

OPEN TENDER No..... DATED
17.04.2013

FOR

PURCHASE OF 25 Nos. NOTE SORTING MACHINES

ALLAHABAD UP GRAMIN BANK
HEAD OFFICE: BANDA

DATE OF ISSUE OF TENDER : 17.04.2013
LAST DATE OF SUBMISSION OF TENDER : 06.05.2013 AT 3 PM
DATE OF PRE-BID MEETING : 25.04.2012 AT 11 AM
DATE OF OPENING OF TENDER
(TECHNICAL BID) : 07.05.2012 AT 4 PM

To,
The General Manager
Allahabad UP Gramin Bank
Head Office,
BANDA- 210 001

INDEX

	Page
1. Notice inviting tender	3
2. DATA sheet	6
3. General Information and Instructions	8
4. General Terms and Conditions.....	15
5. Tender Offer	28
6. Technical Bid - 1.....	30
8. Guidelines on Note Authentication and Fitness Sorting Parameters ...	33
9. Test Procedures.....	37
10.Details of the Bidder	40
11.Manufacturer's Authorisation Form.....	42
12.Letter of Authorisation to Bid.....	43
13.Agreement Format – Annexure 1.....	44
14.Format of Bank Guarantee in lieu of EMD – Annexure 2.....	46
15.Format of Bank Guarantee for Performance Guarantee – Annexure 3 ..	49
16.Format of Annual Maintenance Contract – Annexure 4.....	53
17.Format of Bank Guarantee for AMC – Annexure 5.....	56
19.Total cost of ownership.....	72

NOTICE INVITING TENDER

To

All Eligible Tenderers

Sub: Invitation to bid for supply, installation, training, commissioning and maintenance of (1) 25 Nos of Desk Top Note Sorting Machines (DTNSM) for Allahabad UP Gramin Bank,Head Office Banda to be supplied to various Branches in our operational area.

This is an invitation for bid from manufacturers / authorized dealers for purchase of

(1) 25 Nos of Desk Top Note Sorting Machines (1+1 pockets),

with capability to detect Forged Currency Notes for Allahabad UP Gramin Bank,Head Office Banda as per description enclosed. The above Note Sorting Machines are to be supplied, installed, commissioned and maintained, including imparting training to the staff, at various Branches of Allahabad UP Gramin Bank in our operational area, as per Bank's requirement.

The following properties must be checked by the system during processing:

- Each of the existing denomination in circulation has different designs and has different features and each denomination has in turn different series / designs. The machine shall be capable of processing all denominations and all series of banknotes currently in circulation. All these banknotes are printed on banknote paper by dry off-set and intaglio process with different security features. The sorting machines should be able to test banks notes by a set of cameras/ sensors fixed in the system for checking the authenticity of notes. While processing bank notes, the reading of the camera/ sensor has to be compared by the machine with the standards set in the software of the system for authentication of banknotes.
- The machine must be able to sort the notes into ATM fit/ fit / unfit / reject / suspect / forged notes after checking authenticity of banknotes

- LCD display with function, menu keys and external display for count of notes.
- Operated at standard power supply with battery option and voltage stabilizer.
- LCD graphic mode, Digital display of information with value and no. of notes.
- Sound alert alarm or blinking light for specific diagnosis for stacker full or machine jam.
- Low noise levels. Below 75-80db within 1 meter from any part of the machine.
- Easy availability of spares.
- After sales service set up in Uttar Pradesh
- Elegant but robust capable to work in dusty, heat and humid conditions prevailing in India.
- Solid inbuilt design for non-stop operations of at least 5 hours per day / shift of 7 hours.
- Exhaustive, intelligent self-diagnosis system for easy, speedy and or requiring seldom maintenance.
- Feather touch keypad.
- Lightweight compact body with new design.
- Sorting in terms of denomination,face,orientation and fitness
- Fitted with contact image sensor,magnetic sensor,UV sensor,Thickness sensor(mechanical sensor),infrared sensor,Security thread detection,Silver thread continuity sensor and other machine readable security features.
- Fluorescence presence/ Phosphorescence presence.
- Bank can select different vendors for various types of machines as per the

selection criteria

The Bank may at its discretion, increase the requirement and place orders subsequently within the validity or the extended validity of the Bid up to 25%, or decrease the requirement up to 25%.

The bidders are requested to go through the tender enquiry document carefully and submit the tenders in separate sealed covers, duly signed superscribed as follows:

Cover No - 1	Technical Bid for Supply, Installation, Training, Commissioning and Maintenance of Desk Top Note Sorting Machines.
Cover No -2	Financial Bid for Supply, Installation, Training, Commissioning and Maintenance of Desk Top Note Sorting Machines.

The Technical Bids (Cover No .1) will be opened at 4 P.M. on 07.05.2013, at the, Conference Hall, Allahabad UP Gramin Bank, Head Office, Banda, Uttar Pradesh State.

The bidders are expected to furnish all the information asked for, sign all the pages and submit the bid i.e. Technical Bid in Two separate envelopes as the case may be superscribing on the envelops details of NSMs offered.

Tender enquiry document will be available on Bank's website – <http://www.allahabadgraminbank.in/> from 17.04.2013 to 07.05.2013 for downloading.

GENERAL MANAGER

DATA SHEET

1.	Tender Notice No.	: Dated : 17.04.2013
2.	Name of the work	Supply, Installation, Training, Commissioning and Maintenance of 1) 25 Nos of Desk Top Note Sorting Machines(1+1 pockets) to Allahabad UP Gramin Bank.
3.	Location	Branches of Allahabad UP Gramin Bank, in Uttar Pradesh
4.	Owner	Allahabad UP Gramin Bank, Head Office, Banda
5.	Earnest Money Deposit.	50000.00 (Rupees Fifty thousand) for DTNSM (by way of Demand Draft in favour of Allahabad UP Gramin Bank payable at Banda/ Bank Guarantee valid for a period of 6 months from the last date of submission of duly filled tender)
6.	Cost of Tender Documents	Tender form fee – ` 1,000/-(Rupees One Thousand only) by DD in favour of Allahabad UP Gramin Bank , payable at Banda. For Tender forms which are downloaded from our web site, tender fee shall be submitted along with Technical Bid.
7.	Pre bid meeting	At 11.00 AM on 30.04.2012 at, Conference Hall, Allahabad UP Gramin Bank, Banda.
8.	Tender Forms available from:	From: 17.04.2013to 06.05.2013 From Allahabad UP Gramin Bank, Property Department, Head Office, Banda - 210 001. Tel:05192 220109,221096 or from the Bank's website - www.allahabadgraminbank.in
9.	Last date of submission of tender	06.05.2013 up to 3.00 p.m.
10.	Tender to be submitted to:	Allahabad UP Gramin Bank ,Property Department, Head Office, Banda, Uttar Pradesh –PIN 210001
11.	Bid System	COVER No.1 - Technical Bids COVER No.2 - Price Bids

12.	Opening of Technical Bids	At 4.00 PM on 07.05.2013at Conference Hall, Allahabad UP Gramin Bank, Banda.
13.	Warranty	12 months
14.	Mode of payment:	90% of the value of Machine, on delivery, installation, successful commissioning and Training at site subject to submission of 10% of the contract value as Performance Guarantee (refer Point no:16 as below) .
15.	Liquidated damages for delayed supply	0.5% of the cost of machine/s per week or part thereof for delayed delivery subject to maximum of 10% of the cost of the machine/s, for which there is delay.
16.	Performance Guarantee	10% of the contract amount (Basic Price of the Number of machines proposed to be purchased from the supplier) valid till completion of warranty period, along with the unconditional letter of acceptance within 15 days of the date of letter of intent. If the supplier fails to submit the Bank Guarantee along with the unconditional letter of acceptance within the stipulated period, the Bank reserves the right to invoke the Bank Guarantee for the Earnest Money Deposit and cancel the purchase contract.
17.	AMC	For 6 years after warranty.
18.	Escalation of price	No escalation permitted. Prices shall be firm
19.	Tender Validity	180 days from the date of opening of Technical Bid
20.	Delivery Period	90 days maximum & as per delivery schedule clause No. 6 of General Terms & Conditions.

TENDER DOCUMENT FOR SUPPLY, INSTALLATION, TRAINING,
COMMISSIONING AND MAINTENANCE OF (1) 25 No DESK TOP NOTE
SORTING MACHINES (DTNSM) TO THE BRANCHES OF ALLAHABAD UP
GRAMIN BANK

GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS

1. Allahabad UP Gramin Bank (hereinafter called the 'Bank'), having its Head Office at Banda, (Uttar Pradesh) invites sealed tenders from the manufacturers / authorized dealers, who satisfy the Pre-Qualification Criteria specified below, to supply, install, give training, commission and maintain

(a) 25 Nos of Desk Top Note Sorting Machines (1+1 pockets)

as per the specification given in Technical Bids (1 & 2) at various Branches of the Bank.

2. **Cost of Tender Document:** Tender documents may be obtained from Allahabad UP Gramin Bank, Property Department, Head Office, Banda 210 001 on payment of a non-refundable Tender Document Fee of ` 10,00/- (Rupees One thousand only) in the form of DD favoring Allahabad UP Gramin Bank payable at Banda from 17.04.2013 to 05.05.2013 between 10 AM and 5 PM on all working days (between 10 AM and 2 PM on Saturdays). Tender document can also be downloaded from our web site www.allahabadgraminbank.in in which case , tender document fee in the form of DD, favouring Allahabad UP Gramin Bank payable at Banda, shall be enclosed in a separate cover and stapled to the cover containing Technical Bid, from outside, otherwise the bid is liable for rejection.
3. **Earnest Money Deposit (EMD):**

EMD for Note Sorting Machines will be as under:

- (i) 50000.00 for 25 Nos of Desk Top Note Sorting Machines

The EMD shall be made by way of Demand Draft favouring Allahabad UP Gramin Bank, payable at Banda or by an irrevocable Bank Guarantee (as per Bank's format in Annexure 2) valid for a period of 6 months from the date of opening of

Technical Bid, issued by any Scheduled Commercial Bank (other than Allahabad UP Gramin Bank) or Foreign Bank in India favouring Allahabad UP Gramin Bank. Bids without EMD shall not be considered.

