



Ref.No.: ROGZ /P&E/२१/2023-24

Date: 25-06-2024

**Tender for Comprehensive Annual Maintenance Contract Of Note Counting/Authentication Machine for Ghazipur Region**

Baroda UP Bank, Regional Office, Ghazipur invites sealed tender for Comprehensive Annual Maintenance Contract of Note Counting/Authentication Machine installed at various branches of our bank located in Ghazipur (68 branches).

- Last Date and Time for receipt of Bid-
- Date and time of opening of Bid-
- Address for Communication-

18-07-2024 till 05:00 PM

19-07-2024 at 04:00 PM

Baroda UP Bank, Regional Office, Ghazipur  
Muglani chak, Banshi Bazar, Ghazipur  
Ghazipur-233001

[pe.rogzpr@barodauprrb.co.in](mailto:pe.rogzpr@barodauprrb.co.in)

- Email Address-

**Items Specifications:**

Items	Qty
Note Counting Machine	22*
Note Authentication Machine	53*
<b>Total</b>	<b>75*</b>

**Eligibility:**

1. The bidder should have adequate turnover/facilities for services/maintenance of Note Counting/Authentication Machine.
2. The firms/companies should have minimum 3 years of experience in field of Comprehensive Annual Maintenance Contract in PSBs and Financial Institutions.
3. The firms/companies should have been registered with Sales Tax Department for work contract and shall provide PAN and GSTIN No. with the bid.
4. Firm/Company must have strong support of technical staff to resolve calls within 24 hours.
5. The Firm/Company should not have been blacklisted by any public sector/Bank/PSU/Government Department in the past. A Self declaration letter by the bidder, on the company's letter head should be submitted along with bid.

**Other Conditions:**

1. The contract will be effective for a period of one year i.e. from the date of allotment of contract. The bank shall have the right at its sole and absolute discretion to continue the assignment/contract of the selected bidder for future requirement for various items/activities as described in RPF after expiry of contract period.
2. The contract will be for Comprehensive on Site Maintenance.
3. Replacement of Parts will be at the vendor's cost with original spares of the brand make model of the Note Counting/Authentication Machine with the best quality spares. Comprehensive Annual Maintenance vendor should keep sufficient spares at the office and should provide standby Note Counting/Authentication Machine if needed a reasonable period and in no case more than 24 hours.

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Regional office, Muglani Chak, Banshi Bazar, Ghazipur  
Email: [ROGZPR@barodauprrb.co.in](mailto:ROGZPR@barodauprrb.co.in)





4. The firm/company must provide at least 1 dedicated resident engineer, they should be available to branches for managing all the service requests logged by our branches on all working days of bank. If in case presence of any of the service engineer is not possible, another engineer should be provided in his/her by the firm/company.
5. It shall be responsibility of the firm/company to make all NCM work satisfactorily throughout the contract period and to hand over the system in working condition to the bank after expiry of the contract. In case any damage is found, the firm/company will be liable to rectify it even after expiry of Comprehensive Annual Maintenance contract.
6. **Availability service level & Penalty** – In case any engineer is not available the Bidder should immediately provide the Bank with an equivalent standby engineer for that period of unavailability. If bidder fails to meet the uptime guarantee in any month then the bidder will have to pay the Compensation as penalty of Rs. 250 per day.
7. **Bank reserves the right to:**
  - Reject any and/or all responses received in response to the RFP
    - Waive or change any formalities, irregularities, or inconsistencies in proposal format delivery.
    - Extend the time for submission of the tender.
    - Share the information/clarifications provided in response to tender by any Bidder, with any other Bidder(s)/others, in any form.
    - Withdraw, postpone or Cancel the tender at any stage, without assigning any reason whatsoever.
8. The registration number of the firm along with the GSTIN no. must be submitted.
9. PAN number of the firm/individual allotted by the income tax authorities should be submitted (without which the vendor's bid would become invalid and same shall be rejected).
10. Conditional tenders shall not be accepted on any ground and shall be rejected straight away.
11. Any deviation of the conditions laid by the bank will not be accepted and the bid will be rejected without assigning any reasons.
12. The entire tender document must be signed with the seal and attached as mark of acceptance of terms and conditions.

**Payment Terms:**

1. Comprehensive Annual Maintenance Charges shall be paid at the end of halfyearly on pro-rata basis after submission of satisfactory service report from all the branches.
2. No advance payment shall be made in any case.
3. Payment will be released on halfyearly basis, subject to the vendor submitting to our office, Satisfactory Service Report form all branches.

