



REQUEST FOR PROPOSAL (RFP)
FOR
"SUPPLY OF MIX VALUE LOOSE NOTE COUNTING MACHINE & BUNDLE
NOTE COUNTING MACHINES TO OUR IDENTIFIED BRANCHES"

RFP REFERENCE NO	: RFP 5/NA-S/2020-21
DATE OF RFP DOCUMENT	: 24/06/2020
DATE OF PRE BID MEETING	: 30/06/2020
LAST DATE FOR SUBMISSION OF RFP	: 14/07/2020
DATE OF OPENING OF TECHNICAL BID	: 14/07/2020
EARNEST MONEY DEPOSIT	: Rs15000/-
NO. OF PAGES	: 44

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ISSUED BY : DEPUTY GENERAL MANAGER
CANARA BANK
PREMISES & ESTATE SECTION,
CIRCLE OFFICE, TRIVANDRUM
MG ROAD, TRIVANDRUM -695001

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Contact Numbers :Tel- 0471-2331340,2325383

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CALENDER OF EVENTS

Sr No	EVENT	DATE	TIME
1	Date of Issue	24/06/2020	
2	Date of Pre Bid Meeting	14/07/2020	3.00PM
3	Date of Submission	14/07/2020	10.00 AM to 3.00 PM
4	Date of Opening of Technical Bid	14/07/2020	3.30PM
5	Date of opening of Financial Bid	Will be intimated subsequently	

NOTICE INVITING RFP**REQUEST FOR PROPOSAL (RFP) FOR SUPPLY OF MIX VALUE LOOSE NOTE COUNTING MACHINES & BUNDLE NOTE COUNTING MACHINES.**

Canara Bank a premier Indian Public Sector Bank having pan India presence wishes to procure the Loose Note Counting Machines & Bundle Note Counting Machines for use at various Branches in Kerala & Union Territories of Mahe & Lakshwadeep. Sealed bids under two bids concept (Technical Bid and Financial Bid- separate for Mix Value Loose Note Counting Machine & Bundle Note Counting Machine) are invited for supply of Loose Note Counting Machines (facility to detect suspect currency notes) & Bundle Note Counting Machines. A Firm submitting the proposal in response to this RFP shall hereinafter be referred to as Bidder.

Interested Bidders who are dealing in Supply of the Loose Note & Bundle Note Counting Machines and meeting the following Eligibility Criteria may respond.

ELIGIBILITY CRITERIA

S.N	Criteria	Documents Required
1.	The Bidder should have minimum of 3 years experience in the activity of supply and maintenance of Mix Value Loose Note Counting Machines & Bundle Note Counting Machines.	Manufacturer / Dealer Certificate. Order copies older than 3 years from the date of this RFP
2	The Bidder should have supplied 50 Nos Loose note or Bundle note counting MACHINE, during any one of the three years 31.03.18, 31.03.19, and 31.03.20 to any scheduled commercial Banks in India.	1) Purchase order copies issued by the Bank. 2) Satisfactory completion certificate from Bank indicating the date and quantities supplied in respect of the above mentioned purchase order, clearly mentioning model supplied.
3	The Bidders desirous of quoting should have their own manufactured brand and plant in any part of the world for the Bank note counting and should have a permanent office or a subsidiary company in India. OR If the Bidder is not an Original Equipment Manufacturer (OEM) and only an authorized dealer, they should have valid authorization letter from their OEMs to deal/market their product in India and such authorization letter should be valid for a further period of minimum 5 years from the date of RFP	Declaration from the manufacturing company signed by the Competent Authority with details of address of manufacturing plant and address of Office / Subsidiary in India. Authorization letter from OEM as per Annexure C in case of authorised dealers.
4.	The Bidder should be able to provide	Qualified Engineers should be

	qualified service engineers for attending the problems if any during the Warranty/AMC period. The availability of services of the engineers for the proposed locations as per Annexure G should be ensured.	employee of the company. The Bidders to furnish their existing service centre infrastructure details like contact details with postal address, no. of engineers, jurisdiction of the engineer etc as per Annexure A 2 .
5.	The Model quoted by the bidder should have been released /operational in the Market for at least 12 months before the date of this RFP.	Proof of order one year prior to dated of RFP to be submitted

Before submission of the offer, the Bidders are requested to read the following instructions and the terms and conditions.

A. GENERAL RULES & INSTRUCTIONS TO BIDDERS.

1. BIDDING PROCEDURE.

1.1. Contents of the bid.

1.1.1 Contents of the Technical Bid:

- a. All pages of this RFP as downloaded from the website duly signed on all pages.
- b. **Masked price bid.** This should be a photocopy of the actual Price Bid (Annexure D) with prices masked. Bidder has to submit the separate **ANNEXURE - D (Mix Value Loose Note Counting Machines) & ANNEXURE - D (Bundle Note Counting Machines).**
- c. Bidder's Covering letter. This should be as per **Annexure A** with list of clients where the model quoted is supplied.
- d. Power of Attorney / authorization with the seal of the bidder's company / firm in the name of the person signing the RFP documents.
- e. Authorization letter for attending the bid opening as per **Annexure B.**
- f. Earnest Money Deposit (EMD) in the prescribed form.
- g. Profile of the Company / Firm as per **Annexure A1 and A2.**
- h. **Documents in support of all eligibility criteria.**
- i. Technical Compliance Statement and model quoted as per **Annexure A3.**
- j. Technical Offer as per Specifications given in **Annexure E** should be complete with all the columns filled in
- k. Technical Documentation (Product Brochures, leaflets, manuals, drawings). An index of technical documentation submitted with the offer must be enclosed.
- l. It is mandatory to furnish the make & model of the machine quoted.

1.1.2. Contents of the Financial Bid.

- a. Sealed financial bid as per **ANNEXURE - D (Mix Value Loose Note Counting Machines) & ANNEXURE - D (Bundle Note Counting Machines).** which should contain all price information, including AMC details.