4. **Performance Guaranty** : 10% of the contract amount (Basic Price of the number of machines proposed to be purchased from the supplier) valid till completion of warranty period, along with the unconditional letter of acceptance within 15 days of the date of letter of intent. If the supplier fails to submit the Bank Guarantee (as per Bank's format in Annexure -3) along with the unconditional letter of acceptance within the stipulated period, the Bank reserves the right to invoke the Bank Guarantee for the Earnest Money Deposit and cancel the purchase contract.

5. **Authority to submit Bids:**

- (a) Only authorized personnel of the firm or organization shall sign the BID. The proposal must be accompanied with an undertaking letter duly signed by the designated personnel providing a Bid commitment. The letter should also indicate the complete name and designation of the designated personnel. Necessary resolutions/authority/ Power of Attorney available shall be enclosed. In case the principal vendors authorize their business partners or authorized distributors to bid on their behalf, a separate authorization letter as per format (Letter of Authorization to bid) enclosed, along with a commitment to fulfill the terms of tender should be submitted.
- (b) One firm or organization cannot quote on behalf of multiple manufacturers.
- (c) Either the Indian Agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participates in a tender on behalf of one manufacturer, he should not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent / parallel tender for the same item.

6. **Minimum Pre-Qualification Criteria:**

- 1) The bidder should have at least three years experience in supplying Note Sorting Machines to Public Sector Banks / Scheduled Commercial Banks in India / Reserve Bank of India (RBI) as on 31.03.2013.
- 2) The bidder should be a profit making company/firm for the last two

financial years ending on 31.03.2012.

- 3) The bidder should have supplied at least 100 (One hundred) Desk Top Note Sorting Machines during last three calendar years ending 31.03.2013 with a single order of not less than 50 (Fifty) machines to Public Sector Banks/Scheduled Commercial Banks in India / Reserve Bank of India(RBI).
- 4) The bidder submitting the bid should be a Registered Company/Firm having minimum Average Annual Turn Over of Rs.2 Crores (Rupees Two Crores), from Note Sorting Machine business, during the last two financial years ending on 31.03.2013.
- 5) If the Bidder is not the Original Equipment Manufacturer (OEM) but only an authorized dealer, it should have a valid authorization letter from the OEM to deal/market the machine in India.
- 6) Documentary evidence in proof of the above shall be enclosed. Attested copies of Audited Balance Sheets, Profit and Loss account, work orders issued by the Banks, satisfactory installation reports issued by the Banks, etc. shall be enclosed.
7. **Submission of Bids:** Tenderers may quote for one or more types of Note Sorting Machines i.e. for HDNSM and/or DTNSM. Tenderers should quote for only **one** time tested make and model for the last one year (of particular type, DTNSM) conforming to the technical specifications. Bids are to be submitted in separate sealed covers, duly signed and superscribed as:

Cover No - 1	Technical Bid for Supply, Installation, Training, Commissioning and Maintenance of Desk Top Note Sorting Machines
Cover No - 2	Financial Bid for Supply, Installation, Training, Commissioning and Maintenance of Desk Top Note Sorting Machines.

The name and address of the bidder shall necessarily be written on all the covers. The sealed covers should be addressed and delivered to the Allahabad UP Gramin Bank, Property Department, Head Office, Banda, Uttar Pradesh, PIN - 210 001 so as to reach him by 3 p.m. on 07.05.2013. Late tenders shall not be entertained. To avoid any possible delay in

delivery by postal authorities/couriers, the bidders are advised to hand over the tenders personally.

8. Documents to be submitted with bids:

1. Documents required in Technical Bid :

- This Tender Document.
 - DD towards the cost of tender document, if downloaded from website.
 - DD/Irrevocable Bank Guarantee in lieu of DD towards EMD
 - Supporting documents in respect of qualification criteria as mentioned in the tender documents.
 - Any other document indicating the feature of the product such as user manual, technical specifications sheets etc.
 - Latest details regarding the service network throughout the State.
 - Authorization letter.
-
- Last two years (2011-12 & 2010-11) audited balance sheets and Profit & Loss A/c statement.
 - Undertaking about maintaining the machines at least for Five Years after warranty period of One year.

9. Pre-bid meeting: A pre-bid meeting will be held on 30.04.2013 at 11.00 AM at Banda to clarify doubts or queries if any, of the bidders. The bidders shall give in writing the points on which clarifications are required by them, sufficiently in advance ie, by 25.04.2013 positively. Clarifications/ details furnished by the Bank in writing alone shall be binding and shall form part of the tender document.

Changes if any made in the tender conditions, consequent to the pre-bid meeting will be informed to the bidders participated in the pre-bid meeting besides uploading the corrigendum in Bank's website. However, newspaper advertisement notifying the corrigendum will not be published. Hence the Bidders/Vendors shall visit/see the Bank's website for changes made, if any, in the tender document consequent to Pre-bid meeting.

10. Bid Opening: The technical bid will be opened at 4.00 p.m. on 07.05.2013, at Head Office, Banda in the presence of intending bidders or their Representatives who may be deputed to remain present at the time of tender opening. Only one Authorised Representative will be allowed to witness the tender opening upon submitting the authorization letter issued by the Vendor Company. Only the successfully qualified vendors, whose Technical bids and machines are found acceptable, will be allowed to participate in Financial Bid opening process.

11. **Bid Validity:** Tender validity period is 120 days from the last date for submission of filled in tenders. The tenders / offers submitted by the vendors including the rates quoted by them shall remain valid during the period of tender validity.
12. **Bid Currency and Prices:** The offer must be in Indian Rupees only and the price and taxes shall be firm and binding without any escalation whatsoever. However, AMC charges shall be quoted exclusive of Service Tax. Service tax on AMC will be paid separately at the prevailing rate during the period of AMC.
13. **Cost of Bidding:** The bidder shall bear all the costs associated with the preparation and submission of its bid and the Bank will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
14. Bidders shall submit fully completed bids in respect of all relevant particulars with complete details. Incomplete bids are liable to be rejected.
16. Latest details regarding the service network throughout the State should be furnished along with the technical bid in terms of:
 - Status of vendor's office, whether own or franchisee, etc.
 - No. of persons / engineers working at the office
 - No. of systems, sites being handled at present by the office
 - Names of contact persons, addresses and telephone nos.
17. In case of Vendor acting on behalf of principal manufacturer, details of the principal manufacturer entity, its background and the particulars of agency arrangement is to be furnished and service to be provided directly by vendor.
18. If the Bidder is not the manufacturer or producer, the Bidder should produce a certificate as per the format (Manufacturer's Authorisation form enclosed) that they have been duly authorized by the goods' manufacturer or producer to supply the goods and assuring full guarantee and warranty obligations. If proposals are submitted through the business partners or authorised distributors etc., a separate "LETTER OF AUTHORISATION TO BID" on behalf of the main vendor/s should be enclosed along with the technical bid. Proposals received without the authorisation letter/s will summarily be rejected. However, the bidder should confirm that they have a national presence to extend support for the systems supplied and also submit a list of such service support centers.

19. Evaluation of Tender:

EVALUATION PROCESS

Technical Offers will be evaluated on the basis of compliance with eligibility criteria, technical specification, other terms and conditions stipulated in the RFP. Technical evaluation will also include presentation followed by live demonstration before our Technical Committee at the time and date to be decided by the Bank. One or two machines will be used for one or two days at our branches for correct feed back. Indicative Commercial Offers of only those Vendors who qualify in the technical evaluation will be opened.

the finalisation of the most competitive offer will be done by opening the Bid/Tender envelopes superscribed as "**Final Price Offer (Last Bid Price) for Note Sorting Machines**" The amount quoted will be treated as Final price offer and L1 will be decided based on this quotes give by vendor

Bank reserves the right to reject an offer under any of the following circumstances:

- If offer is incomplete and /or not accompanied by all stipulated documents.
- If any of the terms and conditions stipulated in this document is not accepted and letter as per Annexure I is not submitted.
- If any of the specifications stipulated in Annexure II is not met.
- If bid security is not submitted.
- If required information with appropriate documents in support of the same is not submitted as per Annexures.
- **Replica of unpriced bill of materials (Indicative Price Bid) without indicating the price is not submitted.**

TCO would be worked out as per Annexure IV and after undertaking normalization, if required.

The model will also be subjected to the following tests:

- i. Speed test to check the machine's speed;
 - ii. Authenticity check with reference to the features of genuine notes as disclosed by the RBI to sort suspect notes;
 - iii. Fitness sorting with reference to the fitness parameters laid down by RBI;
 - iv. Consistency test to check the consistency of the machine's performance;
 - v. Stress test to check the suitability of the machine to work continuously for long hours.
- The bidder has to make available the machine for conducting these tests

- for which no payment will be made. These tests shall be conducted at Branches/Offices specified by the Bank at a specified time in the presence of bidder's representative, Bank's officials and Consultants appointed for conducting the tests.
- The detailed procedure for conducting these tests is given elsewhere in this document. Based on the test results, the bank will shortlist machines which are considered to be suitable. The decision of the Bank regarding suitability of a machine shall be final and binding on the bidder.
 - Only those bidders whose Technical bids are in order and whose machines are shortlisted will be allowed to participate in e-procurement reverse auction process through internet.

Any incomplete or ambiguous terms/conditions/quotes will disqualify the offer.

20. During the technical evaluation, Bank reserves the right for seeking clarifications / additional information / details from the responsive vendors. However, clarification/information from the vendors without the Bank seeking for the same during the process will not be entertained.
21. No change whatsoever will be permitted in the technical bid after opening the same.
22. The tenderer shall agree that until a formal agreement on stamp paper is prepared and signed, this tender shall constitute a binding contract between the tenderer and the Bank.
23. Bank reserves the right to check each machine, before delivery to the specified locations, through an independent Agency for compliance of stipulated parameters.
24. The applicable TDS will be deducted from the bill, before releasing the payment.
25. The Technical Bid submitted in response to this tender and written clarifications submitted consequent to pre-bid meetings, if any, and correspondence exchanged with the bidder till the date of acceptance of bid shall form part of the contract document. The successful bidder, on acceptance of his bid by the Bank, shall, within 15 days from the date of intimation of acceptance, sign an Agreement on required stamp paper in the format available as per Annexure 1 in the tender document.
26. Canvassing in connection with tenders is strictly prohibited.
27. Bank reserves the right to cancel this invitation to offer in part or full and also the entire procurement process at any stage without assigning any reason.
28. All the pages of tender document shall be sealed (stamped) and signed by

Authorized signatory as token of having read the entire tender document and understood the instructions, terms & conditions etc. No changes whatsoever be permitted in the tender document and the tender submitted by the bidder shall be strictly as per Bank's format.

