

PUNJAB NATIONAL BANK
GOVT. BUSINESS DIVISION
HEAD OFFICE : 2nd FLOOR, RAJENDRA BHAWAN:
RAJENDRA PLACE : NEW DELHI

TENDER DOCUMENT FOR SUPPLY OF DESKTOP LOOSE NOTE
COUNTING MACHINES WITH
OR WITHOUT UV OR MG FAKE NOTE DETECTION FEATURES

1. INTRODUCTION :-

Punjab National Bank is largest Public Sector Bank with more than 4400 branches and 188 currency chests spread all over the country. The Bank is interested in purchasing the above machines in order to achieve the effective and efficient customer services and efficient back office operations. Punjab National Bank invites technically competent and commercially competitive proposal from the reputed vendors for supply of the above machines. This invitation is open to the vendors having presence in India provided they fulfill the minimum qualification criteria as mentioned in the RFP (Tender Document). The Bank shall be purchasing these machines on the need based requirement

2. ELIGIBILITY :-

The vendor should be a Private limited/Limited Company/ P.S.U./Partnership/Sole Proprietorship Firm with sound financials. The vendor should take part in the Tender Process individually and not in collaboration with any other vendor. Joint bidding by the vendors along with the sister/associate concerns/any other vendor is not permitted. The details of eligibility criteria and terms and conditions etc. are mentioned in the enclosed Tender Document. The duly filled in Tender Document be submitted within the stipulated time mentioned in the Tender Document.

3 SCOPE OF WORK :-

To supply, install, commission and maintenance of the above machines to be installed in various branches/currency chests.

TENDER DOCUMENT FOR SUPPLY OF
DESKTOP LOOSE NOTE COUNTING MACHINES WITH
OR WITHOUT UV OR MG FAKE NOTE DETECTION
FEATURES

Last Date & Time for submission of Tender : 08.06.09(Monday) upto
Document in the Tender Box : 11.30 A.M.

Date for opening of Technical Bid : 08.06.09(Monday) at 11.45
A.M.

Date for opening of Commercial Bid : The date & time for opening
of Commercial Bid will be
intimated to the eligible firms
after opening and scrutiny
of the technical Bid.

Any document submitted without the bidders information as per format
will not be entertained.

Bank reserves the right to accept/reject any tender without assigning any
reason.

**ELIGIBILITY CRITERIA FOR EMPANELMENT OF VENDORS (TECHNICALLY)
FOR SUPPLY OF THE AFORESAID CURRENCY HANDLING MACHINES**

1. The vender should be a Private limited/Limited Company/P.S.U./Partnership/Sole Proprietorship Firm with sound financials. The vender should take part in the Tender Process individually and not in collaboration with any other vender. Joint bidding by the vendors along with the sister/associate concerns/any other vendor is not permitted.
2. The Machines offered must have been installed in at least two scheduled commercial banks. The vendor should have installed at least 200 minimum number of machines.
3. Vendor should be Original Equipment Manufacturer (OEM) /authorized dealer/wholesale distributor of the machines and should not be a consultant firm or third party solution provider. In case of imported machines, the vendor should be duly authorized by the original manufacturer (letter be submitted along with the tender documents).
4. Vendor should be able to deliver/install the machines within a month after proper sanction and order.
5. Vendor should have all India presence and should have Sales Tax number with their own support infrastructure (proof be submitted).
6. Vendor should be in a position to guarantee repair/replacement of defective machines within 12 hours in metro areas and 24 hours in rural /urban/semi-urban areas. 1% penalty per day of the cost of the machine subject to maximum of 10% (total) of the cost of the above machines shall be charged from the vendor in case the machine is not repaired/replaced within the aforesaid period of 12 hours in metro areas and 24 hours in rural/semi-urban/urban areas.
7. Vendor has to provide on site training to the concerned Bank's officials for minimum 3 days (free of cost).
8. Vendor has to give comprehensive on-site warranty for 36 (thirty six) months from the date of installation and commissioning of the machines. Vendor has to enter into an agreement with the Bank that after expiry of the above warranty period, AMC will be provided for at least 7 years. Vendor has to conduct upgradation of software/programming of the above machines and to incorporate latest changes as advised by RBI/Bank from time to time at his own cost.
9. The vendor will further undertake to arrange for spare parts for a minimum period of 7 years (post-warranty) during AMC period.
10. Vendor will mention the additional features such as availability of printers along with its features, stamping, generation of reports, programme provided for changes in the parameters, provisions for addition/upgradation of software programme/sensor system in terms of future requirements as per the RBI guidelines/amendments from time to time. Anti-virus available, if any may also be mentioned.

