

M/s _____

Dear Sir,

REG: NOTICE INVITING E-TENDERS FOR PURCHASE OF MICR SECURITY CHEQUE PAPER

Tenders are invited under two bid systems **through e-tendering process** for the purchase of MICR Security Cheque paper with PNB Water Mark and CTS water mark as detailed below from IBA approved Paper Mills/distributors nominated by the said mills, as per specifications provided in Annexure II of the tender document. The Dandy roll of PNB Water mark alongwith "CTS India" Oval shaped water mark with diameter 2.6 to 3.00 cms as approved by IBA will be prepared by the lowest tenderer/Paper Mill at Bank's 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 alongwith PNB Water Mark.** Tenderers who wish to participate in the tender, shall submit their bids through bank's e-procurement portal <https://pnbindia.biz>.

Description Of Item	MICR Security Cheque Paper With 'PNB and CTS INDIA Water Mark', as per Annexure-II.
Qty Required	2,000 Reams - (49.0x65.0cm/15.1 Kg) 25,000 Kg- (46 cm/95 GSM reel)
Earnest Money	Rs.1,00,000/- in shape of Demand Draft in favour of Chief Manager, PNB, Printing & Stationery Deptt., Noida A/c Name of your Firm.
Security	The Security Deposit shall have to be furnished as under: 10% on the first Rs.1,00,000/- of the tender amount. 7.5% on the next Rs.1,00,000/- of the tender amount. 5% on the next amount upto Rs.2 crores of the tender amount. The successful tenderer shall have to furnish Security Deposit as above in the shape of FDR (for minimum 6 months) in favour of Chief Manager, PNB, Ptg. & Sty. Deptt., NOIDA A/c (Name of firm), within 3 days from the date of order.
Time & last date for submission of encrypted & re-encrypted bids on bank's e-procurement portal https://pnbindia.biz	Submission/encryption of bid: On or before 15.12.2016 upto 12:00 p.m. Re-encryption of bid: On or before 15.12.2016 upto 2:00 p.m. Documents/information related to Technical Bid are also to be submitted in physical form in a sealed envelope at Punjab National Bank, Printing & Stationery Deptt., C-13, Sector-1, Noida - 201301 (UP) on or before last date & time of submission of encrypted bid i.e. on or before 15.12.2016 upto 12:00 p.m.
Time & date for opening of Technical Bid (reencrypted e-bids & physical bids)	On 15.12.2016 at 03:00 p.m. through bank's e-procurement portal. The documents/information related to technical bids submitted in physical form will also be opened on the same day & time at Printing & Stationery Department, 1 st Floor, C-13, Sector-1, Noida - 201301 (UP).
Tentative Time & date for opening of Financial e-bids	On 15.12.2016 at 4:00 p.m through bank's e-procurement portal. Financial e-bids of only those bidders will be opened whose technical bids are accepted by the bank.
Validity of Tender	3 months

The window for submission of e-tender at the e-procurement portal will be closed at the specified time and bidders will not be able to submit e-tenders thereafter. Nor any such

request seeking extension of time/date on account of any reason whatsoever will be entertained/considered.

The “Instructions to Bidder - General Terms & Conditions” alongwith conditions of “Technical & Financial Bids” as at **Annexure-I**, Technical Specification of the Paper as at **Annexure-II** of the tender document are applicable for the tender.

Note: Adherence to Delivery Schedule and Quality of paper are the essence of tender.

INSTRUCTIONS FOR E-TENDERING/BIDDING

For filing E-tender & detailed instructions for the same, please visit our e-procurement website <https://pnbindia.biz> & refer contractor manual under download section.

Requirement for e-tendering:

- 1). Valid signing digital certificate.
- 2). Valid encryption digital certificate.

In case of any clarification/help, the following officials can be contacted:

Sh. Venkatraman	Ms. Sangita	Sh. Aayush Bhutani
Tel: 0120-4968004/9790925955	Tel:0120-4968004	Tel:0120-4968010/8130522665
E-mail: ptgstn[at]pnb(dot)co(dot)in	E-mail: ptgstn[at]pnb(dot)co(dot)in	E-mail: ptgstn[at]pnb(dot)co(dot)in

Thanking you,

Yours faithfully,

CHIEF MANAGER

INSTRUCTIONS TO BIDDERS - GENERAL TERMS & CONDITIONS

TECHNICAL BID

The bidder shall submit/upload the following documents/information on bank's e-procurement portal under technical bid on or before last date & time of submission of encrypted bid:

1. Bidder should upload the copy of IBA certificate to the effect that the mill is IBA approved for supply of MICR Grade Paper.
2. Distributor should also upload the scanned image of a certificate to the effect that their firm is nominated by the Paper Mills approved by the bank.
3. Scanned image of the valid Demand Draft of Rs.1,00,000/- towards Earnest money in favour of Chief Manager, PNB, Printing & Stationery Department A/c (Name of firm) is to be uploaded. The tenderers are required to furnish and upload scanned copy of fresh Demand Draft irrespective of any earlier security deposit which may be held on bank's record. Demand Draft in physical form alongwith other documents of the technical bid are to be submitted separately to the bank. E-Tenders not accompanied with Earnest Money in the shape of fresh Demand Draft will be rejected. Earnest Money is refundable in case tender is not awarded by the Bank. Earnest Money will be forfeited in case the tenderer withdraws from the tendering process or fails to honor the order placed by the bank after approval of their rates.
4. Scanned image of Sales Tax / VAT Registration Certificate/PAN number. In case of SSI units, copy of SSI registration certificate be also uploaded.
5. Scanned image of confirmation letter for adhering to specification of paper, supply within stipulated period and acceptance of terms & conditions of the tender.
6. Ten Specimen/Samples of the specified papers with the name of paper mill duly indicating the technical specifications under firm's Stamp & Signature and copy of paper testing report to be enclosed with the documents of technical bid to be submitted to the bank in physical form. The same are not required to be uploaded on e-portal.

Note: In addition to submission of technical bid in encrypted form on e-procurement portal, tenderers are also required to submit Demand Draft and all documents/ information related to the technical bid in physical form to the bank in a sealed envelope superscribing 'Technical Bid for Supply of MICR Security Cheque Paper' on it, on or before last date & time of submission of encrypted bids on e-procurement portal.

FINANCIAL BID

1. Financial bids should be submitted through bank's e-procurement portal <https://pnbindia.biz> only.
2. Financial bids of only those bidders, whose technical bids are accepted by the bank, shall be opened through e-procurement portal.
3. **The quoted rates should be inclusive of all taxes, octroi, entry tax and other govt. levies whether payable by tenderer or by Punjab National Bank and the quoted rates should be F.O.R. our godown at Noida.**
4. **The quoted rates shall be valid for a period of Six months and can be extended for another period of three months if Bank so desires.**

GENERAL TERMS & CONDITIONS

1. Paper Mills approved by the IBA for supply of MICR Security Cheque Paper or their authorized distributors need only to apply. Bidder should furnish the copy of IBA certificate to the effect that the mill is IBA approved for supply of MICR Grade Paper.
2. Distributor should furnish a certificate of Paper Mills to the effect that the firm is nominated by them.
3. **Only e-tenders duly submitted through bank's e-procurement portal <https://pnbindia.biz> shall be accepted. Tenders submitted through any other mode shall be summarily rejected.**
4. **The tenderer shall follow the procedure for submission of e-tender as contained in the contractor manual, available under download section on our e-procurement portal <https://pnbindia.biz>.**
5. It shall be the entire responsibility of the tenderer to ensure that their tenders are actually submitted complete in all respects through e-procurement portal of the bank before due date and time of submission of encrypted & re-encrypted e-bids. Technical bids are to be submitted in physical form also, well before stipulated time line.
6. Tenderers are required to furnish valid **Demand Draft as Earnest Money of Rs.1,00,000/- (Rupees One Lac only)** in favour of Chief Manager, Punjab National Bank, Printing & Stationery Deptt., Noida, A/c **(NAME OF YOUR FIRM)**. E-Tenders not accompanied with Earnest Money in the shape of fresh Demand Draft will be rejected. No cheque will be accepted. Earnest Money is refundable in case tender is not awarded by the Bank. Earnest Money will be forfeited in case the tenderer withdraws from the tendering process or fails to honor the order placed by the bank after approval of their rates. Successful tenderers will have to deposit Security Deposit in the shape of F.D.R. to the Bank within 3 days of intimation to him of the acceptance of the tender, for a minimum period of 6 months to be extended for another three months, if required. Otherwise, their earnest money would be forfeited.
7. Incomplete tenders or not accompanied by Earnest Money, will be summarily rejected.
8. Violation of the Integrity Pact by the tenderes will lead to forfeiture of Earnest Money/Security Deposit.
9. **Conditional tender shall not be accepted by the bank.**
10. **Reverse auction: Bank shall have right to go for reverse auction.**
11. **Rates should be quoted F.O.R. our godown at Noida inclusive of all taxes, cartage, statutory levies, octroi/entry tax etc. No loading/unloading charges are payable by the bank. Paper should be delivered directly from Mills/their distributors F.O.R. our godown at NOIDA alongwith Mill's gate pass, TR/GR and Invoices. Copy of the order placed with the mills by the tenderer be endorsed to the Bank.**
12. Rates must be valid for a minimum period of 6 months from the date of acceptance by the Bank and can be extended for a further period of three months if Bank so desires.
13. The Bank reserves the right to accept or reject any/all tenders in whole or in part without assigning any reason whatsoever.
14. The Bank will not be bound to accept the lowest tender and reserve the right to accept or reject any or all the tenders without assigning any reason whatsoever.
15. 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 of a particular variety of paper.