1.2 Submission of Bids

1.2.1. Technical Bid

The Technical Bid for **Mix Value Loose Note & Bundle Note Counting Machines.** is to be sealed in a separate Envelope superscribed on the top of the cover as **"RFP 5/NA-S/20-21. Dt.24.06.2020- Technical Bid for Mix Value Loose Note Counting Machines (facility to detect suspect currency notes) & Bundle Note Counting Machines. "** The Technical Bid must contain EMD/ Bank Guarantee. The bids submitted without EMD will be rejected. Placing of EMD in any other cover i.e. financial bid will make bid invalid and Bank shall disqualify such bids.

- 1.2.2. The Technical Bid should be complete in all respects and contain all information sought for. The Technical Bid **should not contain any price information.** The Technical Bid should be complete to indicate that all products and services sought for are quoted.

1.2.3. Financial Bid

The Financial Bid for **Mix Value Loose Note Counting Machines / Bundle Note Counting Machines** is to be sealed in a separate envelope superscribed on the top of the cover as “**RFP 5/NA-S/20-21. Dt.24.06.2020-** Financial Bid for Mix Value Loose Note Counting Machines / Bundle Note Counting Machines. ”.

Financial Bid (also called price bid) shall be submitted as per Bill of Material and other terms and conditions of RFP on prices. The Financial Bid should give all relevant price information as per **Annexure D**. The Financial Bid must not contradict the Technical Offer in any manner.

Under no circumstances the Financial Bid should be kept in Technical Bid Covers. The bids will be rejected in case the placement of Financial Bid in Technical Bid covers.

- 1.2.4. All the pages of Bid including Brochures should be made in an organized, structured, and neat manner. Brochures / leaflets etc. should not be submitted in loose form. All the pages of the bid should be page initiated with Name, Seal and Signature of the Authorized Signatory. Signing on all pages of RFP will be treated as a confirmation of offer of having accepted the conditions.
- 1.2.5. The separately sealed envelopes containing Technical Bid and Financial Bid for **Mix Value Loose Note Counting Machines / Bundle Note Counting Machines** shall be placed and sealed in another big outer envelope superscribed on the top of the envelope as “**Offer for Supply of Mix Value Loose Note Counting Machines / Bundle Note Counting Machines**” in response “**RFP 5/NA-S/20-21. Dt.24.06.2020**”. The Name of the Bidder and due date for submission is to be specifically mentioned on the top of the envelope.
- 1.2.6. The bid/s should be handed over to **Manager /Senior Manager, Premises & Estate Section, Circle Office Trivandrum, on or before 14.07.2020, 3.00 PM**. If last day of submission of bids is declared a holiday under NI Act by the Government subsequent to issuance of RFP the next working day will be deemed to be the last day for submission of the RFP. No offer will be accepted by email or Fax.
- 1.2.7. Bidders / their authorised representatives are requested to be present during the opening of the bids. If any of the Bidders or all the bidders who submitted are not present during the specified date and time of opening it will be deemed that such Bidder is not interested to participate in the opening of the Bid/s and the Bank will proceed further with opening of the technical bids in their absence.
- 1.2.8 All the Bids shall be submitted in English Language in Font size 12 and above.

1.3 Opening of Bids.

- 1.3.1 The Technical Bid shall be opened in the presence of the Bidder's representatives present on **14.07.2020, at 3.30 PM at Premises & Estate Section, Circle Office Trivandrum**, Bidder's authorised representative may be present in the venue well in time along with a copy of authorization (Original as per the format Annexure -B to be enclosed in Technical Bid) and sign in Tender / RFP Register during opening of Technical Bid.
- 1.3.2 The bidders may note that no further notice will be given in this regard. Further, in case the bank does not function on the aforesaid date due to unforeseen circumstances or holiday then the bid will be accepted up to 3.00 PM on the next working day and bids will be opened at 3:30 PM at the same venue on the same day.

2. DETERMINATION OF L-1 PRICE

The L1 price will be determined on the basis of the lowest price quoted in the Price Bid as per the Bill of Material **Annexure D** on Total Cost of Ownership (TCO) basis and the L1 bidder will be determined accordingly.

Total Cost of Ownership will be calculated as follows.

TCO = Cost of machine + the AMC cost for 4 years after warranty.

3. OFFER VALIDITY PERIOD.

- 3.1 The Offer submitted and the Price quoted therein shall be valid for **12 Months** from the date of opening of RFP i.e. technical bid and for such further period as may be requested for by the bank, and agreed to in writing by the bidder.

4. PROPOSAL OWNERSHIP

- 4.1 The proposal and all supporting documentation submitted by the bidder shall become the property of the Bank.

5. MODIFICATIONS AND WITHDRAWALS OF BID/S

- 5.1 Offer cannot be modified or withdrawn by a Bidder after submission of Bid/s. In case any modification required on account of clarifications in Technical bids, such modifications can be done with the prior approval of the bank.

6. PRE-BID MEETING

- 6.1 A pre-RFP meeting of the intending bidders will be held at **3.00 PM hours IST on 30.06.2020 at Premises & Estate Section, Circle Office Trivandrum** to clarify any point/doubt raised by them in respect of this RFP. No separate communication will be sent for this meeting.

All communications regarding points requiring clarifications and any doubts shall be given in writing to the **Deputy General Manager, Premises & Estate Section,**

Circle Office Trivandrum by the intending bidders before 3.00 PM on 30.06.2020.

- 6.2 Authorized representatives of interested bidders shall be present during the scheduled time with authorization letter. The Bank shall clarify the queries during the pre-bid meeting followed by confirmation in Banks website. No individual consultation / communications shall be entertained.