29. The Bank at its discretion may split the order at 60% (approximate) to L-1 vendor and 40% (approximate) to L-2 vendor provided the L-2 vendor agrees to supply the machines at the same rates as quoted by L-1 vendor. However, if the L-2 vendor does not agree to the above condition or not interested, Bank at its discretion may give 40% to L-3 vendor provided the vendor agrees to supply the machines at the same rates as quoted by L-1 vendor. The decision of splitting as above will be at the sole discretion of the Bank, and the Bank may or may not implement the splitting.
30. Notwithstanding anything contained herein above, in case of any dispute, claim and legal action arising out of this RFP, the parties shall be subject to the jurisdiction of courts at Bangalore, India only.

(S.N.Sahu)
GENERAL MANAGER

GENERAL TERMS & CONDITIONS:

1. **INTERPRETATION** : In construing these conditions, the specifications, and Agreement, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires;
 - i) "Allahabad UP Gramin Bank" or "Bank" or "Purchaser": The term shall denote Allahabad UP Gramin Bank with its Head Office at Banda and any of its employees/ representative authorized on its behalf.
 - ii) "Tenderer"/ "Bidder"/ "Supplier"/ "Vendor" : The term shall mean _____ (Name & address of the tenderer) and their heirs, legal representatives, assigns and successors.
 - iii) "Supply"/ "Work" shall mean the work or works to be done under this contract, as detailed in the Scope of Work.
 - iv) "Machine" shall mean the Desk Top Note Sorting Machines, including all accessories .
2. **SCOPE OF WORK:** The work is supply, installation, testing, commissioning and maintenance of about 25 No. of DTNSM with comprehensive all inclusive warranty of 1 years and comprehensive maintenance for a further period of 5 years. The machines are to be supplied to various branches of Allahabad UP Gramin Bank in various locations in India. The scope also includes supplying of accessories as specified and training of Bank's staff in operation of the machines.
3. **EARNEST MONEY DEPOSIT (EMD)** : The tenderer will have to deposit earnest money to the extent and in the form detailed in the Notice Inviting Tender and General Information and Instructions to the Bidders. If a Tenderer withdraws or unilaterally modifies its tender during the period of Tender validity, or in case a successful bidder fails to accept Letter of Intent (LOI), provide Performance Guarantee and sign the agreement within the time allowed, the Earnest Money Deposit will be forfeited / Bank Guarantee will be invoked. No interest shall be allowed on the Earnest Money. EMD of successful tenderer will be refunded on submission of Performance Guarantee. EMD of unsuccessful tenderers will be refunded on finalisation of the tender or after expiry of the validity of the offer.

4. **PERFORMANCE GUARANTEE:** The Performance Guarantee shall be 10% (Eight percent) of the contract value excluding the AMC charges in the form of a Bank Guarantee as per approved format (**enclosed as Annexure 3**) from a Scheduled Commercial Bank (other than Allahabad UP Gramin Bank). On satisfactory completion of the Warranty period and submission of Bank Guarantee for AMC, this Performance Guarantee shall be discharged and returned to the bidder.

5. **PRICE**

- i) The price of Note Sorting Machine shall include the cost of accessories etc. The bidder shall indicate if these are in- built or are provided as additional accessories.
- ii) The prices quoted shall be deemed to include all taxes and duties, local levies in the country of origin and shipment, packing, freight from the factory to the destination site, insurance, handling, clearing charges etc. and all taxes and duties in India (except Octroi/ Entry tax, if any), installation and commissioning. If the Tenderer fails to include such taxes and duties in the tender, no claim thereof will be entertained by the Bank afterwards.
- iii) The prices are inclusive of ONE year comprehensive warranty i.e. 12 months from the date of installation and successful commissioning of equipment at the respective branch / offices.
- iv) Octroi/ Entry tax, if any, shall be paid or reimbursed by the Bank wherever applicable, against production of original proof for payment.
- v) Price is not subject to fluctuation of the rupee against foreign currencies or for any other reason(s). The price shall remain firm throughout the period of this contract.
- vi) In case there is a change in the Government norms, taxes etc before installation or presentation of invoices on the Bank, whichever is later, the same shall be borne by the supplier.
- vii) Price quoted shall remain firm for acceptance for 120 days from the last date for submission of filled in tenders.

6. DELIVERY, LIQUIDATED DAMAGES

- i) On acceptance of tender, Bank shall issue a Letter of Intent (LOI) to the successful bidder. The Bidder shall give an unconditional letter of acceptance of LOI, provide Performance Guarantee and enter into an Agreement as per Bank's format (enclosed as Annexure - 1) within 15 days of the date of letter of intent failing which the Bank reserves the right to invoke the Bank Guarantee for the Earnest Money Deposit and cancel the purchase contract. Firm purchase order will be placed by the Bank, only after the successful bidder signs the Agreement.
- ii) Time is the essence of this contract. The supply of all the machines and all accessories shall be completed within the periods mentioned below from the dates of issue of confirmed purchase orders.
 - a. 5 Nos. DTNSM within 30 days;
 - b. 10 Nos. DTNSM within next 30 days;
 - c. 10 Nos. DTNSM within next 30 days;
- iii) In case the supplier fails to supply the machine/accessories within the above delivery period, the Bank shall be at liberty to cancel the order for the undelivered machines if any, besides de-listing the supplier from the empanelled list and also denying any future empanelment in the Bank.
- iv) If the supplier fails to deliver the machines as above and in the event of such cancellation, the Performance Guarantee of the supplier shall stand forfeited and the supplier shall not be entitled to any compensation but the supplier shall continue to carry out all his obligations under this contract, including warranty and AMC, in respect of the machines that may have already been supplied and commissioned before cancellation.
- v) If the Bank, at its sole discretion, decides to accept the delayed supply of any machine(s), liquidated damages @ 0.5% of cost of the machine will be charged per week or part thereof, subject to a maximum of 10% of the cost of the machine for each machine which is delayed. The amount of damages so calculated shall be deducted at the time of making any payment after successful installation and commissioning of the machine and the cost of transportation and other cost there on shall be borne by the supplier.

- vi) The machines shall be installed and commissioned within three days of delivery at Branch. Various parameters set out by the Bank and duly committed by the supplier, while participating in the tender process, shall be demonstrated after installation at each of the location. In case the machine does not function properly during the installation / demonstration, the same shall be immediately replaced with a new machine.
- vii) The decision of the bank in regard to cancellation of the Purchase Order, levy of liquidated damages and forfeiting the Performance Guarantee shall be final.
- viii) In case of delivery of machines to States where Road Permit is required for transportation of goods, it is the responsibility of supplier to procure the same by making all arrangements required well in advance. However, Bank will provide any letter, if required by the vendors for getting the permits. The Bank shall not be responsible for any delay on this account. However, the Bank may consider, in exceptional circumstances and purely at its sole discretion, granting additional time for completion of supply, if it is satisfied that the delay was on account of delay in issuing road permits by the concerned authorities and not on account of any delay or lapse on the part of the supplier.

7. INSTALLATION

- i) The supplier shall arrange at its cost for the transportation and delivery of the machines and accessories to the Bank's Branches situated at various locations in State and shall install and commission them at site and conduct such stress/acceptance tests as per the requirement of the Bank, as mentioned in this document.
- ii) Installation and commissioning of the machine to the satisfaction of the Bank is the responsibility of the Vendor.
- iii) Any damage to existing structure, fixtures or fittings during the installation shall be made good by the supplier at his own cost.

8. WARRANTY

- i) The machines shall be under supplier's comprehensive all inclusive warranty for a period of 1 (One) years from the date of satisfactory installation and commissioning. During this period, the supplier shall ensure that the machines shall at all time be kept in efficient and satisfactory running condition by undertaking appropriate preventive maintenance at monthly intervals and monitoring the performance of the machines.

- ii) During the warranty period the supplier shall, at his own cost, replace any defective parts, rectify/remove any defects in material components, workmanship and functioning that may occur under normal use and provide consumables (I.e. Belts, Roller, Wheel etc., including spares) free of cost to the Bank.
- iii) Any malfunctioning or breakdown of the machine or shortfall in its performance will be intimated to the supplier by the Bank and supplier shall attend to the fault and rectify the same most expeditiously.
- iv) If the machine cannot be made serviceable either by repair or by replacement and put back the system into regular operation within 3 days in urban, 5 days in semi-urban & rural branches, on account of any breakdown due to machine failures/repairs/settings, a similar stand-by machine in good working condition shall be provided at the cost of the vendor failing which a penalty at the rate of ` 1,000/- (Rupees one thousand only) per day for the first 10 days and ` 5,000/- (Rupees Five Thousand only) per day beyond 10 days, from the date of reporting will be imposed and deducted from any payment due to the vendor or from the Security Deposit or by encashing the Performance Guarantee.
- v) If the preventive maintenance is not attended, as stipulated under clause (i) above, proportionate charges, based on the AMC amount for first year after the warranty period of 1 years quoted by the supplier, will be deducted from any payment due to the vendor or from the Security Deposit or by encashing the Performance Guarantee.
- vi) Engaging services of any third party (including supplier's subsidiaries, associates, sister concerns etc) by the supplier for providing maintenance support will not be accepted. The Engineers/technicians of the Supplier alone shall carry out monthly preventive check-up and maintenance.
- vii) The company should have sufficient number of factory trained service engineers, service support centres and adequate stock of spares and consumables at various locations in India to attend to the maintenance and preventive check-up of the machines within the stipulated time period.

