

Notice Inviting Tender

For

Supply, installation & maintenance of Desktop Note Counting Cum authentication Machine

Last date for submission of Bid: 17 Dec 2015 (1500 hrs)



Zonal Office, Kolkata

15/1A, Gariahat Road, Kolkata – 700019

Ph No - 44558343/47, Fax No - 44558374/99

Email: zo.calcutta@ucobank.co.in

NIT Reference No: ZOKOL/SEC/2015-16/ 641 dated 19 Nov 2015

DISCLAIMER: While this notice inviting tender (NIT) has been prepared in good faith, no representation or warranty, expressed or implied, is or will be made & no responsibility or liability will be accepted by UCO Bank or any of its employees, in relation to the accuracy or completeness of this document & any liability thereof expressly disclaimed. This notice is not an offer by UCO Bank, but an invitation for Bidder's response. No contractual obligation on behalf of UCO Bank, whatsoever, shall arise from the bidding process until & unless a formal contract is signed & executed between duly authorized representative of the Bank & the successful Bidder.

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1. Summary of events:

i)	Name of the work	Supply, installation & maintenance of Desktop Note Counting Cum authentication Machine
ii)	Nos of machine require	40 Nos (Approx)
iii)	Date of floating of tender	24 Nov 2015
iv)	Last date for seeking clarification, if any	04 Dec 2015
v)	Date of pre-bid meetings	There would be no pre-bid meeting
vi)	Last date of publishing of corrigendum	10 Dec 2015
vii)	Last date for submission of bid	17 Dec 2015 till 15:00 pm
viii)	Date & time of opening of technical bid	17 Dec 2015 till 15:30 pm
ix)	Cost of tender documents	Rs 500/-
x)	Earnest money deposit	Rs 10,000/-
xi)	Tender validity for acceptance	90 days
xii)	Delivery period	30 days
xiii)	Period of warranty	Minimum 01 year
xiv)	Period of AMC	03 years, after 01 year of warranty
Xv)	Performance guarantee	5% of the cost of the machine
Xvi)	Liquidated damage	0.5% per week of delay
xvii)	Terms of payment	90 % on supply, installation & commissioning Remaining 10% on receipt of performance guarantee. Half yearly post payment of AMC. There would be no advance payment.
xviii)	Address for communication	UCO Bank, Zonal Office, Kolkata 15/1A, Gariahat Road, Kolkata – 700019 Ph No - 44558343, Fax No - 44558399 Email: zo.calcutta@ucobank.co.in

2. Scope of work: Empanelment of a Vendor for supply, installation & maintenance of **Desktop Note counting cum authentication Machine** for Branches at Kolkata. After initial requirement of about **40 machines**, the vendor will remain empanelled for a period of minimum 01 year for supply of the machine on same terms & conditions. The period of empanelment will be further extended on mutually agreed terms & condition depending upon the quality of service & performance of vendor.

3. Technical specification: Minimum desired technical specification of **Note counting Machine** is enclosed herewith as **Annexure – V**. The Bank is open to accept any product with superior feature than that is specified, without any extra cost. The prospective bidder offering any feature that does not conform to the specification envisaged herewith & of higher specification requires providing specific deviation against each on technical compliance sheet. The original product brochure & technical specification sheets of manufacturer should be enclosed with the bid for comparison.

4. Eligibility criteria: Interested bidder who are dealing with supply, installation & maintenance of **Desktop Note Counting Machine** with facility to detect suspected fake currency notes & meeting following eligibility criteria may respond: -

- i) The Bidder should have registered under Companies Act & should have valid registrations with income tax, sales tax & other registration with appropriate authority.
- ii) The Bidder must have a minimum of Rs 01 Crore of average annual turnover during preceding 03 financial years. This must be the individual Company's turnover & not that of group of Companies.
- iii) The Bidder should have at least 03 years of experience in supplying **Note Counting cum authentication Machine** to scheduled commercial or Public Sector Banks as on 30.11.2015.

iv) The Bidder should have supplied & installed at least **100 Desktop Note Counting Cum authentication Machine** to any scheduled commercial or Public Sector Banks during last 01 year (2014-15) or a total of 200 machines during last 03 years or 300 machines during last 05 years. The details of the **Machine** supplied by the Bidder be enclosed as per **Annexure - IV**.

v) The bidder should either be an Original Equipment Manufacturer (OEM) of **Desktop Note Counting Cum authentication Machine** or an authorized dealer who has direct purchase & support agreement with the OEM to deal/ market their product in India.

vi) The Bidder should have well established “**After Sale Service Center at Kolkata**” equipped with requisite spare parts & adequate trained manpower for providing flawless day to day maintenance services.

vii) Satisfactory service certificate needed to be obtained from 03 clients, where **Note counting Machine** has been supplied by the Bidder & operating therein for over 02 years & attached with the technical bid.

viii) The bidder should have not been black listed or barred by any of the Government departments, PSU's, Public Sector Banks or Financial Institutions during last five years.

ix) If any agent/ distributor/ re-seller/ channel partner is making the offer, then these eligibility criteria is applicable to their & not that of their principal.

5. Issue of tender documents: The tender document can be downloaded from the tender section of Bank's website (www.ucobank.com) wef 24 Nov **2015** till **17 Dec 2015**.

6. Cost of tender documents: Rs 500/- payable by the way of pay order/ demand draft drawn in favor of UCO Bank Kolkata should be submitted along with technical bid. Cost of tender document is nonrefundable.

