



ARYAVART GRAMIN BANK

Request for Proposal

For

**DUAL DISPLAY CURRENCY
NOTE COUNTING MACHINES**

FLOOR TOP MODEL

**ARYAVART GRAMIN BANK
HEAD OFFICE
A-2/46, VIJAY KHAND, GOMTINAGER
LUCKNOW**

Procurement of Dual Display Note Counting Machine

Aryavart Gramin Bank invites offers in two-bid system from established vendors / manufacturers of Bank Mechanization Products **Dual Display Currency Note Counting Machine (Floor top model)** for its 100 Branches located at various places in Lucknow, Hardoi, Unnao, Barabanki, Kannauj and Farrukhabad & Faizabad Districts.

Complete details and formats to be obtained from Chief Manager, Administration and Services department, Aryavart Gramin Bank, Head office, Lucknow (Tel: 073388800788).

Date of commencement of issue of request for proposal (RFP)	:	14.01.2012
Last date for submission of RFPs	:	28.01.2012 upto 3.00 p.m.
Opening of RFPs (Technical bid)	:	30.01.2012 at 3.30 p.m.
Opening of financial bid	:	01.02.2012 at 3.30 p.m.
Earnest Money Deposit (Bid Security)	:	R s 25000/-

OFFER FOR SUPPLY AND INSTALLATION OF DUAL DISPLAY CURRENCY (BUNDLE) NOTE COUNTING MACHINES.

TERMS & CONDITIONS

1. SCOPE OF WORK

Aryavart Gramin Bank intends to purchase about 100 Dual Display Currency (Bundle/loose) Note Counting Machines for its Branches located in Lucknow, Hardoi, Unnao, Barabanki, Kannauj, Farrukhabad & Faizabad Districts. The quantity of currency note counting machines mentioned above is only tentative and the actual number may increase or decrease depending upon the requirements. Moreover some more Districts may also be added.

The Integrated Currency Note Counting Machine as per RBI norms **in Floor Top**, which can be operated by a single person, should consist of the following features:

- Auto / Manual mode operation, batch function to separate notes of any number from 1 to 999.
- Alarm for aborted count, double reset button and double front display to operate from either side of the machine.
- Having adjustable turret double display for customer's view with height adjustment according to the height of the person.
- Built in Voltage Stabilizer.
- Elegant dust, heat and humidity management system.
- Solid inbuilt design for non-stop operations.
- Unique inbuilt stamping device.
- Exhaustive and intelligent self-diagnosis system for easy, speedy and seldom maintenance.
- Vacuum suction.
- Preset counting, Rotary counting & Bundle counting.
- Low noise levels.
- Loose batch counting.
- High precision accuracy.
- High-speed currency note counter.
- New and old currency counted alike.
- Dual LED display.
- Feather touch keypad.
- Check mode, Preset mode and Start mode selection.
- Lightweight compact body with new design.

2. TERMS OF EXECUTION OF WORK & LIQUIDATED DAMAGES

The supply and installation of currency Note counting Machines is to be completed within a period of 45 days commencing from the 7th day of acceptance of the work order issued by the Bank or within the stipulated period specified in the work order for the schedule of installation. Any delay in completion of the work over the stipulated period will attract penalty of 0.5% of the contract value per week subject to maximum of 5% of the contract value.

Bank reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by the Bank to the company. Liquidated damages will be calculated per week per site basis. Part of week will be treated as a week for this

However, the Bank may condone the liquidity damages for delay of less than a week.

