

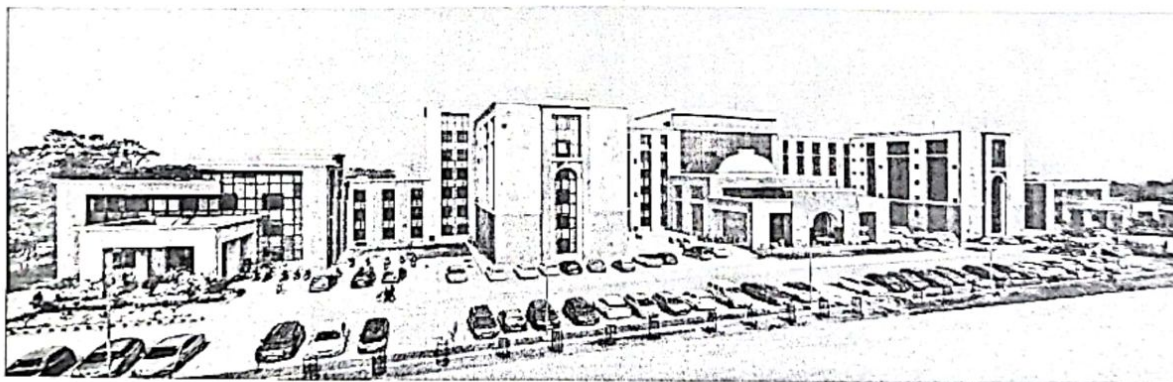
TENDER NOTIFICATION

TENDER NOTICE No: Engg. / 16 / EC / CW / Tender / 2022 - 23

Invitation of Bids from Scheduled Banks for the installation, operation and maintenance of Automated Teller Machine (ATM) at IGIMS, Patna.



Date of publication of NIT:	16.03.2023.
Last Date and Time of submission of bid document:	06.04.2023 up to 4 P.M. through Speed / Regd. Post / Courier Services addressed to - "The Director, IGIMS, Sheikhpura, Patna – 800 013".
Date and Time of opening of Technical Bid (Part – A Envelope):	07.04.2023 at 3.30 P.M. in the Conference Hall of Administrative Building (Ground Floor)
Date and Time of opening of Financial Bid (Part – B Envelope):	To be intimated to those bidders who qualify in the technical part.



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INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES,

SHEIKHPURA, PATNA -800014 (Bihar, India)

(EPABX: 0612 – 2297099 / 2297631; Website: www.igims.org; E-Mail: director@igims.org)

Sealed bids (quotations) are invited from Nationalized/ Scheduled/Commercial/ Private Banks (duly authorized by Reserve Bank of India) for Installation, Operation and Maintenance of Automated Teller Machine (ATM) near OPD, IGIMS, Patna.

1. Introduction

IGIMS, Patna invites bids in Two Bid System from Nationalized/ Scheduled/Commercial/ Private Banks (duly authorized by Reserve Bank of India) for installation, operation and maintenance of **Automated Teller Machines (ATM)** in the premises of the Institute on the monthly rental basis.

There are total 03 Nos. of ATM Room (size:11' x 9'3" ft. each Area Approx 100 sq. ft.) at one place in IGIMS, Patna for installation of ATM and the Banks may quote for ATM Room as per the format of the Financial Bid attached with this document. One Bank will be given space for one ATM only. Since we are having three nos. of ATM, ATMs will be allotted to three different banks on the highest rate quoted by Banks.

Interested banks are requested to submit their bids as per the terms & conditions, which can be downloaded from the website www.igims.org. The bid document along with the terms and conditions duly signed by the authorized representative of the interested banks in sealed master envelope, addressed to The Director, IGIMS Patna may be sent by registered/ speed post/courier on or before stipulated date & time at Director Office, IGIMS, Patna. The master sealed envelope shall bear "**Bid for installation, operation and maintenance of automated teller machine (ATM) – NOT TO OPEN BEFORE DUE DATE**" at IGIMS, Patna.