7. SCRUTINY OF OFFERS.

- 7.1 The Bank will scrutinise the Bid/s received to determine whether they are complete in all respects as per the requirement of RFP.
- 7.2 The Technical Bid will be evaluated only for those bidders who submit EMD in the same cover and based on the stipulated eligibility criteria and RFP Terms.
- 7.4. The bidders who comply with the eligibility criteria will be qualified for further evaluation i.e they have to arrange a demo on the working of the machine within 3 days from the date of opening of Technical bid and whoever qualifies, their Price Bid will be opened with due communication by the Bank.

8. SHORTLISTING OF BIDDERS & MODELS.

- 8.1 The bidders who comply the eligibility criteria will be included in the Panel of **Vendors & Model offered** for a period of one year from date of RFP. For further requirement, limited tenders will be called from this list of Panel Vendors. However Vendor shall be allowed to quote only model short listed by this RFP process.

9. CLARIFICATION OF OFFERS

During the process of scrutiny, evaluation and comparison of offers, the Bank may, at its discretion, seek clarifications from all the bidders/any of the bidders on the offer made by them. The request for such clarifications and the Bidders response will necessarily be in writing and it should be submitted within the time stipulated by the Bank, failing which the bids are liable for rejection.

10. NO COMMITMENT TO ACCEPT LOWEST OR ANY OFFER

- 10.1. The Bank is not bound to accept the lowest bid or any offer / bid or to assign any reason for non-acceptance. It also reserves its right to reject any or all the offers / Bids without assigning any reason thereof whatsoever.
- 10.2. The Bank will not be obliged to meet and have discussions with any bidder and /or to entertain any representations in this regard.
- 10.3 The bidder including those, whose RFP is not accepted shall not be entitled to claim any costs, charges, damages and expenses of and incidental to or incurred by them through or in connection with his submission of RFPs, even though the Bank may opt to modify/withdraw the RFP / Recall the RFP.

11. INCOMPLETE OFFERS WILL BE REJECTED.

- 11.1. The incomplete offers will be rejected without any further reference. Such rejections may take place in case of non-adherence to the format or partial submission of technical information as per the format given in the offer or not Furnishing the information sought for.

12. ERASURES OR ALTERATIONS.

Offer shall be submitted on prescribed Form only, the documents downloaded from website have to be duly filled and submitted and no other format shall be used, except for Proformas which shall be submitted in the letter head. Wherever required, particulars can be submitted in annexure but such details shall be clearly mentioned in respective columns in the original document.

All the documents, enclosures, and correspondence will form the part of contract. Offer in any other format other than the prescribed in this document shall be liable for rejection. The applicant shall submit an under taking in **Annexure - L** stating that no changes, alterations are made in the offer documents issued by the Bank or downloaded from the website and same is submitted to the Bank.

13. ALTERNATIVE OFFERS /BIDS.

A Bidder/s should specifically quote for one model and no alternate models should be quoted. Any bidder with multiple quoting for multiple models will be rejected. **The model quoted should be mentioned in Annexure A-3 and Annexure D.**

14. EARNEST MONEY DEPOSIT.

- 14.1 The bidder shall furnish Earnest Money Deposit (EMD) of **Rs.15000** by way of Demand Draft drawn on any scheduled Commercial bank in favour of Canara Bank, payable at Trivandrum.
- 14.2. No interest is payable by Bank on EMD.
- 14.3 EMD can also be submitted in the form of Irrevocable Bank Guarantee. The same shall be issued by Scheduled Commercial Bank in India for Rs. **15000** with validity for a minimum period of one year from the last date for submission of offer. The format for submission of EMD in the form of Bank Guarantee shall be as per Annexure-H. The EMD can also be submitted in the form of fixed deposit receipt with lien noted in favour of Canara Bank, Circle Office, Trivandrum for an amount of Rs 15000 for a period of one year
- 14.4 The EMD should be placed in the Technical Bid only.
- 14.5 The EMD of the Bidders not qualified under Technical Bid and unsuccessful bidder in the financial bid will be returned.
- 14.6 The EMD of the successful bidder shall be returned within 7 days after signing of agreement and depositing of the Security Deposit as per terms & conditions of the RFP by the bidder.
- 14.7 The EMD may be forfeited/ Bank Guarantee may be invoked in the following instances :

14.7.1 If the bidder withdraws or amends the bid during the period of bid validity specified in this document.

14.7.2 If the successful bidder fails to sign the agreement and / or fails to furnish Performance Guarantee/ Security Deposit in accordance with the terms of this RFP within 14 days from the date of receipt of the Purchase Order from the Bank.

15.0 PROVISIONS FOR MICRO & SMALL ENTERPRISES (MSE):-

As per Government of India's Public Procurement Policy act 2012, certain benefits will be given for MSE Units. The details are as under.

15.1 The Public Procurement Policy shall apply to MSEs registered with District Industries Centres or Khadi Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises.

15.2 MSEs participating in Tender/RFPs and qualified for opening price bid, quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 in a situation where L1 price is from someone other than a MSE & such MSE shall be allowed to supply upto 20% of total Tender/RFPed value. In case of more than one such MSE, the supply shall be shared proportionately (to Tender/RFP quantity).

15.3 MSEs are also exempted from paying Tender/RFP fee/cost, EMDs. For getting the benefits in case of MSE firms, shall submit relevant documents such as valid MSE registration Certificates as per clause 14.1.

**DEPUTY GENERAL MANAGER
CIRCLE OFFICE, TRIVANDRUM**

B. TERMS AND CONDITIONS:

1. EFFECTIVE DATE

1.1 The contract shall come into effect from the date of receipt of purchase order by the successful bidder.

2. SCOPE CONTRACT.

The scope of purchase contract shall include Supply and delivery of machines securely packed in good condition, making operational, training to the Branch officials and maintenance of machines for 5 years (including warranty) thereof at various branches offices of Banks in Kerala & Union Territories of Mahe & Lakshwadeep.

This RFP consists of following requirements.

