



Request for Proposal (RFP)

For

**Purchase of Lockable Cassettes for
ATM**

of

The HP State Cooperative Bank Ltd

Last Date of Submission : 12 .10.2021

Date of Opening : 12 .10.2021

General Manager
The HP State Cooperative Bank Ltd
Head Office, The Mall Shimla

Introduction:

The Himachal Pradesh State Cooperative Bank Ltd (HPSCB Ltd) is an Apex Cooperative Bank of HP State of India. HPSCB Ltd is one of the fast growing Banks in India having 218 branches and 23 extension counters spread throughout the state. HPSCB Ltd offers a full range of financial products and services in Himachal Pradesh including deposit taking, electronic banking, term loans and commercial bill acceptances.

The Bank mainly caters to the needs of the farmers through the Cooperative Societies viz. Primary Agriculture Societies, District Federations, Tehsil Unions and Apex Coop. Societies. Apart from this, the Bank also caters to the needs of individuals and govt. employees/ companies.

RBI vide letter No RBI/2021-22/71 dated 12.07.2021 has instructed all the Banks to use lockable cassettes in all ATMs of the bank by 31.03.2022. Presently, the Bank has 100 ATMs installed at various locations within the state of HP and their model and make is as under:

- Make : AGS
- Model PC 280
- Total AGS ATMs: 12
- Make : Diebold Nixdorf
- Model:(**Model D-429S**)
- **Total : 87**

Bank is looking for **Purchase of lockable Cassette for above mentioned make of ATM** to comply with the instructions of RBI.

GENERAL INSTRUCTIONS

Contacting the purchaser

The eligible bidder shall submit its bids/ quotes strictly as mentioned in RFP document being floated by the bank on prescribed format.

Any effort by the bidder to influence the Purchaser in evaluation of the purchaser's bid, bid comparison, or contract award decision may result in the rejection of the Bidders'

bid. Purchaser's decision will be final and without prejudice and will be binding on all parties.

Purchaser's right to accept or reject any bid or all bids

The Bank reserves the right to accept or reject any bid and annul the bidding process or even reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or without any obligation to inform the affected bidder or bidders about the grounds for the purchaser's action.

The Bank is not bound to accept lowest or any BID received.

Scope of Work

The bank is looking for vendor/Company which will supply and install Lockable cassettes in each location. The following are the specs of lockable cassettes for Diebold make:

Technical Specifications:-

Specifications for Diebold make ATM :-

- **Make : Diebold Nixdorf.**
- Model: AFD
- Type: Secure Cassettes
- Version: 2.0
- Tamper indicator
- 1 Key with one cassette
- Designed and preset for use specifically Indian currency
- Spacers for height adjustment.
- Holds upto 2500 notes.
- Uses key to open
- Requires configuration for specific denomination before use.
- Dimensions 8.75" W x 4.75" H x 16.5" D
- Automatically locks when removed from dispenser.
- Supply low lever.

The specifications of these AGS make cassettes are as under:

- **Make : AGS**
- Model PC 280
- Type: Secure Cassette
- Tamper indicator
- Designed and present for use specifically for Indian currencies.

- Spacers for height adjustment.
- Holds upto 2500 notes.
- Uses key to open.
- Requires configuration for specific denomination before use.

Eligibility Criteria for Supply and Installation lockable cassettes

This RFP is open to all firms / Companies both from within India and outside India, which are eligible to do business in India under relevant Indian laws as in force at the time of bidding should fulfil the eligibility conditions subject to the following requirements:

- ❖ The Service provider should be OEM or its authorised dealer/ vendor.
- ❖ The Service Provider should have supplied these cassettes to at least two different Private/ Public/ Cooperative banks.(Quantity more than 100).
- ❖ Supplier should have resource or resources to calibrate cassettes as per desired currency denominations within Himachal Pradesh.
- ❖ Supplier should have at least one engineer or resource available in Himachal to resolve the problems / complaints in a time bound manner.

Period of validity

Bids shall remain valid for a period of 6 months from the date of bid opening decided by the Purchaser. A bid valid for shorter period shall be rejected by the purchaser as non-responsive.

Bid Currency

The prices in the bid document shall be expressed in Indian Rupees only.

