



HEAD OFFICE
BMC HOUSE, NH-34,
CHUANPUR,
P.O: CHALTIA, BERHAMPUR,
DIST: MURSHIDABAD 742101

Tender Notice.No. BGVB/HO/P&D/10/2021-22

Date: 10.12.2021


NOTICE INVITING QUOTATION FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR NOTE COUNTING MACHINES (of various makes)

Sealed quotations are invited by the General Manager (P&D), Bangiya Gramin Vikash Bank, Head Office for Annual Maintenance Contract (AMC) for Note Counting Machines (of various make) in 11 districts of West Bengal (Uttar Dinajpur, Dakshin Dinajpur, Malda, Murshidabad, Nadia, North 24 Parganas, South 24 Parganas, Purba Midnapore, Paschim Midnapore including part of Jhargram, Bankura and Purulia) for the period from January, 2022 (date of agreement) to December 31, 2022 on "As is Where is Basis" and "No complaint Basis". Contractors may apply in prescribed quotation forms available with the General Manager, P&D Department, Bangiya Gramin Vikash Bank, Head Office, 3rd Floor, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101. The quotation forms for above mentioned contract can also be downloaded from the Bank's website: <https://bgvb.in> under the link "<https://bgvb.in/tenders.aspx>".

The quotation, quoting the amount (excluding GST – if applicable) for carrying out the work, may be submitted in sealed envelope only super scribing "**Quotation for Comprehensive Annual Maintenance Contract for Note Counting Machines for the period from January-2022 to December-2022**" addressed to the General Manager, P&D Department, Bangiya Gramin Vikash Bank, Head Office, 3rd Floor, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101 **so as to reach him not later than 11 a.m. December 30, 2021.** Quotation received after 11:00 A.M. on December 30, 2021 will not be accepted. Quotations will be opened on the same day, December 30, 2021 at 3:00 in the P&D Department, Bangiya Gramin Vikash Bank, Head Office, 3rd Floor, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101. The bidders are advised to be present in person or send an authorized representative duly authorized by issuance of an 'Authority Letter' for the purpose.*For more details, kindly refer the general instructions and terms & conditions for the contract (tentative) attached herewith.

For any queries regarding the quotation, the bidders may contact P&D Department, Bangiya Gramin Vikash Bank, Head Office, 3rd Floor, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101 Contact no: **72783 77949**.

The Bank reserves the right to reject any or all the quotations.


General Manager
Bangiya Gramin Vikash Bank
Head Office



Date: 10.12.21
Place: Berhampur

**BANGIYA GRAMIN VIKASH BANK
P&D DEPARTMENT
HEAD OFFICE**

**QUOTATION FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR NOTE
COUNTING MACHINES (of various makes)**

Details to be filled in by bidder

1. Name of the Bidder:
2. Address:

3. Telephone No.
4. Mobile No.
5. E-mail address:
6. Fax No.
7. PAN No.
8. TAN No.
9. Registration No. :
10. GST No.
11. Constitution of the Bidder (whether a company/ partnership firm/ proprietary concern, copy of document to be submitted):

12. Name/s of the proprietor/ partners/ Director (Copy of document to be submitted):

13. The bidder's Annual Turnover for last three Financial Years

Financial Years	Turnover (Rs. In Lakh)	Income Tax paid (Rs. In Lakh)*
2020-21		
2019-20		
2018-19		

*Income Tax returns for the last three years may be attached

14. Bankers Details:

Name of the Bank	Branch Address	Nature / Type of the Account	Account Number

15. Details of Earnest Money deposited:

Amount	DD / Banker's Cheque	Drawn on	Date

16. Rates quoted for annual maintenance contract for all Note Counting machines (of various make)

Sl No.	Item	Unit	Rate per machine in Rupees (in figures)*	Rate per machine in Rupees (in words)*
1	Note counting machines (of various make)	Note Counting Machines		

**Note: The rate should be quoted excluding taxes applicable.*

17. Details of the institution/s for which similar work have been or are being carried out:

Sl. No	Name of the Institution	Address	Telephone Number, e-mail, Fax No.

I / we hereby declare that I / we have read and understood the general instructions and special conditions for the bidder and also the contents of the standard agreement and accept the same. I/We declare that the particulars/information given by us is true.

Signature of the of the authorized personnel _____

Address _____

SEAL

Place:

Date:

Undertaking

Place:

Date:

The General Manager (P&D)
Bangiya Gramin Vikash Bank
Head Office

Dear Sir,

Comprehensive Annual maintenance contract for Note Counting Machines (of various make)

1. We have carefully examined the scope of work and services specified in the memorandum hereinafter set out, having acquired the requisite information relating thereto as affecting the Quotation. We hereby undertake to adhere to specifications and instructions in writing referred to in General Instructions to the Bidder and Special conditions and with such other materials as are provided for, and in all other respects, in accordance with such conditions so far as they may be applicable.

