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**INDIAN BANK ZONAL OFFICE : KOLKATA**

No. 3/1, R.N. MUKHERJEE ROAD, KOLKATA – 700 001.

**Tender/Bid for Single & Two Pocket Note Counting and Authentication  
Machine for various Branches in West Bengal**

Submitted by Mr./ Mrs./ Ms./ M/s \_\_\_\_\_

Full Name and address \_\_\_\_\_

\_\_\_\_\_

Bank draft no. \_\_\_\_\_, dated \_\_\_\_\_, drawn by \_\_\_\_\_  
(branch) of \_\_\_\_\_ (Bank) at \_\_\_\_\_ for **Rs. 50,000/-**  
(Rupees Fifty thousand only) favouring "Indian Bank Zonal Office, Kolkata" is enclosed  
as Earnest Money Deposit (EMD) for the due performance of the tender. (The DD should  
not be dated earlier than the tender notice and shall be payable in Kolkata).

Bank draft no. \_\_\_\_\_, dated \_\_\_\_\_, drawn by \_\_\_\_\_  
(branch) of \_\_\_\_\_ (Bank) at \_\_\_\_\_ for **Rs. 500/-**  
(Rupees five hundred only) (non-refundable) favouring "Indian Bank Zonal Office,  
Kolkata" is enclosed as application money for the due performance of the tender. (The  
DD should not be dated prior to the tender notice).

**Eligibility criteria**

1. Minimum 5 years of experience in line of sale and service of Note Counting & Authentication Machine .
2. Average minimum turnover Rs. 10.00 crores for last three years in Cash processing products.
3. Registration with Sales tax, service tad & EPF is essential.
4. Must have supplied a good number of similar systems to different Banks, financial institutions in the last five years. (Please enclose performance report of at least three Banks).
5. Availability of after sale service network.
6. Availability of warranty for every item for minimum 01 year.
7. Ability to install service and maintain the machine throughout West Bengal. Office cum service centre in various districts.
8. Must be original equipment manufacturer/ authroised sales & service dealer. In case of vendors acting on behalf of principal manufacturers, details of principal manufacturer, its background and particulars of agency arrangements to be furnished and service to be directly provided by the vendor.

## **Terms of Payment**

1. The tenderer should clearly indicate the model of equipment for which the rate is quoted and shall enclose catalogue/ literature of the model giving all the features and complete dimensions including the year of the model.
2. Tenderer shall not change the model or offer another model during entire tender process.
3. The prices should be inclusive of all taxes, transportation, insurance, duties and charges, etc. Please indicate separately the rate and unit of sales tax included in the prices.
4. The rate of AMC should be quoted for 05 years after expiry of warranty period of 01 year. The AMC should cover the entire equipment inclusive of consumables.
5. Bank will not pay any advance.
6. The consideration will be paid after 30 days of successful installation of the machine complete in all respects with all accessories/ software.
7. No payment will be released if there is any part shipment or short shipment.
8. Bank reserves the right to inspect the equipments by its own technicians/ organizations engaged for the same.
9. Any damage to existing structure, fixture or fittings during installation of the Machine shall be made good by the vendor at his own cost.
10. Vendor shall impart appropriate training to the staff of the Bank in the operation/ upkeep of the system at the time of handing over after installation.
11. The amount in the tender forms is recommended to be filled both in words and in figures as otherwise the tender can be rejected. All corrections may be attested with date of such corrections. Complete address of the tenderer must be given in block letters.

## **Other Terms and conditions**

12. Tender shall be filled in the tender format of Technical bid (annexure A) and financial Bid (Annexure B) along with declaration (annexure 3) prescribed by the bank and the same can be had from Indian Bank website [www.indianbank.in](http://www.indianbank.in) or Indian Bank Zonal Office, No. 3/1, R.N. Mukherjee Road, Kolkata – 700 001.
13. Along with each tender, Earnest Money Deposit (EMD) of **Rs. 50,000/-** (Rupees fifty thousand only) shall be remitted by means of Demand Draft favouring Indian Bank zonal Office, Kolkata. The Demand Draft shall not be dated earlier than the tender notice and shall be payable in Kolkata. Money Order/ cash/ Postal orders/ Bank guarantee, etc. shall not be accepted in lieu of Demand Draft.