Bidding Process (Two Stages):

For the purpose of the present job, a two stage bidding process will be followed. The response to the present tender will be submitted in two parts:

Technical Bid: (Part-I)
Commercial Bid: (Part-II)

The Bidder will have to submit the Technical Bid and Commercial portion of the bid separately in red laakh-sealed envelopes(wax Seal), duly super-scribing " Purchase of Lockable Cassettes" and " TECHNICAL BID" or " COMMERCIAL BID" as the case may be.

Technical Bid (Part-I)

Technical bid shall contain the bidder's information in the format given in bid document. Technical bid shall not contain any pricing or commercial information at all.

The bid shall be typed or written in indelible ink and shall be signed by the Bidder or person duly authorized to bind the bidder to the contract. The authorization shall be indicated by a written power of attorney accompanying the bid.

All pages of the bid except un-amended printed literature shall be initialed by the person(s) signing the bid.

The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case corrections shall be initialed by the person(s) signing the bid.

Commercial Bid

The bidder should quote the price in Indian currency on the prescribed format as per Part-II. The bidder shall quote the rates of Lockable Cassettes per unit by including taxes separately.

Submission of bids

The bidder shall duly seal each envelop with Red Laakh Seal (Wax Seal)/ and should be addressed to the following address:

The General Manager
The HP State Cooperative Bank Ltd
Head Office, The Mall Shimla-171001.

Bid Earnest Money Deposit

Bidder has to submit the bid earnest money of Rs 2,00,000./- (Rs. Two Lakh only) in the form of pay order/ demand draft favouring The General Manager, HP State Cooperative Bank Ltd payable at Shimla or a fixed deposit of an equivalent amount pledged to General Manager, The HP State Cooperative Bank Ltd.

The technical proposals without EMD will be rejected straightaway.
No interest will be paid on EMD.

The name and address of the company should be written on the backside of the DD.

The EMD deposited by the vendor shall be forfeited if the selected vendor fails to complete the project within the time period agreed mutually by the bank and the vendor.

Deadline for submission of Bids

Bids must be received by the purchaser at the address specified in the Bid Document not later than the specified date and time mentioned in the bid document. If the specified date of submission of bids being declared a holiday for the purchaser, the bids will be received up to the specified time in the next working day.

The purchaser may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of the purchaser and bidders, previously subject to deadline, will thereafter be subject to the deadline extended.

Late bids

Any bid received by the purchaser after the deadline for submission of bids will be rejected and /or returned unopened to the bidder, if so desired.

Modification and withdrawal of bids

Bids once submitted will be treated, as final and no modification will be permitted. No correspondence in this regard will be entertained.

No bidder shall be allowed to withdraw the bid after the deadline for submission of bids.

In case of the successful bidder, he will not be allowed to withdraw/back out from the bid commitments. The bid earnest money in such eventuality shall be forfeited and all interest /claims of such bidder shall be deemed as foreclosed.

Documents to be submitted

The bidder shall submit the following documents in sealed covers:

Technical Bid (The same sequence/order should be maintained for easy evaluation)

- ❖ Bidders letter addressing to the Bank, Bid with earnest money in the form of pay order/ DD/ term deposit.
- ❖ Supporting documents in respect of minimum qualification criteria as per terms in eligibility criteria with proof.
- ❖ Bidders Company Profile along with copies of Balance Sheet, support centers etc.

- ❖ Acceptance letter of the terms and conditions mentioned in the tender document.
- ❖ Technical Proposal as per ANNEXURE " I ".
- ❖ GST Number of the State of HP .

Commercial Bid (The same sequence / order should be maintained for easy evaluation)

- ❖ Commercial offer as per annexure " II " of commercial BID.

BID Opening and Evaluation.

The purchaser will open bids, in the presence of Bidders/ their representatives who choose to attend, at time and date mentioned in Bid Document at the address mentioned in Para-" Submission of Bids"

The bidders/ their representatives, who are present, shall sign the register/ attendance sheet evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for purchaser, the bids shall be opened at the specific time and place on next working day.

In the first stage, only technical bid will be opened and evaluated. Those bidders satisfying the technical requirements and fulfilling the eligibility criteria as determined by the bank and accepting the terms and conditions of this document shall be shortlisted.

