

NOTICE FOR INVITING QUOTATIONS FOR COMPREHENSIVE AMC OF BUNDLE NOTE COUNTING MACHINES (BNCM) AND NOTE AUTHENTICATION CUM COUNTING MACHINE (NCM) AND ANNUAL RATE CONTRACT FOR BNCM, NCM & MIX NOTE COUNTING MACHINE



INDIAN BANK
Zonal Office Siliguri
2, Church Road, Siliguri
Dist.- Darjeeling, Pin- 734001, West Bengal
Phone: 0353-2530403
Email: z748@indianbank.co.in

INVITATION OF TENDER

NOTICE FOR INVITING QUOTATIONS FOR COMPREHENSIVE AMC OF BUNDLE NOTE COUNTING MACHINES (BNCM) AND NOTE AUTHENTICATION CUM COUNTING MACHINE (NCM) AND ANNUAL RATE CONTRACT FOR BNCM, NCM & MIX NOTE COUNTING MACHINE

FOR THE INDIAN BANK BRANCHES/CC UNDER SILIGURI ZONE

Tender Documents Availability : **12th July 2024**
Last Date of Tender Submission : **14:00 PM on 26th July 2024**
Date of Technical Bid Opening : **16:30 PM on 26th July 2024**

EMD: by way of a demand draft for Rs. 2,500/- (Rupees Two Thousand Five Hundred only) favouring Indian Bank, Zonal Office, Siliguri and payable at Siliguri

SCHEDULE OF EVENTS

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|---|---|
| Tender Bid Document Availability | Bidding document can be downloaded from website www.indianbank.in from 12th July 2024 |
| Pre-bid Query | Up to 18th July 2024 from 3 PM to 4 PM either telephonically or at Indian Bank, Zonal Office Siliguri on bank working days |
| Last date and time of submission of Bids | 26th July 2024- 14:00 PM |
| Opening of Bids | 26th July 2024- 16:30 PM Bidders may depute authorized representatives during the opening of Bids. |
| Contact Official and Mobile No. | Hemant Kumar, Senior Manager, Phone : 7984997494, |
| Address for communication and submission of bid | Zonal Office, Siliguri, 2, Church Road, Siliguri-734001, West Bengal |
| All correspondence relating to this Tender should be sent to email id | z748@indianbank.co.in |
| Cost of the Tender Bid document | Rs. 250/- (Two Hundred Fifty only) by way a demand draft favouring Indian Bank, Zonal Office Siliguri and payable at Siliguri (Non-refundable) |
| Earnest Money Deposit | Rs. 2,500/- (Rupees Two Thousand Five Hundred only) by way a demand draft favouring Indian Bank, Zonal Office Siliguri and payable at Siliguri (Refundable for all bidder except Qualified Bidder). |

INTRODUCTION

Seal & Signature of Vendor

Indian Bank, Zonal Office Siliguri, invites sealed quotations for Comprehensive AMC of Bundle Note Counting Machines (BNCM) and Note Authentication Cum Counting Machine (NCM) and Rate Contract for BNCM, NCM & Mix Note Counting Machine at Branches/CC under its jurisdiction comprising of 08 districts of West Bengal i.e. Darjeeling, Alipurduar, Coochbehar, Kalimpong, North Dinajpur, South Dinajpur, Malda, Jalpaiguri & Branch at Sikkim State from reputed Firms/Manufacturers/Authorized dealers. **Financial bids shall invariably be submitted in sealed envelope. Any financial bid found open for any reason shall make the bidder ineligible for participation.**

ELIGIBILITY CRITERIA

1. The eligibility criteria for rate contract are given below and only those agencies that fulfil the following criteria are eligible to bid.

a) The prospective bidder should be a registered company/ firm/ manufacturer and their authorized dealers, capable of providing Fire Alarm System and Burglar Alarm System for New installation, repair and maintenance of Bundle Note Counting Machines (BNCM) and Note Authentication Cum Counting Machine (NCM) and Rate Contract for BNCM, NCM & Mix Note Counting Machine and should be in business for at least 3 years.

