

NOTICE

Reg: AMC (Comprehensive) for Bundle Note Counting Machine (Floor model) for one year in the branches/ offices of the Bank.

Quotations/ Tenders are invited from the interested companies/ firms for the AMC (Comprehensive) of Bundle Note Counting machines (Floor Model). The Applications complete in all respects in sealed envelope super scribed as **"Quotation/Tender for AMC (Comprehensive) for Bundle Note counting machines** should be addressed to **'The General Manager, Punjab Gramin Bank, HO: Jalandhar Road, Kapurthala-144601'**.

Last date for Submission of Tender: 25.11.2019 (12:00 P.M.)
Date of opening of Tender: 25.11.2019 (01:00 P.M.)

Place: Kapurthala
Date: 08.11.2019

General Manager

Encls:-
General Terms & Conditions- **Annexure-I**
For Technical Bid - **Annexure-II**
For Financial Bid - **Annexure-III**

Annexure-I

General Terms & Conditions:-

1. The bidder/firm must have minimum five years experience of successful execution of installation work of Note Counting Machines in Govt. /PSU/ Nationalized Banks.
2. The company/ firm/ bidder should have a valid GST number.
3. The contractor should be an income tax payee and should have filed income tax return for the last assessment year.
4. The Contractor / Vendor will be responsible for any injury to their workmen during performing the replacement / maintenance work etc.
5. The vendor/ contractor will maintain a data log sheet of all Note Counting Machines like details location, type and due date for visit etc. At present Bank have 416 branches.
6. The authorized person of the eligible firm/ company shall sign all the pages of the application with seal of the company/ firm.
7. The bidders have to deposit Earnest Money of Rs. 20,000/- (Rupees Twenty Thousands Only) in the shape of Demand draft in the name of Punjab Gramin Bank. The successful bidder has to deposit Rs.100000/- (Rupees One Lakh only) AMC (Comprehensive) in the form of FDR in any branch of Punjab Gramin Bank in the name of party under Bank lien of Punjab Gramin Bank as security money within 15 days from the issuance of the letter, otherwise the earnest money Rs. 20000/- will be forfeited.
8. Incomplete tenders will be summarily rejected. There should be no cutting or overwriting on tender while quoting the rates. All erasures and alterations made while filling the tender must be attested by initials of the tenderers. No Column of Technical and Financial Bid should be left blank.
9. Each of documents should be signed by the contractors submitting the tender in token of his/their having acquainted himself/themselves with the general conditions of contract, specifications, special conditions etc as laid down. Any tender with any unsigned document will be rejected.
10. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender may be rejected.
11. Punjab Gramin Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.
12. In case of any dispute, the decision of the Chairman shall be final and binding.
13. TDS and TDS GST will be deducted (if applicable).
14. In case of violation of any terms and conditions in notice and if the services are found unsatisfactory, performance security is liable to be forfeited at the discretion of the Competent Authority.
15. The court of Kapurthala only shall have jurisdiction to deal with and decide any legal matter whatsoever arising out of the contract in the event of placement of order.
16. No AMC charges will be given for new Note Counting Machines which are under warranty.
17. **Validity of contract for rates for AMC (Comprehensive) (without GST) will be for minimum one year which can be extended on satisfactory performance & on the same rates.**
18. Three Mandatory visits during the year (one visit in every four months) will be done by the Vendor for the purpose of ensuring the maintenance of the Note Counting Machines. If the vendor does not visit any of the branches in any period then the partial payment for that period will not be given. Further, if this practice of non visit continued for two periods then the contract will be terminated and the security money of Rs. 100000.00 will be forfeited without giving any notice.
19. Sealed Tenders should reach at Head Office, Kapurthala on or before 25.11.2019 (up to 12.00 p.m.). Tender received after 25.11.2019 (12.00 p.m.) will be rejected.
20. Bidder can depute his representative to our office on 25.11.2019 at 01:00 PM to witness tender opening process along with authority letter.
21. Vendor can visit the branches of the bank for checking the already installed note counting machines at his own cost before submission of tenders and the AMC will be on "**As is Where is basis**".
22. Bank reserves the right to de- empanel any of the vendor in between on observance of unsatisfactory performance/ report.
23. Apart from the mandatory visits, the engineer will visit the branches on receipt of any complaint from the branches/ offices of bank, the same will be attended within 48 hours otherwise penalty @ Rs.200/- per office per day will be charged and will be deducted from AMC bill.
24. The payment of AMC will be released after every four months at Head Office after the bills are countersigned/ verified by respective Regional Manager along with service report duly verified by the Branch Manager.
25. On receipt of intimation from the bank of the acceptance of the quotation/ tender, the successful bidder shall sign an agreement/contract within 15 days.

Financial Bid should be strictly submitted on the enclosed format (Annexure -III) only.

Technical Bid should be inserted in envelope 'B' and Financial Bid and General Terms & Conditions in envelope 'C'. Both the envelopes should be sealed and inserted into a third envelope 'A' which should also be sealed. Envelope should be marked as under:

Envelope 'A'- 1) AMC (COMPREHENSIVE)

2. Envelope 'B'- 'TECHNICAL BID FOR AMC.

3. Envelope 'C'- 'FINANCIAL BID FOR AMC (COMPREHENSIVE)'

The Financial bids of only those vendors will be opened, which will be technically found suitable for Bank purpose.

(Envelope B & C shall be kept inside Envelope A)

Acceptance of Terms & Conditions:-

We agree to abide by all the terms and conditions as laid down in the tender document unconditionally and shall execute the Bank's jobs on the bank's terms and conditions.

(Signature of Bidder with Seal of Firm)

Date:

NameDesignation.....

Address

.....

E-mail.....Mobile No.....

General Manager

Technical Bid**Annexure-II**

SN	Particulars	Description
1.	Name of the Vendor / Contractor/ Company /Firm and address of the registered office:- Complete Address:- Landline Phone Number:- Mobile number:- E-Mail:- Website, if any:-	
2.	Date & year of establishment (Enclosed documentary evidence)	
3.	Type of the organization :- (whether Sole proprietorship, Partnership, Private ltd. or Co-operative body etc.)	
4.	Whether the firm has worked for the Government/ Semi-government or any other Public Sector Banks etc. if so, provide name of the organization and agreement copy. (Names, Addresses & Contact No.)	
5.	GST paid for the period 01.04.2018 to 31.03.2019 (Amount in Rs.)	
6.	Whether the firm is de-empanelled by our Bank or any other Bank/financial Institution. Yes OR No	
7.	Experience (in years)	
8.	Address of office and technical staff who will carry out the service / maintenance work.	
9.	Banker Name & Branch Account No. with IFSC.	
10.	GSTIN (copy enclosed)	
11.	PAN No. (copy enclosed)	
12.	Detail of Demand Draft	DD No dated issued by bank.....

Date:-**(Signature of Bidder with Seal of Firm)**

Financial Bid- AMC (Comprehensive) of Bundle Note Counting Machine.

SN	Description	Amount (in Rs.)	Remarks
1	AMC (Comprehensive) excluding GST per branch per annum for Bundle Note Counting Machine. 3 visits in a year (one visit in every four months) are mandatory.		

We are ready to fulfill all the terms and conditions as per requirement of the bank. (Refer Annexure- I General Terms and conditions).

(Signature of Bidder with Seal of Firm)

Date:-