Sl No	Item details	No. of Machines Required	Locations
1	Supply of Mix Value Loose Note Counting Machines (facility to detect suspect currency notes) & Bundle Note Counting Machines confirming to the Technical Specifications as per Annexure E and maintenance for 5 years (Including warranty period).	50 Nos (approx)	The Details of the tentative Branches locations where the machines are required will be provided separately.

It may be noted that the requirement given in this RFP is indicative only and Bank will have the option to purchase 10% more or less than the quantity specified in this RFP at the same price and the Terms & Conditions of the RFP.

Making operational of machines at respective site should be carried out by the bidder for free of cost.

2.3 Definition: The definitions of the words used shall be as follows:

Bidder - Firm participating for subject RFP.

Bank - Canara Bank.

Branches - Canara Bank's Branches.

Note - Currency Note issued by RBI.

Contract - Agreement / Order between Bank and lowest bidder.

Machine : Mix Value Loose Note & Bundle Note Counting Machines.

Vendor : Successful bidder on whom the Purchase Order is placed by Bank.

3. TIME PERIOD.

- 3.1 The supply and made the machine operational has to be completed within a period of **15 days** from the date of receipt of the Purchase order by the bidder.
- 3.2. Time is the essence of the Contract. Time Period for delivery and made the machine operational shall be firm and binding on the bidder / vendor.
- 3.3. The successful bidder shall co-ordinate the activities relating to provision of infrastructural facilities within the scope of the Bank. Such facilities shall be specifically listed out by the Bidder at the time of submission of the RFP.
- 3.4. The delay and made the machine operational will attract Liquidated Damages as per clause 7 of the terms & conditions of RFP.
- 3.5 The warranty period will start from the date of machine operational as certified by the Bank in writing.

4. PRICE.

- 4.1. The Price/s quoted for supply of the Mix Value Loose Note Counting Machines & Bundle Note Counting Machines must be made in Indian Rupees only and shall include the following:
 - a. All duties and importing cost.
 - b. All the applicable Taxes **except CST/LST/VAT/Service Tax/GST, which will be paid by bank as per actual & Octroi / Entry Tax. The bank shall reimburse the actual Octroi / Entry Tax paid subject to production of the original receipts issued by concerned Government authorities.**
 - c. Cost of any other Miscellaneous items supplied by the Bidder for functioning of the machine if any.
 - d. Packing, Transportation and Forwarding charges to the site.
 - e. Making machine operational at free of cost.
 - f. Local levies in the country of origin and shipment
 - g. Minimum of One-Year Comprehensive On-site Warranty from the date of the machine operational at site including free preventive service once in three months.
 - h. Future Up gradations issued by the RBI / Bank for total Five years (1+4) years.
- 4.2 If the bidder fails to include any other expenditure/item in the RFP, no claim thereof will be considered by the bank afterwards.
- 4.3 The AMC prices shall be firm and binding without any escalation whatsoever for entire period of 4 years of contract after warranty period of one year.
- 4.4 No escalation in price is permitted for any reason whatsoever. Prices quoted must be firm till the completion of the contract i.e. supply, testing, and operationalizing the machines warranty period and AMC period.

5. AGREEMENT: The Successful bidders shall sign an agreement on bank prescribed format as per Annexure I with the Bank within 14 days from the date of receipt of Purchase Order.

6. DELIVERY.

6.1. The delivery has to be made at various branches as per our directions.

6.2. In the event of any change / modification in the locations where the Mix Value Loose Note Counting Machines / Bundle Note Counting Machines is to be delivered, the bidder in such cases shall deliver, at the modified locations at no extra cost to the Bank. However if the Mix Value Loose Note Counting Machines / Bundle Note Counting Machines is already delivered, and if the modification in location is made after delivery, the bidder shall carry out operationalizing work for free of cost and the modified location and the Bank in such cases shall bear the shifting charges / arrange shifting. The Warranty / AMC should be applicable at the altered locations also.

6.3 The order will be deemed as incomplete if any component of the Mix Value Loose Note Counting Machines / Bundle Note Counting Machines is not delivered or is delivered but not operational or not acceptable to the Bank after acceptance testing / examination. In such an event, the supply and made the machine operational will be termed as incomplete and Mix Value Loose Note Counting Machines / Bundle Note Counting Machines will not be accepted and the warranty period will not commence. The machine will be accepted only after complete operational of the machine.

6.4 If the Bidder fails to deliver and / or made the machine operational (Mix Value Loose Note Counting Machines / Bundle Note Counting Machines) ordered within the stipulated time schedule or by the date extended by the Bank, the same shall be treated as a breach of contract. Partial supply of the ordered quantity shall also be considered as breach of contract. In such case, the Bank may invoke the proportionate amount of Security Deposit / Bank Guarantee.

6.5 The Bank will not arrange for any Road Permit / Sales Tax/ GST clearance for delivery of machine to different locations and the Bidder is required to make the arrangements for delivery of machine to the locations as per the list of locations /items provided from time to time by the Bank. However, the Bank will provide letters / certificate / authority to the Bidder, if required.

Import / Export license, if any required shall be arranged by the bidder only on his own, at his own cost. Failure to obtain required licence from the competent authority will not be considered as Force majeure.

6.6 Operationalizing of Mix Value Loose Note Counting Machines / Bundle Note Counting Machines will be deemed as complete only when the same is certified by the Branch In charge in accordance with the Terms & Conditions of this RFP.

6.7. **Post Delivery Test:** The Bank reserves the rights to test i.e. both technical and stress test at least one out of 60 machines after delivery at site. The selection of the machines for testing shall be random selection at Banks

discretion. The cost of such testing and related expenses shall be borne by the Bank. Any failure of the machines to meet the rules, terms and conditions of RFP as a result of post delivery tests either fully or partially, will Empower Bank to reject all the machines supplied to Bank against the purchase order of this RFP.