9. ANNUAL MAINTENANCE CONTRACT (AMC)

- i) The supplier shall quote in the Reverse Auction process, his rates for Annual Maintenance Contract (AMC) for three years after the expiry of the warranty period of three years. The AMC will cover the entire machine and accessories, inclusive of the consumables.

- iii) The supplier shall sign a separate Annual Maintenance Contract with the Bank, in the format attached (Annexure 4), for a period of 5 years for satisfactory comprehensive maintenance of the machines and shall provide a Bank Guarantee equivalent to 10% of the total cost of machines, which shall be returned after the AMC period is over.
- iv) The AMC charges shall be payable by the Bank on half yearly basis at the end of the period subject to Tax Deduction at Sources(TDS) as per relevant provisions of Finance Act from time to time.
- v) During the AMC period, the supplier shall provide all services including quarterly preventive checks and attending to complaints, repairing/replacing parts, providing stand-by machines etc as required during Warranty period.
- vi) During AMC period, failure to expeditiously attend to the complaints or preventive maintenance will attract the same penalty as specified for the Warranty period.

10. PAYMENT

- i) The Bank will not pay any advance for supply of the machines. All payments will be through e-payment/Cheque mode only. The bills and invoices shall be prepared by the supplier and submitted to the Regional Office along with a certificate by the Manager of the Branch/location where installed for the satisfactory installation and working.
- ii) Various parameters, set out by the Bank and duly committed by the supplier while participating in the tender process, shall be demonstrated after installation at each of the location. If the machine does not stand the test, the order stands automatically cancelled and the supplier shall not be entitled for any payment and the machines shall be taken back at the cost, risk etc. of the supplier. Further in such an event the EMD/Performance Guarantee deposited by the vendor shall be forfeited.
- iii) 90% of the Invoice amount (100% if Performance Guarantee is already submitted) will be paid by the bank within 90 (Ninety) days from the date of submission of the bill , subject to compliance of the following:

- a. Satisfactory installation and commissioning of the machine and accessories as per the parameters mentioned in the Technical bid, general terms and conditions of the tender.
 - b. Production of relevant documents pertaining to the delivery of the machine and accessories in original duly acknowledged by the Bank Official/Officer-in-charge.
 - c. Production of a Certificate issued by Branch / Regional Office of Allahabad UP Gramin Bank in whose jurisdiction the machine is installed confirming the speed of the machine as specified in proposal Bank notes (through put) for DTNSM of any mix per hour provided by the Bank into the respective stackers as per the set programme and satisfactory performance of the machine as per the parameters committed by the supplier in the Technical bid and tender terms and conditions.
 - d. Compliance with regard to training of Bank's staff as stipulated in Clause 12 below.
 - e. Execution of separate Annual Maintenance Contract as per the format attached (Annexure 4).
- iv) Balance 10% of the invoice amount (if only 90% is already paid) will be paid after satisfactory completion of the Warranty Period of One years or against a Performance Bank Guarantee for equal amount issued by any Scheduled Commercial Bank (other than Allahabad UP Gramin Bank) to the satisfaction of the Bank.
 - v) In the event of any breach of terms and conditions and/ or failure to service the machine(s) by the supplier as per the terms and conditions, Bank shall have the right to invoke the Performance Bank Guarantee.
 - vi) Tax deduction at source (TDS) as per relevant provisions of Finance Act from time to time.

11. DEDUCTION FROM PURCHASE PRICE

The Supplier shall reimburse the Bank all costs, charges, damages or expenses which the Bank may have paid or suffered and to the extent to which the Supplier is obliged and responsible under this Contract to do so, within 30 days upon written request of the Bank failing which such costs, charges, damages or expenses including statutory payments, if any, shall be deducted by the Bank from any money due or becoming due to the Supplier under this contract or any other Contract or may be recovered by encashment

of Bank Guarantees or by arbitration/action of law or otherwise from the Supplier.

12. TRAINING

The supplier shall associate the site staff during the testing of the machine/s. The Supplier shall also train the staff in the proper operation and trouble identifying, troubleshooting and routine maintenance at each and every location. Training shall be provided through factory trained Service Engineer.

13. INSURANCE AND RISKS

The supplier shall arrange insurance cover for all the machines and accessories for all the risks (fire, burglary, natural calamities such as earth quake, flood etc) including transit risk upto the date of commissioning after delivery and installation.

14. ENFORCEABILITY

The decision of the Bank in arriving at the conclusion of breach of conditions and/or default of supplier will be accepted by the supplier without any demur and the Bank will be at liberty to enforce these conditions/rights.

15. TERMINATION

- i) The Bank at its option without prejudice to its rights under the Contract, is entitled to terminate the Contract at any time by giving 30 days' written notice to the Contractor in the following circumstance:
 - a. in case the Bidder does not comply with any of his obligations/undertakings under this Contract;
 - b. if the design, specifications, functions or performance of the machines supplied by the Bidder do not conform to the approved technical specifications and other requirements specified in this contract or agreed to by the bidder;
 - c. if the Bidder refrains from implementing any of the instructions received from the Bank within the stipulation of this Contract;
 - d. in case of any breach of the terms and conditions of this contract by the supplier.
- ii) If the Supplier becomes bankrupt or insolvent or causes or suffers any receiver to be appointed for its business or any assets thereof,

compounded with its Creditors, or being a corporation, commence to be wound up for the purpose of amalgamation or reconstruction, or carry on its business under a Receiver for the benefit of its Creditors, the Bank shall be at liberty to terminate the contract forthwith upon coming to know of the happening of any such event as aforesaid by notice in writing to the Supplier or to the Receiver or Liquidator or to any person in whom the Contract may become vested or give such Receiver, Liquidator or other person the option of carrying out the Contract subject to his providing guarantee for amount to be specified by the Bank.

- iii) In the event of such termination, the Performance Guarantee submitted by the supplier and the Bank Guarantee for AMC shall stand forfeited and the Bank shall have the right to terminate vendor ship and deny any future empanelment.

16. ASSIGNMENT

The whole of the works included in the contract shall be executed by the tenderer and shall not directly or indirectly transfer, assign or sublet the contract or any part, share or interest therein without written consent of the Bank.

17. INDEMNITY

The supplier indemnifies to protect and save Bank against all claims, losses, costs, damages, expenses, action suits and other proceeding resulting from infringement of any patent, trademarks, copyrights etc, or such other statutory infringements in respect of all Note Sorting Machines supplied to the Bank.

18. FORCE MAJEURE

The Bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that it's delay in performance or other failure to perform its obligations under the contract is the result of an event of force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, and acts of the Bank either in fires, floods, strikes, lock-outs and freight embargoes.

If a Force Majeure situation arises, the Bidder shall promptly notify the Bank in writing of such conditions and the cause thereof immediately. Unless otherwise directed by the Bank in writing, the Bidder shall continue to perform it's obligations under the Contract as far as it is reasonably practical, and shall

seek all reasonable alternative means for performance not prevented by the Force Majeure event.

In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, the Bank and the Bidder shall hold consultations with each other in an endeavor to find a solution to the problem.

Notwithstanding the above, the decision of the Bank shall be final and binding on the Bidder.

19. UPGADATION

The supplier confirms that the machine is adaptable to any new series of currency notes that may be issued by the Reserve Bank of India from time to time with revised security features. The supplier further undertakes to upgrade the software of machine from time to time, at no extra cost, to facilitate proper sorting of currency notes and detection of forged/counterfeit notes including any new currency notes that may be issued or any new security features that may be introduced by the Reserve Bank of India.

20. INSPECTION

The Bank reserves the right to get the machines and accessories inspected by its own technical personnel and / or by any other organization / persons engaged for the purpose and the supplier shall have no objection and shall cooperate and provide necessary details/information required for such inspection.

21. SETTLEMENT OF DISPUTES

- i) Should any dispute or difference of any kind whatsoever arise between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such disputes or difference by mutual consultation.
- ii) If after 30 days the parties fail to resolve their disputes or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute. No arbitration in respect of this matter may be commenced unless such notice is given.

- iii) Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this clause shall be settled in accordance with the Arbitration and Conciliation Act, 1996.
- iv) The arbitral tribunal shall consist of 3 arbitrators one each to be appointed by the Purchaser and the Supplier. The third Arbitrator shall be chosen by the two Arbitrators so appointed by the Parties and shall act as Presiding Arbitrator. In case of failure of the two arbitrators appointed by the parties to arrive at a consensus within a period of 30 days from the appointment of the Arbitrator appointed subsequently, the Presiding Arbitrator shall be appointed by the Indian Banks' Association, which appointment shall be final and binding on the parties.
- v) If one of the parties fails to appoint its arbitrator within 30 days after receipt of the notice of the appointment of its Arbitrator by the other party, then the Indian Banks' Association shall appoint the Arbitrator.
- vi) Arbitration proceedings shall be held at **Banda**, India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
- vii) The decision of the majority of arbitrators shall be final and binding upon both parties. The cost and expenses of Arbitration proceedings will be paid as determined by the Arbitral Tribunal. However, the expenses incurred by each party in connection with the preparation, presentation etc. of its proceedings as also the fees and expenses paid to the arbitrator appointed by such party or on its behalf shall be borne by each party itself.
- viii) Notwithstanding any reference to arbitration herein,
 - a. the parties shall continue to perform their respective obligation under the contract unless they otherwise agree; and
 - b. the purchaser shall pay the supplier any monies due to the supplier unless the dispute is relating to such payment.

22. WAIVER

Non-enforcement by either party of any of the provisions of this Contract shall not construe or constitute as a waiver of the provision itself or any subsequent breach thereof. The validity of the Contract shall not be affected, should one or more of its stipulations be or become legally invalid and such stipulation is severable from and not fundamental to the obligations of either party to this Contract. In such a case, the parties shall negotiate in good faith to replace the invalid clause by an agreed stipulation which is in accordance with the

applicable Indian Law and which shall be as close as possible to the party's original intent.

23. STATUTORY AND OTHER REGULATIONS

The Supplier shall comply with all the statutory obligations of the Government of India / State Governments and local authorities applicable and the Bank shall not be liable for any action under the statutes applicable due to non-compliance of statutory obligations by the Supplier.