7. Pre-bid clarification: There would be no pre-bid meeting with the intending Bidders. However, Bidders finding discrepancies or omissions in the specifications or having any doubts concerning the meaning or intent of any part of tender documents; should immediately notify the Bank in writing on or before **04 Dec 2015**. Response to all queries will be given through e-mail on or before **10 Dec 2015**.

8. Amendment to tender documents: The Bank at its own or on request of the prospective Bidder may modify any of the terms & conditions & technical specifications at its sole discretion. The amendment/ corrigendum, if any, will be notified on Bank's website on or before **10 Dec 2015** & shall be binding on the Bidder.

9. Submission of Bid: The offer will have to be submitted in **two part** i.e. technical bid, containing technical information & Commercial bid, containing commercial information as under: -

i) **Technical bid:** Should be submitted in separate sealed covers duly super-scribed as “**Technical bid for Desktop Note Counting Cum authentication Machine**”. The technical bid must be made in an organized & structured manner, duly indexed, with each page serially numbered & appropriately binded, **as per Annexure - I**. It should be completed in all respects & contain all the information **except price information**.

ii) **Commercial bid:** It should be submitted in separate sealed covers duly super-scribed as “**Commercial bid for Desktop Note Counting Cum authentication Machine**”. It should contain only price information as per **Annexure – VI** & nothing else.

iii) Both the bids shall be enclosed in another sealed envelope super-scribed as “**Tender for Desktop Note Counting Cum authentication Machine**” & the address of the Bidder should be

mentioned in the left bottom side of each of the envelope with phone number & valid Email ID. Sealed tender will be received at the address as set out in the opening page of this notice **till 1500 hrs on 17 Dec 2015**. Telegraphic, Fax or E-mail submission of bid will not be accepted.

10. Modification & withdrawal of offers: The Bid can be modified or withdrawn, provided that written notice of the modification or withdrawal is received prior to opening of the bid. No offer can be modified subsequent to the opening of the bid. If however, any Bidder withdraws from the bidding process after opening of the bid, the EMD shall be forfeited.

11. Opening of technical bid: The Bid shall be opened at **1530 hrs on 17 Dec 2015**. The representative of the Bidder may attend the bid opening process if they wish to. Not more than 01 representative of a Bidder will be allowed. Representative of the Bidder attending the Bid opening process will be required to mark their presence on the register meant for it. Attendance of bidder in bid opening process is however not mandatory.

12. Language of the tender: All response to NIT must be in English. Supporting documents & printed literature furnished by the Bidder may be in another language, provided they are accompanied by an accurate translation into English. For the purposes of interpretation of the tender, the English language will prevail. Insertions, post scripts additions & alterations on bid documents shall not be valid unless confirmed by the Bidder's signature & stamp.

13. Validity period of tender: The response to NIT shall be valid for a period of **90 days** from the date of opening of the bids. The period of validity can be extended for such period as may be mutually agreed by the Bank & the Bidder in writing.

14. Other instructions to Bidder:

- i) The Bidder shall carefully check the specifications & shall satisfy them that the machine & equipment offered is suitable as per the technical specifications & shall take full responsibility for its efficient operation.
- ii) The Bidders are advised to examine all the instructions & furnish the required information unambiguously along with all the supporting documents & technical data to enable the Bank to make a detailed comparison & evaluation.
- iii) All the pages of this NIT should be signed by the authorized representative of the Bidder with seal to confirm their acceptance of the terms & condition.
- iv) The Bidders are further advised to fill up **Annexure - I to VI** with appropriate fact & figures without any exaggeration.

15. Post bid clarifications: No post bid clarification at the initiative of the bidders shall be entertained. To assist in the scrutiny, evaluation & comparison of offers, the Bank may however, ask some or all the Bidders clarification on the offer made by them at any time after the Tender has been opened. The request for clarification & the response of Bidder shall be in writing & no change in the prices or substance of the tender shall be sought, offered, or permitted. Any such clarification will not alter the Tender in any manner & will not be constituted as a negotiation or renegotiation of the Tender.

16. Evaluation process:

- i) **Stage - I (Preliminary scrutiny):** Bids received will preliminarily be scrutinized to determine whether they are complete, whether the documents have been properly signed & sealed, whether it is submitted as per prescribed formats with relevant annexure & enclosure, whether the drafts/ pay orders for cost of tender documents & EMD has been enclosed.

ii) Stage - II (General evaluation): Bids will be examined against Bidder's eligibility criteria & technical information that have been furnished to determine whether it is generally in order with specific reference to followings: -

- a) Acceptance of terms & conditions;
- b) Service & support structure of the Bidder;
- c) Sound financial condition of the Bidder as judged by the Bank;
- d) Bidder's standing i.e. experience in supply & service support of similar solutions;
- e) Bidder is meeting all the eligibility criteria as specified in the tender documents;
- f) The machine offered is meeting the minimum required specification;

Rejection Criteria

- a) Conditional offer;
- b) Bidder quotes price in technical bid;
- c) Bidder does not fulfill any of the eligibility criteria;
- d) Non-adherence to the format or partial submission of tender;
- e) Information/ document furnished with the bid found to be false & fabricated;
- f) The products offered are not meeting the minimum required specification;
- g) If each page of tender is not signed & stamped by the Bidder;
- h) Bid not accompanied with relevant enclosure or accompanied with incomplete enclosure;
- i) Technical bid not accompanied by demand draft/ pay order of **Rs 10,000/- (EMD)**;
- j) Technical bid not accompanied by demand draft/ pay order for **Rs 500/-** (cost of tender documents);

