Notice inviting e-tender for the purchase of Aluminium Caps

1. “E-Tenders” are invited ONLY from established manufacturers/suppliers for the Supply of aluminium caps to suit 180ml and 750ml glass bottles.

2. Tenderers should submit their tender online at the Government website https://pudutenders.gov.in. Payment of Tender Fee of Rs.2,500/- and EMD for an amount of Rs. 3,00,000/- are to be paid through Internet Banking or NEFT/RTGS mode only. The facility for the same is available in the tender portal itself. No other form of remittance shall be accepted.

3. The Tender details, and ‘Terms and Conditions’ may also be downloaded from the website www.py.gov.in and https://pdlindia.in for reference only. Tenders will be processed online only.

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<tr>
<th>Sl. No.</th>
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<tr>
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<td>08/04/2020 at 02.00 P.M.</td>
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Place & Date: Puducherry. 14/03/2020 MANAGING DIRECTOR
ABBU: E2/2020
Puducherry Distilleries Ltd.

(A Govt. of Puducherry Undertaking)

R.S. No. 144 & 145, Ariyapalayam,
Villianur, Puducherry 605 110

Detailed E-Tender Schedule
Supply of Aluminium Caps

Rs. 2,500/-
PUDUCHERRY DISTILLERIES LIMITED
(A Government of Puducherry Undertaking)

R.S.No.144 & 145, Ariyapalayam, Villianur, Puducherry 605 110.
Phone No: 2667578 & 2666844. Fax: 0413-2661556
E-mail: pdl@dataone.in Website: https://pdlindia.in

DETAILED TENDER CONDITIONS

1. GENERAL

1.1 E-tenders are invited for the supply of Aluminium Caps 28mm PP caps to suit 750ml glass bottles and 25mm PP caps to suit 180ml glass bottles, for our Arrack Blending and Bottling Plant at Ariyapalayam Village in Villianur Commune, Puducherry. This unit is situated on the National Highway No.45-A, at a distance of about 10 kms from Puducherry and 30 kms from Villupuram.

2. SCOPE OF SUPPLY

2.1. SUPPLY OF ALUMINIUM BOTTLE CAPS

2.1.1. The tenderer should supply about 2,00,000 numbers of 28 mm aluminium caps to suit 750ml bottles and about 30,00,000 numbers of 25mm caps to suit 180ml glass bottles in the first month and further such quantities for the subsequent months as per supply schedules issued by the Company. The normal requirement of caps during the contract period will be about 20 lakhs in case of 28mm caps, and about 300 lakhs in case of 25mm caps. However, the actual supply schedule will be based on our requirement from time to time. The 750 ml bottle specifications mentioned in the para 2.1.2 and Annexure I are to be considered for the basic design of 28mm caps. The 180 ml bottle specifications mentioned in the para 2.1.3 and Annexure II are to be considered for the basic design of 25mm caps. The proposed cap should have golden yellow base and maroon colour lettering in the first lot and the company has the right to alter the two colours in the subsequent batches. The cap should have the brand name of the product and the Company’s emblem on the flat surface and other details on the cylindrical surface of the cap as shown in the Annexures III and IV respectively. The tenderer should furnish necessary design details of their bottle cap in their offer. Bottle caps shall be manufactured and packed in hygienic dust free conditions and it shall meet the FSSAI Standard requirements in all aspects.
2.1.2. 750 ml GLASS BOTTLE (28mm neck finish)

Shape . .... Round
Colour ..... Flint
Filling Capacity ..... 750 +/- 7.0 ml
Brimful Capacity ..... 767 +/- 7.0 ml
Approximate Weight ..... 450 +/- 15 gms.
Over all height ..... 275 +/- 2.0 mm
Outer diameter ..... 76.5 +/- 1.5 mm
Inner diameter ..... 75.5 +/- 1.5 mm
Finish ..... 28 mm PP Std.

