



ESTATE OFFICE, AIIMS BATHINDA

Invitation of Bids from scheduled Banks for installation of ATM(s) at AIIMS Bathinda in Two Bid system

No. AIIMS Bathinda/Estate/22-23/ATM dated 21 June 2022

- **Date of publication of NIT (Notice Inviting Tender) – 21 June 2022.**
- **Last date and time of submission of bid document at the designated address at AIIMS Bathinda – Tuesday, 12 July 2022, 17:00 hrs.**
- **Date and Time of opening of Technical Bid (PART-A envelope) – Thursday, 14 July 2022, 15:30 hours (Venue – College Council Hall, C Block, Ground Floor, Medical College, AIIMS Bathinda)**
- **Date and Time of opening of Financial Bid (PART-B envelope) – To be intimated to those who qualify in the Technical Part, in due course of time.**

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Sealed bids (quotations) are invited from Nationalized/ Scheduled/Commercial/ Private Banks (duly authorised by Reserve Bank of India) for Installation, Operation and Maintenance of Automated Teller Machine (ATM) at IPD Entry Building, AIIMS Bathinda.

1. Introduction

AIIMS, Bathinda invites bids in Two Bid System from Nationalized/ Scheduled/Commercial/ Private Banks (duly authorised by Reserve Bank of India) for installation, operation and maintenance of **Automated Teller Machines (ATM)** in the premises of the Institute on the monthly rental basis.

There are total 04 Nos. of sites at AIIMS Bathinda for installation of ATM and the Banks may quote for one or more number of sites as per the format of the Financial Bid attached with this document.

Interested banks are requested to submit their bids as per the terms & conditions, which can be downloaded from the website <https://aiimsbathinda.edu.in> The bid document along with the terms and conditions duly signed by the authorised representative of the interested banks in sealed master envelope, addressed to The Executive Director, AIIMS Bathinda may be sent by registered/ speed post on or before (Date) (time) at Estate Office, C Block, Second Floor, Medical College Building, AIIMS Bathinda.

The master sealed envelope shall bear **“Bid for installation, operation and maintenance of automated teller machine (ATM) – NOT TO OPEN BEFORE DUE DATE”** at AIIMS Bathinda.

HOW TO SUBMIT THE APPLICATION (Bid)

PART A: All documents related to eligibility of the Bank should be put in single envelope marked as ‘PART A’. It is to be noted that the Annexure 2 (Financial Bid) should not be put in ‘PART A’. Bank should write complete name, address, contact number, email details on outside of this envelope. This envelope should contain Annexure 1, Demand Draft for Tender Fee along with other required documents as per Annexure 1.

PART B: This envelope should contain only Price quote i.e., Annexure 2 and nothing else. Bank should write complete name, address, contact number, email details on outside of this envelope. The envelope should be marked as ‘PART B’

Master Envelope: The above two documents should be put in single envelope marked **‘MASTER ENVELOPE: “Bid for installation, operation and maintenance of automated teller machine (ATM) – NOT TO OPEN BEFORE DUE DATE”**. Applicant should also write complete name, address with pin code, mobile on the Master envelope. The Master envelope should be sealed properly.

Mode of submission:

By Speed Post: The applicant should ensure that the documents reach the office of the **Estate Office, C Block, Second Floor, Medical College building, AIIMS Bathinda – 151001** well before the due date. AIIMS Bathinda will not be responsible for any postal delay, if any.

OR

By Hand: Applicants may submit the Master Envelope by hand also to the above-mentioned address, well before the due date.

Eligibility Criteria: -

1. Only Nationalized /Scheduled /Commercial /Private Banks duly registered with Reserve Bank of India are eligible.
2. Area of compartment for single ATM is **43.6 square feet**. There are total 04 Nos. of compartments for 04 Nos. of ATMs.
3. Bank should have at least five-year experience in the operation of ATM.
4. Bank must have at least 1 (One) running ATM's operating in the city.
5. Bank should submit documentary proof in support of their experience /credentials.
6. Authorised representatives of Bidders can witness the opening of the Technical/ Financial bids on scheduled date and time.
7. The offer submitted through Email, WhatsApp, Telegram or any other digital means shall not be considered.
8. Banks shall submit their past experience certificate, Memorandum and Article of Association, Partnership and Incorporation deed (in case of partnership) or any other documents regarding the existence of the bank.
9. In the event of the date being declared as a closed holiday for purchaser's office, the date for opening of bids online will be the following working day at the appointed times.
10. AIIMS Bathinda reserves the right to accept or reject any or all bids, at any point of time prior to award of lease without assigning any reason whatsoever.
11. The tendered rates and the validity of bids shall be for a minimum period of 90 days from the date on which the tender is finalized /awarded.
12. AIIMS Bathinda may at any time terminate the contract by giving one month written notice to the bank, without compensation to the bank, if the bank becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or effect any right of action or remedy which has accrued or will accrue thereafter to the Institute
13. Successful bank shall undertake to sign the contract agreement within 15 (fifteen) days from the issue of the letter of acceptance / letter of Intent, failing which Security deposit may be forfeited.
14. The Executive Director, AIIMS, Bathinda or his/her authorized representative shall be the final authority in all disputes and decision will be accepted to all concerned.
15. The courts of law situated at Bathinda Punjab shall have legal jurisdiction.
16. The complete bid document can be downloaded from our website <https://aiimsbathinda.edu.in>

