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|  | <p><b>बैंक ऑफ महाराष्ट्र</b><br/> <b>Bank of Maharashtra</b><br/> भारत सरकार का उद्यम<br/> <b>एक परिवार एक बैंक</b></p> | <p>निगमित सेवाएं विभाग<br/> <b>Corporate Services Department</b><br/> <b>प्रधान कार्यालय:</b> लोकमंगल, 1501, शिवाजीनगर, पुणे-5<br/> <b>Head Office:</b> LOKMANGAL, 1501, SHIVAJINAGAR, PUNE-5<br/> <b>टेलीफोन/TELE :</b> 020-25614331 <b>फैक्स/FAX :</b> 020-25512351<br/> ई-मेल/e-mail : <a href="mailto:cmcs@mahabank.co.in">cmcs@mahabank.co.in</a></p> |  <p>एक कदम स्वच्छता की ओर<br/> 'स्वच्छता अभियान'<br/> की सफलता हेतु हम प्रतिबद्ध हैं</p> |
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ENQUIRY.No.BOM/CSD/STN/ 05 /2018-19

Dt.16.02.2019

**PART A- NOTICE INVITING TENDER (NIT)**

BANK OF MAHARASHTRA, corporate services, Department Head Office 'Lokmangal' Shivajinagar, Pune 411005 invites sealed offers from manufacturers of MICR Grade Cheque paper, who are in the approved list of Indian Banks' Association, Mumbai for supply of MICR Grade Cheque paper with Bank of Maharashtra's Watermark and "CTS" water mark (as approved by NPCI) and as per specifications stipulated under Part B and Terms and conditions as per Part C.

- Item required and Quantity:** 100 M.Tons of 95 GSM MICR Grade Cheque paper in reel form.
- Nature of Bid:** Two Bid System i.e., Technical Bid & Financial Bid
- Earnest Money Deposit:** Offers should accompany EMD of Rs. 2.00 lac in the form of a Demand Draft favouring Bank of Maharashtra payable at Pune and shall be submitted in Technical Bid envelope only.
- Supply schedule & Destination:** Delivery of entire quantity is to be made within 45days from the date of order to Printers' godowns at Mumbai/Manipal. **Those who are not in a position to supply within 45 days from the date of order need not participate in the tender process.**
- Last Date and time for submission of offers:**

Offers should be submitted under two bid concept. The technical bid to be submitted in a separate sealed cover containing details as per clause No.4 (Nature of Bid) under Part C (Terms and Conditions) and DD towards EMD. The second sealed envelope should contain the Financial Bid as per format enclosed (Part E). Both envelopes containing technical bid and financial bid are to be put together in a third envelope. The third cover containing both technical and financial bids superscribing "Enquiry BOM/CSD/STN/05 /2018-19. DT.16/02/2019 "should reach the following address on or before 02/03/2019 upto 3.00 p.m.

The Asst.General Manager  
BANK OF MAHARASHTRA  
Corporate Services.  
Head Office 'Lokmangal'  
1501, Shivajinagar Pune-411005.

- Date and time for opening of offers:** Technical Bids will be opened on 02/03/2019 at 4.00 PM. positively. The Financial Bids of those suppliers whose technical bids confirm to our specifications, terms & conditions will be opened subsequently as detailed in item No. 8 in Part C (Terms & Conditions)
- Bank is at liberty to go ahead with the procurement process even if less than three tenders are received.

**Asstt.General Manager**  
Corporate Services.

**PART B****SPECIFICATIONS**

A. **Quality of Paper:** MICR Grade Cheque Paper with Bank of Maharashtra's Water Mark and CTS watermark and should satisfy specifications as per IS 11087/1986.

B. **Total quantity required** : 100 M.Tons

C. **Grammage** : 95 GSM

D. **Opacity (%)** : 80

E. **Size:**

**Reel Form** : Size width of 43 cms

Paper is needed in Reel form (with width of 43 cms) .Paper should be strictly as per CTS guidelines so that the CTS watermark in full and Bank of Maharashtra water mark in full or in part should appear in each cheque leaf. Sample of paper with our Bank's water mark and CTS watermark should be got approved by NPCI. Sample of Paper should be submitted along with the Technical Bid for our perusal and approval.