24. APPLICABLE LAW

The Contract shall be interpreted in accordance with the laws of India. Any dispute arising out of this contract will be under the jurisdiction of Courts of Law in Bangalore.

25. JURISDICTION This agreement shall be subject to the jurisdiction of the Courts in Banda.

26. The Bank reserves the right to cancel the bid without assigning any reasons.

27. The Vendors shall inform the Bank in case of Transfer of Ownership of the Company.

28. The Bank reserves the right to place split orders.

29. Right to use defective equipment:

If after delivery, acceptance and installation and within the guarantee and warranty period, the operation or use of the equipment proves to be unsatisfactory, the Bank shall have the right to continue to operate or use such equipment until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Bank's operation

30. Standards

The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the institution concerned.

31. Country of Origin / Eligibility of Goods & Services

1 All goods and related services to be supplied under the Contract shall have their origin in eligible source countries, as per the prevailing Import Trade Control Regulations in India.

2. For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

3. The origin of goods and services is distinct from the nationality of the Bidder.

32. Use of Contract Documents and Information

1 The Supplier shall not, without the Bank's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Bank in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

2 The Supplier shall not, without the Bank's prior written consent, make use of any document or information for purposes of performing the Contract.

3 Any document, other than the Contract itself, shall remain the property of the Bank and shall be returned (in all copies) to the Bank on completion of the Supplier's performance under the Contract, if so required by the Bank.

33. Patent Rights

1 In the event of any claim asserted by a third party of infringement of copyright, patent, trademark, industrial design rights, etc. Arising from the use of the Goods or any part thereof in India, the Supplier shall act expeditiously to extinguish such claim. If the Supplier fails to comply and the Bank is required to pay compensation to a third party resulting from such infringement, the Supplier shall be responsible for the compensation including all expenses, court costs and lawyer fees. The Bank will give notice to the Supplier of such claim, if it is made, without delay.

TENDER - OFFER

We have read and examined the tender document for Desk Top Note Sorting Machines. We hereby tender for the execution of the work specified by the Bank within the time specified at the rates to be finalized in Reverse Auction, in accordance with the Technical Specifications, and instructions in writing referred to in the General Rules and Instructions, and in all respects and in accordance with, such conditions so far as applicable for the following types of Note Sorting Machines:

1. 25 Nos of Desk Top Note Sorting Machines*

We agree to keep the tender open for 120 days from the due date of submission thereof and not to make any modifications in its terms and conditions.

A sum of ` 10,00/- (Rupees One Thousand only) by way of Demand Draft issued by (Name of the issuing Bank) bearing no and date is hereby enclosed as Cost of Tender document.

We enclose, as Earnest Money Deposit, the following *Demand Drafts/ *Bank Guarantees issued by (Name of the issuing Bank):

*DD/BG No.....dated..... for **Fifty Thousand** for Desk Top NoteSorting Machines.

***(strikeout whichever is not applicable)**

In the event of our withdrawing, or unilaterally modifying, this offer during the period of Tender validity or failure to accept Letter of Intent (LOI) within 15 days of its issue, or failure to furnish Performance Guarantee or to sign the agreement when called upon to do so, we agree that the Bank shall without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest Money absolutely.

We hereby declare that we shall treat the tender documents, drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any persons other than a person to whom we are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State / the Bank.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

Commissions or gratuities, if any paid or to be paid by us to agents relating to this Bid, and contract execution if we are awarded the contract, are listed below:

Name and address of agent or gratuity	Amount & Currency	... Purpose of commission
(If none, state none)		

We are aware that tender will be evaluated separately for Desk Top Note Sorting Machines(MDTNSM) and that the Bank may place the purchase order with successful bidder.

We fully understand that you are not bound to accept the tender merely for the reason that the same is the lowest.

Shri. _____, authorized representative of the Company, is the person authorized to negotiate commercial, technical terms & conditions & sign on behalf of the firm any Agreement, Bills & receipts for this work.

We agree that until a formal agreement on requisite value stamp paper is prepared and signed, this tender with your written acceptance thereof shall constitute a binding contract between us.

Dated :

Signature of Contractor/Bidder/Vendor

Witness, Name & address:

Full Postal Address including 1). 2).
Pin Code No.

Telephone No & Mobile No :

TECHNICAL BID
DESK TOP NOTE SORTING MACHINE (DTNSM)

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.

Notes can only be recycled / reissued if they are evaluated as genuine and fit according to the parameters laid down by RBI (see Guidelines on Note Authentication and Fitness Sorting Parameters attached). Authenticity check is a prerequisite for fitness sorting. Fitness sorting can be done only in case of genuine notes. The machines shall be able to identify and separate suspected counterfeits and notes which are unfit for circulation in terms of these standards in a reliable and consistent fashion.

A fit note is a note that is genuine, sufficiently clean to allow its denomination to be readily ascertained and thus suitable for recycling. An unfit note is a note that is not suitable for recycling because of its physical condition or belongs to a series that has been phased out by Reserve Bank of India. All the fitness parameters laid down by RBI are to be evaluated individually. A note must pass all the fitness parameters to be considered fit for recycling.

If the Machine offered by the bidder meets with the following specifications and requirements, the bidder's response to be given as "YES", otherwise the exact specification should be given.

Sl. No.	Details	Remarks by Bidder
1	Model number of machine	
2	Model- Desk top - Ergonomic design, sturdy, capable of working in dusty, hot and humid conditions in India	
3	Number of Stackers with capacity - Two or more	
4	Number of Reject Stackers with capacity - One or more	
5	Processing Speed - 25000 to 2500 Notes/hour. Machine programmable for diverse sorting parameters	
6	Feeding Capacity - Minimum 200 Notes with Assisted Feed mechanism	
7	Travel path should be straight	
8	First Note recognition	
9	Denomination sorting	
10	Orientation sorting	
11	Facing sorting	

12	Machine must detect and sort suspect Notes	
13	Fitness sorting: The machines shall perform the following fitness sorting functions as per criteria and standards laid down in RBI Guidelines on Note Authentication and Fitness Sorting Parameters:	
	A Soiling	
	B Limpness:	
	C Dog-Ears	
	D Tears:	
	E Holes:	
	F Stains:	
	G Graffiti:	
	H Crumples/Folds:	
	I Decolouration:	
	J Repair:	
	K Mutilated, Imperfect and Mismatched Notes	
14	Batching Arrangement	
15	Possibility of upgradation of software as per RBI directive	
16	The technology must be image based.	
17	User interface machine should have attached printer, display with function, menu keys, external display for count of notes at no extra cost.	
18	Printer interface facility must be provided free of cost	
19	Power supply requirements and consumption	
20	Voltage stabiliser - inbuilt or external? (at no extra cost)..	
21	Machine should have software upgradation Facility to make changes	
22	Machine should have LCD graphic mode Digital display of information with value / Nos. of Notes	
23	Warranty (1 years, unconditional)	
24	Number Scanning of note & OCR Software	
25	Details of EMD: DD No..... Date..... .Amount..... Bank..... Payable at..... Or BG No.....Date..... Amount..... Issue Bank.....	

Guidelines on Note Authentication and Fitness Sorting Parameters

1. Introduction

A fit note is a note that is genuine, sufficiently clean to allow its denomination to be readily ascertained and thus suitable for recycling. An unfit note is a note that is not suitable for recycling because of its physical condition or belongs to a series that has been phased out by Reserve Bank of India. All the fitness parameters laid down in this document are to be evaluated individually. A note must pass all the fitness parameters to be considered fit for recycling.

These parameters provide the minimum standards for cash handling machines used by banks (hereinafter called 'the machines'). Notes can only be recycled / reissued if they are evaluated as genuine and fit according to these parameters. Authenticity check is a prerequisite for fitness sorting. Fitness sorting can be done only in case of genuine notes. The machines shall be able to identify and separate suspected counterfeits and notes which are unfit for circulation in terms of these standards in a reliable and consistent fashion.

The Reserve Bank of India phases out certain series (issue) of notes from circulation from time to time. These notes, though considered legal tender unless otherwise specified, are unfit for recycling. As and when the Reserve Bank of India decides to phase out a specific series (issue) of a specific denomination of notes, the machines shall sort all the phased out notes as unfit, irrespective of their physical condition.

2. Applicability

These parameters are applicable to machines operated by banks, either directly by their staff or indirectly by their agents. These machines can be of any of the following:

- (i) machines which check the authenticity and fitness of notes, i.e. note processing machines / note sorting machines, and
- (ii) machines which check only the authenticity of notes, i.e. note authentication machines. All these machines shall classify the individual notes as either genuine or suspect.

3. Authenticity Check

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.

4. Fitness Sorting

As a part of fitness sorting, notes with any visual or physical defects are to be sorted as unfit as per the criteria set out in Table 1.

Table 1: Sorting Criteria

Sl. No.	Feature	Criteria
1	Soiling	General distribution of dirt across the entire note
2	Limppness	Structural deterioration resulting in a marked lack of stiffness
3	Dog-ears	Corner folds
4	Tears	Lengthwise and crosswise cuts
5	Holes	Holes of a specific diameter
6	Stains	Localised concentration of dirt
7	Graffiti	Deliberate graphic alteration of the note
8	Crumples	Multiple random folds
9	Decolouration	Lack of ink on part or whole of the note, e.g. a washed note
10	Folds	Folds reducing the length or width of the note
11	Repair	Note repaired using adhesive tape/ paper/ glue

(i) Soiling

Soiling refers to the general distribution of dirt across the entire note or in some patterns. It is a measure of the loss of reflectivity from the unprinted areas due to dirt, ageing (yellowing), wear and extraneous markings and includes decolouration due to ageing, excessive folding wear and other wearing. Soiling increases the optical density and decreases the reflectance of the notes. Notes exceeding the soiling levels set out in Table 2 shall be sorted as unfit. Both the obverse and the reverse of the note shall be checked for soiling.