**Sd/-
Executive Director
AIIMS Bathinda**

Banks should note that the following terms and conditions will apply specifically in addition to the rules and regulations applicable as per Government of India.

1. Tender (Fees) for an amount of **Rs. 1180/- (Rs. 1000 Fees plus GST Rs. 180) should be submitted along with PART – A envelope** in the form of Demand Draft in favour of “Executive Director, AIIMS Bathinda” payable at Bathinda.
2. AIIMS Bathinda may waive any minor infirmity or non- conformity or irregularity which does not constitute a deviation, provided such waiver does not prejudice or affect the relative ranking of bids received.
3. AIIMS Bathinda shall consider award of lease for installation of ATM(s) only to those whose offers have been found commercially acceptable and evaluated as most suitable by the Institute.
4. AIIMS Bathinda reserves the right to fix reserve price if the prices quoted by the bank do not match the existing market/ bank rates.
5. PSPCL tested separate sub-meter has to be installed for ATM by bank at its own cost and the bank has to pay the electricity bill to the Institute as per prescribed rates by competent authority of AIIMS Bathinda within the tenth of every month along with the license fee.
6. Security arrangement of the ATM will be the responsibility of concerned bank. AIIMS Bathinda shall not be responsible for any loss of cash, any loss of installation, equipment etc.
7. All services for connectivity of ATM viz., lease lines/ broad band/ internet/ telephone lines / Air Conditioner to be procured /installed by the concerned bank(s).
8. The premises shall be used for the purpose of installation, operation and maintenance of ATM only and not for any other purpose.
9. Successful Bank will have to pay the monthly electricity charges, as per consumption, as per Bills of the Engineering section.
10. All electrical consumables like bulbs, tubes, etc are to be replaced by the party, in case they are damaged.
11. Successful bank shall not be permitted to draw any electrical connections /extension, etc without obtaining approval from the institute’s Estate/Engineering division.
12. There shall be no structural damage to the premises.
13. Institute cannot ensure 24 (hrs) x 7 (days) electricity power supply. Party may install their own UPS, if required, to run their facilities with due intimation to the Institute.
14. The licensee shall pay all the Central, State and local levies including GST being imposed or assessed by the competent authority or levied in future from time to time
15. The licensee shall obtain all the required permissions/license from concerned authorities for running the ATM at their own level and shall obey all the rules/regulations applicable from time to time in this regard and take all the security precautions to safeguard the equipment’s installed/provided at the premises.
16. The licensee shall be called upon for repair the premises in case it is found that the premises requires repair. It shall be the responsibility of the bank to renovate/construct the space for ATM Counter immediately at their own cost.
17. The licensee shall submit a copy of verified antecedents of their employees /staff deployed on the allotted site from the police authorities /Superintendent of Police within one month from the date of actual possession.
18. No obnoxious trade shall be carried on in the premises. No other illegal activity shall be allowed to be carried by licensee and in case of such eventuality, all the responsibility or legal obligation fall upon the licensee.
19. AIIMS Bathinda reserves the right to accept or reject any application/offer. Authority for acceptance or otherwise of the application/quotation will rest with the AIIMS Bathinda which

does not bind itself to accept any application/quotation and not to assign any reason for rejecting the same.

20. **Security Deposit by successful bidder/ bank:** - Successful bidder has to deposit three months (03 months) license fee with GST as security deposit within 15 days of Letter of Intent (LoI), failing which the offer will be withdrawn, at the option of the Institute. The security shall be deposited in the form of Demand Draft issued in favour of 'Executive Director, AIIMS Bathinda' payable at Bathinda.

21. The Bank submitting the tenders will be required to quote in the tender form the amount of facility charges payable (monthly) for ATM installation, which they will be required to pay to AIIMS Bathinda. The highest bidder will be awarded to install and operate their Bank ATM at the said premises. The Bank will also be required to pay electricity charges due on commercial rates (according to the sub meter installed separately) from time to time besides facility charges quoted by Bank. Electrical charges along with applicable taxes should be paid by the bank.