11. The machines shall be placed on stress test/performance test in one currency chest/branch in Delhi for three days and report shall be obtained from them regarding performance of the machines before empanelment of vendors.
12. The vendors must apply for each machine/model separately.
13. The cost of the tender document for each machine and for each model will be Rs. 5000/- (Non Refundable). The vender shall have to submit separate tender document for applying each model.
14. Bidders have to submit the bid earnest money of Rs.1 lac for **each model of the machine separately** alongwith each tender document in the form of demand draft/pay order favouring Punjab National Bank, Govt. Business Division, payable at New Delhi. The bid earnest money have to be submitted **alongwith the technical bid.**
15. The Bank reserves the right to accept/reject any/all offers without assigning any reason, whatsoever.

ANNEXURE - I

TERMS & CONDITIONS

Vendor should be Original Equipment Manufacturer (OEM) /authorized dealer/wholesale distributor of the machines and should not be a consultant firm or third party solution provider. Vendor should have all India presence and should have Sales Tax number with their own support infrastructure. The vendor should be a Private limited/Limited Company /P.S.U./Partnership/Sole Proprietorship Firm with sound financials. The vendor should take part in the Tender Process individually and not in collaboration with any other vendor. Joint bidding by the vendors along with the sister/associate concerns/any other vendor is not permitted.

The Machines offered must have been installed in at least two scheduled commercial banks. The vendor should have installed at least **200 minimum number of machines.** Please enclose documentary proof alongwith performance report from the buyers.

1. **DELIVERY** : within one month after proper sanction and order.
2. **ACCEPTANCE OF ORDER:** Bank has a right to cancel the order if the same is not accepted within a period of 7 days from the date of the order and the earnest money deposited will be forfeited.
3. **TAXES** : The prices quoted will be inclusive of all taxes, cartage, statutory levies etc. except Octroi/entry tax which will be paid on actual basis.
4. **ACCEPTANCE TEST:** The machine is subject to an acceptance test. Vendors has to arrange one Engineer at the site at the date and time mentioned by the Bank to assist in the acceptance test.
5. **VALIDITY PERIOD OF OFFER** : The panel will be valid for a maximum period of three years along-with rates and models of the machines from the date of empanelment subject to review every year. The Bank however reserves the right to call for fresh quotes at any time during the above period if considered necessary.

Vendors shall have to pass on the benefit of discount/reduction in prices, duties and taxes to the bank during the validity of the contract. In case of failure, bank reserves the right to terminate the contract with immediate effect.

The vendor will pass on to the bank, the benefit of discounts if any announced during any period in respect of orders placed during that period. The vendor shall provide the latest model available, if there is upgradation in the model offered, at no extra cost to bank.

Vendor will mention the additional features such as availability of printers alongwith its features, stamping, generation of reports, programme provided for changes in the parameters, provisions for addition/upgradation of software programme/sensor system in terms of future requirements as per the RBI guidelines/amendments from time to time. Anti-virus available, if any may also be mentioned.

The bank reserves the right to shift the machine to any location or locations depending upon its need. The vendor shall arrange to shift the machine, install and commission the same as desired by the bank at no extra cost.

6. TRAINING : Training shall be provided by the vendor at each location to the users at our branch premises continuously for a minimum period of 3 (three) working days (excluding holidays) free of cost.

7. PAYMENT:

- 50% on successful commissioning of the machine to the entire satisfaction of the bank or after 30 (thirty) days of delivery, whichever is earlier, in case the installation is delayed due to Bank.
- 40% after 30 (thirty) days from the date of installation and also subject to the satisfactory performance of the machine as well as training to the branch officials as per Point No.6 given above.
- 10% after warranty period or on submission of Bank Guarantee of equivalent amount valid till end of warranty period.

8. SECURITY: 10% of the cost of the machine will be retained by the Bank during warranty period. The vendor may furnish guarantee for the equivalent amount at respective Circle Offices of the Bank from any Public Sector Bank acceptable to our Bank against the security deposit amount. The decision of Bank shall be final in this respect.

9. INSURANCE : Vendor will get the insurance cover for all risks, upto the delivery, installation and commissioning of the machine. The cost of the same will be borne by the vendor.