Table 2: Soiling Levels

Sl. No.	Denomination	Maximum Density difference	Minimum Reflectance	Filters
1	Rs. 5	0.07	85 %	Yellow
2	Rs. 10	0.07	85 %	Yellow
3	Rs. 20	0.06	87 %	Yellow
4	Rs. 50	0.06	87 %	Yellow
5	Rs. 100	0.05	90 %	Cyan
6	Rs. 500	0.04	93 %	Cyan
7	Rs. 1000	0.03	95 %	Cyan

(ii) Limpness

Limpness relates to structural deterioration or wear resulting in a marked lack of stiffness in the note paper. Notes with a very low stiffness shall be sorted as unfit. Notes with very low stiffness of paper, i.e. with paper which is worn out in circulation or mechanically mutilated shall be sorted out as unfit. Detectors for paper quality shall be adapted to the same level as for soiling.

(iii) Dog-Ears

Notes with dog-ears with an area of more than 130 mm² and a minimum length of the smaller edge greater than 10 mm shall be sorted as unfit. Chipped notes shall also be sorted as unfit.

(iv) Tears

Notes exhibiting at least one tear at the edge shall be classified as those having tears. Notes with tears larger than those indicated in Table 3 shall be sorted as unfit.

Table 3: Tears

Sl. No.	Direction	Width	Length
1	Vertical	4 mm	8 mm
2	Horizontal	4 mm	15 mm
3	Diagonal *	4 mm	18 mm

* Measured by drawing a straight line from the peak of the tear to the edge of the note where the tear begins (rectangular projection), rather than measuring the length of the tear itself.

(v) Holes

This refers to notes with at least one visible hole. Notes with holes with area exceeding 10 mm² shall be sorted as unfit.

(vi) Stains

Stains are visible markings which are not part of the feature of a note. Notes shall be detected as unfit if localized - i.e. with limited extension – stain can be recognised on its surface. In case the total area covered by stains exceeds 500 mm², the note shall be sorted as unfit. A note with a single stain covering an area of more than 200 mm² shall be sorted as unfit. Both the obverse and the reverse of the note shall be checked for stains.

(vii) Graffiti

Graffiti refers to deliberate graphic alteration of the note with for example, figures or letters. Fitness sorting criteria in case of graffiti shall be the same as those for stains. Both the obverse and the reverse of the note shall be checked for graffiti.

(viii) Crumples/ Folds

Crumpled / folded notes shall be sorted as unfit if the folds result in reduction of the original note in length or width greater than 5 mm.

(ix) Decolouration

Notes affected by decolouration shall be sorted as unfit if the ink is partially or wholly missing from its surface. Both the obverse and the reverse of the note shall be checked for decolouration.

(x) Repair

A repaired note is created by joining parts of the same note together, for example, by using extraneous matter such as tape, paper or glue. Notes with the following types of repairs shall be sorted as unfit:

- Repairs covering an area greater than 100 mm²; or
- Thickness of the extraneous matter 50 µm or more; or
- Width of the extraneous matter 10 mm or more; or
- Length of the extraneous matter 10 mm or more.

5. Mutilated, Imperfect and Mismatched Notes

A mutilated note is note, of which a portion is missing or which is composed of more than two pieces. An imperfect note is a note, which is wholly or partially, obliterated, shrunk, washed, altered or indecipherable but does not include a mutilated note. A mismatched note is a note, which has been formed by joining a half note of any one note to a half note of another note. Such notes shall be classified as unfit.

TEST PROCEDURES

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.

Test procedure: A known number (not less than 100) of suspect notes, which do not have one or more of the features of genuine notes and which are otherwise in good condition, shall be mixed with about 2000 notes fit for circulation and shall be processed. The machine should detect all the suspect notes.

The test should be repeated with all denominations.

Speed Test:

Test procedure: A known number (N), not less than 2000, of used bank notes of a particular denomination containing fit, soiled and reject notes shall be used for testing. The time taken in seconds (T) to process the notes will be noted and speed will be calculated using the formula, Speed (S) in notes per hour = $3600N/T$. The test should be repeated with other denominations. The average speed of all denominations shall be taken as the speed of the machine.

Consistency test

The test is carried out to check the consistency of the machine's performance. The notes used for speed test may be used for this test also.

Test procedure: A known number (not less than 100) of suspect notes, which do not have one or more of the features of genuine notes and which are otherwise in good condition, shall be mixed with about 2000 notes fit for circulation and shall be processed. The machine should detect all the suspect notes.

Stage 1: The notes are processed through the machine and the number of notes in each output stacker (A, B, C etc) shall be noted and kept aside stacker-wise. If the number of notes in any stacker is less than 100, additional notes shall be processed so that there are at least 100 notes in any stacker.

Stage 2: The notes removed from stacker A are then processed through the machine and the total number of notes in all other output stackers (**excluding A**) shall be noted and expressed as a per cent of the number processed.

Stage 3: Test in stage 2 is repeated and result noted.

Stage 4: The notes removed from stacker B in Stage 1 are then processed through the machine and the total number of notes in all other output stackers (**excluding B**) shall be noted and expressed as a per cent of the number processed.

Stage 5: Test in stage 4 is repeated and result noted.

The procedure is repeated with notes removed from all other stackers in stage 1 and with other denominations.

The percentages calculated as above in all the stages shall not be more than 5%.

Fitness sorting

An unfit note is a note that is not suitable for recycling because of its physical condition or belongs to a series that has been phased out by Reserve Bank of India. A note must pass all the fitness parameters laid down by RBI to be considered fit for recycling. Notes with any visual or physical defects are to be sorted as unfit as per the criteria set out in Table 1 of the RBI guidelines.

Test procedure: For each of the parameter to be checked, at least 10 notes should be selected in such a way that 5 notes have the defect within the permissible limit and 5 notes have the defect more than the permissible limit. For e.g., to check for holes, 5 notes should have a hole less than 10 mm² and 5 notes should have holes more than 10 mm². These selected notes should have no other defect except the defect in the parameter to be tested. These selected notes should then be mixed with at least 500 other notes and processed. The machine should correctly sort the 5 notes with defect more than the permissible limit as unfit.

The test should be repeated for other parameters.

Stress Test

This test is conducted to check the suitability of the machine to work continuously for long hours. The test shall be conducted under conditions similar to those that are available in normal branches and currency chests.

Test procedure: The machine should be put to work continuously for 6 hours daily for 4 consecutive days. The machine may be given rest for 10 minutes after each hour of working. During each hour, the machine should work continuously. Details of stoppages or breakdown, if any, (number of occasions, time, time taken to restart, nature of break down etc) and other defects or abnormal behavior etc noticed during the test should be carefully recorded.

DETAILS OF THE BIDDER

1. Name of the Company:
2. Constitution of the Company:
(Proprietorship / Partnership / Pvt. Ltd. / Public Ltd.)
3. Annual Turnover:

2010-2011	2011-2012
------------------	------------------

(Please enclose audited balance sheets and Profit and Loss Statement of the Company for the above 2 years)
4. Machines manufactured:
(Indigenously or imported)
5. Local Address of Factory, where
Machines are manufactured, with details
of facilities available.
6. In case of imported machines, name and
Address of Principal Suppliers (Details of
arrangement to be submitted)
7. Whether the machine has been installed
in RBI and if yes, the details:
8. Complete details of service network in State
viz. Branches/offices, Number of personnel
engaged and their cell phone Number.
9. Sales Tax Number / PAN / TAN
Service Tax Registration No.:
(Enclose photocopies)
10. Details of similar supply made during
last 2 Calendar years ending 31.12.2013.
(Give name of Bank, quantity supplied, period of supply, Model.
Enclose copies of satisfactory installation certificates.)

11. Details of the **factory trained** qualified engineers with Degree / Diploma :

12. Undertaking as below:

I/We confirm that to the best of my / our knowledge the information provided above is correct and I/we understand that any concealment of facts will lead to my/our disqualification at any stage by the Bank.

Date:

Place:

SIGNATURE OF BIDDER

Authorized Signatory
(With Seal)

(All details are mandatory. Wherever the space is insufficient, separate sheet may be used to furnish the details)

MANUFACTURER'S AUTHORISATION FORM

No.

Dated: / /2013

The General Manager
Allahabad UP Gramin Bank
Head Office:
Banda

Dear Sir,

Sub: Invitation to bid for supply, installation, training, commissioning and Maintenance of 25 Desk Top Note Sorting Machines for Allahabad UP Gramin Bank, Head Office Banda to be supplied to Branches in our operational area.

We who are established and reputable manufacturers of Heavy Duty / Desk Top Note Sorting Machines (strikeout whichever is not applicable) having manufacturing facility at and do hereby authorize M/s. (Name and Address of Agents) to submit a bid, and sign the contract with you for the goods manufactured by us against the above tender.

We hereby extend our full guarantee and warranty as per Clauses of Contract for the goods and services offered for supply by the above firm against this tender.

Yours faithfully,

(NAME)
(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the Bidder in its bid.

LETTER OF AUTHORISATION TO BID

No.

Dated: / /2013

The General Manager
Allahabad UP Gramin
Bank
Head Office:
Banda

Dear Sir,

Sub: Letter of Authorisation to bid for Supply, installation, training, commissioning and maintenance of 25 Desk Top Note Sorting Machines for Allahabad UP Gramin Bank, HO: Banda to be supplied to various Branches in your operational area.

We M/s (Name and address of the principal) hereby authorize M/s. (Name and Address of Agents), our Business Partner/Authorised Distributors to submit a bid, and sign the contract on behalf of us for all the systems/goods required by the bank as called for vide the bank's request for proposal reference no

We hereby extend our full guarantee and warranty as per Clauses of Contract for the goods and services offered for supply by the above firm against this tender.

Yours faithfully,

(NAME)
(Name of principal vendor on whose
behalf the proposal is submitted)

Note: This letter of authority should be on the letterhead of the principal on whose behalf the proposal is submitted and should be signed by a person competent and having the power of attorney to bind the principal. It should be included by the Bidder in its bid.