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| <b>PART C – TERMS &amp; CONDITIONS</b> |
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**1. Eligibility:**

- A. Supplier should be in the approved list of Indian Banks' Association, Mumbai for manufacture of MICR Grade Cheque Paper.
- B. They should have supplied MICR Grade Cheque Paper to Nationalised Banks regularly for the last two years ending as on 31.03.2018.
- C. Supplier has to furnish Year wise/Bank wise details of quantity of such paper supplied to Banks.
- D. Proof of having supplied at least 50 M.tons of MICR grade paper within 45 days of order to be submitted.
- E. Those vendors who are not in a position to supply the entire 100 M. tons of paper within 45 days from the date of order need not apply.

**Please furnish with documentary proof like copies of purchase orders or certificate from Banks etc for all A B C & D above.**

**2. Specification:**

- Paper should be strictly as per specifications in Part B and should be supplied with Bank of Maharashtra watermark and CTS water mark.
- The required 'Dandy' for watermarking should be arranged by the paper manufacturers at their own cost.
- The supplier should submit Sensitivity Test Certificate from National Test House. Government of India (of the paper manufactured with our watermark) as per RBI/BSI guidelines at their own cost within 30 days of executing supply.

**3. Earnest Money Deposit & Security Deposit:**

- The Offer shall be accompanied by Earnest Money Deposit of Rs. 2,00,000.00 (Rupees Two lakh only) by way of demand draft in favour of BANK OF MAHARASHTRA, Corporate Services, Head Office payable at Pune.
- Offers without EMD will be rejected.
- EMD amount of the vendor whose bid is accepted will be converted into Security Deposit.
- In case of vendors who are unsuccessful in Technical Bid, the sealed Financial Bid along with DD for EMD amount shall be returned immediately.
- EMD of unsuccessful vendors, whose financial bids are opened, will be returned within the validity of the offer.
- The EMD/Security Deposit shall not earn any interest till it is refunded.
- Security Deposit will be refunded after a period of three months from the date of fulfillment of all obligations under the contract and subject to satisfactory supply of entire quantity of paper and submission of Sensitivity test certificate. The decision taken by bank in this regard shall be final & binding on the supplier.

**4. Nature of Bid:**

- Offers are to be submitted in Two Bids., Technical Bid & Financial Bid
- Technical Bid to contain
  - a. Technical Bid (Part D)
  - b. Notice Inviting Offers (Part A)
  - b. Specification (Part B)
  - c. Terms & Conditions (Part C)
  - d. Demand draft for Rs. 2.00 lac being the EMD amount
  - e. Proof regarding eligibility/ supply of MICR Grade Cheque paper to nationalized banks during last two years
  - f. Sample of Paper

All the offer documents should be duly signed by the supplier on all the pages in due acceptance of the terms and conditions. **Offers containing any conditions overriding/deviating from our terms & conditions are not acceptable.**

- Financial Bid to contain Offers quoting the rates destination wise (Part E).
- Rates should be separately quoted per ton inclusive of all taxes, VAT, GST, Cess, Excise Duty, Freight (inclusive of door delivery charges), transit insurance charges etc. and separately for delivery at each destination viz., Mumbai/ Manipal.
- L1 rates will be arrived at on the basis of the total cost quoted.

## 5. Supply Schedule & Destination:

- Delivery of entire quantity is to be made within 45 days from the date of order to Printers' godowns at Mumbai/Manipal.
- However Bank may, at its discretion consider on merits/unavoidable circumstances any request from the supplier for extension of the due date.
- Failure to supply wholly or partly, as per terms of our order, non performance or non supply in time or supplying the materials which do not conform to the specification/quality prescribed or which is found defective, will entail enforcement of one or more of the following
  - A. Cancellation of the order in part or full and forfeiture of EMD/Security Deposit.
  - B. Recovery of extra cost, if any, incurred by the Bank in securing the materials from other sources, due to the defect/delay in execution over stipulated time or otherwise, by adjusting the EMD/Security Deposit besides the Bank reserves rights to claim balance cost/damages.

## 6. 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 event, the supplier will have to replace the stock in part or full/ or compensate for the loss or 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 factor.