b) The OEM/ its authorized dealers must have his own registered office with adequate technical manpower and material in **Siliguri** so as to attend calls from the Branches easily in the Districts of Darjeeling, Alipurduar, Coochbehar, North Dinajpur, South Dinajpur, Malda, Jalpaiguri, Kalimpong & Branches at Sikkim State. Proof for the same to be submitted like Lease Agreement/ Registration Certificate under Shops and Establishment Act. The Bank may inspect the facilities of the Manufacturer/ Firm/ Company/ Dealer/ Vendor to verify the genuineness and to ensure the conformity with the details given.

c) There is 3 cr. minimum annual turnover. However, the prospective applicant/ bidder should be in profit for last three years. (Relevant copies of Balance Sheets and IT return to be submitted).

d) The prospective applicant/ bidder must be on panel of at least one PSUs / Banks (Public/Private)/NBFCs/Government Departments and have at least one running contract with PSU/ Banks (Public)/NBFCs/Government Department. Performance report/ certificate of running contract for same to be enclosed.

e) The prospective applicant/ bidder must be working experience of minimum three years in PSUs / Banks (Public)/NBFCs/Government Departments

f) The bidders should have valid PAN, GST registration number etc., allotted by competent authorities and to provide latest GST Returns filed.

g) The prospective applicant/bidder should have requisite trade/manufacturing/factory license from appropriate authority (BIS).

h) The Company/ Firms/ Authorized dealer which participates in the Tender process shall only be eligible for rate contract and CAMC. **All existing empanelled vendors have to apply afresh.** Telephonic/ email intimation to prospective applicants for participating in TENDER will not be initiated from ZO, even to the existing vendors.

NATURE AND SCOPE OF WORK

2. New installation of BNCM, NCM & Mix NCM & Comprehensive AMC of existing BNCM & NCM at branches and Currency Chest of Indian Bank, Siliguri Zone. Concerned Vendor will have to enter into an agreement (as per the format decided by the bank) with the Zone and shall start the work from the date of issuance of the work order. The work order for new installation of BNCM, NCM &

Seal & Signature of Vendor

Mix NCM & Comprehensive AMC of existing BNCM & NCM shall be placed by the Zone as per requirement basis.

- a) Please note that the invitation of tender is for Rate contract for new installation of BNCM, NCM & Mix NCM & Comprehensive AMC of existing BNCM & NCM installed in all existing Branches & CC of the Zone. However, new installations are subject to requirement of Bank. Bank has discretion to revise the scope of work upward / downward as per its requirement.
- b) It is to bring to the notice of prospective Applicants that they will be required to supply and replace newly installed components at their own cost during warranty period and the warranty period of each component has to be specified in the tender document.
- c) The Vendor will maintain the data sheet of BNCM & NCM of each branch & CC with details, such as manufacturing date, date of installation, warranty valid up to, AMC carried out on, AMC due on, etc. A copy of the Branch / Office wise data sheet of BNMC & NCM and CAMC of existing BNCM & NCM to be provided to the Zonal Office as well as to the concerned Branch/office.
- d) The Vendor must ensure quarterly AMC visit. **There should be a gap of minimum 45 days** between two AMC visits. During AMC Visit all preventive maintenance activities to be carried out and recorded.
- e) The vendor will follow the norms and procedures laid down for new installation of BNCM, NCM & Mix NCM & Comprehensive AMC of existing BNCM & NCM.
- f) The vendor will carry defective components to his own workshop for repair only after taking written prior approval of the Branch Manager.
- g) The vendor will impart training to staff members about operating procedure, system testing & tuning, playback, data retrieve, etc. during the AMC visit.