ANNEXURE 1

AGREEMENT FORMAT

This agreement made the _____ day of the month of _____ in the year 2013 BETWEEN, Allahabad UP Gramin Bank a body Corporate constituted and functioning under Regional Rural Bank Act 1976 with its Head Office at Banda, 210 001 and its Premises & Maintenance Department at Head Office, Banda, represented by its duly constituted attorney Sri....., **General Manager**, hereinafter referred to as "BANK", which expression shall unless exclude by or repugnant to the context mean and include its successors in interest and assignees , on the one part and

(Name of the vendor), a company registered under Companies Act, 1956/ a firm registered under Partnership Act 1932 having its registered office at represented by its (director) Sri hereinafter referred to as the '**SUPPLIER/BIDDER or TENDERER**' on the other part;

WHEREAS the Bank having agreed to purchase about 25 Desk Top Note Sorting Machines – (Make/ Model with 1 + 1 pockets) , hereinafter called '**Machine**' from the supplier who agrees to supply, install, impart training, commission and maintain the said machines, as per the model and the specifications and the terms and conditions finalized between the supplier and the Bank,

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz;
 - 2.1. Notice Inviting Tenders
 - 2.2. General Information and Instructions for the Guidance of Tenderers.
 - 2.3. The Tender, Letter of Acceptance, Letters from & to the tenderer, if any, leading to and prior to acceptance letter.
 - 2.4. General Terms & Conditions of Tender/Contract and clauses of contract along with Annexures thereto.
 - 2.5. Technical Specifications, Special Conditions, Questionnaire, tender drawings if any, etc.

- 2.6. Minutes of pre-bid meeting, if any.
- 2.7. The details submitted in technical bid, design, and such other documents .

In consideration of the payments to be made by the Bank to the tenderer, the tenderer hereby covenants and agrees with the Bank to complete the works in conformity with and subject to all terms and conditions/rules as mentioned in the General Conditions as also in the aforesaid documents which shall form part of this agreement.

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

Signed, sealed and delivered by the said
 tenderer, _____ to Allahabad UP Bank
 Gramin

_____in the presence of:

Signature of Tenderer (with seal)

Signature of Authorized representative of the Bank / Accepting Authority.

Witness (Signature, Name & Address):

1).

2).

ANNEXURE 2

Format of Bank Guarantee In Lieu Of Earnest Money Deposit

To:
The General Manager
Allahabad UP
Gramin Bank
Head Office
BANDA

(To be submitted on non judicial stamp paper of appropriate value purchased in the name of the issuing Bank)

This deed of guarantee made this ____day of ____two _____
thousand between ____ (Name of Banker) having its registered
office at _____

(place) and one of its local offices at __ (hereinafter referred to as the Surety),
and Allahabad UP Gramin Bank, a Body Corporation constituted under the
Regional Rural Bank Act, 1976, having its Head Office at BANDA – 210001,
INDIA (hereinafter referred to as the Bank).

WHEREAS (Tenderer's name herein after referred to as "Tenderer") a
Company / firm registered under _____ and having its registered office at _
_____ is bound to deposit with the Bank by way of earnest money for
`50,000/- (Rupees Fifty thousand only) in connection with its Tender for supply,
installation, training, commissioning, testing and Maintenance 25 Desktop Note
Sorting Machines at Bank's Offices located in your operational area and the
specifications and terms and conditions enclosed therein.

WHEREAS the tenderer as per clause, Instructions to tenderers has agreed to
furnish a Bank Guarantee valid up to(date, 6 months from last date for
submission of filled in tenders) instead of deposit of earnest money in cash.

NOW THIS WITNESSETH:

1. That the Surety in consideration of the above Tender made by
the Tenderer to the Bank hereby undertakes to guarantee payment on
demand without demur to the Bank the said amount of `/-
(Rupees only) within one week from the date of
receipt of the demand from the Bank on presentation of this deed of

guarantee, which the Tenderer is bound to deposit with the Bank by way of earnest money in connection with his Tender.

2. This guarantee shall not be affected by any infirmity or irregularity on the part of the Tenderer or by the dissolution or any change in the constitution of the Bank, Tenderer or the Surety.

3. The Bank shall be eligible to make any claim under this guarantee if the Tenderer after submitting his Tender, rescinds from his offer or modifies the terms and conditions thereof in a manner not acceptable to the Bank or expresses his unwillingness to accept the order after the Bank has decided to place order with the Tenderer for the supply of Desktop Note Sorting Machines. The Banks decision in this regard shall be final and binding.

4. The Surety shall not and cannot revoke this guarantee during its currency except with previous consent of the Bank in writing.

5. Notwithstanding anything contained in the foregoing, the Surety's liability under the guarantee is restricted to `...../- (Rupees only).

6. This guarantee shall remain in force and effective up to 00.00.2013, (Six months from the last date for submission of filled in tender) plus one month grace period and shall expire and become ineffective on intimation thereof being given to the Surety by the Bank in which event this guarantee shall stand discharged.

7. The Surety will make the payment pursuant to the demand notice issued by the Bank, notwithstanding any dispute that may exist or arise between the Tenderer and the Bank or any other person.

8. Any forbearance, act or omission on the part of the Bank in enforcing any of the conditions of the said tender or showing of any indulgence by the Bank to the tenderer shall not discharge the Surety in any way and the obligations of the Surety under this guarantee shall be discharged only on the intimation thereof being given to the Surety by the Bank.

9. Notwithstanding anything contained herein before, our liability under this guarantee is restricted to `...../- (Rupees only) and this guarantee would be valid up to (00.00.20132, (Six months from last date fo
r

submission of filled in tender) and we shall be discharged from all liabilities hereunder unless a written claim for payment under this guarantee is lodged on us within one month from the date of expiry of guarantee i.e. on or before 00.00.2013, (Six months from last date for submission of filled in tender) irrespective of whether or not the original guarantee is returned to us.

10. The Surety has the power to issue this guarantee under its Memorandum and Articles of Association and the person who is hereby executing this deed has the necessary powers to do so under the Power of Attorney granted to him by the Surety.

SIGNED AND DELIVERED

For and on Behalf of

For and on behalf of above named Bank.
Branch Manager (Banker's seal)

(Banker's Name and Seal)

ANNEXURE 3

Format of Bank Guarantee for Performance Guarantee

To be submitted on Non-judicial stamp paper of appropriate value purchased in the name of the issuing bank)

No. ___Date __
The General Manager
Allahabad UP
Gramin Bank ,
Head Office
BANDA - 210001

Dear Sir

In consideration of your agreeing to accept the security deposit of `lakhs furnishable to you by Messrs _____ (hereinafter referred to as "the Supplier") in terms of their contract with you for supply, installation, testing, commissioning of 25 Desktop Note Sorting Machines for the Bank's Branches at locations to be specified by the Bank, as per their Tender No. _____dated _____and General conditions of Contract and other tender documents relating thereto subject to the conditions and alterations mutually agreed upon the set forth or referred to in your Order/Contract No. _____ dated ___in the form of guarantee from us in the manner hereinafter contained, we ___(Name of the Bank) do hereby covenant and agree with you as follows:

1. We undertake to indemnify you and keep you indemnified from time to time to the extent of `lakhs against any loss or damage caused to or suffered by or that may be caused to or suffered by you by reason of any breach or breaches on the part of the Supplier of any of the terms and conditions contained in the said Contract and in the event of the Supplier making any default or default in carrying out any of the work under the said Contract or otherwise in the observance and performance of any of the terms and conditions relating thereto in accordance with the true intent and meaning thereof, we shall forthwith on demand pay to you such sum or sums not exceeding in total the said sum of `(amount) as may be claimed by you as your losses and/or damages, costs, charges or expenses by reason of such default on the part of the Supplier.

2. Notwithstanding anything to the contrary, your decision as to whether the Supplier has made any such default or defaults and the amount or amounts to which you are entitled by reasons thereof will be binding on us and

we shall not be entitled to ask you to establish your claim or claims under this Guarantee but will pay the same forthwith on your demand without any protest or demur.

3. This guarantee shall continue and hold good until it is released by you on the application by the Supplier after expiry of the relative guarantee period of the said Contract and after the Supplier had discharged all his obligations under the said Contract and produced a certificate of due completion of the work under the said contract and submitted a "No Demand Certificate", provided always that this guarantee shall in no event remain in force after (date, Five years from date of installation and commissioning of the machines) without prejudice to your claim or claims arisen and demanded from or otherwise notified to us in writing before the expiry of six months from the said date which will be enforceable against us notwithstanding that the same is or are enforced after the said date.

4. Should it be necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this Guarantee on your request till such time as may be required by you. If you don't hear from us on such extension within 10 days of your demand, then it can be presumed that we have extended accordingly and your decision in this respect shall be final and binding on us.

5. You will have the fullest liberty without affecting this guarantee from time to time to vary any of the terms and conditions of the said contract or extend the time of performance of the Contractor or to postpone for any time or from time to time any of your rights or powers against the Contractor and either to enforce or forbear to enforce any of the terms and conditions of the said Contract and we shall not be released from our liability under this guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the Contractor or any other forbearance, act or omission on your part or any indulgence by you to the Supplier or by any variation or modification of the said contract or any other act, matter or things whatsoever, which under the law relating to sureties would but for the provisions hereof have the effect of so releasing us from our liability hereunder provided always that nothing herein contained will enlarge our liability hereunder beyond the limit of ` as aforesaid.

6. This guarantee shall not in any way be affected by your taking or varying or giving up any securities from the Supplier or any other person, firm or company on its behalf or by the winding up, dissolution, insolvency or death as the case may be, of the Supplier.

7. In order to give full effect to the guarantee herein contained you shall be entitled to act as if we were your principal debtors in respect of all your claims against the Contractor hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety-ship and other rights, if any, which are in any way inconsistent with any of the provisions of this guarantee.

8. Subject to the maximum limit of our liability as aforesaid, this guarantee will cover all your claim or claims against the Supplier from time to time arising out of or in relation to the said contract and in respect of which your claim in writing is lodged on us before expiry of six months from the date of expiry of this guarantee.

9. Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax or registered post to our local address as aforesaid and if sent by post, it shall be deemed to have been given when the same has been posted.

10. This guarantee and the powers and provisions herein contained are in addition to and not by way of limitation of or substitution for any other guarantee or guarantees heretofore given to you by us (whether jointly with others or alone) and now existing uncanceled and that this guarantee is not intended to and shall not revoke or limit such guarantee or guarantees.