22. Maintenance and regular functioning of the ATMs for all the 24 hours should be ensured by the Bank and AIIMS Bathinda will not undertake any responsibility in this account.

23. The Bank shall have the liberty to either quote for one or more than one ATM sites out of total 04 Nos. of sites at IPD Entry (OT building), AIIMS Bathinda.

24. In first phase, only technical envelope (PART A) will be opened on the designated date and time at AIIMS Bathinda Conference Hall (C Block Ground Floor Medical College building). Those who qualify in the technical part will be intimated through available means about date and time of opening of the financial bids (PART B).

25. **The ATM shall remain open on 24 X 7 X 365 days basis.**

26. Separate Licence agreement will be signed between AIIMS Bathinda and the successful bank on a non-judicial stamp paper of Rs. 100/- Printing and stationery charges have to be borne by the successful Bank.

27. In case of tie between two highest bidders, preference will be given to government owned bank against private banks. In case both the highest bidders are government or private ones, then preference will be given to that bank which have a greater number of on-site and off-site ATM in India as per latest Reserve Bank of India Statistics.

28. **Period of the Licence Deed/ Agreement:** - The charges fixed and the Licence agreement terms and conditions will be valid for 5 years and may be extended for 2 years on the discretion of the competent authority and mutual agreement. The initial validity of the Licence agreement shall be for five years from the date of signing.

29. **Rent/ Minimum Reserve Licence Fees per month:** -

(a) The minimum reserve Licence Fee for each ATM site per month shall be Rs. 25000/- per month excluding GST (Rs. Twenty-Five Thousand per month)

(b) There shall be Five percent increase in the Licence Fee every year beginning from second year onwards.

(c) The GST rate, as revised and amended by the Govt., will be applicable on monthly Licence Fee.

**Sd/-
Executive Director
AIIMS Bathinda**

ANNEXURE 1 (To be submitted in PART A envelope)

Checklist for Tender (Bid) submission		
Name of the Tender – Invitation of Bids from scheduled Banks for installation of ATM(s) at AIIMS Bathinda in Two Bid system		
Name of the Tenderer (Bank)		
Address of the Bank		
Name, address and contact of the authorized person to quote on behalf of the bank		
	Name of document	Whether Yes/No
(a)	Duly signed and stamped copy of complete bid document has been submitted in PART A envelope	
(a)	Annexure 1 duly signed and stamped attached in PART A envelope	
(b)	Annexure 2 duly signed and stamped has been put in PART B envelope duly sealed.	
(c)	The two envelopes marked 'A' and 'B' are sealed in a Master envelope addressed to ' The Executive Director, AIIMS Bathinda, Mandi Dabwali Road, Bathinda-151001 ', with name of the bidder and tender written on the envelope.	
(d)	Demand Draft for Tender Fee of Rs. 1180/- (Rs. 1000 plus GST Rs. 180) in the form of Demand Draft in favour of "Executive Director, AIIMS Bathinda" payable at Bathinda in PART 'A'	
(e)	Documents proving existence of the Bank	
(f)	Authorisation certificate to quote on behalf of the Bank	
(g)	Experience certificate regarding operations of ATMs (minimum 05 years, own ATMs)	
(h)	Certificate mentioning details of ATM operating at Bathinda city (at least one is required to participate in the bid)	

Note: -If answer to any of the above checklist is 'No', the technical bid of the participating Bidder (Bank) will be rejected and no correspondence will be entertained in this regard.

I hereby declare that I am the authorized person to quote the rate for the allotment of space and have gone through the terms and conditions of renting of space (Location) for installation of ATM at the premises of AIIMS Bathinda and are acceptable to the bank. In case of allotment of space, the bank is ready to take possession of space within 15 days of allotment.

Place:

Date:

Seal of Bank:

Yours Faithfully

Signature of bidder:
Name in block letters:
Designation:
Email ID
Contact No.

ANNEXURE 2 (To be submitted in PART – B envelope only)

To
The Executive Director,
AIIMS Bathinda, Punjab.

Letter reference No. _____

Dated: - _____

Subject: Regarding Quotation for allotment of Space (Location) at premises of AIIMS Bathinda for Installation of ATM.