If considered necessary, the Bank may waive any minor informality, non-conformity, or irregularity of a tender which does not constitute a material deviation & such waiver does not prejudice or affect the relative ranking of any Bidder.

iii) Stage - III (Technical evaluation/ demonstration)

- a) After in house evaluation of technical bid, the short listed Bidders, who meet the requisite criteria, will be asked to arrange for technical demonstration within a week of issuing the notice.
- b) The machine so demonstrated should be strictly in conformity with the technical specifications, make & model as quoted in the 'Technical Bid' & shall carry necessary quality certifications.
- c) All the relevant literatures & documents of the machine quoted & demonstrated viz user manual, operation manual, installation drawings should be presented during the demonstration for comparison.
- d) Technically qualified experts so as to explain the functioning of the system & satisfying the queries of the Bank should be present at the time of demonstration.
- e) Among others, technical demonstration will cover followings tests: -
 - aa) Speed cum counting test to check the speed of the machine.
 - bb) Authenticity check with reference to the features of genuine notes.
 - cc) Stress test to check the suitability of the machine to work continuously for long hours.

iv) Stage - IV (Commercial evaluation): Financial Bids of Bidders, who qualify in the technical evaluation stage & demonstration, would be opened in presence of the representative of the Bidder who wishes to attend it. The date of opening of financial bid will be informed to the short listed Bidders who qualify in preliminary & technical evaluation through e-mail/ phone call. Evaluation of financial bid would be done by taking into consideration the cumulative cost of the machine, its peripherals if any, their installation charges, comprehensive maintenance (Warranty + AMC) for **04 years** & any other incidental cost. After opening of financial bid of the short-listed Bidders, if any difference is found in the total price & unit price then the unit price will prevail.

17. Secrecy of the procedure: After opening of the bids; information concerning the evaluation process & its status may not be disclosed to Bidders or any other person not officially involved in the process of evaluation till award of the contract. Any attempt by the Bidders to approach any member of the Evaluation Committee or officials of the Bank to influence the bid evaluation process, bid comparison or award of the contract directly or indirectly shall result in rejection of the Bid.

18. Cancellation of tendering process: The Bank shall be under no obligation to accept the lowest or any other offer received in response to this notice & shall be entitled to reject any or all offers. Bank reserves the right to cancel the entire tendering process partly or fully at its sole discretion at any stage of tendering process. The Bank will not be obliged to meet & discuss with any Bidder &/or to entertain any representative in this regard. In case of cancellation, EMD deposited by the Bidder will be refunded to the Bidder. The Bidder including those, whose bid is not accepted shall not be entitled to claim any cost, charges, damages & expenses of any kind incurred by them through or in connection with their submission of bid.

19. Earnest money deposit (EMD): The Bidder(s) must submit earnest money deposit in the form of demand draft/ pay order for an amount of **Rs 10,000/-** (Rupees ten thousand only) drawn in favor of UCO Bank payable at Kolkata. The EMD of unsuccessful bidders will be returned to them on placement of order to the successful bidder. The EMD of successful bidder will be returned on submission of Performance Guarantee. No interest will be payable on the Earnest Money Deposit. The EMD may however be forfeited under the following circumstances:

- i) If the Bidder withdraws its bid during the period of bid validity.
- ii) If the Bidder makes any statement or encloses any documents that turns out to be false, incorrect or misleading at any time prior to signing of contract or conceals or suppresses material information.
- iii) If the Bidder, in the judgment of Bank has engaged in corrupt or fraudulent practices in any stage of tendering.
- iv) In case of successful bidder fails to sign the contract & furnish Performance Guarantee in the form & manner to the satisfaction of the Bank.

20. Performance guarantee: Selected bidder will require providing a Performance Guarantee for a value, equivalent to 05% of the total cost of the machine. The Performance Guarantee should be issued by a scheduled commercial Bank operating in India **except UCO Bank** in a format **(Annexure – VIII)** acceptable to the Bank & valid for a period of **51 months** (entire period of contract). Bank shall invoke the performance guarantee in case the selected Bidder fails to discharge their contractual obligations during the pendency of the contract or Bank incurs any loss due to Bidder's failure in carrying out their obligation as per the agreed terms of contract.

21. Guarantee: The components/ parts/ accessories/ software used in the machine shall have to be original, new & no refurbished/ duplicate/ second hand components/ parts/ accessories/ software shall be accepted by the Bank. The successful Bidder should also guarantee that all the software/ components supplied by them is licensed & legally obtained.

22. Warranty: The offer must include a minimum 01 year comprehensive onsite warranty from the date of installation & acceptance of the machine. The selected Bidder shall be fully responsible for the manufacturer's warranty in respect of proper design, quality & workmanship of the installed machine. During the warranty period, the selected Bidder shall maintain the machine & repair/ replace all the defective or failed components, at no cost to the Bank.

