claims exemption from paying such fees, he/she shall mandatorily submit certificate issued by competent authority for such exemption along with application. Any application submitted without prescribed fees as well as exemption certificate, shall be summarily rejected. No consideration for same shall be entertained at the time of opening the bids.

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

Deputy General Manager  
Zonal Office, Barasat  
54 KNC Road, Barasat-700124



### **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:-

<b>Sl. No</b>	<b>Description of Items</b>	<b>Remarks</b>
1	Issuance of tender	From 05.01.2024 and can be download on the Banks website <a href="http://www.indianbank.in">www.indianbank.in</a>
2	Submission & Opening of tender	Submission on or before 19.01.2024 up to 15:00 hrs. as per the Format enclosed as Annexure – II and the same will be opened on 19.01.2024 on 17:00 hrs. in presence of authorized representative of the Tenderer.
3	Earnest Money Deposit (EMD)	Rs. 5,000/- (Rupees Five 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% of the tendered amount (Excl. GST) as security deposit for 12 months.

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

**Signature of Vendor  
With Seal & Date**

Deputy General Manager  
Zonal Office, Barasat  
54 KNC Road, Barasat-700124

### **Terms & Conditions**

- i) The Tender application should be accompanied by **MSME Registration Certificate / Earnest Money Deposit (EMD)** of Rs.5,000/- (Rupees Five Thousand only) in the form of Bank DD or Pay Order drawn in favour of INDIAN BANK payable at Kolkata 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% (excl. GST) of the tendered amount as security deposit for 12 months.
- iii) The EMD of unsuccessful Tenderer shall be refunded / released after decision taken with regard to award of the Contract to successful bidder.
- 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 up to 60 (sixty) days from the date of opening the tender.
- vii) All disputes will be subject to Kolkata 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. :

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	Yes
12	Safety cut-out on bin removal	Yes
13	Accepts Paper clips/Staples	
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

**ANNEXURE - II****OFFER / BID FORM****Name of the Bidder :****Address of the Bidder :****Phone No. :****Mobile No. :****Fax No. :****Trade License :****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 specifications and standards as per Annexure I of the tender notice dated 02.01.2024 and we also provide one year warranty for any type of repair and maintenance of the shredder machine as and when required/complained.

Item Description	Unit Price (Excl. GST)	No. of Units	Total Cost (Excl. GST)
Cross Cut Card Shredder as per Bank’s specification	Rs.	82	Rs.
	Add GST		Rs.
	Total Amount (Incl. GST)		Rs.
Amount in Words: Rupees			

I/We are enclosing herewith **MSME Registration Certificate / EMD Demand Draft**

no..... dated ..... of Rs. 5000/- in favour of Indian bank.

(Strike off whichever is not applicable)

**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**