Tentative No. of Existing BNCM & NCM

- At present around 68 BNCM and 60 NCM machines are installed at our Branches/CC.
- The No. of Machines are may increase or decrease on actual basis (+/- 5)

APPLICATION FORM

The application form to be filled and submitted as per **Annexure I (Cover Letter)** and **Annexure II (Bidder Profile)**. The tender notice should be signed by authorized signatory on each page with official seal and enclosed along with the Application Documents.

PERFORMANCE AND PRODUCT CERTIFICATION:

The Bidders should have the following product certification and other criteria: -

- a) **Product Certification:** The products of the Bidder must have certification of quality given by the Bureau of Indian Standard (BIS) and acceptable to Bank. The products should be based on latest technology for the specific requirement.
- b) **OEM Certificate:** The Bidder should have OEM certificate along with confirmation that they would supply spare parts for the quoted components for a period of 3 years from the date of installation.
 - i) OEM should be ISO 9001 certified.
 - ii) Documents of Manufacturing license/ Registration of the OEM factory need to be submitted for verification.
 - iii) Product Certification copies to be attached as per the BIS/CE specifications.
 - iv) The firm should produce authorization from OEM for its offered makes in original.
 - v) Multiple brand Techno-commercial bids from single bidder will be rejected.
 - vi) Audit for Banks, whether actual material is provided or not, needs to be done by OEM as and when required by Bank without any additional cost.
- c) **Past Record:** The Bidder or their entities should not have been blacklisted by any PSU/PSB/Government Organization in past 3 years and undertaking in this regard to be submitted.

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- i) Bidders A/c should not be classified as NPA by any bank. A self- declaration in this regards to be submitted by bidder along with Bid Documents.

PAYMENT TERMS

3. No advance payment shall be made against purchase order
 - i) Payments shall be made after delivery & installation of new BNCM & NCM at per site Basis. The payment shall be made against delivery challans and invoices and commissioning report duly signed by the Branch Manager.
 - ii) The Comprehensive Annual Maintenance Charges shall be paid once in three months' subject to satisfactory maintenance for the previous three months. Vendors failing to render requisite maintenance service visits shall be paid only on the pro rata Basis for the number of mandatory service visits.
 - iii) **All Annual Maintenance Charges shall be paid from Zonal Office only.**
 - iii) All other terms and conditions are spelt out in the Terms and conditions attached to this tender.

TERMS & CONDITIONS OF CONTRACT (TCC)

4. Indian Bank's Right to Accept/ Reject any/or all Application:
 - i) Indian Bank reserves the right to accept/ reject any or all application and to annul the rate contract process and accept/ reject all applications at any time prior to TENDER process or any time after TENDER process, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for Indian Bank action.
 - ii) **Indian Bank's Right to Split the Service Area Work:** Indian Bank reserves the right to split and distribute the work among the participating Bidders partly or fully amongst the bidders agreeing at lowest quoted rates. Indian bank reserves the Right to Issue Clarifications, Addendums, and Corrigendum etc.
 - iii) Discrepancies or omission, if found by any bidder, in the terms & conditions of the tender document, or if any clarification is sought by the bidder, a written request, to the application inviting authority, for correction / clarification or interpretation can be submitted up to **5.00PM, 22nd July 2024 at z748@indianbank.co.in**. Indian Bank can at any time issue clarifications, addendums or corrigendum. The same will be published in the bank's website. The Bidders are advised to regularly visit the Bank's website.

CONDITIONS FOR APPLICATION REJECTION/ CANCELLATION:

5. Bidder's application for rate contract or the registration after rate contract of Bidder may be rejected / cancelled on the following grounds:
 - i) Any effort by Bidder/applicant to influence Indian Bank's decisions on evaluation and registration process may result in rejection of application or cancellation of registration.
 - ii) Conditional applications will not be considered and will be rejected summarily.
 - iii) Submission of false/fake Application Documents or if the information provided by the Bidder is found to be incorrect/misleading at any stage / time during the rate contract process or thereafter.
 - iv) Applications received by Indian Bank after the last date and time prescribed for receipt of application or applications without signature of person(s) duly authorized on required pages of the application or applications without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be rejected.
 - v) Malpractice / attempt to influence / Manipulation of rates at Zonal level by itself or by cartelization shall be viewed very seriously. If such a situation comes to the notice and/ or there are reasons/ circumstances for Indian Bank to believe so, the concerned Bidder will be called in to give justification of rates quoted by them to the Zonal Office. If they are not able to give a proper/ satisfactory justification of their quoted rates, their rate contract / enlistments is liable to be cancelled.