23. Comprehensive annual maintenance contract (AMC): The selected Bidder awarded with the contract will undertake comprehensive AMC for **03 years** after the completion of the period of warranty. Timely rectification of the defects/ deficiency is the essence of any maintenance contract. The standard of corrective maintenance expected to be such that the machine does not remain out of operation for more than 48 hours. Hence, only **the Bidders, having requisite capacity, capabilities & infrastructures to provide flawless after sale service are requested to participate in the bidding.** Maintenance standard expected during the period of warranty & AMC are: -

- i) The selected Bidder shall without any extra cost to the Bank, undertake all the maintenance work of the machine & attend the defects/ deficiencies that may arise in its day to day operation.
- ii) Any defects/ deficiency of the machine during the pendency of warranty & AMC, has to be made good by the Bidder at their cost & responsibility, except in the case where the damage is due to force majeure condition, where the cost to the extent of damage will be borne by the Bank.
- iii) All spare parts & labor shall be covered for on-site support. If, for any reason, the machine needed to be taken to Bidder's service center for repair, stand-by machine shall be provided for service continuity.
- iv) If the Bidder on account of any defect; repair or replaces any parts, such repair or replacement shall not reduce the performance of the machine. Issue of operational certificate or approval by the Bank shall in no way relieve the Bidder from the provision of this clause.
- v) Preventive Maintenance including but not exhaustive to inspection, testing of satisfactory execution of all diagnostics, cleaning, setting, adjustment, oiling, greasing & removal of dust/ dirt from the interior & exterior of the machine & necessary repairing if any required, should be carried out **quarterly**.
- vi) Any breakdown call for support shall have to be attended within 24 hours (Response time) & the machine should be put back to operation within 48 hours of reporting the defects (Resolution time).
- vii) If the machine cannot be made serviceable either by repair or by replacement of defective parts & put it back to regular operation within 48 hours; a similar stand-by machine shall be provided at the cost & responsibility of the Bidder for service continuity failing which, penalty at the rate of Rs 100/- per day shall be levied & deducted from the payment due to the Bidder or by revoking the Performance Guarantee. Non availability of spare parts/ components will not be accepted as a reason for waiving of penalty.
- viii) The testing of the machine as set out in **Annexure – VII** will have to be repeated half yearly to ascertain the quality & consistency of the sorting in the presence of the official of the Bank & the reports will be recorded under joint signature of representative of the Bidder & the Bank. The deficiency/ deviation if any observed during the test shall have to be made good within 48 hours by necessary addition, alteration & upgradation to make the machine compliant to the specifications.
- ix) The Bidder will not outsource the maintenance work to any third party & will arrange attending all complaints through its own service/ support infrastructure or through their principles (OEM).

24. Schedule of delivery & Commissioning: The supply, installation, testing & commissioning of the machine shall have to be completed within 30 days of placement of supply order & trial run within another 15 days. The delivery will deemed to be incomplete if any component of the machine is not delivered or is delivered but not operational or not acceptable to the bank after trial run. The Bank will not arrange for any road permit/ sales tax clearance for delivery of machine & the Bidder is required to make all the arrangement for delivery of the machine.

25. Acceptance Test: On completion of installation & trial run; acceptance test will be conducted in the presence of the representative of the Bidder in terms of make, model & quality configuration of the machine & its peripherals.

26. Responsibility for completeness: Any supply & services which might not have been specifically mentioned in this tender notice but are necessary for the design, engineering, manufacture, supply & operationalizing, the machine shall be provided/ made available by the successful Bidder for smooth & efficient operation & maintenance of the machine under Indian condition. The Bidder shall be responsible for any discrepancies, errors & omissions in the drawings or other information submitted by him irrespective whether these have been approved, reviewed or otherwise accepted by the Bank or not. The Bidder shall take all corrective measures arising out of such discrepancies, error & omissions without any extra cost to the Bank.

27. Training: As part of the commissioning of the machine, the selected bidder shall provide necessary training to the staff of the Bank for proper operation, trouble shooting & routine maintenance before handing it over to Bank.

28. Software, Drivers & Manuals: The Bidder shall supply along with each machine, all the related documents & necessary media of the software loaded in the machine without any additional cost. The media & documents shall be in English. These will include but not restricted to user manual, operation manual, installation drawings, other software, drivers etc.

29. Agreement: From the date of receipt of offer, within 15 days, selected Bidder will have to enter into an agreement with the Bank as per format enclosed herewith as **Annexure - IX**. Tender documents together with offer letter will form part of the agreement.

30. Liquidated damages: Notwithstanding Bank's right to cancel the order, liquidated damages (LD) for late installation of the system @ 0.5% of the cost of the system per week will be charged subject to a maximum of 10% of the value of the order. For this matter, meager delivery & installation will not debar the Bidder from enforcing the clause of LD. Till such time the system is made operational & acceptable to the Bank after trial run; it would be considered as uninstalled & attract LD.

31. Payment terms: 90% payment shall be released after satisfactory installation, commissioning & trial run of the machine after deduction of liquidated damage if any. Remaining 10% payment shall be released on receipt of Performance Guarantee & its verification from the issuing authority. Payment of AMC shall be released upon completion of each half year term after deduction of penalty if any & TDS. There would be no advance payment.

32. Corrupt &/or fraudulent practices: Bank requires that the Bidders observe highest standard of ethics during the procurement process & execution of contracts. In pursuance of this policy, Bank defines, for the purposes of this provision, the terms set forth below as: -

(i) **"Corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of Bank official in the procurement process or in contract execution; and

(ii) **"Fraudulent practice"** means a misrepresentation of facts in order to influence the procurement process or the execution of the work to the detriment of the Bank & includes collusive practice among Bidders (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels & to deprive the Bank of the benefits of free & open competition;

The Bank will reject a proposal for award if it determines that the Bidder has engaged in corrupt or fraudulent practices in competing for the contract in question. The Bank will also declare the Bidder ineligible, either indefinitely or for a stated period of time, to be awarded any contract if it at any time determines that the Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.

