



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

Tender Notice. No. BGVB/HO/P&D/6243/2022-23

Date: 05.01.2023

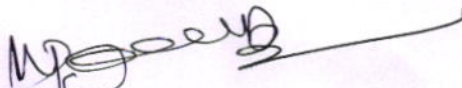
**NOTICE INVITING QUOTATION FOR ANNUAL MAINTENANCE CONTRACT FOR NOTE COUNTING MACHINE (of various makes)**

Sealed quotations are invited by the General Manager (P&D), Bangiya Gramin Vikash Bank, Head Office for Annual Maintenance Contract (AMC) for NOTE COUNTING MACHINE (of various make) in 12 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, 2023 (date of agreement) to December 31, 2023 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, 3<sup>rd</sup> 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 Annual Maintenance Contract for NOTE COUNTING MACHINE for the period from January-2023 to December-2023" addressed to the General Manager, P&D Department, Bangiya Gramin Vikash Bank, Head Office, 3<sup>rd</sup> Floor, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101 so as to reach him not later than 05.00 p.m. January 27, 2023. Quotation received after 05:00 P.M. on January 27, 2023 will not be accepted. Quotations will be opened on January 30, 2023 at 01:00 P.M. in Bangiya Gramin Vikash Bank, Head Office, 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, 3<sup>rd</sup> Floor, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101 Contact no: 78734 51810 Or mail to [cmpd@bgvb.co.in](mailto:cmpd@bgvb.co.in) .

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

  
General Manager  
Bangiya Gramin Vikash Bank  
Head Office

Date: 05.01.2023  
Place: Berhampur

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

**QUOTATION FOR ANNUAL MAINTENANCE CONTRACT FOR NOTE COUNTING  
MACHINE (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. Work Experience of the Bidder (documents supporting to similar kind of work for at least five years to be submitted):
  
13. Name/s of the proprietor/ partners/ Director (Copy of document to be submitted):
  
14. Address of local Registered Branch/Office (under West Bengal) with documentary proof, full details of technicians and Toll Free/Contact Number for service/maintenance call logging:  
(Separate Sheet may also be attached)

15. Details of Earnest Money deposited:

Amount	DD / Banker's Cheque	Drawn on	Date

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

Financial Years	Turnover (Rs. In Lakh)	Income Tax paid (Rs. In Lakh)*
2021-22		
2020-21		
2019-20		

\*Income Tax returns for the last three years to be attached

17. Details of the institution/s for which similar work have been done or are being carried out:  
(Empanelment Letter & Satisfactory performance certificate to be submitted):

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

18. Rates quoted for annual maintenance contract for all Note Counting Machine (various make)

Sl No.	Item	Unit	Rate per machine in Rupees (in figures)*	Rate per machine in Rupees (in words)*
1	<b>AMC OF NOTE COUNTING MACHINE (ANY TYPE) PER ANNUM WITH 4 QUARTERLY SERVICES</b>	<b>NOTE COUNTING MACHINE</b>		

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



19. Rate Chart for Spare Parts attached (Yes/No):

20. The bidder should have never been blacklisted by any other public sector bank: Yes / No  
(Undertaking in this respect to be submitted)

21. Bankers Details:

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

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	
(Authorised Person with Seal)	
Name	
Address	
Date	
Place	

**Undertaking**  
**(To be submitted in Company's Letterhead)**

Place:

Date:

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

Dear Sir,

**Annual maintenance contract for NOTE COUNTING MACHINE (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	Annual maintenance contract for NOTE COUNTING MACHINE (of various make) on "As Is Where Is Basis" and "No Complaint Basis".
b.	Earnest Money Deposit (EMD)	Rs. 10,000/- (Rupees Ten 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.
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 \_\_\_\_\_ 2023.