2.1.3. 180 ml GLASS BOTTLE (25mm neck finish)

Shape ..... Flat
Colour ..... Flint
Filling Capacity ..... 180 +/- 3.5 ml
Brimful Capacity ..... 187 +/- 3.5 ml
Approximate Weight ..... 160 +/- 7 gms.
Over all height ..... 144.0 +/- 1.5 mm
Major dimension ..... 74.5 +/- 1.5 ml
Minor dimension ..... 35.0 +/- 1.5 mm
Finish ..... 25 mm Pilfer Proof

2.3. COMMENCEMENT OF SUPPLY

The contractor should commence the supply of aluminium caps within fifteen days repeat fifteen days from the date of issue of supply order which will be issued after completion of all formalities like submission of Security Deposit and signing of Agreement. The successful tenderer should supply about 2,00,000 numbers of 28 mm aluminium caps to suit 750ml bottles and about 30,00,000 numbers of 25mm caps to suit 180ml glass bottles within thirty days from the date of letter of acceptance of tender / supply order, after getting clearance for the sample caps to be provided in 2000 numbers in each size in advance to our technical team. The balance quantity of the order should be completed as per the supply schedule given by the Company within the contract period. The Managing Director has the right to cancel the supply order forthwith with all attendant penalties against defaulter[s] and award the supply order to the next eligible tenderer. The supplies made by the contractor which are not as per our specifications mentioned in the tender schedule will be liable for rejection. The Company will not take any responsibility for the losses or damages suffered by the contractor on account of rejection.
3. OFFER:

3.1 The Tender shall be submitted only if the Tenderer is agreeable to all the terms and conditions of this Tender. **Tenders are to be submitted through e-procurement platform at** [https://pudutenders.gov.in](https://pudutenders.gov.in), **only.** Tenders submitted in any other form will not be accepted.

3.2 TENDER FEE and EARNEST MONEY DEPOSIT:

3.2.1 The tenderer shall pay a sum of Rs. 2,500/- (Rupees two thousand five hundred only) towards Tender Fees and a sum of Rs. 3,00,000/- (Rupees Three lakhs only) as Earnest Money Deposit for the supply of ENA through Internet Banking or NEFT/RTGS mode only.

3.2.2 There is no exemption for the payment of Tender Fee and EMD.

3.2.3 The facility for on line payment is available in the tender portal. Payment of E.M.D and Tender fee should be done through Internet Banking or NEFT/RTGS mode. Demand Draft will not be accepted.

3.3. INSTRUCTIONS FOR ONLINE BID SUBMISSION:

3.3.1. The bidders are required to submit soft copies of their bids electronically on the e-Procurement Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-Procurement Portal. **More information useful for submitting online bids on the e-Procurement Portal may be obtained at:** [https://pudutenders.gov.in](https://pudutenders.gov.in).

3.3.2. **REGISTRATION**

   i. Bidders are required to enroll on the e-Procurement module of the e-Procurement Portal (URL: [https://pudutenders.gov.in](https://pudutenders.gov.in)) by clicking on the link “Online bidder Enrolment” on the e-Procurement Portal which is free of charge.

   ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

   iii. Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the e-Procurement Portal.

   iv. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any of the Certifying Authority recognized by CCA India (e.g. nCode, eMudhra etc.), with their profile.
v. Bidder then log-in to the site through the secured log-in by entering their user ID / password and the password of the Digital Signature Certificate.

3.3.3. SEARCHING FOR TENDER DOCUMENTS

i. There are various search options built in the e-Procurement Portal, to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, Organization Name, Location, Date, Value, etc.

ii. Once the bidders selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the e-Procurement Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

iii. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the helpdesk.

3.3.4. PREPARATION OF BIDS

i. Bidder should take into account corrigendum published on the tender document before submitting their bids.

ii. Please go through the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the name and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

iii. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document and generally they can be in PDF format. Bid documents may be scanned with 100 dpi which helps in reducing size of the scanned document. Maximum size of the bid document shall not exceed 35 MB.

3.3.5. SUBMISSION OF BIDS

i. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission date/time. Bidder will be responsible for any delay due to other issues.

ii. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

iii. All the documents being submitted by the bidders will be encrypted using PKI encryption techniques to ensure secrecy of data. The data entered
cannot be viewed by unauthorized persons until the time of bid opening. Confidentiality of bids is maintained using the Secured Socket Layer (SSL) 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using Department’s bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

iv. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

v. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission acknowledgement which is downloadable/printable. This acknowledgement may be used as an entry pass for any bid opening meetings.

3.3.6. ONLINE PAYMENT OF EMD & TENDER FEES

I. The bidders have the option to make payment of EMD & Tender fee through the following modes:

1. Internet Banking
2. NEFT/RTGS.

II. In Internet banking, bidders shall make payments using his/her internet Banking enabled account with any of the banks listed in the Annexure enclosed. The Payment Gateway will display a list of banks wherein the bidder has to choose his bank. Upon selection, the bidder will be taken to the login page of his/her bank. The bidder has to Login and proceed for paying the Tender fees/EMD. If the transaction is successful, system will be redirected to the e-Tendering portal for submission of bid.