MEMORANDUM

a.	Description	Comprehensive Annual maintenance contract for Note Counting Machines (of various make) on "As Is Where Is Basis" and "No Complaint Basis".
b.	Earnest Money Deposit (EMD)	Rs. 5,000/- (Rupees Five Thousand only). EMD will not bear any interest.

2. We also agree that our Quotation will remain valid for acceptance by the bank for 90 days from the date of opening of the Quotations and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing. We also agree to keep the earnest money deposit valid during the entire period of validity, including the extended period of validity, of Quotation.
3. Should this Quotation be accepted, I/we hereby agree to abide by and fulfil all the terms and conditions of the Quotation and in default thereof, to forfeit and pay to you or your successor, or assignees or nominees such sums of money as are stipulated in the conditions contained in the Quotation together with the written acceptance of the Quotation.

4. I/we understand that you reserve the right to accept or reject any or all the Quotation either in full or in part without assigning any reason thereof.

Dated this _____ day of _____ 2021.

For and on behalf of M/s _____

(Signature with seal)

Name _____ Designation _____

(Certified true copy of the Power of Attorney of the above signatory should be enclosed)

General Instructions to bidders and Special Conditions

1. Quotation in prescribed form shall be submitted in sealed envelope superscripting “Quotation for Comprehensive Annual Maintenance Contract for Note Counting Machines for the period from January 2022 to December 2022” and addressed to the General Manager, P&D Department, Bangiya Gramin Vikash Bank, Head Office and should reach the office not later than 1100 hours IST on December 30, 2021. Quotations submitted through Fax and E-mail shall not be accepted. The full name, postal address, e-mail address and telephone/mobile number of the bidder shall be written on the sealed envelope.
2. The Quotation, duly sealed, may also be deposited in the P&D Department, Bangiya Gramin Vikash Bank, Head Office, 3rd Floor, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101. No Quotation shall be received accepted after the stipulated time and date.
3. All copies of the Quotations should be completed in all respects with all attachments/ enclosures/ Annexure. If any of the documents is missing or unsigned, the Quotation may be considered invalid by the Bank at its discretion.
4. The Quotation form must be filled in and all entries must be made by hand and written with ball pen.
5. The Quotation, to be submitted shall contain:
 - The details of the Bidder in the prescribed format;
 - The undertaking and acceptance of the terms and conditions with sign in all pages;
 - The Earnest Money Deposit of Rs.5,000/- (Rs. Five thousand only) only by way of Demand Draft or Banker’s Cheque favouring Bangiya Gramin Vikash Bank, Head Office payable at Berhampur. EMD paid through any other means or instruments shall not be accepted. All bids/Quotation without EMD would be considered as unresponsive and rejected.
 - In case of company/ firm, Power of Attorney/authorisation with the seal of the company/firm in the name of the person signing the Quotation documents;
 - Any other information the Bidder wishes to furnish.
 - The quotes have to be in Indian Rupees only with detailed break-up of price as per format, both in figures and words. Bidders should indicate the **Rate per machine for comprehensive annual maintenance contract for all note counting machine** that they offer to the Bank for consideration. The rate quoted shall be **exclusive and net** of all taxes, duties, levies, imposed by Central/State Government/ Local Bodies.
6. Quotations will be opened on the same day, December 30, 2021 at 1500 hours IST in the P&D Department, Bangiya Gramin Vikash Bank, Head Office, 3rd Floor, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101.

The bidders or their authorised (duly authorised by a letter issued by the bidder) representatives are advised and allowed to be present at the time and place of opening of the bids.

7. The Bank is not bound to accept any Quotation and reserves the right to reject any or all the Quotations, either in whole or in part without assigning any reasons.
8. On receipt of intimation from the Bank of the acceptance of his Quotation, the successful Bidder shall sign an agreement/contract within a **week**. However, the written acceptance of the Quotation by the Bangiya Gramin Vikash Bank will constitute a binding contract between the Bangiya Gramin Vikash Bank and the person so bidding, whether such formal agreement is subsequently executed or not.
9. The work period shall be from January..., 2022 /date of agreement to December 31, 2022 which can be extended by the Bank at its option with the consent of the bidder, for further period of two years in two stages of one year at a time subject to satisfactory performance.
10. Quotations will be evaluated on the basis of lowest quoted rate per machine (L-1). Rate quoted by the tenderer should be same for all the note counting machines. Different rates for different machines cannot be quoted under any circumstances. Such quotations will be summarily rejected. L-1 will be decided solely on the basis of lowest quoted rate per machine for AMC contract for all note counting machines. If required Bank have the discretion to allot some regions to L-2 bidders also considering the huge area covered.
11. The intending bidder should thoroughly go through and understand the above terms and conditions and only such of those who are willing to fulfil all the terms and conditions of the agreement should submit the Quotation.