In the second stage, the commercial bids of only those bidders, whose technical bids are shortlisted, will be opened. The purchaser reserve the right to accept or reject any technology proposed by the bidder without assigning any reason thereof. Decision of the purchaser in this regard shall be final and binding on the bidders.

The commercial bids shall be opened in the presence of short listed vendors, if they are present. If the shortlisted bidders or their duly authorized representatives are not present, the commercial bids will be opened in their absence. The intimation of time and place of opening of commercial bids will be informed separately to shortlisted bidders only, if required.

The Bank is at liberty to finalize two separate vendors for supplying Lockable Cassettes for AGS make ATMs and Diebold make ATMs on the basis of rates quoted in each case.

Clarifications of Bids

The Bank will examine the commercial bids to determine whether they are complete; whether any computational errors have been made; whether required information has been provided as underlined in the bid document; whether the documents have been properly signed and whether bids are generally in order. Bids from agents without proper authorization from the manufacturer as per the authorization form shall be treated as non-responsive and will be out rightly rejected.

Arithmetic errors will be rectified on the following basis. If there is a discrepancy between unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is discrepancy between words and figures, the amount in words will prevail. The bid determined as not substantially responsive will be rejected by the purchaser.

Governing Law and Disputes

Both parties shall make every effort to resolve amicably through negotiations, any disagreement or dispute arising between them under or in connection with the agreement.

Any dispute or differences what so ever arising between the parties which cannot be resolved amicably, shall be referred to arbitration under The HP State Cooperative Societies Act, 1968 to Registrar Cooperative Societies, H.P. and his decision will be binding on both the parties. In case of any dispute, Shimla H.P. shall be the area of jurisdiction.

The shortlisted bidder shall take "B-Class" nominal membership of the bank under HP State Cooperative Societies Act, 1968.

During the arbitration proceedings the vendor shall continue to work under the contract unless otherwise directed in writing by the Bank or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator, as the case may be, is obtained.

Supply- Terms and Conditions

Validity of Rates

The rates will be valid for a period of one year.

Use of contract document and information

The vendor shall not, without the purchaser's prior written consent, make use of any document or information provided by the purchaser in Bid document or otherwise except for purpose of performing contract.

Assignment

The vendor shall not assign to anyone, in whole or in part, its obligation to perform under the contract, except with the Bank's prior written consent.

Delay/ defect in the vendor's performance

The performance of the vendor shall be judged on the basis time period given for supply and installation of lockable cassettes. The Bank shall be free to impose penalty at the rate of Rs 500/- per day beyond the stipulated date.

Acceptance of order

The Bank has a right to cancel the order if the same is not accepted within a period of 5 days from the date of the order.

Rates

The rates should be inclusive of all taxes and Govt. levies. However, taxes and basic price should be indicated separately.

Warranty

All Lockable cassettes should be with three years warranty.

Payment terms

- Payment for providing Purchase of Lockable Cassettes shall be released after installation of Cassette and (s) subject to satisfactory report from the Branch Manager concerned.

Technical / Eligibility Bid.

Annexure-I

Sr No	Requirement	Yes / No	Document in support
1.	Whether company is OEM or its authorised dealer/ vendor		
2.	Whether the Service Provider has supplied these cassettes to at least two different Private/ Public/ Cooperative banks.		
3.	Whether the company has resource or resources to calibrate cassettes as per desired currency denominations with in HP.		
4.	Whether the company has at least one engineer or resource available in Himachal to resolve the problems / complaints in a time bound manner.		
5.	Whether the company is supplying lockable cassettes for Diebold and AGS make ATMs with specifications as mentioned in the scope of work.		
6	Whether the Company has GST No. of HP.		

Signature of the Vendor/ Support Provider

Commercial Bid (Part-II)

Annexure-II

Please quote the rates for cassettes as under:

Sr No	Make	Number of ATM	No.Cassettes for one ATM	Total Cassettes
1.	Diebold	69	4	276
2.	AGS	12	4	48
	Total			324.

Sr No	Particular of services	Rate	GST	Total
1.	Diebold Lockable Cassettes (Diebold)	Rs.		
2.	AGS Lockable Cassettes			

Signature of the vendor

General Manager
H.P.State Cooperative Bank.Ltd.
Head Office , The Mall Shimla

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