HOW TO SUBMIT THE APPLICATION (Bid)

PART A: All documents related to eligibility of the Bank should be put in single envelope marked as '**PART A**'. It is to be noted that the Annexure 2 (Financial Bid) should not be put in '**PART A**'. Bank should write complete name, address, contact number, email details on outside of this envelope. This envelope should contain Annexure 1, Demand Draft for Tender Fee along with other required documents as per Annexure 1.

PART B: This envelope should contain only Price quote i.e., Annexure 2 and nothing else. Bank should write complete name, address, contact number, email details on outside of this envelope. The envelope should be marked as '**PART B**'

Master Envelope: The above two documents should be put in single envelope marked '**MASTER ENVELOPE: Bid for installation, operation and maintenance of automated teller machine (ATM) – NOT TO OPEN BEFORE DUE DATE**'. Applicant should also write complete name, address with pin code, and Mobile Number on the Master envelope. The Master envelope should be sealed properly.

Mode of submission:

By Speed Post:/ Regd. Post The applicant should ensure that the documents reach the office of the Director, IGIMS, Patna on or before stipulated date & time. IGIMS Patna will not be responsible for any postal delay, if any.

OR

By Courier: Applicants may submit the Master Envelope by courier also to the above-mentioned address, well before the due date.

Eligibility Criteria: -

1. Only Nationalized /Scheduled /Commercial /Private Banks duly registered with Reserve Bank of India are eligible.
2. Area of compartment for single ATM is approx.100 sq.ft. (11' x 9'3"). There are total 03 Nos. of compartments for 03 Nos. of ATMs. One Bank will be given space for one ATM only. Since we are having three nos. of ATM, ATMs will be allotted to three different banks on the highest rate quoted by Banks.
3. Bank should have at least five-year experience in the operation of ATM.
4. Bank must have at least 1 (One) running ATM's operating in the city.
5. Bank should submit documentary proof in support of their experience /credentials.
6. Authorized representatives of Bidders can witness the opening of the Technical/ Financial bids on scheduled date and time.
7. The offer submitted through Email, Whatsapp, Telegram or any other digital means shall not be considered.
8. Banks shall submit their past experience certificate, Memorandum and Article of Association, Partnership and Incorporation deed (in case of partnership) or any other documents regarding the existence of the bank.
9. In the event of the date being declared as a closed holiday for purchaser's office, the date for opening of bids will

be the following working day at the appointed times,

10. IGIMS Patna reserves the right to accept or reject any or all bids, at any point of time prior to award of lease without assigning any reason whatsoever.
11. The tendered rates and the validity of bids shall be for a minimum period of 90 days from the date on which the tender is finalized /awarded.
12. IGIMS Patna may at any time terminate the contract by giving one month written notice to the bank, without compensation to the bank, if the bank becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or effect any right of action or remedy which has accrued or will accrue thereafter to the Institute
13. Successful bank shall undertake to sign the contract agreement within 15 (fifteen) days from the issue of the letter of acceptance / letter of Intent, failing which Security deposit will be forfeited.
14. The Director, IGIMS, Patna or his/her authorized representative shall be the final authority in all disputes and decision will be accepted to all concerned.
15. The courts of law situated at Patna shall have legal jurisdiction.
16. The complete bid document can be downloaded from our website www.igims.org.

Banks should note that the following terms and conditions will apply specifically in addition to the rules and regulations applicable as per Government of India.

