

TENDERS FOR PURCHASE OF MICR SECURITY CHEQUE PAPER

Tender No. CO:GAD:P&S:2017-18:23 dated 25.04.2017

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Date:25.04.2017

NOTICE FOR INVITING TENDERS FOR PURCHASE OF MICR SECURITY CHEQUE PAPER

Sealed tenders are invited for purchase of 300 tons of MICR Security Cheque paper with CBI Water Mark and CTS water mark (as per Annexure-II) from IBA approved Paper Mills / distributors nominated by respective paper mills.

The details are given below:

Tender Reference Number	CO:GAD:P&S:2017-18:23
Cost of RFP – non refundable	Rs.3,500/- (Rs. Three thousand five hundred only)
Date of Tender	25.04.2017
Bid Security (EMD)	Rs. 100,000/- Demand Draft in favour of Central Bank of India , Printing & Stationery
Technical Specification of paper to be supplied– MICR CHEQUE PAPER WITH ‘CBI WATERMARK’	As per Annexure III
Last Date and Time for receipts of tender offers	On 26.05.2017 up to 11.00 a.m. at our office at the address given below through Registered Post /Courier / By hand addressed to Chief Manager
Time & Date of Opening of Tender	26.05.2017 at 11.30 hrs
One Envelope -Superscripting on the envelope “ Tender “Purchase of MICR Security Cheque Paper”	Envelope containing: • Commercial Bid, • Bid Security amount • Copy of IBA certificate to the effect that the mill is IBA approved for supply of MICR Grade Paper. • Copy of license /certificate issued by Bureau of Indian Standards to paper Mill • Distributor should furnish a certificate of manufacturers to the effect that the firm is nominated by them. • Latest Test report regarding sensitization to various chemicals /solvents etc. approved by RBI/IBA must be submitted alongwith the bids from a government / government approved laboratory failing which the tender

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	shall be rejected.
Address for Communication	Chief Manager –P & S Central Bank of India, GAD - Printing & Stationery Dept. 16 th Floor, Chandramukhi Nariman Point – 400 023 E-Mail: cmptg@centralbank.co.in ptgsty@centralbank.co.in
Place of Submission / Opening tender offers : Contact Telephone Numbers	Central Bank of India, GAD - Printing & Stationery Dept. 16 th Floor, Chandramukhi Nariman Point – 400 021 E-Mail: cmptg@centralbank.co.in ptgsty@centralbank.co.in Phone : 022-66387532 022-66387700 Fax : 022-22812588

Tenders will be opened on the date & time mentioned as above in the presence of such accredited representatives of the tenderers who may like to attend the opening of tenders. The tenders received late on account of any reason whatsoever and tenders through fax will not be considered/ entertained.

The Terms & Conditions (Annexure-I) are applicable for the tender.

Asst. General Manager - GAD

Encls:

- (i) Terms & Conditions (Annexure-I).
- (ii) Commercial Bid (Annexure-II).
- (iii) Technical Specifications (Annexure - III)

ANNEXURE-I

GENERAL TERMS & CONDITIONS

1. Vendor should furnish the copy of IBA certificate to the effect that the mill is IBA approved for supply of MICR Grade Paper.
2. vender should also provide Copy of license /certificate issued by Bureau of Indian Standards to paper Mill
3. Distributor should furnish a certificate of manufacturers to the effect that the firm is nominated by them.
4. It shall be the entire responsibility of the tenderer to ensure that their tenders are received by the Bank before the due date and time, at the fixed venue only.
5. Sub-tendering by the tenderer shall not be permitted. Conditional tender will not be considered.
6. Tenders will have to be submitted as per the Tender Proforma (Annexure II), otherwise tenders will not be considered. Cutting and/or rewriting on tender proforma without authentication will render the tender document invalid.
7. Earnest Money Deposit (Bid Security) : Vendors are required to submit a Demand Draft from any scheduled commercial Bank favoring “CENTRAL BANK OF INDIA- EMD “ for the amount mentioned above as Earnest money Deposit (EMD) payable at Mumbai along with their technical offer. Offers made without valid E.M.D as mentioned above will be rejected. No interest will be paid by the Bank on the Earnest Money Deposit.
8. Earnest money is refundable incase the rates are not found acceptable to the Bank.
Successful tenderers will have to deposit Security Deposit of Rs. 1.00 lakh in the shape of F.D.R.to the Bank within 3 days of intimation to them of the acceptance of the tender, for a minimum period of 12 months to be extended for another three months, if required.
9. Incomplete tenders will be summarily rejected.
10. Rates should be excluding all taxes, Govt levies, Entry Tax etc and freight charges. Same will be paid on actuals. Entry tax, octroi & freight charges will reimbursed as per actuals on submission of original receipt. Loading/unloading/Insurance charges are to be borne by the vendor. Paper should be delivered directly from Mills/their distributors C.I.F. place of destination, as will be informed at the time of placing order, alongwith Mill's gate pass and Invoices.
11. The bidder who will quote lowest rate will be L1, L2
12. The Bank is not bound to accept the lowest rates and reserve the right to accept or reject any or all the tenders without assigning any reason whatsoever.