33. Complaints/ appeal by the Bidder: The Bidder if any, feel that proper tendering procedure was not followed by the bank or that their tender has been rejected on unjustifiable/ flimsy grounds; the aggrieved Bidder may prefer their appeal/ complaints in writing within a period of 01 week from the date of occurrence of the cause of complaints **along with complaint fees of Rs 5,000/-** payable in the form of pay order or Bank draft drawn in favor of UCO Bank, Kolkata. The complaint will be examined by an appropriate administrative authority in the Bank. If, the complaint/ appeal found to be genuine & prudent, the Bank will revise the tender evaluation process &/or go for retendering to correct the irregularity if any & refund the complaint fees to the complainant. If however the complaints are found to be frivolous & motivated, the complaint fees will be forfeited & the complainant will be informed accordingly. **No complaints shall be entertained after 01 week of arising of the cause of complaint.**

34. Termination of contract: The Bank reserves the right to terminate the contract at any time without assigning any reason. The Bidder will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the Bidder, the same would be paid to them as per the terms of contract after deduction of LD & penalty if any.

If however the termination is caused due to any default or non-performance or unsatisfactory performance or of breach of the terms & conditions of the contract by the selected Bidder & its failure to remedy such breach within a period of two weeks from the date of receipt of default notice from the Bank; the entire amount of performance guarantee of the Bidder will be forfeited by realizing the Bank guarantee to recoup the loss & damage.

35. Indemnity: The selected Bidder shall, during the term of the contract, indemnify & hold the Bank harmless from all claim, loss, damage, cost & expenses relating to any infringement claim by a third party if the same is based on any material supplied to the Bank by/ or on behalf of the Bidder.

The Bidder shall further defend, indemnify & hold the Bank harmless from & against any third party suit, proceedings, judgments, costs & expenses to the extent, such action or claim is based on allegation that the services or deliverables as provided by the Bidder & the use thereof by the Bank as stated in the tender constitutes an infringement &/ or misappropriation of the copyright, patent, trademark or trade secret rights of any third party.

36. Insurance: The Bidder shall at its cost & responsibility purchase & maintain during the contract period such insurances as are necessary, including but not limited to the followings: -

- i) Bidder's all risk insurance;
- ii) Workmen's compensation insurance;
- iii) Comprehensive third party liability insurance including injury or death to personnel who may enter the Branch & Office premises of the Bank;
- iv) Any other insurance that may be necessary to protect the Bidder, its employees & its assets (against loss, damage or destruction at replacement value) including all force majeure events that are insurable & not otherwise covered above.

37. Force majeure: Should either party be prevented from performing any of its responsibilities by reason caused by an Act of God or any cause beyond its reasonable control including but not limited to work stoppages due to: -

- i) Natural phenomenon, including but not limited to floods, cyclone, earthquakes;
- ii) Acts of any Government, including but not limited to war declared or undeclared, embargos of any laws, orders, proclamations, ordinances;
- iii) Riots, terrorist strikes, public unrest in work area;

The time for execution/ commission shall be extended until the operation or such cause is ceased, provided the party affected gives prompt notice to other of any such factors or inability to perform & the

work is resumed as soon as such factors disappear or are circumvented. The Bidder or the Bank shall not be liable for delay in performing their obligations resulting from any Force Majeure cause as referred to &/ or defined above.

38. Jurisdiction: The contract arising out of this tendering process shall be interpreted in accordance with the laws of India. The jurisdiction of the courts shall be Kolkata.

39. Arbitration: All disputes and differences whatsoever arising between the parties out of/ or relating to the construction, meaning & operation or effect of this tender documents & consequent contract or the breach thereof shall be mutually settled. However, in case no such mutual settlement is arrived at, the matter shall be settled by arbitration in accordance with the provision of arbitration of the Indian Arbitration & Conciliation Act, 1996 & any statutory modification or re-enactment thereof & the Rules made there under & for the time being in force. The venue of arbitration shall be Kolkata. In case of dispute with the selected Bidder who happens to be a Public Sector Undertaking, the same shall be resolved as per Department of Public Enterprises (DPE) guidelines.

40. Verification: UCO Bank reserves the right to verify any or all statements made by any or all the Bidders in their bid documents & to inspect the Bidder's facilities, if necessary, to establish to its satisfaction, the Bidder's credibility & capacity to undertake the job.

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Index Sheet cum Check List

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09	Copy of certification of incorporation under Companies Act		
10	Copy of VAT/ CST registration certificate.		
11	Copy of registration with Central Board of Excise for service tax		
12	Copy of PAN card issued by Income tax department.		
13	Copy of latest sales tax/ VAT clearance/ return filed. (2014-15)		
14	Copy of latest income tax clearance/ return filed. (2014-15)		
15	Copy of latest service tax return filed. (2014-15)		
16	Copy of latest balance sheet. (2014-15)		
17	Copy of latest profit loss statement. (2014-15)		
18	Tender documents duly signed & stamped on each page		
19	DD/ pay order for Rs 500/- (Cost of tender documents)		
20	DD/ pay order for Rs 10,000/- (EMD)		
21	Commercial bid, Annexure – VII (Sealed in a separate envelope)		

Note: Please do not enclose any paper/ documents other than that stated above

Date :

Place :

**Signature of the authorized representative of the
Bidder with name, designation & official stamp**

UCO Bank, Zonal Office Kolkata
15/1 A Gariahat Road, Kolkata - 700019

Submission of Bid for supply, installation, testing, commissioning & maintenance of Desktop Note counting cum authentication Machine

Dear Sir,

With reference to your NIT No: ZOKOL/SEC/2015-16/ 641 dated 19 Nov 2015, we wish to take part in the tendering process & enclosing herewith our bid in sealed envelope in accordance with the instructions of NIT.