10. WARRANTY: Vendor has to give comprehensive on-site warranty for 36 (thirty six) months from the date of installation and commissioning of the machines. Vendor has to conduct up-gradation of software/programming of the above machines and to incorporate latest changes as advised by RBI/Bank from time to time at his own cost.

11. SIGNING OF CONTRACT: The successful bidder shall be required to enter into contract with PNB, within 7 days of the award of the tender or within such extended period as may be specified by the Bank on the basis of the tender document, and such other terms and conditions as may be determined by the Bank to be necessary for the due performance of the work in accordance with the bid.

12. GOVERNING LAW AND DISPUTES: All disputes or differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of these tender documents or breach thereof shall be settled amicably. If however, the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Indian Laws, and the award made in pursuance thereof shall be binding on the parties. The arbitrator/arbitrators shall give a reasoned award. Any appeal will be subject to the exclusive jurisdiction of courts at Delhi.

The vendor shall continue work under the contract during the arbitration proceedings 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 or the umpire, as the case may be, is obtained. The venue of the arbitration shall be Delhi.

13. USE OF CONTRACT DOCUMENTS AND INFORMATION:- The supplier shall not without the purchasers prior written consent, make use of any document or information provided by supplier in bid document or other wise except for purposes of performing contract.

14. ANNUAL MAINTENANCE CONTRACTS:

- Vendor has to give comprehensive on-site warantee for 36 (thirty six) months from the date of installation and commissioning of the machines. Vendor has to enter into an agreement with the Bank that after expiry of the above warranty period, AMC will be provided for at least 7 years. Rates for AMC should be inclusive of all taxes and charges (including service tax).
- The vendor will further undertake to arrange for spare parts for a minimum period of 7 years (post Warranty) during AMC period.

15. PENALTY: Vendor should be in a position to guarantee repair / replacement of defective machines within 12 hours in metro areas and 24 hours in rural /urban/semi-urban areas. 1% penalty per day of the cost of the machine subject to maximum of 10% (total) of the cost of the above machines shall be charged from the vendor in case the machine is not repaired/replaced within the aforesaid period of 12 hours in metro areas and 24 hours in rural/semi-urban/urban areas.

16. COST OF BIDDING: The bidder shall bear all the costs associated with the preparation and submission of its bid and Punjab National Bank, hereinafter referred to as the purchaser, will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

17. BID CURRENCY: Prices shall be expressed in Indian rupees only. Rate for single and multiple units per order quoted by the bidder will be inclusive of all taxes, except octroi, which will be paid on actual basis after receipt of bills. The bidder should quote the rates in figure as well as in words.

18. BIDDING PROCESS (TWO STAGE): 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.

FIRST STAGE : TECHNICAL BID

Technical Bid shall contain the General Terms and Conditions including Compliance to Technical specifications. The bidder will have to submit the Technical Bid in red laakh sealed envelopes (wax seal), duly superscribing.

" TENDER FOR DESKTOP LOOSE NOTE COUNTING MACHINES WITH OR WITHOUT UV OR MG FAKE NOTE DETECTION FEATURES" and superscribing TECHNICAL BID"

TECHNICAL BID will also contain the Bidders information in the format as given in bid document.

TECHNICAL BID will NOT contain any pricing or commercial information at all. If any such information is found in the Technical Bid, The Technical Bid will be rejected.

In the first stage, only TECHNICAL BID will be opened and evaluated. Those bidders satisfying the technical requirements as determined by the Bank and accepting the terms and conditions shall be short listed and will be advised to place their machines on 'stress test' for three days before the designated officials of the Bank at place specified by the Bank and cost of entire such expenses shall be borne by the vendor. If any vendor fails to place their machine on 'stress test', it will be summarily rejected. Report shall be obtained from the branches/currency chests regarding performance of the machines before empanelment of vendors.

The vendor must apply for each machine/model separately.

BID EARNEST MONEY : Bidder have to submit the the bid earnest money of Rs.100,000/- (Rs. One Lac only) **for each model of the machine separately** in the form of Demand Draft / Pay Order favouring Punjab National Bank, Govt. Business Division, Payable at New Delhi. The bid earnest money have to be submitted **alongwith the technical bid**.

After Technical evaluations and successful stress tests of the Machines to the entire satisfaction of the Bank, a panel of vendors will be drawn and intimated.

Earnest Money will be returned without interest to unsuccessful tenders (who are not included in the panel of vendors).