**Bid Submission:**

- The sealed tenders must reach the Baroda UP Bank, Regional Office, Ghazipur, Muglani Chak, Bansi Bazar, RK Marbal Building Ghazipur, Ghazipur-233001. Complete in all respect latest by 05:00 PM on dated 18-07-2024. Bids received after that shall not be entertained.
- Bids must be submitted through hand to hand or through registered Post.
- The bid must contain two Envelopes as per procedure given below.

IF ANY OF THE ABOVE DOCUMENTS IS/ARE NOT SUBMITTED OR IF SUBMITTED BUT IS NOT DULY ATTESTED, THE BID WILL BE REJECTED & PRICE BID WILL NOT BE OPENED. IT MUST



क्षेत्रीय कार्यालय, मुगलानी चक, बंशी बाजार, जनपद-गाजीपुर  
Regional office, Muglani Chak, Bansi Bazar, Ghazipur  
Email: ROGZPR@barodauprb.co.in



BE MENTIONED ON ENVELOPE “DOCUMENT SUBMITTED FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR NOTE COUNTING/AUTHENTICATION MACHINE”.

**FIRST ENVELOPE MUST CONTAIN ALL THE DOCUMENTS GIVEN BELOW:**

1. Details of infrastructure for providing proper services.
2. 3 year experience certificate of being in business for the sale of same product which being offered to us.
3. Attested photocopy of document of registration of firm along with GSTIN No.
4. Photo copy of PAN Number duly attested.
5. The entire tender document duly signed by the vender as a mark of acceptance of terms and conditions of the tender document.
6. General Information of Bidder and Eligibility Criteria (Annexure I & II).
7. All documents should be Self attested along with stamp of the Firm.
8. A Self declaration letter by the bidder, on the company's letter head should be submitted along with bid.

**SECOND ENVELOPE MUST CONTAIN ALL THE DOCUMENTS GIVEN BELOW:**

1. The price must be submitted on the prescribed format (Annexure-VI). Price bid will not be accepted on any other format or document.

IT MUST BE CLEARLY MENTIONED “PRICE BID FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF NOTE COUNTING/AUTHENTICATION MACHINE”

**BOTH TWO ENVELOPES MUST BE KEPT IN THIRD SEALED ENVELOPE AND SUPERSCRIBED “PRICE BID COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF NOTE COUNTING/AUTHENTICATION MACHINE”.**

**RIGHT TO REJECT BIDS:**

- Bank reserves the right to accept or reject any quotation or cancel the entire process at any stage without assigning any reason whatsoever. The bank does not bind itself to accept the lowest of any quotation and reserves to itself the right to accept or reject any or all quotations. Either in whole or part, without assigning any reason for doing so.
- Quoting incredibly low value of items with a view of subverting the tender process shall be rejected straight away.
- The selected bidder is found to be unsatisfactory response/performance.

**Request For Information:**

- All queries relating to the tender, technical or otherwise must be either in writing or by email only – [pe.rogzpr@barodauprb.co.in](mailto:pe.rogzpr@barodauprb.co.in) FOR ANY CLARIFICATION CONTACT- Regional Office Baroda UP Bank Regional Office Ghazipur, Ghazipur-233001.



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# बड़ौदा यू.पी. बैंक Baroda U.P. Bank

## Disclaimer:

This Request for Proposal (RFP) document has been prepared solely for the purpose of enabling Baroda UP Bank to select vendor through bidding open for all concerned for comprehensive annual maintenance contract of note counting/authentication machine at its Branches.

The RFP documents is not recommendation, offer or invitation to enter into a contract, is subject to observance of selection process and appropriated documentation being agreed between the Bank and any successful bidder as identified by the Bank, after completion of the selection process as detailed in this document.

## Note:-

- L-1 bid will be derived on total cost of ownership for all items together.
- Applicable taxes extra as per prevailing rates. TDS to be deducted as applicable.
- Payment will be released by the regional office on halfyearly basis.
- NMC which is under warranty at present may be given into comprehensive annual maintenance contract after expiry of warranty of such NMC. However comprehensive annual maintenance contract charges in such cases will be calculated on proportionate for the remaining period of comprehensive annual maintenance contract.
- Comprehensive annual maintenance contract rate includes cost of services of resident engineers.
- Comprehensive annual maintenance contract rate includes travelling, lodging and boarding of employees of the vender.
- Comprehensive annual maintenance contract rate includes travelling, lodging and boarding of service engineer.
- Quantity of NMC may differ from the quantity mentioned above.
- Preventive measures to be carried out once in a quarter.
- Cost of comprehensive annual maintenance contract must include cost of Replacement of parts in all Note Counting/Authentication Machine provided under comprehensive annual maintenance contract.