3. ELIGIBILITY CRITERIA FOR SHORT-LISTING

Parameter	Documents Required
1. The firm should have experience of successfully undertaken similar works for RBI / Commercial Banks / PSU / Financial Institutions/other reputed organizations	Purchase order copies issued by the organizations of last 3 years and a statement showing each year execution of contract and certificate/letter stating about the performance of note counting machines supplied.
2. The firm must have average annual turnover of Rs.1000 Lac during the last 3 years prior to 31.03.11	CA Certificate certifying year wise sale of CNCMs for last 3 Years.
3. Sales Volume of Currency Note Counting Machines during last financial year.	Sales of Rs.500 Lac. Documentary evidence to be submitted.
4. The Vendor must be in the business of Currency Note Counting Machines for last 5 years.	Manufacturer / Dealer certificate.
5. The net worth of the company should be minimum Rs.1000 lacs	Latest audited Balance Sheet
6. Should have service centers in minimum one centre in U.P i.e. in Luck now and Kanpur.	Detail of Service Centre in Bank's area of operation.
7. Qualified Engineers	Minimum 5 qualified Engineers should be available with the company in Bank's area of operation. Names and Qualifications should be submitted.
8. Profit	The profit of Rs.50 lacs and above during the last financial year. Audited Balance Sheet should be submitted.

9. The vendor must meet the technical specifications.	Refer Annexure-II.
10. The firm must have sold minimum 1000 machines during last 5 years.	Enclose of institution / organization using the machines.

7. VALIDITY PERIOD OF THE OFFER

The offer should remain valid for a period of 180 days from the date of opening of the financial bid.

8. TECHNICAL OFFER (TO)

The technical offer (TO) should be complete in all respect and contain all information required in the document. ***It should not contain any price information. However, TO should confirm that all required rates have been quoted in Commercial Offer (CO)***, without showing the actual amount in the technical offer. Any system supplied free along with the offer or at a cost must be indicated separately and specifically.

It is mandatory to submit the technical details in the prescribed Proforma (***Annexure-II***) duly filled in, along with the offer. In case of non-submission or partial submission of technical details, the Bank, at its discretion, may not evaluate the offer. The T.O. must be submitted in an organised and structured manner. No brochures/ leaflets etc., should be submitted in loose form.

The T.O. should comprise of following:

1. Covering letter on the prescribed format (Annexure-I)
2. Technical specifications complete with all the columns filled in (Annexure-II).
3. Annexure-III duly filled in with photocopies of required certificates/documents/ proof / P&L & Balance sheets, Copies of order executed etc.
4. Details of a reference site as per Annexure IV.
5. Vendors profile as per Annexure V.
6. Unpriced version of bill of material (Annexure-VI)
7. Documentation (Product brochures, leaflets, manuals, etc.
8. Earnest Money Deposit of Rs25000./-, in the form of a Demand Draft issued by a Scheduled Commercial Bank favouring Aryavart Gramin Bank, payable at Lucknow.

9. COMMERCIAL OFFER

The Commercial Offer (CO) contains relevant price information and the rates should be quoted **in Indian Rupees** only. The CO should not contradict the TO in any manner. The CO should comprise of commercial version of Bill of Material as per Annexure-VI. This must contain all price information.

The offer from the vendor should be same (one price) for Floor model. Bank reserves right to reject offer with multiple options. Hence one single price should be quoted for the models. Bank will place order for as per its suitability.

10. PRICE COMPOSITION

The price quoted should be only in Indian Rupees and inclusive of following:

- Cost of the machine and other components.
- All taxes, duties and levies (except octroi, which will be at actual)
- Installation and commissioning charges, if any.
- Three year comprehensive on site warranty maintenance covering all parts, service and visits to the concerned branches.
- Transportation and forwarding charges to respective sites i.e. branches of the Bank.
- Insurance to cover the equipment from transit period till installation i.e. minimum period of 180 days from the date of dispatch.

Prices, which are not quoted as above, will be rejected.

The Bank will shortlist vendor(s) who satisfy technical and other requirements laid down in the document. The commercial bids of only **top three** short listed vendor(s) who have scored highest marks will be opened. Short listed vendor(s) will be notified by post and may send their authorised representative to be present at the time of opening of the commercial offer(s), if they choose.

TCO: The Total Cost of Ownership will be the unit price of the Currency Note Counting Machine with 1 years warranty and the post warranty annual maintenance for another 3 years as mentioned in Annexure-VI.

11. NO ERASURES OR ALTERATIONS

Technical / Commercial details must be completely filled up. The corrections or alterations, if any, should be authenticated. In the case of the corrections / alteration are not properly authenticated, the offer will be rejected.