In such events the bidder shall supply new machines on the same rules, terms and conditions of the RFP. Any delay due to such failure will attract Liquidated Damages as stipulated in this RFP and no extensions will be permitted.

7. LIQUIDATED DAMAGES FOR DELAY

7.1 If the bidder fails to deliver and operationalizing the machines within the specified time, the Bank shall have the option to accept or reject the machine delivered by the bidder after the expiry of the time period specified in the RFP. In case of acceptance of the delayed operational of the machine, the bidder shall be liable to pay the Bank the following amount as Liquidated damages at the rates specified below, for each completed week of delay or part thereof, on the cost price of the machine as per item 1 of BOQ.

Liquidated Damages per week of delay or part thereof	0.5% of the cost of the Machine (i e item 1 of BOQ) per week subject to a maximum of 10% of the cost per machine (i e item 1 of BOQ)
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For the purpose of this clause, Supply and delivery at each location shall be treated as separate entity.

7.2. The bidder agrees and considers that the liquidated damages set out herein above are fair and reasonable and that he will raise no objection or dispute with regard to the bank's right to recover the liquidated damages.

7.3. The liquidated damages shall be deducted / recovered by the bank from any money due or becoming due to the bidder under this purchase contract or may be recovered by encashment of bank guarantees or otherwise from bidder.

8. TERMS OF PAYMENT

The following terms of payment shall be applicable to this contract.

8.1. Bank will not pay any advance.

8.2. Payment shall be made after completion of Satisfactory Post delivery test as per clause 6.7 of the Terms and Conditions.

8.3. 90% of the Invoice value against receipt of the machines at respective sites, and completion of all work against submission of the following:

- a. Vendor's signed Financial invoice
- b. Manufacturer's Inspection and Test certificates.

- c) machine receipt and testing Certificate signed by the Branch In charge as per Banks approved format.

8.4. 10% of Invoice value on completion of 2 months of satisfactory functioning and submission of certificate from the Branch head / in charge as per bank's approved format OR Alternately release of payment of 100 % of the invoice value against operationalizing and submission of above documents and a Bank Guarantee from a Scheduled Bank other than Canara Bank, for 10% invoice value for a period of 2 months from the date of machine operational at site. In case of payment against BG, Bank shall reserve the right to invoke the BG if machine fails to function satisfactorily during these 2 months.

Please note that Bidder's Signed Financial Invoice, Delivery Proof and machine operational Reports duly signed by bank officials of the respective branch / office should be submitted in originals only while claiming payment in respect of orders placed.

9. SECURITY DEPOSIT.

- 9.1. The successful bidder should submit a Security Deposit for **10 % value of the contract** within fourteen **days** from the date of receipt of the Banks' purchase order. If the Security Deposit is not submitted within the stipulated time, Bank reserves rights to cancel the order and forfeit the EMD.
- 9.2. The successful bidder should submit Security Deposit by way of DD drawn on Canara Bank or Performance Bank Guarantee issued by a Scheduled Bank in India other than Canara Bank. No interest shall be payable by the Bank on the above security deposit. The format of performance BG is shall be as per **Annexure K**.
- 9.3. Security deposit if submitted in the form of Performance Bank Guarantee, the guarantee period should be valid for 15 months from the date of placing the order or till expiry of warranty period, whichever is later. The guarantee should also contain a claim period of three months from the last date of validity.
- 9.4. 50% of the security deposit / bank guarantee will be returned to the bidder / vendor within 15 days after completion of warranty period subject to satisfactory performance of the machines as per the RFP rules, terms & conditions and deducting the recoveries if any. The Balance 50 % of the security deposit shall be retained by the Bank for the duration of AMC period of 4 years for due performance of the AMC. In case of the performance BG the vendor shall submit a fresh BG for the revised amount and the period.
- 9.5. The selected bidder shall be responsible for extending the validity date and claim period of the Bank guarantees as and when it is due, on account of incomplete work and unsatisfactory performance during the warranty period.
- 9.6. The Bank shall invoke the Bank guarantee before the expiry of validity, for breach of contract and or if the guarantee is not extended, or if the selected bidder fails to complete his obligations under the contract. The proceeds of the guarantee shall be payable to the Bank.

10. ORDER CANCELLATION.

The Bank reserves its right to cancel the entire / unexecuted part of Purchase Order at any time by assigning appropriate reasons in the event of one or more of the following conditions treating it as default / non performance of the contract:

1. Fails to accept the purchase order within the specified time .
2. Fails to sign the agreement within the specified time.
3. Fails to deposit the Security deposit /performance Guarantee within the specified time.
4. Delay in delivery beyond the specified period.
5. Partial Delivery.
6. Serious discrepancies noted in the items delivered.
7. Breaches in the terms and conditions of the Order.

In addition to the cancellation of purchase order, the Bank shall invoke the Bank Guarantee or forfeit the Security Deposit given by the bidder towards non performance/non compliance of the terms and conditions of the contract, to appropriate the damages to the extent of number of machines not delivered, defective machines.

11. SOFTWARE, DRIVERS AND MANUALS.

- 11.1. The bidder shall supply along with each Mix Value Loose Note Counting Machines / Bundle Note Counting Machines ordered, all the related documents and necessary media of the software loaded in the machine without any additional cost. The media and documents shall be in English. These will include but not restricted to User Manual, Operation Manual, Other Software and Drivers etc.
- 11.2. All related documents, manuals, catalogues and information furnished by the bidder shall become the property of the Bank.