Regards

(Ravi P Srivastava)  
Regional Manager

Handwritten signature of Ravi P Srivastava



**Enclosure:-** Tender formats for Comprehensive Maintenance Contract of Note Counting Machine.

क्षेत्रीय कार्यालय, मुगलानी चक, बंशी बाजार, जनपद-गाजीपुर  
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Annexure – I

GENERAL INFORMATION

**Name Of Bidder:** .....

**Address For Correspondence:** .....

.....

**Permanent Address:** .....

.....

**Mobile No.:** .....

**PAN No.:** .....

**GST No.:** .....

**Email ID:** .....



## Annexure II

<b>Bid Support Criteria</b>	<b>Yes/No</b>
Firm/Company is registered under Companies Act & certificate is attached. Furnish document/certificate towards GSTIN No./PAN No.	
Firm/Company must have its own office/Branch/Support setup within Mau district. In case the vendor does not have its own setup. At least a dedicated staff should be resident in the region for providing support, details of which should be mentioned clearly in a separate letter being provided in the bid.	
Strong support of technical staff to resolve call within 24 hours.	
Firm/Vender has been in CAMC business for at least 3 Years (Supporting Documents should be attached).	
Firm/Company has minimum 3 year experience in the maintenance of NCM (Supporting Documents should be attached).	



**Annexure III-A**

**List of Major contracts undertaken during the Last 3 Years.**

S.No.	Name and Address of Client	Contact No.	Period Of CAMC	District covered	Value Of CAMC (in Rs.)
1.					
2.					
3.					
4.					
5.					

Notes:-

- PO/Satisfaction certificate issued by the client shall be enclosed
- The work should have been executed by the firm/company under execution.

Place-

Date-

Signature of Authorized Signatory & Seal

**Annexure III-B**

**List of Support Engineer/Service engineer available in Region-**

Sr.No.	Name	Address and Contact Person.
1.		
2.		
3.		
4.		
5.		

Place-

Date-

Signature of Authorized Signatory & Seal



Annexure IV

Escalation Matrix

For Delivery/Service related issue

Sr.No.	Name	Designation	Mobile No.	Email
		<b>First Level</b>		
		<b>Second Level</b>		
		<b>Third Level</b>		
		<b>Regional Level</b>		

Any change in designation will be informed by us immediately.

Place:

Date:

(Seal & Signature of Authorized Signatory)

Name:





**Annexure-V**

**Undertaking**

(This letter should be on the letterhead of the bidder duly signed by an authorized signatory)

**The Regional Manager  
Baroda UP Bank  
Regional Office  
Ghazipur-233001**

Dear Sir,

**Re: Request for proposal for Comprehensive Annual Maintenance Contract of Note Counting/Authentication Machine.**

Having examined the Proposal Document, the receipt of which is duly acknowledged the undersigned, offer to carry Comprehensive Annual Maintenance Contract, in conformity with the said Proposal documents.

We undertake, if our Proposal is accepted, to execute the Comprehensive Annual Maintenance Contract in accordance with the terms and conditions specified in the Bid Document.

We agree to abide by the proposal and the rates quoted herein.

Until a formal contract is prepared and executed, this Proposal together with your written acceptance thereof and your notification afterwards, shall constitute a binding contract between us.

We undertake that in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand that the Bank is not bound to accept the lowest or any Proposal received.

Place-

Date-

**Signature of Authorized Signatory & Seal**



Annexure – VI  
Price Quotation

NAME OF THE BIDDER	
ADDRESS FOR CORRESPONDENCE	
MOBILE No.	
PAN No.	
EMAIL Id	

Sr.No.	Item	Qty(in unit)	CAMC cost/unit/year	Total Cost (Total cost=CAMC cost per * Qty)	GST @18 %	Total Cost (Including Tax)	Total CAMC Cost/Year (including Tax)
1.	Note Counting Machine	22*					
2.	Note Authentication Machine	53*					

Place:

Date:

(Seal & Signature of Authorized Signatory)

