

TERMS & CONDITIONS
STATE / UTs WISE EMPANELMENT OF VENDORS
FOR SECURE DESTRUCTION/SHREDDING OF OLD RECORDS AS PER
BANK'S GUIDELINES IN CHANDIGARH CIRCLE

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 of pulp from the paper mill to the branches / offices within 15 days of lifting of records that the records have been effectively destroyed after shredding and by converting 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, cooliage and other misc. expenses will be borne by the Firms/Vendors.

11. The application fee of Rs.20,000/- (Rupees twenty thousand only) needs to be deposited by the firms / vendors in the shape of Demand Draft (DD) in favour of Chief Manager (Procurement), Circle Procurement Department, State Bank of India, Chandigarh payable at Chandigarh is to be attached with the application. Applying firms / vendors whose security deposit of the same amount is already with the Bank for the purpose, they need not to send the application fee again. They will have to enclose a photocopy (duly signed with stamp / seal) of the security deposit along with application form. Application fee is refundable, which will be refunded after completion of empanelment process.

12. After the completion of empanelment process, selected vendor (s) will have to deposit a security of Rs.1.00 lac (Rupees one lakh only) in the shape of STDR **“under lien in favour of The Chief Manager (Procurement), CPD, LHO, SBI, Chandigarh”** for the period of two years.

13. The empanelled panel will be valid 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.

14. The list of all items will be prepared by the Firms/Vendors and hand over the same to the branch / office.

15. The Firms / Vendors shall maintain full secrecy about the Bank's record lifted by them.

16. The Firm / Vendors shall Indemnify against any loss if 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.

17. Bank shall forfeit the amount deposited with the Bank as security in case of non-performance / breach of contract without any pre-condition.

18. 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.

19. The terms and conditions stipulated by Bank from time to time should be acceptable to the empanelled Vendors.

20. All disputes are subject to Chandigarh jurisdiction.

SIGNATURE WITH SEAL	
NAME OF AUTHORISED PERSON	
PAN	
GST NO.	
MOBILE NO.	
EMAIL ADDRESS:	
ADDRESS:	
PLACE:-	
DATE:-	