



Date.19.07.2021

**Revised Expression of Interest (EOI) are invited for Selection of Nationalized/ Scheduled/Commercial/Private Banks for Installation, Operation and Maintenance of Automated Teller Machine (ATM) at AIIMS, Gorakhpur**

### **1. Introduction**

AIIMS, Gorakhpur invites Expression of Interest (EOI) from Nationalized/ Scheduled/Commercial/ Private Banks for installation, operation and maintenance of Automated Teller Machine (ATM) in the premises of the Institute at Gorakhpur, U.P-273008 on the monthly rental basis. Interested banks are requested to submit their expression of interest as per the terms & conditions, which can be downloaded from the website <https://aiimsgorakhpur.edu.in>. The expression of interest along with the terms and conditions duly signed by the interested banks in sealed envelope, addressed to Executive Director, AIIMS, Gorakhpur may be sent by registered speed post or directly (By Hand) before 17.08.2021 time: 13.00 hrs at Admin. Office, Administrative block, Medical college Building. The quotations/tenders will be opened on the same day of receipt of tender i.e. on 17.08.2021 time 15.30 hrs in the presence of tenderer or his duly authorized representative if they wish to remain present at the time of opening of tender. The representative must have their identity card and authority letter from the concerned bank.

### **2. Tendering System:**

**2.1** The sealed envelope shall bear "EOI for installation, operation and maintenance of automated teller machine (ATM) for ----- (please specify location)" at AIIMS, Gorakhpur. Inside the envelope there shall be two envelopes bearing heading 1. "Technical Bid", 2. "Price Bid" any bidder wants to apply for more than one locations, should submit more than one Bid each bid should clearly specify location for which bid has been submitted, on envelope itself. The sealed envelope shall bear "EOI for installation, operation and maintenance of automated teller machine (ATM) for -----(please specify location)" at AIIMS, Gorakhpur. Inside the envelope there shall be two envelopes bearing heading 1. "Technical Bid", 2. "Price Bid" any bidder wants to apply for more than one locations, should submit more than one Bid each bid should clearly specify location for which bid has been submitted, on envelope itself.

### **2.2 Submission of Tender**

The tender shall be submitted in two parts, viz., technical bid and price bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before submission. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter. Technical bid to be submitted as per Annexure-I "Technical Bid"

### **2.3 TECHNICAL BID**

Technical bid shall contain the complete technical specifications and details on the competency of the bidder and also the commercial bid package with terms and conditions of supply, warranty, after sales service etc.

(Except Price Bid Form). Apart from the documents and signed copy of the purchased tender document, the necessary enclosures should be submitted in this technical bid. In short, the technical bid should contain all the necessary documents to prove the technical competency and capability of the bidders for Installation of ATM machine.

#### **2.4 PRICE BID:**

Offer rate per square meter for required area (**not more than 2.55\*2.5 sq. meters i.e. 27.4748 sq. Meter.**). Price bid to be submitted as per Annexure-II "Price Bid"

- 2.5** Both the sealed covers shall be enclosed in another sealed (third) bigger cover which should also be super scribed as "EOI for installation, operation and maintenance of automated teller machine (ATM) for ----- (please specify location)"