- i) We have carefully examined the entire documents of notice inviting tender (NIT) & understood the terms & conditions stated therein. We submit herewith our bid with required list of enclosures duly filled, signed & stamped by our authorized signatory on the standard format.
- ii) We hereby confirm that all information, particulars, copies of certificates & testimonials attached herewith our bid, are correct & genuine. We also undertake to produce the originals of all the papers/ documents attached herewith if asked for & cooperate with the Bank in verifying its genuineness & authenticity.
- iii) We understand that if any information submitted by us is detected to be false at a later date & any future contract made between ourselves & the Bank on the basis of the information given by us can be treated as invalid by the Bank & we shall be solely responsible for the consequences.
- iv) We confirm that all the pages of the NIT document have been signed & stamped by an authorized representative of ours. We have not been black listed or barred by any of the Government Departments/ PSU's/ Public Sector Banks or Financial Institutions in last five years.
- v) We agree that our offer will remain valid for acceptance till 90 days from the date of opening of the bid & this period of validity can be extended for such period as may be mutually agreed between the Bank & us in writing. We understand that if we withdraw from the tendering process during its validity period, you shall have the right to forfeit our earnest money without any reference to us.
- vi) Should this bid is accepted, we shall furnish the performance guarantee of a sum equivalent to 05% of total cost of the machine & also undertake to execute an agreement in line with the terms & conditions of NIT and take on the assigned works up to the satisfaction of the Bank. We also understand that in default thereof in execution of agreement & taking over the assigned work; you shall have the right to forfeit our earnest money without any reference to us.
- vii) We understand that this Bid document together with your notification of award of contract & all other correspondence pertaining to it shall constitute a binding contract between us. We also agree that until a formal agreement on requisite value stamp paper is prepared and signed, these tender documents together with your written acceptance thereof shall constitute a binding contract between us.
- viii) We understand that you are not bound to accept the lowest or any bid you received & you reserve the right to accept or reject any or all the offers either in full or in part without assigning any reason thereof.
- ix) We undertake that we shall observe the highest standard of ethics during the procurement process & execution of contracts and shall not indulge into any corrupt &/or fraudulent act.
- x) Mr, of our Company, is the person authorized to negotiate commercial/ technical terms & sign on behalf of the firm Agreement, Bills & receipts for this work.

Date :
Place :

**Signature of the authorized representative of the
Bidder with name, designation & official seal**

GENERAL INFORMATION OF BIDDER

SN	Particulars	Response/ Compliance
01	Name of the Bidder/ Firm/ Company	
02	Constitution of the company (Ltd, Pvt Ltd, Partnership or any other)	
03	Date of establishment/ incorporation	
04	Registered office address	
	Website address	
	Phone & Fax No	
	Mobile No	
05	Local office address	
	Phone & Fax No	
	Mobile No	
	Email ID	
	Alternative email ID	
06	Registration	
	i) Registration number with the Registrar of Companies/ Firm	
	ii) Trade licence No	
	iii) Income tax registration (PAN) No	
	iv) Service tax registration No	
	v) CST/ VAT registration No	
07	Net profit of the Company (Rs in lacs)	FY 2012-13lacs FY 2013-14lacs FY 2014-15lacs
08	Total turnover of Company (Rs in Crores)	FY 2012-13Crores FY 2013-14Crores FY 2014-15Crores
09	Whether manufacturer, dealer or distributor of Note counting Machine so offered	
10	Years of experience in Banking automation business	
11	Domestic customer base ie Nos of Note counting Machine supplied	
12	After sale service centre in Kolkata	Availability: Yes/ No Nos of trained technician:

Date :

Place :

Signature of the authorized representative of the
Bidder with name, designation & official seal

Details of Note counting Machine supplied by the Bidder
(Work Experience)

[illegible]

Note: Please do not enclose any copy of supply/ work order. We shall sought copies randomly to check the veracity of the claim.

Date :

Place :

Signature of the authorized representative of the Bidder with name, designation & official seal

TECHNICAL SPECIFICATIONS**Desktop Note counting cum authentication Machine**

Beside single denomination counting & value counting; the machines shall perform authenticity check with reference to the features of genuine notes as disclosed by the Reserve Bank of India from time to time. Any note which is not found to be having all the features of a genuine note shall be classified by the machine as suspect.

If the Machine offered by the bidder meets with following specifications & requirements; the bidders' response to be given as ***"Complied"***, otherwise the exact specification should be given against each.