STAGE II - COMMERCIAL BIDS

The Commercial Bid of Machine as per Technical Specifications of the Bank shall be submitted **in separate sealed envelope**. The Commercial Bid of the short-listed vendors for the specific Machines approved by the Bank shall only be opened and other Commercial Bids for which their Machines have not been approved, shall not be opened and the same sealed cover envelope shall be the property of the Bank and will not be returned to the vendors. The Bidder shall have to submit the Technical Bid and Commercial Bid portions of the Bids **separately** as explained above in sealed envelopes, duly superscribing :-

" TENDER FOR DESKTOP LOOSE NOTE COUNTING MACHINES WITH OR WITHOUT UV OR MG FAKE NOTE DETECTION FEATURES " with separate envelopes marked "TECHNICAL BID OR COMMERCIAL BID AS THE CASE MAY BE"

The Commercial Bid of only the short-listed vendors after technical evaluation including successful stress tests of the Machines will be opened on the date and

time as specified by the Bank. The short listed vendors 'representatives may be present at the time of opening the Commercial Bid as per intimation given by the Bank.

The Bank reserves the right to accept or reject any or all the tender without assigning any reasons whatsoever.

In terms of Commercial Bid as offered, Bank will decide and declare as 'vender/s, if need be, after negotiation, category-wise.'

19. SUBMISSION OF BIDS

The bidder shall seal the each envelope with Red laakh Seal (Wax seal).

The technical/commercial bids should be addressed to:-

Asst. Gen.Manager,
Punjab National Bank
Govt. Business Division(2rd Floor)
HO: Rajendra Bhavan: Rajendra Place
New Delhi

The bidder **must put the Tender Document in the Tender Box specifically provided** at the above mentioned Office of Asstt. Gen. Manager. In no case the Tender Document be left with the receptionist or any other official of the Bank/dropped in the Post Box.

20. DEADLINE FOR SUBMISSION OF BIDS

Bid must be received by the Bank at the address specified in Bid document **not later than the specified date and time as specified in Bid document**. In event of the specified date for submission of bids being declared a holiday for the Bank, the bids will be received upto appointed time on next working day.

21. LATE BIDS

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

22 CONTENTS OF DOCUMENTS TO BE SUBMITTED

The bidder shall submit the following documents in Technical Bid (Sealed Cover)

- i) Bidders information as per format with the undertaking that the information furnished about the company is true and to the best of my knowledge and nothing has been concealed.

- ii) Supporting documents in respect of minimum qualification criteria
- iii) Acceptance of the terms and conditions and compliance of technical specifications as per Annexure I & II.
- iv) Any other document indicating the feature of the product such as user manual, technical specifications sheets etc.
- v) ISO certification document, if any.
- vi) Last three years Audited Balance Sheet and Profit & Loss A/c statement.
- vii) Technical offer indicating compliance to the Bank's requirement as per technical specifications.

Bid Earnest Money in the form of Demand Draft in a separate envelope superscribed "**EARNEST MONEY DEPOSIT FOR TENDER FOR DESKTOP LOOSE NOTE COUNTING MACHINES WITH OR WITHOUT UV OR MG FAKE NOTE DETECTION FEATURES**"

- viii) Supporting Document for supplying requisite number of machines.
- ix) Performance Report of machines supplied from at least two scheduled commercial banks.

23. BID OPENING & EVALUATION

The Bank will open the technical bids, in the presence of Bidders' representative who choose to attend, in the Committee Room, Punjab National Bank, HO: 2nd floor, Rajendra Bhawan, Rajendra Place, New Delhi or any other place specified by the Bank.

In the event of the specified date of bid opening being declared a holiday for Bank, the bids shall be opened at the appointed time and place on next working date.

The Bank reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

BIDDERS INFORMATION

<ul style="list-style-type: none">• Name of the Company• Year of establishment• Address, Telephone No./Fax/E.Mail• Constitution(Proprietorship/Partnership)• Work force employed in the Company.• Whether Registered with the Registrar of Companies/Registrar of Firms. If so, mention No. and date.• Whether Registered for sale tax purpose. If so, mention NO. & date. Furnish also copies of sale tax clearance certificate.• No. of years of experience in currency machine business.• Brief financial particulars of the firm for the last 3 years alongwith the volume of business handled. (Amount in Crores)<ul style="list-style-type: none">A. CapitalB. ReservesC. SalesD. Net worthE. Profit before Tax/LossF. Profit after Tax/LossG. Number of Offices owned by the Tenderer in the Country <p>(Please enclose last 3 years IT assessment certificate or IT Return Filed)</p> <ul style="list-style-type: none">• Revenue Earned in currency machine business-<ul style="list-style-type: none">a. In Indiab. In World• <u>No. of machines sold with categories(year-wise details)</u>• <u>Reference of your major customers.</u><ul style="list-style-type: none">A. In IndiaB. In World• Name and address of the Banker alongwith the details of credit facility enjoyed, if any, duly certified by the financing Bank• In case Machines are imported, then Authorization letter for supply of machines from the original manufacturer be also submitted.• Whether Vendor has All India presence (proof be submitted).	
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ANNEXURE-II