Respected Sir,

With reference to your EoI document regarding ATM installation at OT building, AIIMS Bathinda, I/ We hereby quote the following rates for allotment of space (Location) for Installation of ATM at the premises of AIIMS Bathinda: -

(a)	Name of Bank	
(b)	Name & contact details of Authorized person/ signatory of Bank duly authorized by the Bank	

	Minimum Reserve/ Base Rent per month	Base Rent offered by the Bank per sq. ft. per month (A)	Total space (B)	Monthly Base rent (A X B) (C)	Total Rent including GST @ 18 percent (round to integers) (D)
ATM Site 1	Rs. 25000/- excluding GST	Rs. _____ per sq. ft.	43.6 sq. ft.	Rs. _____	Rs. _____
ATM Site 2		Rs. _____ per sq. ft.	43.6 sq. ft.	Rs. _____	Rs. _____
ATM Site 3		Rs. _____ per sq. ft.	43.6 sq. ft.	Rs. _____	Rs. _____
ATM Site 4		Rs. _____ per sq. ft.	43.6 sq. ft.	Rs. _____	Rs. _____

Write 'NA' if you do not wish to quote for particular site;

Total Rent including GST@ 18 % (D) in words for ATM Site 1: _____

Total Rent including GST@ 18 % (D) in words for ATM Site 2: _____

Total Rent including GST@ 18 % (D) in words for ATM Site 3: _____

Total Rent including GST@ 18 % (D) in words for ATM Site 4: _____

I/We are aware that electricity charges, as decided by the Institute will be paid over and above the monthly rent for the ATM site.

I hereby declare that I am the authorized person to quote the rate for the allotment of space and have gone through the terms and conditions of renting of space (Location) for installation of ATM at the premises of AIIMS Bathinda and are acceptable to the bank. In case of allotment of space, the bank is ready to take possession of space within 15 days of allotment.

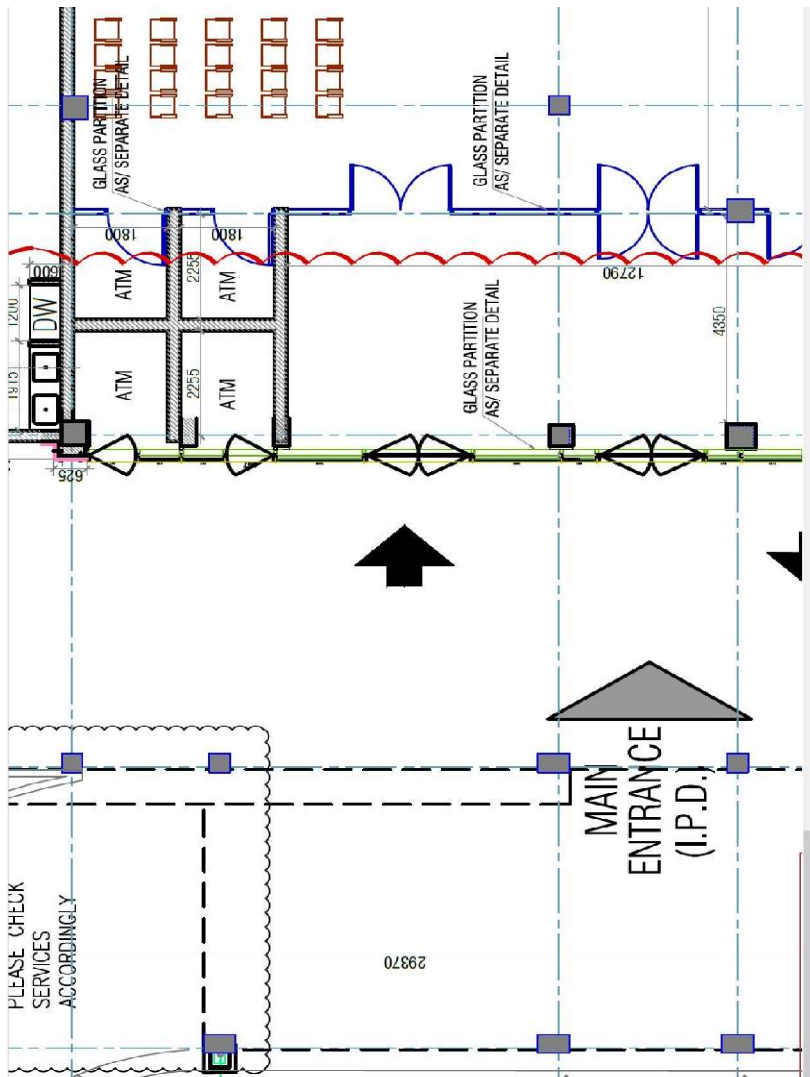
Yours Faithfully

Place:
Date:
Seal of Bank:

Signature of bidder:
Name in block letters:
Designation:
Email ID
Contact No.

ORIENTATION MAP/ LOCATION of ATM sites at IPD Entry Building (Main Entrance IPD)

(Banks are requested to visit the survey the sites before submission of bids)



Site numbering for reference

ATM SITE 3 (Facing registration desk at IPD Main Entry)	ATM SITE 4 (Facing registration desk at IPD Main Entry)
ATM SITE 1 (Facing AYUSH building)	ATM SITE 2 (Facing AYUSH building)



IPD Entry Building (Main Entrance IPD)