11. This guarantee shall not be affected by any change in the constitution of the Supplier or us nor shall it be affected by any change in your constitution or by any amalgamation or absorption thereof or therewith but will ensure to the benefit of and be available to and enforceable by the absorbing or amalgamated company or concern.

12. Any forbearance, act or omission on the part of the Bank in enforcing any of the conditions of the said tender or showing of any indulgence by the Bank to the Tenderer shall not discharge the Surety in any way and the obligations of the Surety under this guarantee shall be discharged only on the intimation thereof being given to the Surety by the Bank.

13. This guarantee is irrevocable during the period of its currency and shall not be revoked without your previous consent in writing.

14. We further agree and undertake to pay you without demur the amount demanded by you in writing notwithstanding any difference or dispute or controversy that may exist or arise between you and Supplier or any other person.

15. Notwithstanding anything contained herein before, our liability under this guarantee is restricted to `.....(Amount) and this guarantee would be valid up to(date, three years from date of installation and commissioning of machines plus six months grace period) and we shall be discharged from all liabilities hereunder unless a written claim for payment under this guarantee is lodged on us within one month from the date of expiry of guarantee i.e. on or before (date.....) irrespective of whether or not the original guarantee is returned to us..

16. We have power to issue this guarantee in your favour under the Memorandum and Articles of Association of our Bank and the undersigned has full power to execute this Guarantee under the Power of Attorney granted to him by the Bank.

SIGNED AND DELIVERED

(For & on behalf of the above named Bank) For & on behalf of (Banker's Name & Seal)

BRANCH MANAGER

(Banker's Seal)

Address _____

ANNEXURE 4

Format of Annual Maintenance Contract

This Annual Maintenance Contract Is executed on..... (date) by and between(Name and address of the Vendor) a company registered under Companies Act 1956/ a firm, having its registered office at(hereinafter called 'the Supplier') represented by its (Managing Director / Authorised signatory), Mr.

And

Allahabad UP Gramin Bank, a body corporate constituted and functioning under the Regional Rural Bank Act,1976 (hereinafter called the Bank) having its Head Office at Banda, Uttar Pradesh, represented by its duly constituted attorney Mr....., General/ Deputy/Asst. General Manager.

The Bank has purchased Twenty Five (25) Numbers of Desk Top Note Sorting Machines from the supplier as per the Agreement dated....., for installation and use at its various Branches. In the said Agreement the supplier has agreed for an inbuilt warranty for a period of One years from the date of satisfactory installation & Commissioning. The Supplier has also agreed to sign an Annual Maintenance Contract (AMC) for a period of 5 years after the expiry of the warranty period. Clause No.9 of Terms and Conditions of tender which is part of the Agreement dated..... may be referred to for complete details and may be treated as part of this Agreement.

Accordingly, the Supplier agrees to undertake the said work of annual maintenance of the machines for a period of Five years after the expiry of One years' warranty period on the following terms and conditions : -

1. The AMC period for the various machines shall be as given in the Annexure attached.
2. The Supplier shall ensure that the machines are kept in efficient running / working condition at all times by arranging appropriate preventive maintenance of the machines at quarterly intervals. .
3. In case of any defect, malfunctioning or breakdown of the machine or shortfall in its performance, the Bank shall inform the supplier by phone/telex/fax/letter about the said complaint. The complaints in respect of machine located at each of the place may be preferred to the address given in the Annexure against the respective installation.

4. If the machine cannot be made serviceable either by repair or by replacement and put back the system into regular operation within 2 days, on account of any breakdown due to machine failures/repairs/settings, a similar stand-by machine in good working condition shall be provided at the cost of the vendor failing which a penalty at the rate of `1,000/- (Rupees one thousand only) per day for the first 10 days and `5,000/- (Rupees Five Thousand only) per day beyond 10 days, from the date of reporting will be imposed and deducted from any payment due to the supplier or from the Security Deposit or by revoking the Performance Guarantee.
5. If the preventive maintenance is not attended, as stipulated under clause (2) above, proportionate charges, based on the AMC amount quoted by the supplier, will be deducted from any payment due to the vendor or from the Security Deposit or by encashing the Performance Guarantee.
6. The supplier shall bear the transportation and all other costs in this regard for shifting repairing and replacing.
7. The AMC charges shall be ` for each machine for each year excluding Service Tax. Service Tax on AMC is payable separately as per norms prevailing at the time of invoicing. The AMC charges are inclusive of all taxes and firm and not subject to any escalation whatsoever on any account. The charges are payable by the Bank on half yearly basis at the end of the period on successful completion of the services, after deduction of tax at source (TDS) as per relevant provisions of Finance Act from time to time.
8. The bills and invoices for AMC charges shall be prepared by the supplier and submitted to the respective branch /Regional office of the Bank, duly certified for the satisfactory working of the machine.
9. For attending to the complaints or preventive maintenance, the Engineers of the supplier only will have to be deputed and the supplier shall not engage any other local mechanics or other companies.
10. During the validity of the AMC the supplier shall ensure the replacement of any spare, consumables, components and parts free of cost.
11. The supplier shall not claim any other overheads, traveling expenses, boarding, lodging expenses etc., for engineers/workmen.
12. The Bank is entitled to cancel this agreement without assigning any reasons by giving 30 days' written notice to the corporate office of the supplier.

13. In case of any dispute the courts at Banda only will have jurisdictions.

14. This AMC Contract shall be valid for Five years from the date of expiry of One year warranty as shown in Annexure.

15. To ensure due fulfillment of these terms and conditions, the Supplier has furnished an irrevocable Bank Guarantee bearing No.....dated.....for an amount of ` issued by Bank. This Bank Guarantee shall be returned duly discharged on satisfactory completion of the AMC period.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS AND SEAL TO THESE PRESENTS ON THE DAY, MONTH & YEAR FIRST ABOVE WRITTEN.

Signed in (place) on -----

Signed in (place) on -----

For and on behalf of (Name of the vendor)

For and on behalf of Bank

Sd/-
(Name)
Managing Director/
Managing Partner.

Authorised Signatory

ANNEXURE 5

Format of Bank Guarantee for AMC

(To be submitted on Non-judicial stamp paper of appropriate value purchased in the

Name of the issuing bank) The undersigned,
_____Bank, having its registered office in _____address_____
taking into consideration:

That M/s. _____
address_____hereinafter called the suppliers have received from Allahabad
UP Gram Bank at _____site address_____hereinafter called the
buyers, an order for the supply of Annual Maintenance Services
for its Desk Top Sorting Machines No._____

That the buyers require from the suppliers a bank guarantee for a sum of
Indian Rupees_____(in words) as a security for the due fulfillment by the
suppliers for their contractual obligations in this respect:

Declares:

Hereby to guarantee irrevocably and unconditionally up to a maximum
amount of Indian Rupees_____ (in words) the due fulfillment by the
suppliers of their obligations in this regard, and consequently undertakes to
pay to the buyers on their first written demand, all that which the buyers
declare the suppliers are due to them in this respect, such with due observance
of the above maximum amount.

This guarantee will remain valid up to and including ___date (end of
period). Claims, if any, must have been received by the undersigned on that date
_____at the latest, at the address: _____(address of issuing bank / branch.)

Notwithstanding anything contained herein before, our liability under this
guarantee is restricted to ` _____(Rupees _____ only) and this guarantee would
be valid up to(date)

and we shall be discharged from all liabilities hereunder unless a written
claim for payment under this guarantee is lodged on us within one month from
the date of expiry of guarantee i.e. on or before(date) irrespective of
whether or not the original guarantee is returned to us.....

The confirmation of the guarantee may be obtained from our Controlling Office of
the issuing bank at _____address_____.

Place : _____

Date : _____

I - Items to be considered for total cost of ownership (TCO):

Sr.No.	Item Description —	Price per unit In figures	Price per unit In Words
1	Price of Note Sorting Machine		

II — Post Warranty AMC rate per annum per site

Sr.No.	Description	Price per Unit figures	in Price Per unit In words
	1 st Year		
	2 nd Year		
	3 rd Year		
	4 th year		
	5 th Year		
	6 th year		
	Total		

	Total Cost of Ownership = I+ II		
--	---------------------------------	--	--

Note:

1. The cost of the machine and post warranty Comprehensive AMC rate per annum will be taken into consideration for deciding the TCO.
2. Unit prices as well as TCO must be quoted in WORDS AND FIGURES.
3. The prices should be inclusive of all taxes, duties, levies, transportation charges, etc., except Octroi which will be payable at actuals.
4. In case of any discrepancy, unit prices quoted in words will be considered for computation of TCO.
5. Cost comparison will be on the basis of total cost of ownership calculated as explained above.

AUTHORISED SIGNATORY

1.0 TOTAL COST OF OWNERSHIP (TCO):

1.1 TCO refers to the aggregate amounts payable by the Bank for transfer of ownership.

1.2 TCO shall encompass but not be limited to the following:

1.2.1 Cost of the equipment/product or services.

1.2.2 Licence fee (Corporate or user specific as defined in RFP) including OS/Data Base/Application licences).

1.2.3 All existing taxes (including sales tax/VAT, service tax etc.), duties and levies.

1.2.4 Installation and commissioning charges, if any.

1.2.5 The prices should include the comprehensive on site warranty maintenance of the equipments covering all components, services, and visits to the concerned offices as specified in the RFP.

1.2.6 Annual Maintenance Charges for the period as specified in the RFP.

1.2.7 Transportation and Forwarding charges to respective sites.

1.2.8 Training costs for the product/service/equipment if and as defined in RFP.

1.2.9 Service Level Agreement (SLA) costs as defined in RFP for applicable period.

1.2.10 Facility Management/infrastructure support costs as defined in RFP.

1.2.11 Insurance to cover the equipment for and from transit period till installation.

1.3 The TCO shall be arrived at after deducting 'buy back' costs involved and if/as defined in the RFP.

1.4 TCO, however, shall not include variables of octroi and entry tax. These shall be paid as per actuals and on production of receipts. However, no penalties respecting octroi or entry tax shall be paid by the Bank and the vendor shall bear such expenses.