SN	Details	Bidder's response
1	<i>Model number of machine:</i>	
2	Ergonomic design, sturdy, capable of working in dusty, hot & humid conditions of Branches in Kolkata.	
3	Number of stackers with capacity - One.	
4	Minimum Processing Speed - 1000 notes/ min.	
5	Feeding Capacity – Minimum 200 Notes	
6	Machine should work on any orientation/ position of the notes.	
7	Normal Counting without Authentication	
8	Single/size denomination counting cum authentication	
9	ADD, Batch option	
10	Machine must detect all suspected counterfeit Notes.	
11	The machine should have all type of sensors like, magnetic	
12	Machine should have LCD/ LED graphic mode Digital display of information with the Nos. of Notes.	
13	There should be dual display for note counting at cashier as well as customer end.	
14	The machine should preferably have provision to Automatically trip the power supply to protect machine during abnormal voltage fluctuations & ensure safety of the machine.	
15	Additional feature if any on the offered product	
16	Quality certification like CE, FCC & others, if any	

Date :

Place :

Signature of the authorized representative of the
Bidder with name, designation & official seal

Commercial bid for supply, installation & maintenance of
Desktop Bank Note Counting cum authentication Machine

Details of the Machine					
01	Make of the machine quoted				
02	Model Nos of the machine quoted				
03	Country of origin of machine				
Commercial Bid					
SN	Particulars	Unit rate	Service tax/ VAT/CST		Total
			Rate	Amount	
01	Unit rate of the machine				
02	Installation charges if any				
03	Incidental cost if any (may include way bill, entry tax, excise duty, freight charge, packing charge, import duties etc)				
04	Minimum period of AMC				
05	Comprehensive AMC rates				
06	1st year	Warranty			
07	2nd year				
08	3rd year				
09	4th year				
10	Total				

Note:

- i) Comprehensive AMC rate is applicable after expiry of minimum warranty of 01 year.
- ii) The cost of Machine shall include all the required accessory if any.
- iii) The rates should be quoted in Indian rupees only.
- iv) The taxes, duties, levies, freight charges etc if any may be quoted separately.
- v) The commercial bid shall be on fixed price basis & no upward revision of price will be considered.
- vi) Relative ranking of the Bidder will be considered on the net cost of ownership along with maintenance cost of the machine for 04 years including the period of warranty.
- vii) Other than the rate quoted above & accepted by the Bank, no other claim of payment will be considered during the pendency of the contract.

Date :

Place :

Signature of the authorized representative of the
Bidder with name, designation & official seal

Detailed procedures for testing of Desktop Bank Note Counting Cum authentication Machine

These tests have to be conducted in presence of the member of tender committee at Zonal Office & the test result have to be recorded in the prescribed format & jointly signed by the representative of the tender committee & Vendor.

01. Authenticity Check: The machines shall check authenticity of notes with reference to the features of genuine notes as disclosed by the Reserve Bank of India from time to time. A known number of suspect notes, which do not have one or more of the features of genuine notes & which are otherwise in good condition, shall be mixed with about 200 notes fit for circulation & shall be processed. The machine should detect all the suspect notes. The test should be repeated with at least two other denominations.

02. Speed cum counting Test: The test procedure would be as under: -

- i) The machine will be set to counting mode.
- ii) A bundle of 200 pieces of used notes of any denomination will be loaded.
- iii) The time (T seconds) taken by the machine to count this bundle to be noted.
- iv) Speed of the machine will be computed using the formula - $200 \times 60 / T$.
- v) These procedures will be repeated for other denominations.
- vi) The average speed of all denominations shall be taken as the speed of the machine.
- vii) Besides, the machine should count the notes correctly in each stage

03: Stress Test: This test is conducted to check the suitability of the machine to work continuously for long hours. Test shall be conducted under conditions similar to those that are available in Branches. The machine should be put to work continuously for 01 hour. Details of stoppages or breakdown, viz number of occasions, time taken to restart, nature of break down etc and other abnormal behavior if any noticed during the test should be carefully recorded.

Format for technical demonstration cum test report

Name of the Bidder	
Make of the Machine	
Model No	
Nos of pockets	

Speed cum counting test report

Denomination	Time taken in second to process 200 Bank notes (T)	Speed of the machine = 200x60/T
Rs 10/-		
Rs 20/-		
Rs 50/-		
Rs 100/-		
Rs 500/-		
Rs 1000/-		
Average speed		

Authenticity test report

SN	Particulars of note fed	Denomination wise number of note fed			Denomination wise result of number of notes that were correctly counted/ sorted/ checked/ detected		
	Denomination	100	500	1000	100	500	1000
01	Fit (issuable)	175	175	175			
02	Counterfeit	25	25	25			
03	Suspect	0	0	0			
04	Total	200	200	200			

Stress test report

i) Number of break downs if any	
ii) Time taken to restart	
iii) Nature of break down if any	
iv) Other defects or abnormal behaviour noticed during the test	

Other observation if any:

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We have carefully gone through above test procedure given to us & have understood the contents thereof.

We confirm that the tests were conducted in the presence of representative of the tender committee & the representative of vendor & the results jointly recorded in the above format reflect the actual position.

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Bank Officials

We are signing this result jointly as agreed by us while submitting the tender documents.

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Authorized representative of the Bidder

FORMAT FOR PERFORMANCE GUARANTEE
(To be stamped in accordance with the stamp act)

01. In consideration of the UCO Bank, Zonal Office Kolkata, 15/1A Gariahat Road Kolkata - 700019 (hereinafter called "the UCO Bank") having agreed to exempt M/s represented by its Proprietor/ Director Mr having its Corporate office at & regional office at (hereinafter called "the Vendor") from the demand, under the terms & conditions of an Agreement for supply, installation, testing, commissioning & maintenance of **Desktop Note Counting Cum authentication Machine** executed on between the Bank & the Vendor (hereinafter called "the said Agreement") of security deposit for the due fulfilment by the Vendor of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs..... (Rupees.....only)

02. We..... [Indicate the name of the bank other than UCO Bank] (hereinafter referred to as "the Banker") at the request of M/s 'the Vendor' do hereby undertake to pay "the UCO Bank" an amount not exceeding to Rs..... against any loss or damage caused to or suffered or would be caused to or suffered by "the UCO Bank" by reason of any breach by "the Vendor" of any of the terms or conditions contained in the said Agreement.