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 Annual Maintenance Contract for NOTE COUNTING MACHINE for the period from January 2023 to December 2023" and addressed to the General Manager, P&D Department, Bangiya Gramin Vikash Bank, Head Office and **should reach the office not later than 1700 hours IST on January 27, 2023**. 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, 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. The quoted rate will be valid till 31-12-2024.
4. An Earnest Money Deposit (EMD): **EMD of Rs 10000/- (Rupees Ten Thousand Only) has to be enclosed along with the tender**. The EMD shall be only in the form of Demand Draft drawn in favour of "Bangiya Gramin Vikash Bank", payable at Berhampur, along with the tender, failing which the bid will summarily be rejected. No Cheque / Cash shall be accepted as EMD.
5. **The selected vendor shall place an unconditional and irrevocable security deposit in the tune of 10% of the annualized quoted amount in the form of Fixed Deposit with the Bank which to be retained by the Bank for one year/agreement end date which is later**. Earnest Money Deposited by the Successful bidder will be converted to Security Deposit and residual amount (if any) has to be deposited by the selected vendor. EMD of unsuccessful bidder will be refunded within 30 days after the bid opening day without any interest thereof.
6. 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.
7. The Quotation form must be filled in and all entries must be made by hand and written with ball pen.
8. All erasures and alterations made while filling the tender must be attested with initials of the tenderer. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender invalid.
9. **Should have registered offices/branches/service centre in West Bengal.**
10. All tenders/bids shall be the property of Bangiya Gramin Vikash Bank, and contractors will lay no claim whatsoever on the same.
11. **The Tenderer must have experience of minimum 05 years in Nationalized Bank and/or Regional Rural Banks**. Please enclose the photocopy of order received from any three Nationalized Bank and/or Regional Rural Banks during 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22.
12. 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;
  - 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 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.
13. **Quotations will be opened on January 30, 2023 at 1300 hours IST** in the Bangiya Gramin Vikash Bank, Head Office, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101.

**14. All the pages of the tender documents should be signed by the tenderer.**

15. 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.
16. The conditional bid/tender shall not be considered under any circumstances and shall be rejected without any notice.
17. Bank reserves right to accept / reject any or all of the offers either in whole or in part without assigning any reason whatsoever and does not bind himself to accept the lowest tender. Bank also reserves the rights to split the order amongst two or more vendors if required, to ensure timely supply/servicing and to avoid dependence on only one supplier. Bank reserve the right to negotiate with the lowest or any other tender/s.
18. On receipt of intimation from the Bank of the acceptance of his Quotation, the successful Bidder shall sign an agreement/contract within 10 days. 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.
19. In case L1 backs out, Bank reserves the right to entrust to L2, and similarly L3/L4. In that case, EMD of the concerned bidder will be forfeited.
20. The work period shall be from January..., 2023 /date of agreement to December 31, 2023 which can be extended by the Bank at its option for a further period of another one year subject to satisfactory performance.
21. 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 MACHINE. 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 MACHINE.
22. The successful Bidder as concluded by BGVB shall sign a Service Level Agreement (SLA). BGVB may, at its sole discretion, incorporate any portion of any successful Response of a successful Bidder in to the final SLA agreement.
23. All the intended bidders have to submit the cost of all necessary spare parts to be supplied at the time of servicing/maintenance (if required) in Company's letterhead signed by the authorised person. The rate will be applicable till the end of AMC end date. In no case the additional rate to be entertained and non-compliance of the same may attract penalty.
24. New spare parts for NOTE COUNTING MACHINE for Branches where the existing parts have gone beyond economic repair, if any, needs to be supplied and installed as instructed by Regional Manager.
25. Spare parts supplied (if any) must carry a warranty of 2 years from the date of supply. A certificate regarding same needs to be submitted at the time of bill claim. Without warranty certificate bill will not get cleared.
26. All the intended bidders must submit Integrity Pact as per Annexure.
27. The proposal may be submitted along with the covering letter about the proposal, accompanied by the information/documents indicated in the Annexures and the declaration signed by the authorized signatory with Seal of the Company. All pages of the proposal/bid document along with Annexures are required to be signed.
28. Any claim, dispute or difference arising out of or in connection with this agreement and which cannot be settled by mutual consultations, shall be referred to sole Arbitration or an Arbitrator to be appointed by Bank. The award of the Arbitrator shall be final and binding between the parties as per the terms and conditions of the Agreement to be executed on award of contract. The Arbitrator proceeding shall be governed by the Arbitration and Conciliation Act 1996 and shall be conducted in Kolkata. The agreement is subject to the jurisdiction of the courts at Kolkata.
29. Bank reserves all the rights to reject one or all Tenders without assigning any reason.
30. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period and in such case the amount of earnest