12. WARRANTY.

- 12.1 The entire machine including its accessories etc. shall be under Comprehensive Onsite Warranty covering all parts, maintenance or support for its proper operation, performance and output as specified in the RFP for a **Period of 12 months** from the Date of satisfactory operational of Machines and Certified by the Branch In Charge in writing.
- 12.2 The supplied machine shall be free from defective material and workmanship and any shortfall/defect that may appear/be detected within 12 months from the date of site acceptance, which in the opinion of the Bank has arisen from bad design, material and/or workmanship, shall upon intimation to the bidder, be made good at the bidder's own risk within 2 days.
- 12.3 During the said warranty period of 12 months, the bidder shall without any extra cost, carry out all routine and special maintenance of the Mix Value

Loose Note Counting Machines / Bundle Note Counting Machines and attend to any difficulties/defects/replacements that may arise in the operation of the system. There should be regular **preventive maintenance at least once in three months.**

- 12.4 The Bidder should further guarantee that the Mix Value Loose Note Counting Machines / Bundle Note Counting Machines shall be brand new and based on proven and established technology and shall be suitable for Indian conditions.
- 12.5 The defective or replaced parts shall be returned to the Bidder upon request and at his cost and responsibility. The Bank will, however, render such assistance in the matter as will expedite the same.
- 12.6 If the Bidder on account of the defects and/or repairs replaces certain items by changing the design or materials, such change shall not reduce the performance of the equipment as per the technical specification.
- 12.7 The issue of machine operational, certificate/inspection certificate/approval by the Bank shall in no way relieve the Bidder from the provisions of this clause.
- 12.8 If the bidder does not rectify either by repair or replacement, such defects and put back the machine into satisfactory operation within 2 working days from the date of notice by the Bank or does not complete the said rectification with reasonable diligence, a penalty of Rs.100/- per day per machine subject to a maximum of cost of machine will be levied and deducted from the security deposit or such other/any other sums payable to the bidder. If the machine cannot be repaired within the stipulated time, the bidder shall arrange for a standby machine.
- 12.9 Bank reserve rights to forfeit the Security Deposit deposited by the vendor incase of any breach / deviations on part of vendor on any service related issues or warranty issues or any breach in the contract during warranty period.

13. ANNUAL MAINTENANCE CONTRACT.

- 13.1 The Bank, at its discretion may enter into Annual Maintenance Contract with the bidder.
- 13.2. The support for maintenance of Mix Value Loose Note Counting Machines / Bundle Note Counting Machines supplied should be available for a minimum period of 4 years after warranty period by the bidder.
- 13.3. The Bidder shall quote his rates per year per machine for all inclusive (comprehensive) maintenance service inclusive of Charges/Fee, but **exclusive of applicable Taxes/Service tax/GST**, which will be paid as per actual by Bank after the expiry of Warranty period, for minimum period of Four years.
- 13.4. The rate of AMC must be quoted both in words and figures in the Financial Bid separately for maintenance contract (which shall cover replacement of defective parts) for 4 years after the expiry of warranty.
- 13.5. The AMC Charges should cover the regular maintenance of the machine, cost of

the replaced parts, consumables and also the manpower cost except electrical power.

It may be noted by the bidder that Bank will not provide any kind of assistance in the form of men/material and the Bidder will have to make his own arrangements for deputing the required skilled manpower including all necessary spares for setting right the reported/observed defects. These rates shall remain firm and valid for a period of **Four years** from the date of expiry of the warranty period.

Repairs to the Machines and trouble shooting of software in the event of any breakdown, the scope of the contract shall include all costs, transport, handling, insurance charges and including all taxes, duties, levies for the following.

- 13.5.1. Preventive maintenance like periodical servicing, trouble shooting, settings, adjustments, cleaning, oiling, greasing at periodical intervals to ensure (i) smooth and trouble free working of the system and (ii) the performance of the machine at the contracted capacity.
- 13.5.2 Troubleshooting, settings, adjustments including cost of repair/supply of spares/ components/ sub-systems.
- 13.5.3 The bidder has to update the features of the Mix Value Loose Note Counting Machines / Bundle Note Counting Machines as per the guidelines issued by the regulator (RBI) regarding the matter related to issue/sorting/quality etc., of currency notes from time to time, free of cost.
- 13.6. AMC Payment will be made once in a half year in advance during the period.
- 13.7. Any breakdown of the machine/ shortfall in its performance will be intimated to the bidder by the Bank and the bidder shall attend to the fault and rectify the same within 2 working days of reporting the fault. If the machine is not put back into satisfactory operation within 2 working days, a penalty at the rate of Rs 1000/- per working day per machine subject to a maximum of Rs 1.50 lakh per machine will be imposed and the same will be deducted from the AMC charges payable or from the security deposit/performance guarantee.
- 13.8. The Bank shall have the option to terminate the service contract any time during the contract period by giving a written notice of 3 months, without assigning any reason thereof. However, the contractor shall commit himself to the service contract for a minimum period of 4 years, unless the service contract is terminated by the Bank and bidder will have no right to terminate the contract within this period.
- 13.9. Bank reserve rights to forfeit the Security Deposit deposited by the vendor incase of any breach / deviations from the vendor side on any service related issues or any breach in the contact during AMC period.
- 13.10. There should be a preventive maintenance during the AMC period, such preventive maintenance should be at **least once in three months**.

14. TRAINING.

The successful bidder shall associate the Bank's staff during the testing of the Mix Value Loose Note Counting Machines / Bundle Note Counting Machines. The successful Bidder shall train Bank's staff in proper Operation, Trouble identification, Trouble shooting and routine maintenance of the Mix Value Loose Note Counting Machines / Bundle Note Counting Machines for each and every location on a mutually agreed Date & Time.

15. LOCAL SUPPORT.

The bidder should be capable of meeting the service & support standards as specified in this RFP. Service support should be available during all Bank working days/ hours.

16. PATENT.

The bidder shall indemnify, protect and save the Bank against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of Mix Value Loose Note Counting Machines / Bundle Note Counting Machines supplied by them.

17. PUBLICITY.

Any publicity by the bidder in which the name of the Bank is to be used will be done only with the explicit written permission of the Bank.