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- vi) If the Bidders are found, subsequent to their registration, not complying with, any of the eligibility criteria.
- vii) If the performance and services of the bidder have been found poor or sub-standard.
- viii) If it is found that false/amplified/manipulated bill(s) raised by vendor.
- ix) Any other grounds as decided by Indian Bank management after due diligence.

MONITORING OF PERFORMANCE AND OTHER CONDITIONS:

The Bidder's performance on the job will be constantly monitored for quality, adherence to the Safety Regulations, Labour / Statutory regulations, Conduct / Discipline etc, while executing jobs. Any deviations from stated conditions can lead to appropriate deterrent action as deemed fit by Indian Bank.

- i) Indian Bank reserves the exclusive right and absolute discretion to call for tenders for any job or otherwise as deemed fit from open market, even during the validity of the rate contract period.
- ii) Successful rate contract by Indian Bank is no guarantee of any future award of work or inclusion on a particular tender list.

EMD AMOUNT:

Rs. 2,500/- (Rupees Two Thousand Five Hundred only) by way of a demand draft favouring **Indian Bank, Zonal Office, Siliguri** and payable at **Siliguri**

JURISDICTION AND GOVERNING LAW:

All disputes or differences whatsoever arising between the parties out of or in relation to the construction/ meaning and operation or effect of this rate contract document or breach thereof shall be settled amicably. If, however, the parties are not able to solve it amicably the same shall be settled by arbitration in accordance with the Arbitration and Conciliation Act 1996 (with latest amendments) and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award. Any appeal will be subject to exclusive jurisdiction of courts at Darjeeling.

LIQUIDATED DAMAGES:

Any delay in completion of the work over the stipulated period will attract penalty of 0.5% of the contract value (site Basis) per week subject to maximum of 10% of the contract value. The Bank reserves its right to recover this amount by any mode, which includes adjusting from any payment to be made by the Bank to the Vendor.

VALIDITY PERIOD:

The successful Bidders/ Firms/ Vendors will remain in the list of the Bank for **three years** from the date of contract or till the completion of next contract period at the Bank's own discretion (whichever is earlier).

- i) The Rate contract and CAMC will be valid for **(03) Three Year. Initially work will be allotted to One year (1) and will be renewed on yearly basis up to maximum Three years.** On successful completion of first year, renewal for second year will be subject to the satisfactory performance and review by Security Department. Revision of rates during the contract period will not be entertained by Bank for whatsoever reasons.
- ii) Contract will be valid only, if all eligibility criteria mentioned in the Tender Notice are fulfilled during the entire contract period.
- iii) If the service provided by bidder is found to be poor and unsatisfactory or if at any point of time during the Tender process it is found that the information provided by bidder is false, the Bank reserves the right to cancel the contract without any notice period. Bank's decision in this regard will be final.

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BANK'S DISCRETION:

Bank reserves the right to reject an offer under any of the following circumstances:

- i) Incomplete offer and/or all documents not attached.
- ii) Offer is not in conformity with the terms and conditions stipulated in this document.
- iii) Specifications stipulated in TENDER are not met with.
- iv) If Financial Bid and Technical Bid are not submitted in sealed envelope separately.
- v) Financial Bid format differs from actual Financial Bid format of Annexure IV.
- vi) Violates any terms and conditions in the TENDER document.
- vii) If found that the information provided in the offer is false.

