



**UCO BANK**  
**Printing & Stationery Department**  
**18, N. S. Road, (2<sup>nd</sup> floor), Kolkata-700 001**

Tender No: 08 /2016-17

Date: 07.04.2017

**TENDER FOR PURCHASE OF -95-GSM MICR SENSITIZED CHEQUE PAPER WITH BANK'S AS WELL AS "CTS-INDIA" WATER MARK. FROM IBA APPROVED PAPER MILLS.**

**We propose to purchase of 100 M.T. 95 GSM cheque Paper**

UCO BANK, Head Office, 10 B.T.M Sararani, Kolkata – 700 001, invites offers from IBA approved paper mills for supply of MICR Security Paper with Bank's Water Mark and incorporating the mandatory features, stipulated in Reserve Bank of India circular No.RBI/2009-10-323 DPSS.CO.CHD. No.1832/04.07.05 / 2009-10 dated 22.02.10 issued by DPSS.CO.CHD Deptt. of RBI on "Standardisation and Enhancement of Security Features in Cheque Forms", at manufacturing stage.

Interested Paper Mills may submit us application in the prescribed format along with requisite documents in a sealed cover containing price quotation with sample of paper in prescribed proforma in sealed cover marked 'PRICE BID FOR SECURITY PAPER' duly completed in all respect on or before 24/04/2017 up to 2.00 p.m. to the Chief Manager, Printing and Stationary, Department, 2, India Exchange Place Kolkata- 700 001.

**Eligibility Criteria;**

- a) The applicant should be approved reputed Paper Mills for supply of MICR Cheques Paper of RBI/IBA specification.
- b) The Paper Mill should have minimum Sales/Turnover of Rupees Five Crore per annum and made Net profit during last three consecutive years;
- c) The bidder shall furnish non interest earning Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Two Lacs only) by way of Demand Draft or Bankers cheque drawn on any scheduled bank in favor of UCO BANK, payable at KOLKATA. Submission of EMD in other than Bid Envelop is liable to be rejected on grounds of non submission of EMD. The EMD of the bidders not qualified under Bid will be returned without interest in due course after opening of the Bid. The EMD of the empanelled bidders will be converted into security deposit.
- d) The Paper Mills should be supplier of MICR Cheques Paper to Public Sector Banks.

Following documents are to be enclosed along with the prescribed Form :

- i) Xerox copy of Income Tax, PAN card, VAT Regn. Certificate, Trade License, Certificate issued by Registrar of Companies in case of Company or Registrar of Partnership as applicable.
- ii) Copies of audited balance sheet & Profit and Loss a/c for the last one year March,2016 .
- iii) Client information & Performance certificate from users/Xerox copy of orders received from Banks to whom papers are supplied by the Paper Mills.
- iv) IBA Certificate for empanelment of Paper Mill for Printing of MICR cheque Paper.
- v) Test Certificate of NPCI / National Test House, Chennai for MICR CTS Cheque Paper.
- vi) Copy of BIS Certificate for Manufacturing of Cheque Paper.
- vii) Sample sheet of MICR Cheque Paper with CTS-INDIA.

Bank reserves the rights to accept or reject the quotation of paper mills without assigning any reason what so ever.

Prescribed Performa may be downloaded from our Bank's website [www.UCOBank.com](http://www.UCOBank.com).

For any clarification,

please contact us on telephone No. 033 - 22319041

Further, tenders so received upto prescribed date i.e.24.04.2017 (up to 2.00 p.m.) will be opened on 24.04.2017 at 4.00 p.m. in presence of Committee of Executives of our Bank at following address.

UCO BANK  
Printing & Stationery Department,  
2, India Exchange Place, Kolkata-700 001

Date :07.04.2017

## **Format of Application**

### **Application for supply of Paper from Mills producing MICR CTS-2010 Standard Cheque Paper.**

- 1) Name of Paper Mill :
- 2) Address: a) Office :  
b) Kolkata Office Address :
- 3) Name & Tele no. of Directors/Partners/Proprietor/Contact Person :
- 4) Year of Establishment :
- 5) a) Trade License No.& date :  
b) VAT Regn. No :  
c) Income tax PAN No :
- 6) System of delivery of paper to different parts in India (i.e. whether depends on hired transport or having own transport).
- 7) Annual Turnover/sales during past three years ended on:-  
**31-3-2014**                      **31-3-2015**                      **31-3-2016**

(Signature of Applicant/ Authorized signatory)

**N.B :** Copies of all relevant documents should be enclosed with the application. Last date for submitting application is 24.04..2017 before 2.00pm. The applicants will be informed, if eligible to supply the paper in due course about the lowest rate approved by the Bank.

DECLARATION  
(Declaration to be given on Letter Head)

1. I / We hereby submit the application on prescribed format and our quotation marked as "PRICE BID FOR SECURITY PAPER' in sealed cover in response to your tender dated 07.04.2017 for purchase of Security Printers. I / We agree that the decision of UCO BANK in selection of tenders will be final and binding on me / us.
2. All the information furnished in the attached forms are correct to the best of my / our knowledge and we understand that if any information is found to be false at a later date, contract made between ourselves and Bank will be treated as invalid.
3. Bank shall have the authority to verify all the information provided by us.
4. All supporting documents shall be provided by us in authenticity of the information furnished.

Signature :

Place :

Name & Designation :

Date;

Organisation :

PROFORMA FOR QUOTING RATES

(To be given on your Letter Head)

(To be given on your Letter Head)

Paper Quality	Ex-mill Rate per m. ton (Reel form paper ) Including all Taxes and Trade Discount, if any
MICR 95 GSM Security paper with Bank's & "CTS INDIA" water Mark	

( Note : Rates quoted should be Ex-mill Price including all taxes and after trade discount, if any. Please quote your single rate irrespective of any destinations in India where the paper to be sent. Freight charges must not be included in your quoted rate as freight charges will be paid separately by Bank depending upon actual destinations.