III. To facilitate Bidders who do not have Internet banking facility, payment can be made offline through NEFT/RTGS mode. In this option, the bidder has to take print-out of the NEFT/RTGS payment Challan auto-generated by the system and visit his/her bank to remit the requisite amount. Once payment is received in the pooling account, the bidders will be able to proceed for bid submission by feeding the Unique Transaction Reference (UTR) number in the e-Procurement portal. It is advised that the bidders make payment one day in advance for validation purpose.

IV. Bid submission can be done immediately when EMD/Tender fee is paid through “Internet Banking” mode when compared to NEFT/RTGS mode of payment.
V. During evaluation of tender, EMD of unsuccessful bidders will be automatically refunded to the bidder’s account from where they initiated payment.

3.3.7. ASSISTANCE TO BIDDERS

For Training/clarification regarding online bid submission, contact e-Procurement Cell, 3rd Floor, Chief Secretariat, Puducherry. Help-Line: (0413) 2220225.

3.4 FILLING OF E-TENDERS:

3.4.1 Tenders should be duly filled in (on the assigned space), duly signed with the digital signature and submitted online. All mandatory fields marked with (*) have to be filled by the tenderers.

3.5 THE TECHNICAL BID SHALL CONTAIN THE DOCUMENTS LISTED HEREUNDER.

The Tenderers are requested to upload the following three documents in Cover details of Cover No. 1 in the e-tender format and the supported file format is .pdf

3.5.1 The scanned copy of the duly signed Tender Schedule Consent form agreeing the terms and conditions of the tender conditions as per Annexure-V.

3.5.2 The scanned copy of PAN card.

3.5.3 The scanned copy of GST/TIN registration.

Note:

3.5.4. The originals of the photo copy of documents wherever placed shall be brought when called for by the committee for verification failing which the tenderer will be treated as non-responsive and the tender is liable for rejection.

3.5.5. The documents once submitted will not be returned to the tenderer.

3.5.6. It may be noted that, in this technical bid portion, no price / cost / financial bid is to be enclosed / uploaded. If any of these is found in the technical bid, the tender will be rejected summarily.
3.6 THE FINANCIAL BID (BOQ) SHALL CONTAIN THE FOLLOWING:

3.6.1 Tender Offer form (BOQ) - Total unit price quoted shall be entered by the tenderer in the prescribed excel sheet.

3.6.2 The rate should be quoted in rupee and paisa only.

3.6.3 The rate per piece is to be quoted on F.O.R basis (landed cost) inclusive of GST and any other tax or duties etc., either Central or state, handling, loading, unloading etc., in respect of the supply shall be payable by the tenderer. The price tendered should be inclusive of all taxes mentioned above and the Company will not be responsible for or entertain any claim, whatsoever, in this respect.

3.6.4 The rates should be typed in the space provided ONLY in the BOQ format online.

3.6.5 No representation towards upward revision of rates will be allowed. Ex-works rates offered by the firm are not acceptable and such tenders will be summarily rejected. The rates should be quoted F.O.R delivery at Puducherry Distilleries Ltd., Ariyapalayam, Villianur, Puducherry.

Note:

3.6.6 The bid shall contain only the price list. Any discrepancy in this regard will cause the rejection of Price list.

3.7 In the event of any discrepancy in respect to the rates quoted, the “Company” reserves the right to accept or reject the tender.

4. EARNEST MONEY DEPOSIT:

4.1 The tenderer shall pay a sum of Rs. 3,00,000/- (Rupees Three lakhs only) as Earnest Money Deposit for the supply of ENA through Internet Banking or NEFT/RTGS mode only. No exemption for the payment of EMD.

4.3 No interest will be allowed in this Deposit. The EMD of unsuccessful bidders will be automatically refunded to the bidder’s account from where they initiated payment.

4.4 The Earnest Money deposited by the successful Tenderer will be retained / adjusted towards the Security Deposit for the due and faithful fulfillment of the contract, but shall be forfeited, if such Tenderer fails to deposit the requisite security deposit and execute an Agreement within 7 (Seven) days from the date of receipt of the letter of acceptance of the Tender issued by the Company by email or fax communication. The EMD stands forfeited if the offer is withdrawn by the Tenderer before the expiry of the Tender validity period.
5. SECURITY DEPOSIT

The successful tenderer shall deposit an amount equal to 5% of his tendered value as Security Deposit, within seven days of issue of the letter of acceptance of his tender, for the due and faithful fulfillment of the contract. The Security Deposit may also be furnished by means of Bank Guarantee executed in favour of Puducherry Distilleries Limited, from a nationalised bank for a period of one year from the date of signing of agreement or for any further period as the management of Puducherry Distilleries Ltd. may require. Small Scale Industries Units are not exempted from the remittance of this Security Deposit.