EVALUATION CRITERIA

Technical part:

- i) The Technical part should be complete in all respects and contain all information asked for in this document. It should not contain any price information.
- ii) The Technical part must be submitted in an organized, numbered and structured manner (spiral binding will be appreciated). No brochures/ leaflets etc. should be submitted in loose form.
- iii) Technical part should contain all testimonials as mentioned in previous section of this TENDER document.
- iv) Bank will evaluate the technical part considering the technical and functional parameters of bidder and evaluation matrix decided by bank.

Commercial part:

- v) Commercial bids of only technically qualified short listed bidders will be opened. Bank's evaluation of the commercial bids will take into account the status of compliance of terms and conditions. The Price Bid should contain all relevant rates and charges (Service charge / installation Charge) and the rates should be quoted in Indian Rupees only.
- vi) Cost economics of the tender will be decided on the Basis of Total Cost of Equipment/cost of components having low MTBF/ services as enumerated in Annexure-IV.
- vii) Rates of equipment/services will be arrived individually based on commercial bids received and the contract will be awarded accordingly.

PATENTS RIGHTS

The Vendor shall indemnify the purchaser against all third party claims on infringement of patent, trademark or industrial design rights arising from use of the Goods, or any part thereof in India.

- i) The vendor shall, at their own expense, defend and indemnify the Bank against all third party claims of infringement of intellectual Property Right, including Patent, trademark, copyright, trade secret or any part thereof in India or abroad.
- ii) The Vendor shall expeditiously extinguish any such claims and shall have full rights to defend it there from. If the Bank is required to pay compensation to a third party resulting from such infringement, the Vendor shall be fully responsible for, including all expenses and court and legal fees.
 - a. The Bank will give notice to the Vendor of any such claim without delay, provide reasonable assistance to the Vendor in disposing of the claim, and shall at no time admit to any liability for or express any Intent to settle the claim.
 - b. The Vendor shall grant to the Bank a fully paid-up, irrevocable, non- exclusive license throughout the territory of India or abroad to access, replicate and use software (and other software items) if any, provided by the Vendor, including all inventions, designs and marks embodied therein in perpetuity.

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TERMINATION FOR INSOLVENCY

The Bank may at any time terminate the Contract by giving written notice to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Bidder.

LIABILITY

Bidder's aggregate liability under the contract shall apply to third party claims for bodily injury/ electric shock (including death) and damage to real property (due to malfunction of equipment) and tangible personal property caused by bidder's gross negligence/ lapse or due to below standard equipment used by Bidder.

- i) The Bidder shall be liable for any indirect, consequential, or special damages due to malfunction of the security equipment's under the agreement / purchase order.

WARRANTY

The offer must include on-site warranty of at least one year or as offered by the OEM but not less than one year from the date of installation and replacement of components however there should not be any additional cost for the warranty period.

- ii) Vendor shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of all equipment, accessories, etc., covered by the offer.
- iii) The Vendor must warrant all equipment, accessories, spare parts etc., against any manufacturing defects during the warranty period.
- iv) During the warranty period the Vendor shall maintain the equipment and repair / replace all the defective components at the installed site at no additional charge of whatsoever nature to the Bank.

DELIVERABLES & TIMELINES

The Vendor should ensure that the defects reported in the BNCM & NCM or its components, software, etc. supplied to the Bank on any working day is set right within one day. The defect will be reported by the office/branch directly to vendor, may be in the form of oral, telephone, notice, email, or any other mean of communication. The vendor shall generate a complaint number for tracking the complaint status. In case, the system or any equipment cannot be repaired within the stipulated period, the Vendor should provide a replacement till the system/ equipment is returned duly repaired. **The Vendor should submit the escalation matrix for any complain lodgement or query with Name, Mobile No. Email ID. Further, Bidder should provide the list of Engineers with Name & Mobile No. district-wise.**

DISPUTE MANAGEMENT

The provisions of this tender shall always be subject to Government Notifications, any rules/ guidelines that may be in force from time to time.