14. Along with each tender, application Money of **Rs.500/-** (Rupees five hundred only) shall be remitted by means of Demand Draft favouring Indian Bank zonal Office, Kolkata. The Demand Draft shall not be dated earlier than the tender notice and shall be payable in Kolkata. Money Order/ cash/ Postal orders/ Bank guarantee, etc. shall not be accepted in lieu of Demand Draft.
15. Tenders completed in all respects should be enclosed in a sealed cover super scribed thereon as **"TENDERS/BIDS FOR SINGLE & TWO POCKET NOTE COUNTING AND AUTHENTICATION MACHINE FOR VARIOUS BRANCHES IN WEST BENGAL (TECHNICAL (or) FINANCIAL) SUBMITTED IN RESPONSE TO TENDER NOTICE DATED \_\_\_\_\_"**. Sealed tenders can either be deposited in the tender box kept in the Indian Bank Zonal Office, No. 3/1, R.N. Mukherjee Road, Kolkata-700 001 or be sent by registered post acknowledgement due. Tenders received by post will be considered only if the same is received by the Bank within the stipulated time in tender notice and the date of posting shall not be considered as date of receipt of the tender form.
16. If the tender is accepted, the same will be intimated to the successful tenderer. The EMD deposited by him/ her shall be held as security deposit for due performance of the contract.
17. If for any reason, the Bank considers the question of accepting the offer of the second highest tenderer, the EMD made by him/ them shall be withheld and if the Bank finally, decides to accept the offer of the second highest tenderer, the same shall be intimated to him. The terms and conditions regarding forfeiture, deposit of balance amount, etc. would be applicable to second highest tenderer also.
18. EMD given by the other tenderer shall be returned to them either in person or by post within a reasonable time.
19. Tenders once submitted cannot be withdrawn on any account.
20. Tenders not fulfilling any one or all the conditions prescribed or which are incomplete are liable to be rejected.
21. Bank reserves the right to reject any or all tenders without assigning any reasons thereof. Bank reserves the right at its discretion to call for a fresh set of tenders.

**Last date for submission** of tender / bids in separate sealed covers in two parts (Technical & Financial Bid) is **07.03.2013 up to 1500 hrs**. The technical bid and declaration from along with EMD amount and application money should be submitted in one envelope and the financial bid should be submitted in another envelope.

The **technical bids shall be opened** on **07.03.2013 at 1600 hrs** at the above mentioned address. The Date and time of opening of financial bid will be intimated to the short listed tenderers subsequently.

*Vendor participation is desirable at the time of opening of tenders. However, if representatives do not turn up at the appointed time and date, the tenders will be opened in their absence.*

## **DECLARATION**

1. I/ We shall not revoke the offer contained in this tender and shall not require Indian Bank to modify the terms and conditions.
2. In case, I/ We shall fail to observe and comply with the terms and conditions, the EMD shall be forfeited by Indian Bank and that Indian Bank shall also be entitled to recover damages from me for breach of contract.
3. In case of any dispute or difference arising, I/ We shall abide by the decision of the Zonal Manager, Indian Bank Zonal Office, Kolkata or of any other executive of the Zonal office, Kolkata.

In token of the tenderer having read, understood and accepted the terms and conditions, the tenderer should sign below in the copy of this and enclose the same along with the tender. If not, the tender will be rejected on that ground.

## **SIGNATURE OF THE TENDERER WITH COMPANY SEAL**

**NAME :**

**ADDRESS:**

**COMPANY SEAL :**

**DATE :**

**PLACE :**