03. We, the Banker do hereby undertake to pay the amounts due & payable under this guarantee without any demur, merely on a demand from "the UCO Bank" stating that the amount claimed is due by way of loss or damage caused to or breach by the "Vendor" of any of the terms or conditions contained in the said Agreement or by reason of the 'Vendor' failure to perform the said Agreement. Any such demand made on the banker shall be conclusive as regards the amount due & payable by the Banker under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....

04. We, the Banker undertake to pay "the UCO Bank" any money so demanded notwithstanding any dispute(s) raised by 'the Vendor' in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute & unequivocal.

05. The payment as made by us under this bond shall be a valid discharge of our liability for payment there under & 'the Vendor' shall have no claim against us for making such payment.

06. We, the Banker further agree that the guarantee herein contained shall remain in full force & effect during the period that would be taken for the performance of the said Agreement & that it shall continue to be enforceable till all the dues of "the UCO Bank" under or by virtue of the said Agreement have been fully paid & its claims satisfied or certified that the terms & conditions of the said Agreement have been fully & properly carried out by the Vendor & accordingly discharged this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the, we shall be discharged from all liabilities under this guarantee thereafter.

07. We, the Banker further agree that "the UCO Bank" shall have the fullest liberty without our consent & without affecting in any manner our obligations hereunder to vary any of the terms & conditions of the said Agreement or to extend time of performance by the Vendor or to postpone for any time, or from time to time any of the powers exercisable by 'the UCO Bank' against the Vendor & to forebear or enforce any of the terms & conditions relating to the said agreement & we shall not be relieved from our liability by reason of any variation, or extension being granted to the Vendor or for any forbearance, act or omission on the part of 'the UCO Bank' of any indulgence by the UCO Bank to the said Vendor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision,

have effect of so relieving us.

08. This guarantee will not be discharged due to the change in the constitution of 'the Banker' or the Vendor.

09. We, the Banker lastly undertake not to revoke this guarantee during its currency except with the previous consent of "the UCO Bank" in writing. Notwithstanding anything contained herein:

- i) Our liability under this Bank Guarantee shall not exceed Rs.....
(Rupeesonly)
- ii) This Bank Guarantee shall be valid up to and
- iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only & only if you serve upon us a written claim or demand on or before
(Date of expiry of Guarantee).

10. Dated the day of2015.

Yours faithfully,

For and on behalf of

..... Bank

Authorized Official

Note: -i) Selected vendor should ensure that the stamp and Code No. of the signatory with phone, fax No & Email ID is put by the bankers, before submission of the bank guarantee.

ii) Bidder guarantee issued by the Bank shall be on a non-judicial stamp paper of requisite value as applicable to the place of execution.

Format of Agreement

This agreement made on this the day of **Jan 2016** between UCO Bank Zonal Office with its office at 15/1 A Gariahat Road, Kolkata – 700019, hereinafter called “**The Purchaser**”, which term or expression unless excluded by or repugnant to the context or the meaning thereof, shall be deemed to include its successors & assignees of the First Part.

AND

M/s, a company incorporated under the Companies Act, 1956 having its registered Office at & corporate office at hereinafter called “**The Supplier**”, which terms or expression unless excluded or repugnant to the context or the meaning thereof shall mean & include its successors & assignee of the Second Part.

Whereas, the “**Purchaser**” desirous to purchase **Desktop Note Counting Cum authentication Machine** for their Branches located at Kolkata & floated a tender notice vide notice No - ZOKOL/SEC/2015-16/ 641 dated **19 Nov 2015**.

Whereas, the “**Supplier**” which is a firm engaged in Banking automation business has submitted their bid for supply, install & maintain **Desktop Note Counting Cum authentication Machine**.

Whereas, having selected as L-1 on the basis of tendering process, the order of supply was placed before Supplier which was accepted by them in accordance to the terms & condition as set out in the NIT & interalia others.

NOW THIS AGREEMENT WITNESSTH AS FOLLOWS:

1. In this agreement words & expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to: -
2. The following documents shall be deemed to form & be read & construed as part of this agreement:-
 - i) The notice inviting tender (NIT) issued by the ‘Purchase’
 - ii) Corrigendum to NIT (if any) issued by the ‘Purchaser’
 - iii) The technical bid submitted by the “Supplier”
 - iv) Commercial bid submitted by the “Supplier”
 - v) The report of technical demonstration.
 - vi) The supply order issued by ‘Purchaser’.
 - vii) Letter of correspondence if any between the ‘Purchaser’ & the “Supplier” pertain to this contract prior to issue of supply order;
3. In consideration of the payment to be made by the Bank to the Bidder, the Bidder hereby covenants & agrees with the Bank to supply, install & maintain **Desktop Note Counting Cum authentication Machine** in conformity with & subject to all terms & conditions as mentioned in the NIT as also in the aforesaid documents which shall form part of this agreement.
4. The purchaser hereby covenants to pay to the Supplier in consideration of the Goods & services & the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times & in the manner prescribed by the Contract.

In witness whereof, the parties hereto have set their respective hands & seals the day & year first above written.

Signed, sealed & delivered on (date) by the said (for the Purchaser) in the presence of

Signature of the Bank (With Seal)

Signed, sealed & delivered on (date) by the said (for the Supplier) in the presence of

Signature of Bidder (With Seal)

Witness (Signature, Name & Address):

1. 2.