- i) All disputes or differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. However, if the parties are not able to solve it amicably, the same shall be settled by arbitration in accordance with the provisions of "Arbitration and Conciliation Act 1996" or any statutory modifications or re-enactments thereof and the rules made there under and for the time being in force, shall apply to the arbitration proceedings.
- ii) The arbitrator shall be appointed with the mutual consent of both the parties. However, there is a provision of appeal if either party is not satisfied with the arbitration award.
- iii) During the arbitration proceedings the Bidder shall continue to work under the Contract unless otherwise directed in writing by the Bank or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained.

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NUISANCE

The Bidder shall not at any time cause or permit anyone to cause any nuisance on the site or do anything which shall cause unnecessary disturbance or inconvenience to the Bank, Owners, Tenants or occupants of other properties near the site and to the customers/ public generally.

NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER

There are no obligations to accept the lowest or any other offer received in response to this notice and Bank is entitled to reject any or all offers without assigning any reasons whatsoever. The Bank will have right to opt for any new technology option for the Banks usage.

FORCE MAJEURE

Notwithstanding the provisions of TCC (Terms and Conditions of Contract), the Bidder shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- a. For purposes of this clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Bank in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- b. If a Force Majeure situation arises, the Bidder shall promptly notify the Bank in writing of such condition and the cause thereof. Unless otherwise directed by the Bank in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

EXECUTION OF SERVICE LEVEL AGREEMENT

On completion of the Bid Process, the successful bidder(s) should execute a Service Level Agreement. Bidder(s) should also execute a Non- Disclosure Agreement in the Bank's prescribed format. The agreement/ contract would be signed in Siliguri only and stamped as per West Bengal Stamp Act. All the stamp duty shall be borne by the Bidder.

RESTRICTION OF FURTHER CONTRACTS

The Bidder shall not assign, in whole or in part, its obligations to perform under the Contract, except with the Bank's prior written consent. Consortium and joint venture responses are not allowed, in any case. Also, bidders have to note that no sub-contracting/ sub-letting is allowed.

AMENDMENTS TO CONTRACT

No variation in or modification of the terms of the Contract shall be made, except by written amendment, signed by the parties.

CONFIDENTIALITY OF CONTRACT DOCUMENTS & INFORMATION

The Bidder shall not, without the Bank's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the bank in connection therewith, to any person other than a person employed by the Bidder in the execution of the Contract.

- c. Disclosure to any such employed person shall be made as confidential and shall extend only as far as may be necessary for purposes of such performance.
- d. The Bidder shall not, without the Bank's prior written consent, make use of any document or information except for purposes of performing the Contract.
- e. Any document, other than the Contract itself, shall remain the property of the Bank and shall be returned (in all copies) to the Bank on completion of the Bidder's performance

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under the Contract, if so required by the Bank.

f. Bidder to submit Audited Balance Sheets & FRs within 6 months of close of financial year of the successful Bidder, failing which Bank will withhold payments. Bank will scrutinize the FRs and may decide to continue the contract or terminate.

PUBLICITY

Any publicity by the bidder in which the name of Indian Bank is to be used should be done only with the explicit written permission of Indian Bank.

AUTHORIZED SIGNATORY

All pages of this TENDER document and corrigenda must be stamped and initialled by the authorized signatory of the bidder confirming acceptance to all terms and conditions of this TENDER and should be submitted as part of the technical part.

a. After completion of selection process the Bank will finalize the contract with the selected Bidder(s). To ensure this both the parties shall also be liable to make authorized officials to be present for discussions.

b. The Bidder(s) shall submit a Board resolution in case of a company and/or authorization letter duly signed by the authorized signatory naming the official(s) who shall be authorized to hold discussions, time and venue of which shall be intimated to the successful bidder in writing at least 3 calendar days in advance.