16. The Bank reserves the right to increase/decrease the quantity to be purchased.
17. Sub-tendering of any job by the tenderer shall not be permitted.
18. The Dandy roll of PNB Water mark alongwith "CTS India" Oval shaped water mark with diameter 2.6 to 3.00 cms will be prepared by the lowest tenderer/Paper Mill at Bank's 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 alongwith PNB Water Mark.**
19. Ten 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. Specimens of paper as mentioned above are also to be enclosed with each supply. **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.**
20. No variation in paper's grammage/quality will be permitted. Bank reserves the right to check/verify the specifications etc. of the paper supplied. However, payment on acceptance of the materials shall only be made on actual weight received as ordered or shown by weighing machine whichever is less, with lower weight/quantity permissible only upto the extent of 2% of ordered quantity. In case it is found at a later stage that the supplies have defects such as wrong placement of watermark, torn sheet, uneven surface, moistured 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 or as may be decided by the bank by way of deduction from supplier's security/EMD/bills.
21. **Bank reserves the right to purchase the required quantity of MICR Cheque Paper in any number of lots, however, necessary consideration of minimum economic lot will be made while placing the order.**
22. In case the tenderer/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.
23. In case of non-supply of goods by the successful tenderer within prescribed time, the Bank shall be entitled to get the same from the open market and debit the cost, if any, from the tenderer's Security Deposit.
24. Rejected goods should be removed from the Bank's premises by the supplier immediately within 24 hours failing which these will be disposed off by the bank at the cost of the supplier and no claim for the same shall be entertained. Bank will not be responsible in any respect in this regard.
25. Bank reserves the right of imposing penalty before accepting the goods (if useable) for minor defects and in case of major defects, material will be rejected. The decision of the bank in this regard shall be final and binding.
26. LST/CST No/VAT No. will have to be indicated on the bills.
27. **The Bank generally makes payment of bills within 15 days after the receipt of bills and after having received all the related documents. The Payment will be made through RTGS/NEFT only. No cash payment will be made.**

28. **The payment of the paper supplied to the bank will be made to the mill only after receipt of the bills and other related documents.**
29. **The paper to be supplied to conform our technical specifications criteria as mentioned in Annexure II. 90% payment shall be released on the basis of certificate and test report of the mill to this effect and balance 10% payment shall be released subject to satisfactory test report of supplied paper from reputed test centers by the bank. In case test report of supplied paper does not conform with technical specifications of prescribed by the bank, penalty will be imposed as per bank discretion including rejection of material.**
30. Any dispute, controversy or claims arising out of or relating to this tender document shall be settled by arbitration by sole arbitrator to be appointed by Divisional Head. The Arbitration proceeding shall be in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The place of arbitration shall be Noida.
31. The usual terms and conditions of the Bank as may be in force from time to time shall be applicable.
32. Complete supply will have to be made **within 30 days** from the date of our order at our godowns at NOIDA excluding 25 days time for preparation of Dandy roll irrespective of the quantity ordered. In case of delay, without prejudice to the other interest of the Bank, penalty will be imposed as per the following:

Delay in Supply	Penalty on bill amount
Upto 2 days	2.5% Penalty
Delay over 2 days & upto 4 days	5% Penalty
Delay over 4 days & upto 9 days	10% Penalty
Delay over 9 days & upto 14 days	15% Penalty
Delay over 14 days & upto 19 days	20% Penalty
Delay over 19 days	Cancellation of order and purchase of paper from open market & penalty as decided by the bank.

CHIEF MANAGER

HO: PRINTING & STATIONERY DEPTT.		
TECHNICAL SPECIFICATIONS - MICR SECURITY CHEQUE PAPER (95 GSM)		
S. No.	Parameters	Bank's Specifications
1	Grammage(Gm/m ²)	95 + 2.5%
2	Caliper Micron	110+10
3	Tearing Strength	4 to 5
	a) MO mN	Min 700
	b) CO mN	Min 700
4	Ash %	5 to 6
5	Opacity %	Min 80
6	Smoothness gurley Secs/50cc	Min 35
7	Porosity Gurley Secs/100cc	Min 25
8	Wax pick (TS)	Min 10A
	(WS)	Min 10A
9	Stiffness(MD) Taber	Min 3
	(CO) Taber	Min 1.2
10	Formation	Uniform
11	Cleanliness	Specks free
12	Shade	Natural
13	Water marks	Clear
14	Sensitivity test of 9 chemicals	Passes
15	Smoothness (Bendston)	150+10