13. Bank will place the order to selected bidder. The size of paper, destinations (4 or 5 destination) and quantity will be specified in the order.
14. Rates must be valid for a minimum period of **12 months from the date of acceptance** by the Bank.
15. The Dandy roll of CBI Water mark along with “CTS India” Oval shaped water mark with diameter 2.6 to 3.00 cms will be prepared by the Selected Vendor/Paper Mill at their cost as per the design to be approved by the Bank. Paper manufacturer will be accountable for quality of paper and incorporation of CTS Water mark in each cheque leaf along with CBI Water Mark as per IBA/RBI specification.
16. The time allowed for preparing Dandy Roll in 15 days.
17. 5 Specimen/Samples of the specified papers with the name of paper mill duly indicating details of sensitization to various chemicals/solvents etc. while sizing the paper and all technical specification representing quality of paper must also be enclosed with the tender with mill's Stamp & Signature. Specimen of paper as mentioned above are also to be enclosed with each supply.
18. Latest Test report regarding sensitization to various chemicals /solvents etc. approved by RBI/IBA must be submitted alongwith the bids from a government / government approved laboratory failing which the tender shall be rejected.
19. No variation in paper's grammage/quality will be permitted. Bank reserves the right to check/verify the specifications etc. of the paper supplied.
20. In case it is found at a later stage that the supplies have defects such as wrong placement of watermark, torn sheet, uneven surface, moisture paper and surface having more fluff than desired, the supplier has to replace the material or face penalties to the extent of loss incurred by the bank by way of deduction from supplier's security / bill.
21. Rejected goods should be taken back by the supplier immediately within 48 hours at his cost, failing which these will be disposed off by the bank at the cost of the supplier and no claim for the same shall entertained. Bank will not be responsible in any respect in this regard.
22. The Bank has the exclusive right to allot the supply order to more than one supplier as per its requirement in case of identical rate.
23. In case the Selected Vendor/supplier fails to honour our orders on rates quoted by him during the validity period of the rates the Bank has the exclusive right to forfeit the security deposit and the name of supplier will be removed from the list of approved suppliers without any further reference in the matter and the same shall reported to I.B.A.
24. In case of non-supply of goods the Bank shall be entitled to get the same from the open market and debit the cost, if any, from the Selected Vendor's Security Deposit.
25. Bank reserves the right of imposing penalty for defects/delays before accepting the goods (if the same is useable) and the same shall be final and binding on the Selected Vendor's /supplier.. Undertaking from the paper mill that they will indemnify the Bank for the cost/