****READ THE TENDER DOCUMENTS CAREFULLY BEFORE SUBMISSION****

Seal & Signature of Vendor

Application for participation in TENDER for Comprehensive AMC of Bundle Note Counting Machines (BNCM) and Note Authentication Cum Counting Machine (NCM) and Rate Contract for BNCM, NCM & Mix Note Counting Machine
(TO BE TYPED ON THE BIDDER'S PRINTED LETTER HEAD)

The Zonal Manager,
Indian Bank
Zonal Office Siliguri
2, Church Road, Siliguri
Dist- Darjeeling, Pin- 734001, WB

Dear Sir,

Subject: Application for participation in Tender for Comprehensive AMC of Bundle Note Counting Machines (BNCM) and Note Authentication Cum Counting Machine (NCM) and Rate Contract for BNCM, NCM & Mix Note Counting Machine.

1. This has reference to the captioned subject, I/We have carefully perused and understood the criteria mentioned in the Tender Notice released on the website of the Bank.

Accordingly, I/We now submit the application form duly completed in all respects, together with certified copies of the following documents as required by you for participation in Tender for Comprehensive AMC of Bundle Note Counting Machines (BNCM) and Note Authentication Cum Counting Machine (NCM) and Rate Contract for BNCM, NCM & Mix Note Counting Machine to your bank.

2. I/We confirm that all information given herein is true to the best of my/our knowledge. I/ We also understand and confirm that if any of the information given is found to be incorrect either fully or partially or any false/fake document is submitted at any stage, you may reject the application summarily and also take any legal action as per law.

3. It is also confirmed that, I/We hereby agree with all the terms and conditions laid down in the application/empanelment documents.

Yours faithfully,

(Proprietor / Bidder's Signature, Name with Seal)

Encl: Documents: -

Seal & Signature of Vendor

BIDDER PROFILE

(TO BE TYPED ON THE BIDDER'S PRINTED LETTER HEAD)

| SI No | Subject | Details |
|-------|---|---------|
| 1. | Name of the Manufacturer/ Firm/ Company/ Dealer/ Vendor | |
| 2. | Year of Establishment | |
| 3. | Constitution of the Firm (whether Proprietary/ Partnership/ LLP/Pvt. Ltd./Public Ltd.) | |
| 4. | Address of Head Office (in India), including i) Email id ii) Landline and Mobile Number(s) | |
| 5. | Name of the Proprietor/Chairman/ Managing Director/CEO/ Country Head (as the case may be) | |
| 6. | Name(s) and Address of Office including i) Email id ii) Landline and Mobile Number(s) (Please attach Lease Agreement/ Registration Certificate under Shops and Establishment Act) | |
| 7. | Date of opening of company's Office | |
| 8. | Whether registered with the Registrar of Companies/Registrar of Firms in India. If so, mention number and date and enclose Registration Certificate copy. | |
| 9. | Whether an assessee of Income Tax. If so, mention Permanent Account Number and Taxpayer Identification Number. Furnish copies of Income tax clearance certificate | |
| 10. | Whether registered for GST purposes. If so, mention number and date. Also furnish copies of GST certificate. | |
| 11. | Copies of IT Returns last 03 years and GST Return of last one year | |
| 12. | Is the Company/Firm a manufacturer If Yes, name of the equipment/ accessories/components, etc and place where manufacturing unit is located. (All manufactured products should be BIS certified) | |
| 13. | Is the vendor having URC (Udayam registration Certificate). If Yes, submit the relevant certificate. | |
| 14. | Have you been prequalified by PSUs / Banks (Public/Private)/NBFCs/ Government Departments etc. for New installation, repair and maintenance of NCM, BNCM? If Yes, furnish their names, category and date of empanelment. (Enclose empanelment letter) | |
| 15. | Do you have presently running contract with PSUs/ Banks (Public/Private)/NBFCs/ Government Department, etc. for New installation, repair and maintenance of BNCM & NCM? If yes, enclose Performance report/ certificate of running contract. | |
| 16. | Details of Technicians positioned at Siliguri: | |
| 17. | Details of EMD Enclosed | |
| 18. | Details of relative(s) employed in Indian Bank and erstwhile Allahabad Bank, if any. Name: Relation: Branch/Office: Branch/Office last served (if retired): Contact Details: | |