6. WARRANTY

The tenderer under this warranty clause shall be liable to replace all the items of supplied caps which do not meet the specifications mentioned in Annexure III and IV.

7. MODE OF PAYMENT

7.1 No advance would be granted by the Company for effecting the supply.

7.2 Payment for the supply of caps will be made within a period of fortnight on receipt of the materials at our end in good and satisfactory condition fulfilling our specification.

8. TRANSPORTATION AND INSURANCE CHARGES

The aluminium caps in five ply-corrugated boxes inside thick polythene cover should be delivered by the supplier at Puducherry Distilleries Ltd., Ariyapalayam, Puducherry. The supplier should make his own arrangement for transport and insurance for the supply of materials in good condition at our end. The total price to be quoted in the tender should be inclusive of transport, handling and insurance etc.

9. GST & OTHER TAXES

GST and any other tax or duties etc., either Central or state, in respect of the supply shall be payable by the tenderer. The price tendered should be inclusive of all taxes mentioned above and the Company will not be responsible for or entertain any claim, whatsoever, in this respect.

10. RIGHT TO ACCEPT OR REJECT TENDER AND TO POSTPONE THE LAST DATE FOR RECEIPT AND / OR OPENING OF TENDER

10.1 The right in respect of acceptance of tender will rest with the Company. The Company, however, does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received without assigning any reason whatsoever. The whole supply may be split up between
two or more suppliers or accepted in part and not entirely if considered expedient. The Company, through any of its officials, shall have the right to negotiate with any of the tenderers and arrive at an amount other than the one mentioned in the tender.

10.2 The Company shall have the right to postpone the last date for receipt and/or opening of tenders and may do so without assigning any reason whatsoever and an addendum to this effect may also be published.

11. CONTRACT PERIOD

The price quoted in the tender should remain valid for a period of one year from the date of entering into the agreement. The Company may extend the period for further period of one month on the same terms and conditions.

12. ADDENDA

Addenda, if any, to this Detailed Tender Conditions may be issued prior to the date of last date of submission of tender, if found necessary.

13. AGREEMENT

The successful tenderer shall be required to execute an Agreement stipulating all the conditions mentioned here within 7 (seven) days from the date of issue of LETTER OF ACCEPTANCE, after furnishing the required Security Deposit. In the event of failure on the part of the successful tenderer to sign the agreement within the above stipulated period, the Earnest Money Deposit will be forfeited and the acceptance of the tender shall be considered as cancelled. The Contract shall be deemed final only when the Agreement is signed. The supplier shall also be liable to compensate the Company, for the difference in price amount in allotting the supply in favour of any other party for effecting the supply.

14. RIGHT TO TERMINATE CONTRACT

14.1 The Managing Director shall be entitled to terminate and discharge the contract, without prejudice to other rights and remedies available to him, if the contractor becomes insolvent or fails and / or neglects to effect the supply or delays the supply without reasonable cause.

14.2 In case of termination of the contract by the Managing Director owing to the default on the part of the contractor, the Managing Director shall be entitled to appoint a new contractor or contractors to effect the supply and the contractor hereunder shall in such a case lose and forfeit all his rights and interest whatsoever on this contract, and the excess amount that the Company may incur be recovered from such defaulting contractor in getting the supply during the contract period.
15. ALTERATIONS IN SPECIFICATION AND DESIGNS:

The Managing Director, Puducherry Distilleries Limited shall have power to make any alteration in, omission from or additions or substitutions for the original specification and the tenderer shall be bound to effect the supply in accordance with the modified specifications.

16. PRICE ESCALATION

No request for price escalation will be entertained under any circumstances and the price quoted in the tender shall be final. The supplier is not entitled for any additional payment over and above the amount specified in the agreement and on any account the supplier is not entitled for any additional payment towards escalation in the price quoted by him.