#### **3. Eligibility Criteria:**

- A. Only Nationalized /Scheduled /Commercial /Private Banks are eligible.
- B. Bank should have at least five-year experience in the operation of ATM.
- C. Bank must have at least 1 (One) running ATM's operating in the city.
- D. Bank should submit documentary proof in support of their experience /credentials.
- E. DISCOM/UPPCL tested separate meter to be installed by the bidder and the electricity bills as per prescribe rate by Electrical division have to be remitted within the tenth of every month along with the license fee.
- F. Minimum Reserve rental Price for first contract period in Rs 1091.91 per square meter per month.
- G. All bidders shall submit an offer with the required area in the square meters as per their needs under Maximum Size of the premises 2.55\*2.5 sq. meter (27.4748 sq. meter) including frontage area, Detailed requirement to be submitted by Bank.
- H. "H1" will decide on the highest rate offer per square meter space for installation of ATM Space.
- I. 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.
- J. In the event of the date being declared as a closed holiday for purchaser's office, the date for opening of bids will be the next working day at the appointed times.
- K. AIIMS, Gorakhpur reserves the right to accept or reject any or all EOI, at any time prior to award of lease without assigning any reason whatsoever.
- L. The tendered rates and the validity of bids shall be for a minimum period of 90 days from the date, as the tender are finalized /awarded.
- M. The contract shall be awarded to the banks offering the highest calculated rent per square feet per month.
- N. AIIMS, Gorakhpur 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
- O. Successful bank shall undertake to sign the contract agreement within 15 (fifteen) days from the issue of the letter of acceptance /order, failing which EMO/Security deposit may be forfeited.
- P. The firm has to submit a signed declaration that there is no vigilance/CBI case pending against them.
- Q. Settlement of disputes in Gorakhpur Courts – Executive Director, AIIMS, Gorakhpur or his/her authorized representative shall be the final authority in all disputes and decision will be accepted to all concerned.
- R. The documents can also be downloaded from our website <https://aiimsgorakhpur.edu.in> .

SD/-  
Administrative Officer  
AIIMS Gorakhpur

#### 4. Terms and Conditions:

**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.**

- a) AIIMS, Gorakhpur 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 EOI.
- b) AIIMS, Gorakhpur 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.
- c) AIIMS, Gorakhpur reserves the right to fix reserve price if the prices quoted by the bank do not match the existing market I bank rates.
- d) Separate electrical connection for ATM shall be taken by the bank on their own and the bank has to pay the electricity bill to the Institute as applicable.
- e) Security arrangement of the ATM will be the responsibility of concerned bank. AIIMS, Gorakhpur shall not be responsible for any loss of cash, any loss of installation, equipment etc.,
- f) All services for connectivity of ATM viz., lease lines/ broad band/ internet/ telephone lines I Air Conditioner to be procured /installed by the concerned bank(s).
- g) The premises shall be used for the purpose of installation, operation and maintenance of ATM only.
- h) Successful party will have to pay the monthly electricity charges, as per consumption, as per Bills of the Engineering section.
- i) All electrical consumables like bulbs, tubes, etc are to be replaced by the party, in case they are damaged.
- j) Successful bank shall not be permitted to draw any electrical connections /extension, etc without obtaining approval from the institute's Estate division.
- k) There shall be no structural damage to the premises.
- l) Institute cannot ensure 24 (hrs) x 7 (days) electricity power supply. Party may install their own UPS, if required, to run their storage facilities with due intimation to the Institute.
- m) 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
- n) 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.
- o) 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.
- p) 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.
- q) 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.
- r) AIIMS, Gorakhpur reserves the right to accept or reject any application/offer. Authority for acceptance or otherwise of the application/quotation will rest with the AIIMS, Gorakhpur which does not bind itself to accept any application/quotation and not to assign any reason for rejecting the same.
- s) Successful bidder has to deposit a month license fee as security deposit within 15 days of Letter of award, failing which the offer be withdrawn, at the option of the Institute.
- t) 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, Gorakhpur. 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 meter count installed separately) from time to time besides facility charges quoted by Bank. Electrical charges along with applicable taxes should be paid by the bank.

- u) Maintenance and regular functioning of the ATMs for all the 24 hours should be ensured by the Bank and AIIMS, Gorakhpur will not undertake any responsibility in this account.
- v) The charges fixed will be valid for 5 years and may be extended for 2 years on the discretion of the competent authority.

#### **5. Evaluation Criteria:**

Bidder with maximum price quoted per square meter shall be declared as H1 for each location. H1 bidder shall be awarded the work. In case same price is quoted, bidder with minimum space requirement shall be awarded the work.