18. GUARANTEES FOR SOFTWARE.

The bidder should guarantee that the Mix Value Loose Note Counting Machines / Bundle Note Counting Machines delivered to the Bank are brand new, including all components. In the case of software, the bidder should guarantee that the software supplied to the Bank is licensed and legally obtained. All hardware and features must be supplied with their original and complete printed documentation.

19. SPARE PARTS

The bidder will make the spare parts for the Mix Value Loose Note Counting Machines / Bundle Note Counting Machines available for a minimum period of 4 years after warranty period.

If any of the peripherals / components are not available during the warranty / AMC period, the substitution shall be carried out with peripherals / components of equivalent or higher capacity.

20. NEGLIGENCE.

In connection with the contravenes the provisions of General Terms, If the bidder neglects to execute the order with due diligence or expedition or refuses or neglects to comply with any reasonable order given to him in writing by the Bank, in such eventuality, the Bank may after giving notice in writing to the bidder calling upon him to make good the failure, neglect or contravention complained of, within such times as may be deemed reasonable and in default of the said notice, the Bank shall have the right to cancel the Contract holding the bidder liable for the damages that the Bank may sustain in this behalf. Thereafter, the Bank may make good the losses at the risk and cost of the Contractor.

21. RESPONSIBILITY FOR COMPLETENESS

Any supplies and services which might not have been specifically mentioned in this RFP but are necessary for the design, engineering, manufacture, supply and operationalizing, completeness of the order, shall be provided / made available as per the time schedule for smooth and efficient operation and maintenance of the machine under Indian condition.

The Bidder shall be responsible for any discrepancies, errors and omissions in the drawings or other information submitted by him irrespective of whether these have been approved, reviewed or otherwise accepted by the bank or not. The bidder shall take all corrective measures arising out of discrepancies, error and omission in drawings and other information as mentioned above within the time schedule and without extra cost to the bank.

22. FORCE MAJEURE

The bidder shall not be liable for default or non-performance of the obligations under the contract, if such default or non-performance of the obligations under this contract is caused by any reason or circumstances or occurrences beyond the control of the bidder, i.e. Force Majeure.

For the purpose of this clause, “Force Majeure” shall mean an event beyond the control of the bidder, due to or as a result of or caused by acts of God, wars, insurrections, riots, earth quake and fire, events not foreseeable but does not include any fault or negligence or carelessness on the part of the bidder, resulting in such a situation.

In the event of any such intervening Force Majeure, the Bidder shall notify the Bank in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by the Bank, the Bidder shall continue to perform / render / discharge other obligations as far as they can reasonably be attended / fulfilled and shall seek all reasonable alternative means for performance affected by the Event of Force Majeure.

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.

Under no circumstances the bidder will be entitled to any compensation, damages or extra cost. Notwithstanding above, the decision of the Bank shall be final and binding on the Bidder.

23. RESOLUTION OF DISPUTES.

All disputes and differences of any kind whatsoever, arising out of or in connection with this Offer or in the discharge of any obligation arising under this Offer (whether during the course of execution of the order or after completion and whether beyond or after termination, abandonment or breach of the Agreement) shall be resolved amicably. In case of failure to resolve the disputes and differences amicably the matter may be referred to a sole arbitrator mutually agreed upon after issue of at least 30 days notice in writing to the other party clearly setting out there in the specific disputes. In the event of absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrators; one to be nominated by each party and the said arbitrators shall appoint a presiding arbitrator. The provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern the arbitration. In case the Proposal is not received as required above on or before the said date and time, Bank shall presume that bidder is not interested proceeding with the dispute. The venue of arbitration shall be Trivandrum, INDIA.

24. JURISDICTION

The Purchase Contract / Annual Maintenance Contract shall be governed by the Laws and Regulations of India for the time being in force and will be subject to the exclusive jurisdiction of the Courts in Trivandrum, India.

**DEPUTY GENERAL MANAGER
CIRCLE OFFICE, TRIVANDRUM**

ANNEXURE - A

Covering letter format

Offer Reference No:

Date:

To

**The Deputy General Manager,
Premises & Estate Section,
Circle Office, Trivandrum**

.....

Dear Sir,

RFP Ref: RFP 5 /NA-S/2020-21 DT: 24-06-2020

Having examined the RFP document including all Annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, and carry out operationalizing for Mix Value Loose Note Counting Machines / Bundle Note Counting Machines and maintain them in conformity with the said RFP in accordance with the schedule of prices indicated in the Financial offer and made part of this offer.

If our offer is accepted, we undertake to complete delivery operationalizing and handing over the Mix Value Loose Note Counting Machines / Bundle Note Counting Machines to the Bank within three months for all locations as specified in the offer document.

We enclose a Demand Draft /Bank Guarantee in lieu of EMD for Rs. 15000 in favour of Canara Bank as EMD.

We agree to abide by this offer till 3 months from the date for opening of the RFP and for such further period as may be requested for by the bank, and agreed to in writing by us. We also agree to keep the Earnest Money Deposit/Bank Guarantee in lieu of EMD during the entire validity period of the RFP. However if we withdraw our offer within the said validity period, you shall have the right to forfeit the EMD/invoke the Bank Guarantee in lieu of EMD, without reference to us. We agree to abide by and fulfill all the terms and conditions of the RFP and in default thereof, to forfeit and pay to you or your successors, or authorized nominees such sums of money as are stipulated in the conditions contained in RFP together with the return acceptance of the purchase contract for supply of the Mix Value Loose Note Counting Machines / Bundle Note Counting Machines.

We enclose a list of clients in India (giving their full addresses) where the model quoted by us now have been supplied by us and the name and addresses of our Bankers.

We also confirm that we have not been disqualified by any PSU bank for supply of Mix Value Loose Note Counting Machines / Bundle Note Counting Machines.

Our PAN number for Income Tax is _____.

We are registered with the Goods & Service Tax authorities and our registration numbers are as follows.