17. PENAL CLAUSE

If the contractor fails to supply or to comply with all or any of the terms and conditions of the contract it shall be open for the Managing Director, Puducherry Distilleries Limited or any person authorised by him on his behalf to effect the supply through any other supplier/contractor and to collect from the defaulting contractor the losses sustained on this. In addition to the above the Security Deposit and amount payable to him will be forfeited. The decision of the Managing Director, Puducherry Distilleries Limited shall be final and conclusive in this regard and binding upon the contractor thereto and shall not be open to question or disputes upon any ground whatsoever.

18. SETTLEMENT OF DISPUTES BY ARBITRATION:

In case of any dispute that may arise out of this tender and contract, the same will be at the jurisdiction of Pondicherry only.

19. EVALUATION OF TENDER:

19.1 The technical tender and other documents will be evaluated as per the time schedule given below:

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{If the opening day happen to be a holiday, the next working day will be the date for opening}

19.2 Tenderers are requested to stick on to the date and time specified strictly. Tenders will be accepted only if submitted in the prescribed manner.
Tenderers are requested to read the instructions help for tenderers, information about Digital Signature Certificate, resources required and bidder’s manual kit at the home page of the website https://pudutenders.gov.in before submission of tender through online.

20. ACCEPTANCE OF TENDERS

The tender shall remain open for acceptance for sixty days from 08/04/2020. The Company reserves the right to accept or reject either whole or any part of tender without assigning any reason and this shall not be a matter of dispute under any circumstances.

Puducherry
14/03/2020

MANAGING DIRECTOR
Annexure – I
Annexure –II

FINISH: 25PP ROPP

WEIGHT: 160 ± 7gms
BRIMFUL CAP: 187 ± 3.5ml
FILLING CAP: 180 ± 3.5ml

180ml FLAT
Annexure - III

ROPP CAP FOR 180 ML BOTTLE  
Size: 25mm

SPECIFICATIONS

- **Cap Material**: Aluminium
- **Thickness**: 0.2 mm ± 10%
- **Head OD (Top)**: 25.6mm ± 0.2
- **Height (Total)**: 16.6mm ± 0.2
- **Liner Material**: EPE Food Grade
- **Liner Thickness**: 1.6 to 1.8 mm

Blended & Bottled in the Excise Bonded warehouse of
PUDUCHERRY DISTILLERIES LTD., Ariyapalayam, Villianur - 605 110.
(For Sale in Pondicherry State only)  
Lic.No.10016045000115
Annexure – IV

ROPP CAP FOR 750 ML BOTTLE

Size : 28mm

SPECIFICATIONS

Cap Material : Aluminium
Thickness : 0.2 mm ± 10%
Head OD (Top) : 28.4mm ±0.2
Height (Total) : 18.1mm ±0.2
Liner Material : EPE Food Grade
Liner Thickness : 1.6 to 1.8 mm

Blended & Bottled in the Excise Bonded warehouse of
PUDUCHERRY DISTILLERIES LTD., Ariyapalayam, Villianur - 605 110.
(For Sale in Pondicherry State only) Lic.No.10016045000115
TENDER SCHEDULE CONSENT FORM

I/We have read and examined the notice inviting tender, Cap Specification Annexures, conditions, and all other contents in the tender document for the tender.

I/We hereby submit our tender for the supply of Aluminium caps to Puducherry Distilleries Limited within the time specified in Schedule.

I/We agree to keep the tender open for Sixty (60) days from the date of opening of tenders thereof and not make any modifications in its terms and conditions.

A sum of Rs.3,00,000/- has been paid on-line as Earnest money. If I / We fail to comply the terms and conditions of the tender, the Managing Director, Puducherry Distilleries Limited, Puducherry or his successors in the Company shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely otherwise the said earnest money shall be retained by him towards security deposit to execute the Agreement referred to in the tender documents upon the terms and conditions of the tender.

I/We agree for the condition, if the contractor when approved fails to supply or to comply with all or any of the terms and conditions of the contract it shall be open for the Managing Director, Puducherry Distilleries Limited or any person authorised by him on his behalf to effect the supply through any other supplier/tenderer/contractor and to collect from the defaulting contractor the losses sustained on this contract. In addition to the above, the Security Deposit and amount payable to me/us will be forfeited. The decision of the Managing Director, Puducherry Distilleries Limited shall be final and conclusive in this regard and binding upon the contractor thereto and shall not be open to question or disputes upon any ground whatsoever.

Dated.............................  Signature of Tenderer with seal

Postal Address :
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<tr>
<th>Sl. No</th>
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<td>Allahabad Bank</td>
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<td>Indian Overseas NetBanking</td>
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