For a particular location, H1 bidder shall be awarded the ATM and bidders of lower quotes shall be asked to match H1 Price in sequential order of price bid.

Example :

for location 2, five bids are opened with Bank A as H1 (Highest Price per square meter), Bank B as H2 (next Lower than H1 price), Bank C as H3 (next Lower than H2 price), Bank D as H4(next Lower than H3 price), Bank E as H5(next Lower than H4 price) .

Bank A shall be awarded ATM. Then Bank B and Bank C shall be offered ATM with H1 price, if they accepts, they shall be awarded the ATM. If any of the two does not accepts the H1 price, Bank D with H4 shall be offered the ATM with H1 price, so on and so forth, it shall continue. In case No body accepts H1 price. ATM shall be awarded to only one Bank i.e. Bank A at H1 price.

#### **6. Locations for ATM:**

ATM installation in following locations.

##### **6.1 Location 1:**

###### **Admin Block**

Place for three ATMs of different Banks

Space shall be given inside building with Air-conditioned Room, Electricity and Diesel Generator power backup.

**Reserve price shall be Rs. 1091.91 per square meter per month.**

##### **6.2 Location 2:**

###### **IPD Block**

Place for three ATMs of different banks.

Open space shall be given, Bank has to build its own temporary structure as per norms of GDA, which shall not increase built-up area of the construction, fitting of AC shall be the responsibility of Bank. However, Electricity along with power backup from Diesel Generator shall be provided by AIIMS.

**Reserve price shall be Rs. 1091.91 per square meter per month.**

##### **6.3 Location 3:**

###### **Near Guest House, (Which shall cover residential complex)**

**Place for three ATM.**

Open space shall be given, Bank has to build its own temporary structure as per norms of GDA, which shall not increase built-up area of the construction, fitting of AC shall be the responsibility of Bank. However, Electricity along with power backup from Diesel Generator shall be provided by AIIMS.

**Reserve price shall be Rs 1091.91 per square meter per month.**

Technical Bid Declaration

**All the documents as prescribed in section 3 are to be submitted along with a declaration that bidder accepts all the terms and conditions as prescribed in section 4 and any other terms and conditions prescribed at any other place in this document. Technical bid should be submitted with a signed and sealed copy of this tender document by authorised designated authority.**

**Annexure-II "Price Bid"**

To  
The Executive Director,  
AllMS, Gorakhpur -273008

No:

Subject: Regarding Quotation for allotment of Space (Location) at premises of AllMS, Gorakhpur for Installation of ATM.

Respected Sir,

With reference to your notification no. AllMS/ Gorakhpur/ Admin. /XXXX dated XXXXXX on the above Subject; I hereby quote the rate for allotment of space (Location) for Installation of ATM at the premises of AllMS, Gorakhpur:

1. Name of Bank:
2. Location 'Number and place' for which quotation submitted:
3. Space required in Sq. meter:
3. Amount quoted for the location (one) per month (in figure):
4. Amount quoted for the location (one) per month (in words):

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 AllMS, Gorakhpur issued vide the notification no cited above 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: Signature:

Seal of Bank: Name in block letters:

Designation:

## DRAFT AGREEMENT

This agreement is made at Gorakhpur on the \_\_\_\_\_ Day of \_\_\_\_\_ Two Thousand Seventeen Between \_\_\_\_\_ Acting through \_\_\_\_\_, \_\_\_\_\_, All India Institute of Medical Sciences(AIIMS) Gorakhpur. (Hereinafter called "Client" which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the First Part.