- losses for the inferior quality, damaged, shortage of paper supplied by the paper mill after delivery of the paper (irrespective of the time period).
26. Complete supply will have to be made within 30 days of our order at specified destinations. In case of delay, without prejudice to the other interest of the Bank, penalty will be levy. Penalty of 0.01 % of consignment value per day for delay up to 7 days and thereafter 0.5 % of consignment value for delay of every week or part thereof. Maximum penalty will be 10% of consignment value.
27. However, in case of preparation of Dandy Roll by vendor the matter may be considered as per the Bank's requirement/discretion
- 28. Bank shall place the order in 3 lots during period of one year from acceptance of rates.** Bank reserves the right to purchase the required quantity of paper in any number of lots, however, necessary consideration of minimum economic lot will be made while placing the order.
- 29. Bank reserves the right to place additional order of 20% of the total quantity.**
30. LST/CST No. will have to be indicated on the bills.
31. The Bank generally makes payment of bills within 15 days after the receipt of bills along with all the related documents. Payment will be made through RTGS/NEFT only.
- 32. Bank can place repeat order during the validity of rate contract period.**
33. Defect Liability:
The supplier is liable for inherent or manufacturing defects in quality of Paper, GSM etc observed at a later date, though it might not be apparent or observed at the time of acceptance of stocks. In such an eventuality, the supplier will have to replace the stock in part or full/ or compensate for the lossor inconvenience that might have already been caused or might cause to the Bank on account of such defects or deviation from the Bank's specifications. Further the Bank also has the liberty to approach IBA for cancellation of empanelment of the supplier. This is notwithstanding the return of Security Deposit after three months of supply and this time period is not a restraining
34. The usual terms and conditions of the Bank as may be in force from time to time shall be applicable.
35. To enter into Integrity Pact with bank, as per the format - file IP_27.03.2015 attached.
36. In case of any dispute the decision of the AGM (GAD) shall be final and binding on the supplier
- 37. Payment terms are as under:**
- The paper to be supplied to conform our technical specifications criteria as mentioned in Annexure III.
 - Payment on acceptance of the materials shall only be made on actual weight received. Maximum **3%** variation of ordered weight will be acceptable. Payment will not exceed more than **3%** permissible variation. If required, bank may get paper tested by the bank at reputed test centers.

ANNEXURE-II

Commercial Bid

TENDER PROFORMA FOR SUPPLY OF MICR CHEQUE PAPER

(Amount in Rupees)

Specification	Quantity Kg (in reel)	Rate per Kg.	Amount
MICR Cheque Paper with CBI Water Mark & CTS Water Mark - Specification as per Annexure III	300000		
Cost of preparation of Dandy Roll for water mark(if any)	--	---	
Total Cost (for L1, L2, L3....)			

Additional cost for providing paper in form of Ream will Rs. _____ Per Kg
L1, L2, L3..... will be identified on above total cost.

Rates should be excluding all taxes, Excise Govt levies, Entry Tax etc and freight charges. Same will be paid on actuals. Entry tax, octroi & freight charges will reimbursed as per actuals on submission of original receipt. Loading/unloading/ Insurance charges are borne by the vendor. Paper should be delivered directly from Mills/their distributors C.I.F. place of destination, as will be informed at the time of placing order, alongwith Mill's gate pass and Invoices.

Bank shall place the order in 3 lots during period of one year from acceptance of rates.

Bank reserves the right to place additional order of 20% of the total quantity.

Bank will place the order to selected bidder. The size of paper, destinations (3 or 6 destination) and quantity will be specified in the order.

Additional information required:

1. Inform applicable percentage of all levies and taxes i.e Excise, VAT etc.
2. Provide indicative cost of freight excluding taxes (i.e transport packing loading unloading etc) as below:

Destination	Kg.	Rate per Kg.
Kanpur	33000	
Faridabad	33000	
Hyderabad	33000	

3. Time to be taken to prepare Dandy roll : **15 days**

We have gone through the terms & conditions as given in Annexure-I and agree to abide the same unconditionally and assure you that paper being supplied will adhere to your technical specifications mentioned at Annexure III.

Signature of Authorized Signatory of the Firm

Date: SEAL

ANNEXURE-III

PRINTING & STATIONERY DEPTT.
TECHNICAL FORMULATION OF MICR PAPER
MICR Cheque Paper

S. No. Parameters Our Recommendation

1. Basic Weight GSM 95 + 5%
2. Caliper Micron 110 + 10
3. Tearing strength 4 to 5
 - a) MD mN Min 700
 - b) CD mN Min 700
4. Ash % 5 to 6
5. Opacity % Min 80
6. Smoothness gurleySecs/50cc Min 35
7. Porosity gurleySecs/100cc Min 25
8. Wax pick (TS) Min 10 A(WS) Min 10 A
9. Stiffness (MD) Taber Min 3(CD) Taber Min 1.2
10. Formation Uniform
11. Cleanliness Specks free
12. Shade Natural
13. Watermarks Clear
14. Sensitivity test of 9 chemicals Passes
15. Smoothness bendtsen 150 + 10

MICR 95 GSM Paper with water mark of CTS India (oval shape 2.6 to 3.0 cm). Ensure good uniform quality MICR 95 GSM security paper. The quality must conform to the specification/standards prescribed by RBI/IBA. Water mark should be in such a manner that each & every cheque leaf must have atleast one complete water mark.