- money/security deposit will be forfeited.
31. The bidder shall ensure compliance of all statutory laws & bye laws of the central Govt/ state Govt/Municipal authorities related to the employment of their staff and all obligations under Minimum Wage Act, Workman Compensation Act, Provident Fund & Miscellaneous Provision Act, Bonus Act, Contract Labour Act 1970 & other legislative enactment applicable etc. Bank will not be responsible for such purposes in anyway.
  32. At any time prior to the deadline for submission of Tender, the Bank may for any reason, modify the Tender notice. As such bidders are requested to see Bank's web site (<https://bgvb.in>) once again before the last date of submission of bid to ensure that they have not missed any corrigendum uploaded against the said Tender notice. The responsibility of downloading the related corrigendum, if any, will be of the bidder only. No separate intimation in respect of corrigendum to this Tender Notice (if any) will be sent to the intended bidders(s) who have downloaded the documents from the website. In case any bidder has already submitted proposal before issue of corrigendum, the bidder may submit additional documents/information pertaining to that corrigendum, but only before the last date of submission of bid.
  33. The tenderer should have never been blacklisted by any other public sector bank and undertaking in this respect to be submitted.
  34. 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.
  35. In case of any unexpected interruption due to events beyond control of the procurement committee, the process will be continued on the subsequent working day at the scheduled time.

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.

<b>Signature</b>	
<b>(Authorised Person with Seal)</b>	
<b>Name</b>	
<b>Address</b>	
<b>Date</b>	
<b>Place</b>	



## **GENERAL TERMS & CONDITIONS FOR THE CONTRACT**

### **SCOPE OF WORK:**

Under this Agreement contractor agrees to provide following comprehensive maintenance service in respect of NOTE COUNTING MACHINE for the period from January 2023 (date of agreement) to 31<sup>ST</sup> December 2023 as per agreed charges and can be extended by the Bank at its option for a further period of one year subject to satisfactory performance at same rate. The contractor agrees to provide following services:

Four quarterly periodical preventive maintenance services as per agreed schedule in which the NOTE COUNTING MACHINE shall be thoroughly checked 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 (cost of spare parts to be paid as per rate submitted separately).

### **DEFECT RECTIFICATION AND PREVENTIVE MAINTENANCE:**

(a) All service or maintenance calls from branches should be routed through concerned regional office and to be logged at your office and the Log Number and Date has to be forwarded to the branch and respective Regional Office by mail immediately. The issue has to be attended and rectified within two working days from time of registration.

(b) The personnel deputed for defect rectification / service should take a feedback from the Branches in advance and should carry necessary spares, if required, during his visit.

(c) The maintenance should be carried out without affecting the normal functioning of the branch in coordination with the respective Branch Managers and P&D Department, Regional Office.

(d) Detailed Service Certificate for each Branch clearly mentioning maintenance carried out, defects rectified and details of spares used / replaced has to be submitted to the Branch Manager. A copy of the Service Certificate with signature of Branch Manager and Branch Seal along with warranty certificate of spare parts (if any) has to be submitted at Regional Office at the end of every quarter.

### **LABOUR:**

Technicians with valid Company ID Proof only should be deployed for any activity in the Bank's premises. Any loss / damage to the branch property during supply/ installation / maintenance work shall be borne by you. The Bank shall not, in any manner, be held responsible for any untoward incidents involving your workmen at site.

### **PAYMENT:**

(a) No advance payment will be made.

**(b) Defect Rectification, Service and Maintenance:** The payment for defect rectification or service would be made by concerned Regional Office as well as payment spare parts (if any) as per the approved rates. Copy of Bills for all works executed during the quarter should be submitted at Concerned Regional Office consolidated along with copies of Service Certificates and warranty certificate for spare parts supplied (if any). The service certificate should clearly mention maintenance carried out, defects rectified and also details of spares used / replaced and has to be signed by the Branch Manager along with Branch Seal.

(c) 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.

(d) The contractor shall submit the quarterly bill latest by 10<sup>th</sup> day of the completion/conclusion of the quarter for which bill is being furnished to concerned regional office.

(e) Income Tax and surcharge will be deducted as per Govt. of India rules.

(f) 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.

## **PENALTY**

- (a) Any delay in service after the due date will attract penalty as decided by competent authority.
- (b) For every service call made /complaint attended, a copy of the service call certificate is required to be sent to the P&D Department, Regional Office through the Branch manager indicating the defects and repairs carried out. The service certificate should invariably bear the signature of the branch manager as well as the rubber stamp of the branch with date.
- (c) There should not be a gap of more than 100 days between two mandatory services. The quarterly maintenance visit schedule has to commence within 7 days upon awarding contract.
- (d) Annual Maintenance Contract will be non-transferable and the firm will not appoint any sub-contractor to fulfil any obligations accepted under the contract. Bank reserve the right of termination of this AMC without assigning any reason anytime, if services during the contractual period are found unsatisfactory or substandard.

## 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.