Seal & Signature of Vendor

Declaration

1. I / We have read and understood the tender documents and I / We understand that if any false information is detected at a later date, any contract made between ourselves and Indian Bank on the Basis of the information given by me / us can be treated as invalid by the Bank and I/ We will be solely responsible for the consequences. I / We agree that the decision of Indian Bank in selection of bidders/contractors will be final and binding to me / us.
2. I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and/or in the accompanying sheets.
3. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.
4. I/We the authorized signatory of the firm undertake to state that our Firm has proper infrastructure and resources and is capable of undertaking New installation, repair and maintenance of BNCM, NCM & Mix NCM and Comprehensive AMC of existing BNCM & NCM installed in Branches & CC of Indian Bank including all rural areas. We further undertake to state that we would be supplying all spare parts of quoted modules for a minimum period of 03 years from the date of Installation.

Place:
Date:
Seal of the Company

Signature
Name:
Designation:
(Authorized Signatory)

Seal & Signature of Vendor

LIST OF ENCLOSURES

TO BE ATTACHED WITH TECHNICAL Parts

| SI No | Subject | Enclosed (Yes/No) |
|--------------|--|------------------------------|
| 1. | Certificate of Registration of company/dealership | |
| 2. | Certificate of registration with Income Tax, GST, EPF,ESI, VAT, TAN/TIN etc. | |
| 3. | Details of company owned registered office with names of employees, address, Tel no., etc. | |
| 4. | IT Returns and GST Return | |
| 5. | Empanelled with govt./public sector/banks | |
| 6. | Presently running contract work order with govt./public sector/banks | |
| 7. | STQC/ERTL/ETDC/ISO/BIS/DEALER certificate | |
| 8. | Customer Reference (other than Indian Bank) | |
| 9. | Documentation: - product, brochures, leaflets, manuals, warranty conditions etc. | |
| 10. | Certificate that Authorized dealer/Firm/OEM or its Sister Agency have not been blacklisted | |
| 11. | Document(s) in support of any other information | |
| 12. | Bank Details | |
| 13. | EMD | |

Note: - 1. In absence of any of the information/enclosures or/ and FAKE, WRONG, FICTICIOUS, FALLACIOUS, etc. reporting, the tender is likely to be rejected
2. The Vendor shall produce/provide original of any documents, required by the Bank for Verifications.

Seal & Signature of Vendor

FINANCIAL BID

(TO BE TYPED ON THE BIDDER'S PRINTED LETTER HEAD)

(PRICE BID)**PRICE BID FOR BNCM, NCM & Mix NCM AND COMPREHENSIVE AMC of Existing
BNCM & NCM**

(All rates to be quoted without GST)

| Sl. No. | Item description | Qty. | Cost including taxes, service charge, transportation charge, (excluding GST) |
|---------|---|-------------------------|--|
| 1. | Yearly Comprehensive AMC charges for existing Bundle Note Counting Machine available in our Branches. | Per Machine Per year | |
| 2. | Yearly Comprehensive AMC charges for Existing Note Authentication Machine available in our Branches. | Per Machine Per year | |
| 3. | Price of New Bundle Note Counting Machine, Heavy Duty Floor Model | 1 | |
| 4. | Price of New Bundle Note Counting Machine, Heavy Duty Desk Top Model | 1 | |
| 5. | Price of New Note Authentication cum Counting Machine, Desk Top Model with MG, UV, MT and IR Sensor. Upgradable to new Denominations. | 1 | |
| 6. | Price of New Mix Note Counting Machine, Desk Top Model with MG, UV, MT and IR Sensor. Upgradable to new Denominations. | 1 | |
| 7. | Buy Back Price for Old Bundle Note Counting Machine | 1 | |
| 8. | Buy Back Price Old Note Authentication cum counting Machine | 1 | |

Place:

Date:

Signature of authorized signatory
with Seal

(To be submitted in vendor's letter head)

Seal & Signature of Vendor