**MINIMUM TECHNICAL SPECIFICATIONS FOR SUPPLY OF DESKTOP
LOOSE NOTE COUNTING MACHINES WITH OR WITHOUT UV OR MG
FAKE NOTE DETECTION FEATURES"**

**(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE SUPERSCRIBED
"TECHNICAL BID FOR DESKTOP LOOSE NOTE COUNTING MACHINE WITH OR
WITHOUT UV OR MG FAKE NOTE DETECTION FEATURES")**

- | | | |
|-------------------------------|---|---|
| 1. Model | : | Desk Top Model |
| 2. Stacking & Hopper Capacity | : | Minimum 200 |
| 3. Counting Speed | : | Minimum 100 Notes per 4
seconds |
| 4. Display | : | Dual Display |
| 5. Detection Capability | : | UV Detection Capability |
| 6. Desirable Features | : | Batch making and
cumulative counting |

Declaration :-

We hereby undertake and agree to abide by all the terms and conditions stipulated by the Bank and there is no deviations whatsoever.

SIGNATURE OF THE PARTY

TECHNICAL COMPLIANCE STATEMENT

DECLARATION

We hereby undertake and agree to abide by all the terms and conditions stipulated by the Bank as per Annexure -I & II.

We also certify that the systems/services /machine offered by us for tender conforms to the specifications stipulated by you as per Annexure-II and there are no deviations whatsoever.

(Authorised signatory)

List of deviations, if any

1)

2)

3)

4)

(If left blank it will be construed that there is no deviation from the specifications given above.)

(Authorised signatory)

LETTER OF UNDERTAKING

I authorize my Banker to give confidential information about my company whenever required by the Bank.

(AUTHORISED SIGNATORY)

COMMERCIAL BID FOR SUPPLY OF DESKTOP LOOSE NOTE COUNTING MACHINES WITH OR WITHOUT UV OR MG FAKE NOTE DETECTION FEATURES".

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE SUPERSCRIBED "COMMERCIAL BID FOR DESKTOP LOOSE NOTE COUNTING MACHINES WITH OR WITHOUT UV OR MG FAKE NOTE DETECTION FEATURES")

Name of the Company :

1) Unit price per Machine
for single & Multiple Unit : -
(Inclusive of all taxes and charges
including installation and commissioning
charges except Octroi)

2) AMC COST PER ANNUM
(Inclusive of All Taxes and charges)
(Including Service Tax) :

L-1 Criteria : $1 + 2x7 =$ _____

(Signature of Authorised Signatory with Seal & Date)

Application For Empanelment of Vendors (Technically) For Supply of
1) Coin Vending / Dispensing Machine 2) Desktop Loose Note Counting
Machine with or without UV or MG fake note detection features & 3) Note
Banding Machine

Name & Address of the Organisation :

Year of Establishment :

Constitution :

Details of Directors / CEOs :
with Telephone / Fax / E mail
of the Organisation / Directors / CEOs

Name(s), Address(es) & Telephone :
Number(s) of contact person(s)

Name & address of Bankers :

Details of I.Tax PAN / TAN :

VAT No. with Date :

Details of Service Tax registration :

Registration Details of the Company:

Detailed description & value of largest :
Contract during last 3 yrs. supported by
documentary evidence

Specify maximum value of work :
executed / completed in a year with
documentary proof

Details of Existing Clients :
(Name, address, telephone no.
for feed back purpose

Details of turnover for the last	:	2006-07
three financial years with		2007-08
Documentary proof		2008-09

I verify that all the details furnished above are true and correct to the best of my knowledge and belief. I understand that in case of furnishing of any false information or suppression of any material information, the bid shall be liable for rejection besides initiation of penal proceedings by the Bank, if it deems fit.

Signature & Seal of Contractor / Authorised Signatory

PS:

1. Application to be submitted alongwith other documents as specified in the tender documents including technical specification uploaded on the bank's website.
2. Latest Audited Balance sheet to be enclosed.