Annexure I

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF PAPER MANUFACTURERS INTERESTED IN SUPPLYING CTS-2010 COMPLIANT MICR GRADE PAPER TO THE BANK

Applications are hereby invited from Integrated paper mills ***having their own pulp unit*** , manufacturing good quality of CTS-2010 Compliant MICR Grade paper and are willing to be empanelled with the Bank. The Bank will purchase their requirement of the CTS-2010 Compliant MICR Grade paper on the basis of L1 rates discovered during auctions conducted by the Bank from amongst the empanelled paper mills. The paper mills short listed for empanelment will have to execute suitable stamped agreement with the Bank and must also be agreeable to periodical inspection of their manufacturing facilities by the Bank's authorised officials and the cost of the inspection will have to be borne by them. The panel is being constituted for a period of two years but may be continued thereafter at the Bank's discretion.

Interested paper mills willing to be empanelled with the Bank and participating in the auctions conducted by the Bank thereafter are requested to submit their application on their letter head as per Annexure-I signed by the authorised signatories with company seal,at the under noted address along with 20 sample sheets of CTS-2010 Compliant MICR Grade paper in A4 size manufactured by them so as to to reach at this office on or before **26.10.2018** by **5 pm.** Any communication received through Fax, e-mail etc will not be entertained. Bank reserves the right to accept or reject any application for empanelment without assigning any reason whatsoever and such decision will be final and binding on the applicants.Mere empanelment by itself shall not guarantee / confirm order for supply.Futher,the Bank reserves the right to stop or alter this exercise of empanelment at any time. Additional information/clarification may be sought from the paper mills short-listed for empanelment and physical inspection of their manufacturing facilities may be carried out by the Bank's officials if felt necessary by the Bank.

ELIGIBILITY CRITERIA:

Apart from the conditions mentioned above,the prospective applicant mill should fulfill the following eligibility criteria also :-

1.The Applicant Paper Mill must be in the panel of IBA as MICR grade paper manufacturer with their manufacturing base in India with the capacity of manufacturing at least 50 MT of MICR grade paper per day.

2.The Applicant Paper Mill should also have the capacity/capability to supply MICR grade paper to the Bank's empanelled security printers,located all over the country within 30 days of placement of order by the Central Stationery Department,Kolkata,or any other office so designated by the Bank.

3.The Applicant Paper Mill should have been supplying MICR grade paper conforming to CTS-2010 standard guidelines to various Commercial Banks at multiple locations spread across the country.

4.The Applicant Paper Mill should posses all valid licenses required for manufacturing of MICR paper under CTS- 2010 standard guidelines.

5.The Applicant Paper Mill should not have been blacklisted in the past by any other Commercial Bank/Government organisation.

6.Should have minimum sales turnover of Rs 200.00 crore per annum for the last three financial years (If the Paper Mill is a group company or division of another company , the sales turnover of the paper mill for the last 3 years on account of paper only will be considered. In such case the same will have to be certified duly by a Chartered Accountant)

7.Should have submitted up-to-date Income Tax/Sales Tax/ GST and other statutory returns.

8.The empanelled Paper Mills will have to produce “Dandy Roll' required for embossing Bank's watermark on the MICR grade paper at their own cost.

9.Address for submission of the application:

The Deputy General Manager
State Bank of India,Central Stationery Department,
Kankaria Centre,3rd floor
2/1, Russel Street,Kolkata-700071

The applications so received complete in all respects will be placed before a high level committee,who based on the merits of each Applicant will decide on empanelment of the paper mill or otherwise.

Annexure-II

The Deputy General Manager
State Bank of India
Central Stationery Department
Kankaria Centre,3rd Floor,
2/1, Russel Street, Kolkata-700071

Dear Sir,

Your Notice inviting Application for Empanelment of Paper Manufacturers for supplying CTS - 2010 Compliant MICR Grade paper to the Bank

With reference to your notice appearing on the Bank's Website, inviting applications for empanelment of Paper Manufacturers for supply of CTS-2010 Compliant MICR Grade paper to the Bank, we express our willingness to get ourselves empanelled with your Bank for the purpose

We confirm that we fulfill all the eligibility criteria mentioned in your Notice inviting applications for empanelment and confirm that we shall fulfill the Bank's requirements for empanelment, subsequent tendering process for discovery of L1 rates and shall also supply paper as per the rates and other terms and conditions,in case orders are placed on us. We furnish hereunder the information called for ,Copies of the Company's Audited Financial Reports(Balance Sheet ,P&L A/C etc)of the last 3 years and sample sheets of CTS- 2010 compliant MICR Grade paper manufactured by us, as enclosures.

S.No	Particulars	Documentary proof submitted(Yes/No)
1	Name of the paper mill	
2	Address	
3	Name,Designation,Address,Tel/Fax no of the applicant's contact person	
4	Year of establishment	
5	Details of supplies made to other Banks at multiple locations spread across the country during the last three years	
6	Whether the company is having their own integrated pulp unit	
7	Details of SSI/Sales Tax/GST/other	

	registrations / ISO Certification if any	
8	Sales for the last three years(Copies of audited financial statements to be submitted)*	
9	Net result for the last three years*	
10	Whether the company has already submitted the statutory Govt returns	
11	Details of Licenses etc. as approved for MICR grade paper manufacturer	
12	Name of the Bank with whom the company/firm is maintaining a/cs and the details of financial assistance availed if any	

(IF THE PAPER MILL IS A GROUP COMPANY OR DIVISION OF A COMPANY,THE SALES AND NET RESULT SHOULD BE FURNISHED RELATING TO THE PAPER MILL ONLY ALONG WITH THE CHARTERED ACCOUNTANTS CERTIFICATE TO THE EFFECT. DOCUMENTARY PROOF IN SUPPORT OF THE ABOVE PARTICULARS WHERE EVER APPLICABLE IS REQUIRED TO BE ATTACHED)

Yours faithfully