- 1) Tender (Fees) for an amount of Rs. 1000.00/- should be submitted along with PART – A envelope in the form of Demand Draft in favour of "Director, IGIMS Patna" payable at Patna.
- 2) IGIMS Patna may waive any minor infirmity or non- conformity or irregularity which does not constitute a deviation, provided such waiver does not prejudice or affect the relative ranking of bids received.
- 3) IGIMS Patna shall consider award of lease for installation of ATM(s) only to those whose offers have been found commercially acceptable and evaluated as most suitable by the Institute.
- 4) IGIMS Patna reserves the right to fix reserve price if the prices quoted by the bank do not match the existing market/ bank rates.
- 5) PSPCL tested separate sub-meter has to be installed for ATM by bank at its own cost and the bank has to pay the electricity bill to the Institute as per prescribed rates by competent authority of IGIMS Patna within the tenth of every month along with the license fee.
- 6) Security arrangement of the ATM will be the responsibility of concerned bank. IGIMS Patna shall not be responsible for any loss of cash, any loss of installation, equipment etc.
- 7) All services for connectivity of ATM viz., lease lines/ broad band/ internet/ telephonelines / Air Conditioner to be procured /installed by the concerned bank(s).
- 8) The premises shall be used for the purpose of installation, operation and maintenance of ATM only and not for any other purpose.
- 9) Successful Bank will have to pay the monthly electricity charges, as per consumption, as per Bills of the Engineering section.
- 10) All electrical consumables like bulbs, tubes, etc are to be replaced by the party, in case they are damaged.
- 11) Successful bank shall not be permitted to draw any electrical connections /extension, etc. without obtaining approval from the institute's Estate/Engineering division.
- 12) There shall be no structural damage to the premises.
- 13) Institute cannot ensure 24 (hrs) x 7 (days) electricity power supply. Party may install their own UPS, if required, to run their facilities with due intimation to the Institute.
- 14) The licensee shall pay all the Central, State and local levies including GST being imposed or assessed by the competent authority or levied in future from time to time
- 15) The licensee shall obtain all the required permissions/license from concerned authorities for running the ATM at their own level and shall obey all the rules/regulations applicable from time to time in this regard and take all the security precautions to safeguard the equipment's installed/provided at the premises.
- 16) The licensee shall be called upon for repair the premises in case it is found that the premises requires repair. It shall be the responsibility of the bank to renovate/construct the space for ATM Counter immediately at their own cost.
- 17) The licensee shall submit a copy of verified antecedents of their employees /staff deployed on the allotted site from the police authorities /Superintendent of Police within one month from the date of actual possession.

- 18) No obnoxious trade shall be carried on in the premises. No other illegal activity shall be allowed to be carried by licensee and in case of such eventuality, all the responsibility or legal obligation fall upon the licensee.
- 19) IGIMS Patna reserves the right to accept or reject any application/offer. Authority for acceptance or otherwise of the application/quotation will rest with the IGIMS Patna which does not bind itself to accept any application/quotation and not to assign any reason for rejecting the same.
- 20) **Security Deposit by successful bidder/ bank:** - Successful bidder has to deposit three months (03 months) license fee with GST as security deposit within 15 days of Letter of Intent (LoI), failing which the offer will be withdrawn, at the option of the Institute. The security shall be deposited in the form of Demand Draft issued in favour of 'Director, IGIMSPatna' payable at Patna.
- 21) The Bank submitting the tenders will be required to quote in the tender form the amount of facility charges payable (monthly) for ATM installation, which they will be required to pay to IGIMS, Patna. The highest bidder will be awarded to install and operate their Bank ATM at the said premises. The Bank will also be required to pay electricity charges due on commercial rates (according to the sub meter installed separately) from time to time besides facility charges quoted by Bank. Electrical charges along with applicable taxes should be paid by the bank.
- 22) Maintenance and regular functioning of the ATMs for all the 24 hours should be ensured by the Bank and IGIMS Patna will not undertake any responsibility in this account.
- 23) The Bank shall have the liberty to either quote for one or more than one ATM sites out of total 03 Nos. of sites at IGIMS, Patna.
- 24) In first phase, only technical envelope (PART A) will be opened on the designated date and time at IGIMS Patna Conference Hall. (Those who qualify in the technical part will be intimated through available means about date and time of opening of the financial bids (PART B).
- 25) The ATM shall remain open on 24 x 7 x 365 days basis.
- 26) Separate License agreement will be signed between IGIMS Patna and the successful bank on a non-judicial stamp paper of Rs. 1000/- Printing and stationery charges have to be borne by the successful Bank.
- 27) In case of tie between two highest bidders, preference will be given to government owned bank against private banks. In case both the highest bidders are government or private ones, then preference will be given to that bank which have a greater number of on-site and off-site ATM in India as per latest Reserve Bank of India Statistics.
- 28) **Period of the License Deed/ Agreement:** - The charges fixed and the License agreement terms and conditions will be valid for 5 years and may be extended for 2 years on the discretion of the competent authority and mutual agreement. The initial validity of the License agreement shall be for five years from the date of signing.
- 29) **Rent/ Minimum Reserve License Fees per month:** -
- The minimum reserve License Fee for each ATM site per month shall be Rs. 5000/- per month excluding GST.
 - There shall be Ten percent increase in the License Fee every year beginning from second year onwards.
 - The GST rate, as revised and amended by the Govt., will be applicable on monthly License Fee.