12. NO PRICE VARIATIONS

The Commercial Offer shall be on a fixed price basis. **No upward revision in the price would be considered on account of subsequent increases in customs duty, Excise Tax, VAT, etc.** However, if there is any reduction on account of Government levies/ taxes, during the offer validity period, the same shall be passed on to the Bank.

13. PRICE FREEZING

The price finalized shall remain valid for a period of 180 days from the date of opening of financial bid.

14. OPENING OF OFFERS

The technical bids will be opened on 30.01.2012 at 3.30 p.m. in the presence of the committee members and authorized representatives of the firms.

15. EVALUATION PROCESS

Offers will be evaluated in following stages:

Stage-1

Offers will be evaluated against the stipulated minimum eligibility criteria. Offers not complying with the eligibility criteria will be rejected summarily.

Stage-2

A technical evaluation will be carried out of proposal of the eligible vendor(s) on the parameters as mentioned in Annexure-II. Bank reserves the right to reject the offer in any of the following circumstances.

- If offer is incomplete and /or not accompanied by all stipulated documents.
- If any of the terms and conditions stipulated in this document is not accepted and letters as per Annexure I is not submitted.
- If any of the specifications stipulated in Annexure II is not met.
- If Commercial bid is not submitted as per Annexure VI.
- If required information with appropriate documents in support of the same is not submitted as per Annexure V.

Stage-III

Short-listing of vendor(s) based on the technical evaluation.

Stage-IV

Opening and normalization of commercial offer of the short-listed vendor(s).

Bank reserves the right to reject commercial offer if:

- It is not as per prescribed format i.e. Annexure-VI
- Any condition stated by the vendor is not acceptable to the Bank.

16. NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

17. SPLITTING OF ORDER

The Bank reserves the right for splitting the quantity between two or more vendors on the lowest quoted cost with one year warranty + three years AMC cost.

18. RIGHT TO ALTER QUANTITIES

The Bank will be free to either reduce or increase the quantity to be purchased on the same terms and conditions. The Bank reserves the right to alter quantities.

19. ORDER CANCELLATION

If the vendor fails to deliver and / or install the equipment within the stipulated time schedule or the extended date communicated by the Bank, it will be a breach of contract.

The Bank reserves its right to cancel the order in the event of delay in delivery / installation / commissioning of equipment.

20. PAYMENT TERMS

The terms of payment are as under:

- ☐ No advance payment against purchase order.
- ☐ The payments will be released after installation, successful commencement and functioning of the Note Counting Machine, submission of satisfactory report by the Manager/Regional Manager and submission of Performance Bank Guarantee for 10% of Invoice value for the period of one year warranty + three year AMC cost.

□ Payment will be released at Head office on actual installation and commencement of the operation of the Currency Note Counting Machine in branch (supply and installation report to be provided by the branch duly recommended by the regional office.

21. PERFORMANCE BANK GUARANTEE

Successful vendor(s) should produce a Performance Bank Guarantee for a period of four years from a Public Sector Bank equal to 10% of the total cost and the same may be renewable for further period as per requirement if bank increase the AMC period.. During defect liability period (warranty period) vendor should attend to all repairs / defect / replacement of spare parts free of cost. Failure on the part of the vendor to attend the defects within a reasonable period, Bank on its own will get defects rectified through another agency at the risk and cost of vendor.

22. GUARANTEES

The vendor should guarantee that the equipment delivered to the Bank should be brand new, including all components. The vendor should also guarantee that all the machines / components supplied by the vendor is licensed and legally obtained.

23. AVAILABILITY OF SPARES

Spares for the product offered should be available for at least 9 years after the expiry of warranty period.

24. WARRANTY

The offer must include comprehensive on-site warranty of three (one year normal + two year additional) year **from** the date of installation and commissioning of the machine.

Vendors shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of all machines, accessories, etc. covered by the offer. Vendor must warrant all machines, accessories, spare parts, etc. against any manufacturing defect during the warranty period. During the warranty period, vendor shall maintain the machine and repair / replace all the defective components at the installed site, at no additional charge to the Bank.

