

TERMS & CONDITIONS
STATE WISE EMPANELMENT OF VENDORS
FOR DESTRUCTION OF OLD RECORDS

Annexure-II

1. Firms/Vendors should have minimum of 5 years experience in the line of activity.
2. Firms/Vendors should have empanelment as approved vendor in any nationalised Bank.
3. State wise highest Rates (H-1) offered will be the approved rates for that state. Bank has discretion to go for e-tendering in this regard.
4. Unwanted records to be destroyed will be identified / segregated by the Firms/Vendors or their representative at the Bank's premises with their manpower at their cost in the presence of Bank's official, (who should certify that record segregated is not relevant to the record in litigation / disputes pending in the court of law and can be destroyed disposed off as per Bank's instructions).
5. The Firms/Vendors or their representatives will arrange for weighing such records with a weighing machine in the presence of an authorised official of the Bank who will have to satisfy himself with the correctness of the weight.
6. The Firms/Vendors will give a certificate from the paper mill to the branches / offices within 15 days of lifting of records that the records have been effectively destroyed by converting it into pulp.
7. The Firms/Vendors will produce a letter of introduction attested by us to the branches / offices of the Bank for its identity while contacting them for lifting old records to be destroyed.
8. The payment for such records will be made in CASH/DRAFT/BANKER'S CHEQUE by the Firms/Vendors to the branches / offices on the spot according to weight and approved rate.
9. Unwanted records will be disposed off appropriately as per Bank's instructions.
10. Transportation charges, coolage and other misc. expenses will be borne by the Firms/Vendors.
11. A security deposit of Rs.20,000/- (Rupees twenty thousand only) by a Firms/Vendors in favour of Chief Manager (Procurement), State Bank of India, Bhagwanpur is to be deposited. Applying Firms/Vendors whose security deposit of the same amount is already with the Bank for the purpose, they need not to send the security deposit again. They will have to enclose a photocopy of the security deposit along with the application form.
12. The empanelment will be for two years **or till the fresh empanelment, whichever is later** subject to satisfactory work and bank reserves the right to discontinue Firm's/Vendor's empanelment at any time without assigning any reason to the Firm.
13. The list of all items will be prepared by the Firms/Vendors and hand over the same to the branch / office.
14. The Firms/Vendors shall maintain full secrecy about the Bank's record lifted by them.
15. Indemnify against any loss the Bank may suffer due to negligent handling of record and non-adherence of agreed terms and conditions, stipulated as above by the Firms/Vendors or their representative for handling the job undertaken. The Bank's decision in this regard will be binding.
16. Bank shall forfeit the amount deposited with the Bank as security in case of non-performance / breach of contract without any pre-condition.
17. The Bank reserves the right to accept or reject any or all the applications without assigning any reason whatsoever and the decision of the Bank shall be final.
18. The terms and conditions stipulated by Bank from time to time should be acceptable to the empanelled Vendors.
19. All disputes are subject to SAS Nagar, Mohali jurisdiction

SIGNATURE WITH SEAL
NAME OF AUTHORISED PERSON
PAN :
TAN :
MOBILE NO.
EMAIL ADDRESS:
ADDRESS:

DATE:
PLACE :