sd/-
Director
IGIMS, Patna

Copy to: Superintending Engineer (Bio -Medical): for uploading this tender on institution website www.igims.org / Finance & Chief Accounts Officer: For information and needful.


Director
IGIMS, Patna

ANNEXURE 1 (To be submitted in PART A envelope)

Checklist for Tender (Bid) submission		
Name of the Tender – Invitation of Bids from scheduled Banks for installation of ATM(s) at IGIMS, Patna in Two Bid system		
Name of the Tenderer (Bank)		
Address of the Bank		
Name, address and contact of the authorized person to quote on behalf of the bank		
	Name of document	Whether Yes/No
(a)	Duly signed and stamped copy of complete bid document has been submitted in PART A envelope	
(a)	Annexure 1 duly signed and stamped attached in PART A envelope	
(b)	Annexure 2 duly signed and stamped has been put in PART B envelope duly sealed.	
(c)	The two envelopes marked 'A' and 'B' are sealed in a Master envelope addressed to 'The Director, IGIMS Patna', with name of the bidder and tender written on the envelope.	
(d)	Demand Draft for Tender Fee of Rs. 1000 in the form of Demand Draft in favour of "Director, IGIMS Patna" payable at Patna in PART 'A'	
(e)	Documents proving existence of the Bank	
(f)	Authorization certificate to quote on behalf of the Bank	
(g)	Experience certificate regarding operations of ATMs (minimum 05 years, own ATMs)	
(h)	Certificate mentioning details of ATM operating at Patna city (at least one is required to participate in the bid)	

Note: -If answer to any of the above checklist is 'No', the technical bid of the participating Bidder (Bank) will be rejected and no correspondence will be entertained in this regard.

I hereby declare that I am the authorized person to quote the rate for the allotment of space and have gone through the terms and conditions of renting of space (Location) for installation of ATM at the premises of IGIMS Patna and are acceptable to the bank. In case of allotment of space, the bank is ready to take possession of space within 15 days of allotment.

Yours Faithfully

Place:
Date:
Seal of Bank:

Signature of bidder:
Name in block letters:
Designation:
Email ID Contact
No.

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AEC

ANNEXURE 2 (To be submitted in PART – B envelope only)

To
The Director,
IGIMS, Patna.

Letter reference No.

Dated: -

Subject: Regarding Quotation for allotment of Space (Location) at premises of IGIMS, Patna for Installation of ATM.

Respected Sir,

With reference to your EoI document regarding ATM installation at IGIMSPatna, I/ We hereby quote the following rates for allotment of space (Location) forInstallation of ATM at the premises of IGIMS Patna: -

(a)	Name of Bank	
(b)	Name & contact details of Authorized person/ signatory of Bank duly authorized by the Bank	

	Minimum Reserve/ Base Rent per month	Base Rent offered by the Bank per sq. ft. per month (A)	Total space (B)	Monthly Base rent (A x B)(C) C= (Ax B)
ATM Site 1	5000	Rs Per sq.ft.	100 sq.ft.	

Total Rent in words for ATM Site 1: _____

I/We are aware that electricity charges as per consumption as decided by the Institute, will be paid over and above the monthly rent for the ATM site.

I hereby declare that I am the authorized person to quote the rate for the allotment of space and have gone through the terms and conditions of renting of space (Location) for installation of ATM at the premises of IGIMS Patna and are acceptable to the bank. In case of allotment of space, the bank is ready to take possession of space within 15 days of allotment.

Place:
Date:
Seal of Bank:

Yours Faithfully

Signature of bidder:
Name in block letters:
Designation:
Email ID Contact
No.

Q
A/E/C