25. MAINTENANCE STANDARD EXPECTED DURING WARRANTY

The vendor should ensure that the machine reported Breakdown / malfunctioning on any working day is set right by on the same day and in no case later than the next working day. In case, equipment cannot be repaired within the stipulated period, the vendor should provide replacement of the same till the machine is returned duly repaired.

26. ANNUAL MAINTENANCE CONTRACT

The vendor is expected to maintain the supplied Machine for the whole period of six years. Comprehensive on site maintenance charges, for the post warranty period of 3 years, must be quoted in rupees per machine for 3 years (after first 3 years in the Commercial Offer. The vendor is expected to ensure same maintenance standards as during warranty period. Please note very carefully that L1 will be decided on the basis of rates of (a) Machine + (b) 3 years warranty + (c) 3 years AMC , payment (a) + (b) will be made after supply and installation of machine at branches and satisfactory installation letter from the Branch/ Regional Manager.

The payment of AMC will be made on half yearly basis, after completion of 6 months.

At the same time, the vendor is also expected to make available the spare parts for the systems for at least Six years after the expiry of 3 years warranty period.

Thereafter, vendor will give at least twelve months notice prior to discontinuation of support services. If any of the peripherals, component etc. are not available or difficult to procure or if the procurement is likely to be delayed, the replacement shall be carried out with equipment of equivalent capacity or higher capacity at no additional charges to the Bank, during the currency of warranty period and AMC.



ANNEXURE-I

(Letter to the Bank on the vendor's letterhead)

To
The General Manager
Aryavart Gramin Bank, Head office
A – 2/46, Vijay Khand
Gomtinager
Lucknow (U.P.)

Dear Sir,

Sub: Your RFP for Currency Note Counting Machine.

With reference to the above RFP, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for the supply of the equipment as detailed in your above referred RFP.

We confirm that we have not been disqualified by any PSU bank for supply of Currency Note counting machine.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP.

We also confirm that the offer shall remain valid for a period of 180 days from the date of opening the technical bid and also the price finalized shall remain valid for a period of one year from the date of such finalization.

We hereby undertake to provide Performance Bank Guarantee equivalent to 10% of the value of the Invoice amount with a validity period of three years.

We understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has right to reject the offer in full or in part without assigning any reasons whatsoever.

We acknowledge that the Bank reserves the right for splitting the quantity between two or more vendors.

We enclose Demand Draft/Pay Order for Rs...../- favouring Aryavart Gramin Bank and payable at Lucknow, towards Earnest Money Deposit, details of the same are as under:

- Demand Draft / Pay Order No. :
- Date of Demand Draft / Pay Order:
- Name of Issuing Bank:

Yours faithfully,

Authorized Signatories

(Name & Designation, seal of the firm)

Date:.....

ANNEXURE-II

TECHNICAL SPECIFICATIONS: -

a) Floor Top

Sr. No.	Specifications	Vendor Compliance (Yes / No) *In case of variance furnish details.	Yes/No
1.		Model:	
2.	Counting Mechanism	Vacuum	
3.	Counting Speed (100 Notes/sec)	3.5 to 4.0	
4.	Weight (Kg)	45 to 55	
5.	Dimensions (W x D x H) in mm	Width (In mm): 355 to 450 Depth (In mm): 300 to 320 Height (In mm): 815 to 960	
6.	Size Rang of document.	Min. 45mm x 100 mm Max. 100 mm x 240 mm Thickness. 0.04 mm x 0.18 mm	
7.	Power Source	AC 230V±10%, 50 Hz ± 5%	
8.	Power Consumption.	350 to 450 watts.	
9.	Stacker capacity	200 notes max.	
10.	Display	Dual LED display, 3 digits.	
11.	Type of notes to be counted	Bundled & Loose (Both)	
12.	Other features	i) OK Stamp	
ii) In built stabilizer.			
iii) Check, Preset, Start mode Selection.			