I / we hereby declare that I / we have read and understood the general instructions for bidder and also the contents of the standard agreement and accept the same.

Signature of the bidder_____

Address_____

SEAL

Place:

Date:

GENERAL TERMS & CONDITIONS FOR THE CONTRACT

A. SCOPE OF WORK:

Under this Agreement contractor agrees to provide following comprehensive maintenance service in respect of Note Counting Machines for the period from January 2022 (date of agreement) to December 2022 as per agreed charges. The contractor agrees to provide following services:

- Four quarterly periodical preventive maintenance services as per agreed schedule in which the Note Counting Machines shall be thoroughly checked, cleaned and adjustments made to bring the same in working order with an unlimited additional emergency breakdown maintenance service of Note Counting Machine along with necessary spare parts required.

B. EXCLUSIONS:

- Malfunctions or damage brought about by external circumstances such as Fire and Accident etc.
- Malfunctions or damage brought about by Electrical work external to the equipment or maintenance of accessories, attachments, equipment's or their devices not covered under this Agreement.
- Power supply should be 230V AC 50 Hz for these note counting machines. Allowed variations are +- 10% for voltage and +- 1Hz. Stable supply is essential for these note counting machines. Malfunction and / or damage to note counting machines due to unstable supply are not covered under this agreement if previously reported by service engineer.
- Malfunctions or damage caused by major up-grading of machines or making specification changes.
- In the above events cost of spare parts will be charged extra.

C. TERMS OF AGREEMENT & PAYMENT:

- The charges shall be payable on quarterly basis after the conclusion of a Quarter after getting satisfactory review reports from branches. For this purpose quarters shall be January to March, April to June, July to September and October to December.
- The contractor shall submit the quarterly bill latest by 10th day of the completion/conclusion of the quarter for which bill is being furnished to concerned regional office.
- Should any statutory levy of any nature become applicable to this agreement at any time prospectively or retrospectively, it is understood and agreed that such levies will be payable extra.

- Government levies, formalities, permission procedure, application, follow-ups are the sole responsibility of the bank and are not covered under this Agreement.
- In case the contractor is not in a position to attend the work for any reason, substitute arrangement shall be made immediately by the contractor at his cost. However, if the contractor fails to make alternate arrangement within two working days the Bank shall be free to get necessary repairs done by any other party and the expenditure on such repairs shall be adjusted against the dues present or future of the vendor.
- The contractor shall place a security deposit of Rs 10,000/- (Rs. Ten Thousand Only) in the form of Fixed Deposit with the Bank.
- Infringement of any of the above terms will be deemed to be breach of contract and contract will be cancelled forthwith empowering the Bank to institute a legal action as remedy against for the compensation.

D. GENERAL CONDITIONS

- Contractor shall not be liable for any damage or loss, direct or indirect, or any consequential liability to any person or property as a result of equipment operation or breakdown or accident or fire or any other circumstances beyond the control of the contractor.
- The Bank shall be responsible for providing proper power supply and environmental conditions for the operation of note counting machines.
- This Agreement constitutes complete and exclusive statement of the Agreement between the parties relating to the subject matter thereof. Any provisions terms or conditions of the customer's purchase order forms, which are in any way inconsistent with or in addition to the terms of this Agreement, shall have no applicability to the maintenance and service performed hereunder.
- As the Bank is a public service provider, the maintenance of Note Counting Machines should be done in such a co-ordinated manner that functioning of the Bank is not hampered in anyway.
- The rates accepted by the Bank will remain effective till December 31, 2022.

DISCLAIMER

1. Bangiya Gramin Vikash Bank, P&D Department, Head Office, has prepared this document to give background information on the project to the interested parties. While Bangiya Gramin Vikash Bank has taken due care in the preparation of the information contained herein and believe it to be accurate, neither Bangiya Gramin Vikash Bank, nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.
2. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by BGVB in submitting the quotation. The information is provided on the basis that it is non-binding on Bangiya Gramin Vikash Bank or any of its respective officers, employees, agents or advisors.
3. Bangiya Gramin Vikash Bank reserves the right not to proceed with the project or to change the configuration of the Project, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest.