

**THE MUNICIPAL CO-OPERATIVE BANK LTD., MUMBAI.**  
**HEAD OFFICE : MUNICIPAL BANK BHAVAN, 245, P.D”MELLO ROAD,**  
**FORT, MUMBAI – 400 001.**

**TELEPHONE NO.22618653-22616911-12**

**REF NO.MCB/PTG-STN/ /2019-2020**

**DATE : 04-09-2019**

**Quotation for Purchasing ATM J.P.ROLLS**

To,  
M/s.....  
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Dear Sir,

Sealed quotations are invited for Purchasing ATM J.P.Rolls on the terms & conditions mentioned below.

The quotations should be submitted to the General Manager, The Municipal Co-operative Bank Ltd., Mumbai, Municipal Bank Bhavan, 245, P.D’Mello Road, Fort, Mumbai – 400 001 in a wax sealed cover superscribed as **“QUOTATION FOR ATM J.P. ROLLS”** so as to reach this office not later than 3-00 p.m. on 13-09-2019, Friday. The quotations received after 3-00 p.m. on that day will not be considered.

**1)SCOPE OF WORK**

<b>Sr. No.</b>	<b>Item Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Spee / Size</b>
1	ATM Thermal Journal paper Roll for NCR SS22E	700	Roll	80 mmx 85 mtr. 60 GSM

2) Quotations should not be filled in by Pencil.

3) Rates should be quoted inclusive of all taxes.

- a. Unless tenderers mentioned specifically that extra payment of tax on the prices quoted by them it will be presumed that the price quoted are inclusive of the taxes payable under the G.S.T. as the payment of Tax on the bills submitted by them. Where the Contractor is able to obtain refund of the whole or part of the tax paid, to him under G.S.T. He should reimburse the bank to the extent of refund obtained. He should mention the amount or percentage to what extent he will be in position to do so. The Contractor also note that the prices quoted by him should be inclusive of the tax paid by him at the source under G.S.T. & no subsequent claim for such tax paid by him at the source will be entertained.

b. Any upward revision/addition in Government taxes or levies after the tender has been submitted will be borne by the vendor & will not be borne by the Bank.

- 1) If the supplier can not supply the materials/articles as per bank's tender specification then bank will recover 5% as a penalty on the value of the supply & the defective goods will be returned back and the supplier will be responsible for the resupply of goods as per bank's tender specification at no additional cost.
- 2) If the additional ATM Roll are required, the supplier will have to supply the same at the same quoted rate. The Bank reserves the right to increase or decrease the quantity of supply.
- 3) Supplier will have to deliver ATM Roll at the office of The Municipal Co-operative Bank Ltd, Mumbai, Municipal Bank Bhavan, 245, P.D.'Mello Road, Fort, Mumbai – 400 001 or as per our instructions on free delivery basis.
- 4) The payment will be made within 20 days after satisfactory receipt of the delivery as stated above.
- 5) The supply work shall be completed within 10 days from the date of purchase order. Bank will purchase ATM Roll in four lots in a year.
- 6) Quotation must accompany of sample of the material to be supplied for our technical evaluation.
- 7) The rate will be valid for one year from date of purchase order.
- 8) The General Manager does not bind himself to accept the lowest or any quotation.
- 9) Any subsequent modification of the rates or alteration in the particulars communicated after the quotation are opened will not be accepted & quotationers will be bound by terms of the quotation already submitted by them.

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- 10) No quotation will be accepted unless it is properly sealed (at the places wherever the envelop is pasted)
- 11) TDS will be deducted at source from the bill if order value as applicable under prevailing Income Tax Act.
- 12) Supplier will have to deposit Rs.2000/- as EARNEST MONEY DEPOSIT (EMD) alongwith tender by the way of Demand Draft / Pay Order not by cheque in the Name of The Municipal Co-operative Bank Ltd., Mumbai.
- 13) The successful bidder shall be required to deposit 10% of the total bid value as security deposit.
- 14) Security deposit shall be refunded subject to satisfactory completion of the supply work.
- 15) Security Deposit shall be forfeited if the successful bidder fails to supply the materials within period and specification stipulated in the supply order.
- 16) No advance payment shall be entertained.
- 17) The Printer should submit the bill in duplicate with G.S.T. registration No. & mention the rate of G.S.T. including its amount in the bill separately.
- 18) Delay/wrong/non-payment of GST/any applicable taxes may attract legal action against vendor, any such loss arises to the Bank due to vendors negligence, vendors has to make good the same at your risk & cost.
- 19) The supplier should provide memorandum of draft bill so that appropriate entries pertaining to GST should be known.

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- 20) The bidder shall furnish the following documents.
- 21) G.S.T.Registration certificate and latest income-tax clearance are certificate (please quote your PAN)
- 22) Certificate of incorporation/ partnership deed.
- 23) List of corporate client's other major institutional clients.

**Yours faithfully,**

**GENERAL MANAGER  
THE MUNICIPAL CO-OP.BANK LTD., MUMBAI**

**NOTE : Quotation found without wax sealed will not be considered.**

Date : 04-09-2019  
vvd/-  
*Qut Div.Warrant*