

ਪੰਜਾਬ ਗ੍ਰਾਮੀਣ ਬੈਂਕ  ਪੰਜਾਬ ਗ੍ਰਾਮੀਣ ਬੈਂਕ
Punjab Gramin Bank

Sponsored by : punjab national bank

ਹੈੱਡ ਆਫਿਸ : ਜਲੰਧਰ ਰੋਡ, ਕਪੂਰਥਲਾ। ਪ੍ਰਧਾਨ ਕਾਰਜਾਲਯ : ਜਲੰਧਰ ਰੋਡ, ਕਪੂਰਥਲਾ। H.O.: JALANDHAR ROAD, KAPURTHALA.
Ph.: 01822-509846 Fax: 01822-230230 e-mail: pgbhogad@gmail.com

NOTICE

Quotations/ Tenders (Annexure enclosed) are invited from the interested companies/ firms for the AMC (with parts) as well as for the supply and installation of new Note Counting Machines on regular basis in the branches/ offices of the bank. Applications complete in all respects may be addressed to 'The General Manager, Punjab Gramin Bank, Jalandhar Road, Kapurthala'.

Last date for Submission of Tender: 20.06.2018 (02.00 P.M.)
Date of opening of Tender: 20.06.2018 (03.00 P.M.)

Place: Kapurthala
Date: 05.06.2018


General Manager

Encls:-

General Terms & Conditions	-Annexure-I
For Technical Bid	-Annexure-II
For Financial Bid	-Annexure-III

General Terms & Conditions :-

1. The bidder/firm must have minimum two year experience of successful execution of installation work of Note Counting Machine in Govt. /PSU/ Nationalized Banks / Private firms.
2. The company/ firm/ bidder should have valid GST number.
3. The contractor should be an income tax payee and should have filed income tax return for the last assessment year.
4. The Contractor / Vendor will be responsible for any injury to their workmen during performing the replacement / maintenance work etc.
5. The vendor/ contractor will maintain a data log sheet of all Note Counting Machine like details location, type and due date for visit etc. At present the Bank has 285 branches in 13 districts of Punjab having approximately 300 Note Counting Machines.
6. Payment for installation of new Note Counting Machine will be made only after verifying its working performance by the Branch Manager/ officer-in-charge after obtaining permission from Head Office.
7. The authorized person of the eligible firm/ company shall sign all the pages of the application with seal of the company/ firm.
8. Earnest money in shape of Demand Draft of Rs.20000/- in favour of **Punjab Gramin Bank** payable at Kapurthala is to enclosed with the Technical Bid.
9. Incomplete tenders will be summarily rejected. There should no cutting or overwriting on tender while quoting the rates. All erasures and alterations made while filling the tender must be attested by initials of the tenderers.
10. Each document should be signed by the contractors or by a partner who has the necessary authority on behalf of the firm, submitting the tender, in token of his/their having acquainted himself/themselves with the general conditions of contract. Any tender with any of the documents not signed will be rejected.
11. **Validity of contract for rates (without GST) will be for one year.**
12. Sealed Tenders should reach at Head Office, Kapurthala on or before 20.06.2018 (up to 02.00 p.m.). Tender received after 20.06.2018 (02.00 p.m.) will be rejected.
13. Tenders will be opened at 03.00 p.m. in our Head Office, Kapurthala on 20.06.2018. Bidder can depute his representative to our office to witness tender opening process.
14. The payment of AMC will be made on half yearly basis from Head Office.
15. TDS will be deducted (if applicable).
16. The complaint will be attended within 24 hours in the municipal area and 48 hours outside the municipal area from the date of lodging the complaint with the firm. The delay in providing such service will attract penalty @ Rs.200/- per office per day.
17. Punjab Gramin Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever. In case of any dispute, the decision of the Chairman shall be final and binding.

Financial Bid should be strictly submitted on the enclosed format (Annexure -III) only.

Technical Bid should be inserted in envelope 'B' and Financial Bid in envelope 'C'. Both the envelopes should be sealed and inserted into a third envelope 'A' which should also be sealed. Envelope should be marked as under:

Envelope 'A'- 'TENDER FOR NEW NOTE COUNTING MACHINE & AMC with parts'

Envelope 'B'- 'TECHNICAL BID FOR NEW NOTE COUNTING MACHINE & AMC with parts'

Envelope 'C'- 'FINANCIAL BID FOR NEW NOTE COUNTING MACHINE & AMC with parts'

(Envelope B&C shall be kept inside Envelope A)

The Financial bids for only those vendors will be opened, which were technically found suitable for Bank purpose, and the lowest one of the same should be taken up for further discussion. Other financial bids will not be opened and the sealed cover should be kept on record.

Acceptance of Terms & Conditions :-

We agree to abide by all the terms and conditions as laid down in the tender document unconditionally and shall execute the Bank's jobs on the bank's terms and conditions.

(Signature of Bidder with Seal of Firm)

NameDesignation.....

Address

E-mail.....Mobile No.....

Technical Bid

Annexure-II

Sr. No.	Particular	Description
1.	Name of the Vendor / Contractor/ Company /Firm and address of the registered office:- Complete Address:- Land Line Phone Number:- Mobile number:- E-Mail:- Website, if any:-	
2.	Date & year of establishment (Enclosed documentary evidence)	
3.	Type of the organization :- (whether sole proprietorship, partnership, private ltd. or Co-operative body etc.)	
4.	Name of the proprietor/ partners/ Directors of application with address and phone number. a. b. c.	
5.	Details of registration-whether partnership firm, company etc. Name of registering authority, date and registration number. (enclosed documentary evidence)	
6.	Whether the firm has worked for the Government/ Semi-government or any other Public Sector Banks etc. if so, provide name of the organization and agreement copy. (Names, Addresses & Contact No.)	
7.	Address of office and technical staff who will carry out the service / maintenance work.	
8.	Banker Name & Branch Account No. with IFSC.	
9.	GSTIN	
10.	PAN No.	

(Signature of Bidder with Seal of Firm)

Financial Bid

Annexure-III

B. The rates (without GST) and description of the parts of New Note Counting Machine are given below:-

Sr no	Description	Loose Note Counting cum Authentication Machine		Note Counting Machine Floor Model	
1	Make/Model no.				
2	Detailed Particulars				
3	Counting speed 100 Notes				
4	Note Capacity				
5	Dual Display				
6	Batch Mode				
7	Stamp Mode				
8	Taxes				
9	F.O.R				
10	Rate per unit				
11	Delivery Time				
12	Warranty				
13	Comprehensive AMC (with parts)				

Buy Back of old Note Counting Machine:-

Sr.no.	Type of Machine	Life (no. of years)	Buy Back (Rs.)
1	Floor Model		
2	Desktop Model		
3	Value Count		

We are ready to fulfill all the terms and conditions as per requirement of the bank

(Signature of Bidder with Seal of Firm)

Date:-

Encl:-

1. Latest Audited Balance Sheet
2. Copy of GST Number
3. Copy of PAN Number