## 7. Other conditions:

- Offers should be valid for 60 days and once the order is to be placed within this period, the rate is applicable until execution of order to its completion irrespective of the time schedule prescribed for it.
- The Acceptance of the offers 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 offers received and cancel the entire tender process at any stage without assigning any reason.
- Offers in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- 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.
- Offers with any conditions overriding our Terms & Conditions are liable for rejection.
- Integrity Pact (IP) should be executed.

## 8. Date and time of opening of offers:

- The Technical bids will be opened as detailed in NIT at the address mentioned therein. Financial bids of those suppliers who qualify technical evaluation and conform to our terms and conditions only will be opened. The date and time of opening financial bid shall be informed to qualifying tenderers. It may be noted that on opening of technical bid, and after scrutiny and due assessment, the Financial Bids may be opened on the same day or any other day at the discretion of the bank.
- The offerers or their authorized representatives are invited to be present at the time of opening of the technical bids.
- Bank reserves the right to open the bids at the stipulated/notified time, & date positively, even if vendor/s expresses their inability to attend the opening of bids.
- The Bank's decision regarding the acceptance/rejection at any stage will be final and no dispute or representation will be entertained in this regard.
- In matters regarding the quality of materials, interpretation of specifications etc, the decision of the bank, (which shall be given in writing), shall be final, conclusive and binding on the offerer.

Accepted the Terms & Conditions

SUPPLIER

**PART – D**

To,

The Asst.General Manager  
BANK OF MAHARASHTRA  
Corporate Services.  
Head Office 'Lokmangal'  
1501, Shivajinagar Pune-411005.

Sub: Tender No.BOM/CSD/STN/05 /2018-19 Dt: 16/02/2019

We refer to above mentioned Tender Notice and submit our Technical Bids as under:-

**TECHNICAL BID**

1. Name of the bidder company/Firm :
2. Address (with telephone No. and E-mail ID) :
3. Constitution : Ltd Company/Partnership Firm/Proprietary firm
4. PAN No. :
5. CST/VAT/TIN /GST No. :
6. Name and address of the paper Manufacturer  
(if tender is submitted by Authorised Agent/Dealer) :
7. Size/s of the paper Mill Can supply : a) Ream form  
b) Reel form
8. Name, Designation, Telephone/Mobile No.  
and E-mail ID of the contact person :
9. Details of Earnest Money Deposits:  
Earnest Money Deposit paid vide DD no. \_\_\_\_\_ dated \_\_\_\_\_  
for Rs.2,00,000.00 favouring "Bank of Maharashtra": drawn on \_\_\_\_\_ Bank.

I/We hereby declare that I/We have read all Terms/conditions mentioned in tender documents all pages and undertake to abide by the same if bank considers to place order with us. We also confirm that information submitted above / enclosed is true and correct to the best of our knowledge.

The undersigned is authorized to submit the tender on behalf of the firm/company.

Place: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Name: \_\_\_\_\_  
Designation: \_\_\_\_\_

Seal

**PART – E**

**From**

**To**

The Asstt.General Manager  
BANK OF MAHARASHTRA  
Corporate Services  
'Lokmangal' Head Office  
Shivajinagar Pune-411005.

Dear Sir,

**SUB : Supply of 95 GSM MICR Grade Cheque paper**

**Ref : Your enquiry No.BOM/CSD/STN/ 05 /2018-19 dt. 16/02/2019.**

In response to your above enquiry, we hereby submit our offers as under for supply of 95 GSM MICR Grade Security Paper with Bank of Maharashtra Water Mark and CTS water mark as per specifications (Part B)

| <b>Sr. No.</b> | <b>Destination</b> | Destinationwise Quantity | <b>Rates / Per M. Ton</b><br>(Inclusive of all taxes, VAT, Cess, GST/Freight, Hammali, Loading/ Unloading, Insurance, any other charges etc. | <b>Cost (IN Rs.)</b> |
|----------------|--------------------|--------------------------|--|----------------------|
|                |                    | 43 cms in reel form      |  |                      |
| 1              | Mumbai             | 90.00 M.Tons             |  |                      |
| 2              | Manipal            | 10.00 M.Tons             |  |                      |
|                | <b>TOTAL</b>       | <b>100.00 MT</b>         | -----  |                      |

**Seal**

**SIGNATURE OF THE SUPPLIER**