### Second Part

M/S \_\_\_\_\_ Its registered office at \_\_\_\_\_. (Herein after called the "Agency" which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the Whereas the "Client" is desirous to engage the "Agency" for Installation Of ATM machines at AIIMS Gorakhpur, as per the terms and conditions stated below

1. The bidders must deposit the amount of Security Money XXXX/- within the stipulated date specified in the acceptance letter. The approved firm shall deposit the Security Money in the form of Demand Draft/Bank Guarantee payable at Gorakhpur duly pledged in favour of AIIMS, Gorakhpur. After successful completion of entire supply and period of maintenance Security Deposit will be refunded within the six months if not extended for a further period.
2. The Allotted Space (Location) will be allotted to those tenderer who will quote the highest Amount above the reserved price.
3. Location No. must be for quoted in the tender.
4. The amount quoted for monthly licence fees.
5. The location will be allotted for a maximum period of Five years and it may be extended for next two years on the mutual agreement of both parties. In no case it \Nil be Extended beyond 7 years.
6. The rent will be increased 5 % compounded yearly.
7. The ATM should be remaining functional all time i.e. 24x7 days except in case of any Technical fault or natural calamities. Non functioning of ATM Services for multiple occasions shall be a sufficient ground for termination of allotment & vacation of space by the Bank.
8. The arrangement of security personnel, if any, will be done by concerned bank. AIIMS, Gorakhpur will not take responsibility regarding any damage/loss to property of any kind on the property quoted.
9. An Electric Sub meter will be install for payment of electricity bills and the electricity bills will be paid by concerned bank to AIIMS, Gorakhpur as per usage & fixed charges monthly.
10. The maintenance work of locations will be undertaken by AIIMS, Gorakhpur. However no alterations/ modification can be done by bank without the prior approval of competent authority, AIIMS, Gorakhpur.
11. All internal works related to installation of ATMs and internal look and feel will be the responsibility of the concerned bank. The bank will hand over the site, as was allotted to them initially. All maintenance work related to their internal work/ look and feel will be done by the bank themselves. Any damage done will be recovered on actual basis from the bank.
12. The vehicle containing cash for loading in ATM will only be allowed to enter the premises of AIIMS Gorakhpur but the signature of officials /Driver will be required to be entered at entry point.
13. The ATMs will be used primarily by the Staff/ Patients/ attendant of Patients/Students only. No other people will be allowed inside the AIIMS campus. General public will also be allowed access, but may be restricted, depending of Rules framed by AIIMS Gorakhpur regarding restricted entry of outsider's public.
14. The bank undertakes to ensure that the best facilities are available at the ATM and will promptly carryout any activity that is needed to ensure it.

15. The Space will require to be vacated within 60 days of notice served to bank. Bank Shall also be at liberty to vacate the space, after issuing notice of 60 days.
16. The AllMS, Gorakhpur is not bound to accept highest bid and can reject/accept any of the tenders without assigning any reasons thereof.
17. The Successful tenderer will require depositing advance rent for two months and taking possession within 15 days of allotment letter issued to them.
18. An agreement will be signed between AllMS, Gorakhpur and Concerned bank for acceptance of all terms and conditions.
19. The decision of the Executive Director, AllMS, Gorakhpur will be final and it will be binding on all concerned.

THIS AGREEMENT will take effect from \_\_\_\_\_ day of \_\_\_\_\_ and it shall be valid for three year.

In witness where of both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Gorakhpur in the presence of the witness:

<p>For and on behalf of the "Agency" Signature of the authorized Official</p> <p>Name of the Official</p> <p>Stamp/Seal of the "Agency"</p> <p>SIGNED, SEALED AND DELIVERED</p> <p>By the said</p> <p>Name</p> <p>On behalf of the "Agency" In presence of</p> <p>Witness:</p> <p>Name:</p> <p>Address:</p>	<p>For and on behalf of the " Executive Director, AllMS Gorakhpur"</p> <p>Signature of the authorised Officer</p> <p>Name of the Officer</p> <p>By the said</p> <p>Name</p> <p>on behalf of the " Executive Director, AllMS Gorakhpur" in presence of</p> <p>Witness:</p> <p>Name:</p> <p>Address : AllMS Gorakhpur</p>
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