**Bank reserves the right to accept / reject any or all offers without assigning any reason.**

We also request to follow RBI circular No.RBI/2009-10-323 DPSS.CO.CHD. No.1832/04.07.05 / 2009-10 dated 22.02.10 issued by DPSS.CO.CHD Deptt. of RBI on "Standardisation and Enhancement of Security Features in Cheque Forms" and subsequent guidelines issued by RBI / IBA / NPCI on the subject (copy available from their web-site) and to add required features accordingly without any extra charges.

The tenderer should quote in English both in figure as well as in words the rate and amounts tendered by him in the schedule of rates for each item and in such a way that interpolation is not possible.)

we are abide by above notes and other terms & conditions given under this tender.

Signature :

Place : Name & Designation :

Date : Organization :

#### **OTHER TERMS AND CONDITIONS:**

1. Paper is to be supplied in sheet and / or reel form. (Quantity to be decided by Bank)
2. No extra cost would be paid for preparation of Bank's watermark and 'CTS-INDIA' Watermark i.e. the required 'Dandy' for Water marking should be arranged by the paper manufacturers at their own cost. However, maximum -3- weeks period will be given for preparation of water marks, if the same are not having with the paper manufacturer. Further, it would be required to ensure safekeeping of Dandy Roll and to submit undertaking that the said Dandy will be used only for execution of order placed by our Bank.
3. Rate once quoted would not be allowed to change for any reason except on account of revision in Government duties like Central Excise, Sales Tax etc. only on production of satisfactory documentary evidence. At the same time, any reduction in Government duties must be passed on to the Bank failing which; Bank would be authorized to deduct such reduction from payment from their end.
4. Delivery schedule; Delivery must be made within -3 weeks after placing the order. Bank reserves the right to purchase of paper in any number of lots. Delivery must not be deferred / delayed under any circumstances after receipt of order. Fail 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:
  - i) Cancellation of the order in part or full and forfeiture of Security Deposit.
  - ii) 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 Security Deposit besides the Bank reserves rights to claim balance cost/damages.
5. 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.
6. Paper should be strictly as per CTS guidelines so that the CTS watermark in full and Bank 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. Paper to be supplied is to conform strictly to the specified grammage and meet with the regular standards for security paper like sensitization etc. and also laid down specifications of RBI /BIS/ NPCI/Bank.
7. In case supply is not as per specifications, the Mill will be held responsible towards payment of bill, on account of higher rejection rate including printing and other costs incurred, and testing charges if any by RBI / other authorized agency etc.
8. Freight, octroi and insurance will be paid on actual basis against relevant documents. Paper is to be delivered to Security Printers at the address of printing unit/s.

9. Payment will be effected only after approval of paper by the satisfactory confirmation of printer of having receipt of paper. Invoices submitted for payment must show the gross weight, weight of cores, side discs, wrapper etc. and net weight. The payment will be made on net weight of paper only.

10. Quotations once submitted will be treated as final and subsequent requests for change in price will not be entertained. Rate should be valid for -12-(twelve) months.

11. Specimen of paper must be submitted along with the quotations, otherwise the offer will not be considered.

12. The supply must be made within stipulated period of -04- weeks, including water mark manufacturing period if so required at manufacturer's end, from date of placing first order failing which penalty charges for 2 % (of purchase order) per week or part thereof would be levied from the 5<sup>th</sup> week of placement of first order. In the same way, for subsequent order/s, if any, supply be made within stipulated period of -3- weeks.

13. 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 deductions from the supplier's Security Deposit. Rejected material should be removed by the suppliers from the Bank's empanelled printer immediately within 24 hours failing which these will be disposed off by the Bank at the cost of supplier and no claim for the same shall be entertained. Bank will not be responsible in any respect in this regard.

14. In case the tenderer/supplier fails to honor our order on rates quoted by him during the validity period of the rates of the Bank has the exclusive right to forfeit the and the name of the supplier will be removed from the list of approved suppliers without any further reference in the matter and the same shall report to I.B.A.

15. The quality of the paper has got to be approved from the Bureau of Indian Standards or Central Pulp & paper Research Institute, Saharanpur or National Test House to the effect that paper is sensitized to more than -09- Chemicals against ABS test and is very sensitive to chemical alterations.

16. Earnest Money Deposit (EMD) :-

The bidder shall furnish non interest earning Earnest Money Deposit (EMD) of Rs.2,00,000/- (Two Lacs only) by way of Demand Draft or Bankers cheque drawn on any scheduled bank in favor of UCO BANK, payable at KOLKATA and should be kept along with Bid. Submission of EMD in other than Bid Envelop is liable to rejected on grounds of non submission of EMD. The EMD of the bidders not qualified under Bid will be returned without interest in due course after opening of the Bid. The EMD of the empanelled bidders will be converted into security deposit.

17. Bank reserves right to accept/ reject any or all of the offers without assigning any reason whatsoever. Also bank reserves rights to split the order amongst two vendors if required, to ensure timely supply and to avoid dependence on only one supplier.

18. The tendered or their authorized representatives are invited to be present at the time of opening of the bids.

19 The Bank's decision regarding the acceptance/rejection will be final and no dispute or negotiation 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 bidder. The bank has the right to delete item, reduce or increase the scope of work without the tenderer claiming any compensation or the reduction in the scope of work.

20. In case of any dispute, the courts at KOLKATA will have exclusive jurisdiction.

Signature :

Place :

Name & Designation :

Date :

Organisation :