



**HO: STATIONERY DEPARTMENT**  
**No:8, Jehangir Street**  
**Second Line Beach Road**  
**Chennai – 600001.**  
**Ph:044- 25220250, 25220550.**

ENQUIRY NO:56/12-13	DATE :27.09.12	DUE DATE :08.10.2012
To M/s.	Stationery Item : MICR REEL PAPER – 95 Gsm WITH CTS SPECIFICATIONS 1) 43.5 CM                      2) 45.5 CM	
	Code NO : CTS PAPER	
	Quantity : 1) <b>43.5 cm - 130 MT</b> 2) <b>45.5 cm - 20 MT</b>	

### **NOTICE INVITING TENDERS**

Dear Sirs,

Indian Bank invites tender for supply of the above mentioned Stationery items in stated quantity as per specifications laid down below. The tender should be sent in a sealed cover Superscribed

“Tender – ENQUIRY NO: quoted above and addressed to:

**THE ASSISTANT GENERAL MANAGER,**

**INDIAN BANK, CORPORATE OFFICE, PREMISES AND EXPENDITURE DEPARTMENT,**

**254-260, Avvai Shanmugham Salai, Royapettah, Chennai 600 014 ON OR BEFORE 4.00. PM on or before THE DUE DATE. The tenders thus submitted will be opened on the following working day at 3.00 pm at the above address.**

The specimen of the stationery item is enclosed/may be inspected at the department during office hours on all working days of the Bank. Your 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/printing 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 your tender is properly worked out and presented. 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 without Break-up of cost will be rejected.

**Please quote your rate nett. i.e., inclusive of all costs and taxes.**

Bank reserves the right to split the work into 2 or 3 tenderers as deemed fit, which depends on the requirements of the Bank.

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 SEPCIFICATIONS AND OTHER TERMS AND CONDITIONS AS PER ANNEXURE.

Yours faithfully,

CHIEF MANAGER



**HO: STATIONERY DEPARTMENT**  
**No:8, Jehangir Street**  
**Second Line Beach Road**  
**Chennai – 600001.**  
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ANNEXURE TO OUR ENQUIRY NO: 56/12-13 DATED: 27.09.2012 DUE ON: 08.10.2012

QUANTITY AND SIZE	MICR Grade Paper 95 gsm - 43.5 cm – 130 MT MICR Grade Paper 95 gsm - 45.5 cm - 20 MT
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 – 1.5x1.5 cm size 3. CTS India –within oval shape of 2.6 x 3 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	<b>Quote your rates nett:</b> (ie., Cost of paper + Cost of Dandy+CST + VAT + Any other taxes + Octroi + Insurance + Loading + Unloading charges +any other charges.)  The quantity of paper to be delivered to each loacation is as below:  a) 43.5 CM - 130 MT 1. 85 MT - To HYDERABAD 2. 30 MT - To MANIPAL 3. 15 MT - To CHENNAI B) 45.5 CM - 20 MT 1. 10 MT - TO HYDERABAD 2. 10 MT – To CHENNAI The break up details called for may be provided in a separate annexure to the tender form, but the rates quoted in the tender form under <b><u>Total Cost, item (C)</u></b> Will be considered for arriving at L 1.
DELIVERY	6 Weeks from the date of receipt of our written order which includes the period for manufacturing of Dandy. 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"> <li>1. Conditional tender will be rejected.</li> <li>2. The suppliers who are in a position to supply the required quantity in 6 weeks only need to apply.</li> <li>3. Supplier should be in the approved list of IBA for manufacture of MICR – CTS 2010 grade cheque papers. In proof of the same, a copy of the letter from IBA has to be submitted.</li> <li>4. Supplier should furnish year wise/Bank wise details of quantity of MICR grade paper of size 43.5 cm &amp; 45.5 cm, supplied to Banks in last two financial years 2010-11 and 2011-12.</li> <li>5. Supplier should submit completion certificate from previous clients as a proof of timely supply.</li> <li>6. Proof of having supplied CTS 2010 standard MICR grade paper of our required size of 43.5CM and 45.5 CM, mentioned above for Banks during the past one year</li> <li>7. Proof of having supplied minimum 75 MT quantity of CTS 2010 standard MICR grade paper of our required size of 43.5 cm and 45.5 cm within 30 days from the date of the order.</li> </ol> <p>Please furnish documentary proof like copies of completion certificate from Banks etc and not mere <b>purchase orders or notice inviting tender.</b></p>
Other conditions	<ol style="list-style-type: none"> <li>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 offer received and cancel the entire tender process without assigning any reason or whatsoever.</li> <li>2. Offers with any condition overriding our Terms and conditions are liable for rejection.</li> <li>3. The Bank reserves its 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.</li> </ol>
PAYMENT	<p>Payment will be made by us on delivery of goods in good condition to our printers and on receipt of their acknowledgement. <b><u>Also payment will be made only on the exact weight of the material received and certified by our Printer after allowing the exact quantity of wastages . Any dispute in this regard will have to be dealt with the Printer only.</u></b> 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.</p>

PENALTY CLAUSE	<p>1.As per RBI guidelines, you will have to make good the rejections and disapproval of quality and watermark by NPCI, if any due to defective manufacture of paper.</p> <p>2.Penalty at 1% per week of delay on cost of material to be supplied subject to maximum of 5% will be levied on the supplier for any delay beyond the stipulated period.</p>
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 compensate to the Bank, if at a later date the quality of paper is found to be not in conformity with RBI specifications.

## TENDER FORM

From:

To:

The Assistant General Manager,  
Indian Bank, Corporate Office,  
Premises & Expenditure Dept.,  
254-260, Avvai shanmugam salai,  
Royapettah, Chennai – 600 014.

Dear Sir,

Sub: Supply of 150 MTs of 95 GSM MICR grade paper with CTS Standards

Ref: Your enquiry NO: 56/12-13

Dated: 27.09.2012

In response to your above enquiry, we hereby submit our offer as under for supply of 150 MTs of 95GSM MICR grade paper with water marks of CTS INDIA, name of the Bank in English and HINDI and Bank's LOGO as per specification given in the tender.

Destination	Cost inclusive of all costs,taxes and other charges including Cost of Dandy,VAT,CST,freight ,insurance etc			
	Cost per MT	Reel form/width 43.5 CM (A)	Reel form/width 45.5 CM (B)	Total cost (A+B)
Hyderabad 85 MT of 43.5cm 10 MT of 45.5 cm				
Manipal 30 MT of 43.5cm				
Chennai 15 MT of 43.5cm & 10 MT of 45.5 cm				
Total				(C)

Yours faithfully,

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