ANNEXURE-III

Evaluation Criteria

The evaluation will be done on the following two parameters:

1. Financial parameters: 25 Marks) documentary evidence
2. Technical parameters: 75 Marks) should be submitted

Financial Parameters:

Parameters	Max. Marks	Marks	Self assessment
Average Annual Turnover (TO) During last 3 years	5	TO Rs.1 crore	3
		TO upto Rs.5 crore	4
		TO above Rs.5 crore	5
Net worth (NW) of the Company as per latest Balance Sheet	5	NW Rs.500 lacs	4
		NW above Rs.500 lacs	5
Profit of the last Financial Year	5	Profit Rs.100 lacs	4
		Profit above Rs.100 lacs	5
Sales volume of the Currency Note Counting Machines for last financial year.	5	Sales Rs.5 crore	4
		Sales above Rs.1 crore	5
Work executed in last one year. (Give the order value and machines in nos.)	5	Upto 1000 machines for PSUs / Banks / RBI/reputed organizations	
		Above 1000 Machines	4
		1500 Machines & above	5

Reference Site Details

Name of the Company	
Address of the Company	
Name, designation of contact person with telephone no. and e-mail ID	Name: Designation: Landline No.: Cell No. : E-mail ID:
Details of Currency Note counting machines supplied in last 2 years (Ref.no, date of order and quantity with photo copy of orders)	

ANNEXURE-V

VENDOR PROFILE

1. Name of the Organization and Address.

2. Year of Establishment.

3. Status of the firm

(Whether Pvt. Ltd. Company / Public Ltd. Company / Partnership firm/Proprietorship firm)

4. Name of Directors / Partners / Proprietor:

I)

II)

III)

IV)

V)

5. Whether registered with the Registrar of Companies / Registrar of Firms. If so, mention number and date.

6. (a) Name and address of Bankers:

i)

ii)

(b) Turn over of the Company / Firm in 2008-09, 2009-10, and 2010-11:

(Please attach a copy of audited Balance sheet and Profit & Loss Account for the years 2008-09, 2009-10 and 2010-11)

7. Whether registered for Sales/VAT purposes? Is so, mention number and date. Also furnish copies of sales tax clearance certificate.
8. Income Tax Permanent Account Number. Furnish copies of Income tax clearance certificate.
9. Equipment: Indigenous / Imported
10. Is the Company / Firm a manufacturer or Dealer / Distributor of Currency Note Counting Machine?
11. If the Company / Firm is a Dealer / Distributor? Please furnish details.
 - a) Give the Name of Manufacturer(s) and their Country.
 - b) In case the Manufacture's Offices are located in India, give their address in India and telephone numbers.
 - c) Enclose Certified True copies of the current Dealership certificates given by the manufacturers.
12. Give details of the after sales service facility provided by your company / firm on all India basis.
13. What are your fields of activities? Mention the fields on preference basis in the order of annual turnover. i)
 - ii)
 - iii)
 - iv)
 - v)
14. Since when and how long your Company / firm has been dealing in Currency Note Counting Machines.
15. If you are registered in the panel of other organizations / statutory bodies, such as RBI ,Banks, CPWD, PWD, MES etc for Currency Note counting machines furnish their names, category and date of registration.
16. Furnish the names of renowned organizations, where you have installed Currency Note Counting Machines as the case may be in the last 3 years:

Name of Organisation with Address	Year of Installation	No of machines supplied	Value of orders

17. Details of Technical staff:

Sr.No.	Name	Qualification	Post Held	Experience

ANNEXURE-VI
COMMERCIAL OFFER

BILL OF MATERIAL AND PRICE SCHEDULE

I - Items to be considered for total cost of ownership (TCO)

S.NO	Note counting machine brand, make model	Cost with 3 year warranty (one year normal + 2 year additional)	AMC cost for 3 years after 3 year warranty (one year normal + 2 year additional) means for the 4th,5th & 6th year	Total cost with 3 year warranty and 3 year AMC
1	2	3	4	5

We agree that lowest rates (L1) will be decided on the basis of rates quoted as per column 5 however if order will be given, Bank will pay the cost with 3 years(1+2) warranty. AMC for the subsequent 3 years (4th, 5th & 6th year) will be paid on half yearly basis after completion of every six months.

ATHORISED SIGNOTORY

FIRM SEAL

DATE.....