Goods & Service Tax Registration Number is _____.

We accept all the Instructions and Terms and Conditions of the subject RFP.

We understand that the Bank is not bound to accept the lowest or any offer the Bank may receive without assigning any reason whatsoever.

Dated this _____ day of _____ 2020

Signature. _____

Signature of the Authorized Signatory with date & seal

ENCLOSED : 1) EMD : DD No.s

BG No.

ANNEXURE - A1**Particulars of Bidders / Manufacturer**

Sr No	Particulars	
A	Company/Bidder Profile	
1.	Name of the Bidders/Firm Company	
2.	Constitution	
3.	Date of Establishment/Incorporation	
4.	Address Registered Office Corporate Office	
5.	Telephone No FAX No E-mail Address Website	
6.	Sales Turnover 2017-2018 2018-2019 2019-2020	
7.	Domestic Customer Base (Number of Mix Value Loose Note Counting Machines / Bundle Note Counting Machines installed in India)	
8.	Service Net Work (Number of Service in.....)	

Sr No	Particulars	
B.	Manufacturer's Profile	
1.	Name of the Manufacturing Company	
2.	Constitution of the Manufacturing Company	
3.	Date of Establishment/Incorporation of the Manufacturing Company	
4.	Address of the Manufacturing Company Registered Office Corporate Office	
5.	Telephone No FAX No E-mail Address Website	
6.	Nature of Relationship of your company with the Manufacturing Company. Subsidiary of the Manufacturing Company/Division of Manufacturing Company/Sole Distributor/Non Exclusive Distributor/Agent/Others Please Specify	
7.	Experience of the Manufacturing Company in Mix Value Loose Note Counting Machines / Bundle Note Counting Machines	

Signature of the Authorised Signatory with date & seal

ANNEXURE - A2

Details of Offices/ Branches /Service Centers in

Sr No	Place	Postal Address	Contact Details (including Name of In charge and his contact no.email etc)	Service Facilities Available (Describe)	No of Engineers	Jurisdiction
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Signature of the Authorised Signatory with date & seal

ANNEXURE - A3

Technical compliance Statement

Declaration

We hereby undertake to agree to abide by all the terms & conditions stipulated in the RFP document

We certify that the systems / services offered by us for RFP conform to the specifications stipulated in the RFP form

We have quoted for the Model.....

Signature of the Authorised Signatory with date & seal

ANNEXURE - B

Authorization letter format

To

**The Deputy General Manager,
Premises & Estate Section,
Circle Office, Trivandrum**

Dear Sir,

SUB: Authorization Letter for attending the Bid Opening

REF: YOUR RFP NO: - _____ Dt _____.

This has reference to your above RFP for supply of _____. Mr. Miss/Mrs. _____ is hereby authorized to attend the bid opening of the above RFP _____ DT: _____ on _____

on behalf of our organization.

The specimen signature is attested below :

Specimen Signature Of Representative

Signature of Authorizing Authority

Signature of Attesting Authority

Name of Authorizing Authority

ANNEXURE -C

Manufacturer's Authorization Form

No. _____ dated. _____.

To

**The Deputy General Manager,
Premises & Estate Section,
Circle Office, Trivandrum**

.....

Dear Sir,

RFP Reference No. _____

We _____ who are established and reputed manufacturers of _____ having factories at _____ and _____ do hereby authorize M/s _____ (Name and address of the Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above invitation for RFP offer.

We hereby extend our full guarantee and warranty as per terms and conditions of the RFP and the contract for the equipment and services offered against this invitation for RFP offer by the above firm and will extend technical support for a period of **5 years** from the date of submission of this RFP.

Yours faithfully

(Name)

For and on behalf of
M/s _____

(Name of Manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a competent person of the manufacturer.

ANNEXURE - D (Mix Value Loose Note Counting Machines)**Bill of Material and Price Schedule**

Supply of the Mix Value Loose Note Counting Machines:

Model Quoted :

S.No	Description of Items	Unit Measurement	Quantity	Rate Per unit (Rs)	Amount / Total Cost (Rs)
1	Cost of the Mix Value Loose Note Counting Machines / Bundle Note Counting Machines with all the required hardware, software, and other miscellaneous items as per RFP including, transportation, operationalizing of the machine at site with 12 months of warranty and service during the warranty all as per this RFP. The Price shall be Basic price i.e including cost of transportation, insurance, Duties and charges etc, excluding the taxes like GST/CST/LST/VAT ,Octroi / Entry Tax. The GST/LST/VAT/CST(as the case may be) will be paid by the Bank at actual. The entry tax,Octroi will also be reimbursed by the Bank at actual on production of documentary proof.	Nos.			
2	Comprehensive Annual maintenance Charges exclusive of applicable taxes/service tax/GST after expiry of warranty period				
2.1	AMC for the 1st year (after warranty period of 12 months)				
2.2	AMC for the 2nd year				
2.3	AMC for the 3rd year				
2.4	AMC for the 4th year				

Authorized Signature on behalf of the Bidder with full Name.

Notes:

- This bill of material including these Notes, duly filled up and signed, shall be submitted as Financial Bid in a separate sealed envelope as detailed in Instructions to Bidders. A photocopy of the Financial Bid with the prices masked shall be attached in Technical Bid as 'masked price bid'. Technical Bid without 'masked price bid' will be liable for rejection.
- Bidder must take care in filling price information in the Financial Offer, to ensure that there are no typographical or arithmetic errors. All fields must be filled up correctly.
- All the above prices should be inclusive of all imports cost , duties, excise duty. Etc. Applicable Taxes like CST/VST/VAT/Service Taxes/GST will be paid as per actual. Octroi & Entry tax which will be reimbursed by Bank on production of Receipt.
- The AMC charges shall be **exclusive of applicable taxes/ Service Tax/GST**.

We confirm that we have quoted for 4 years post warranty AMC rates (as per terms and conditions of the RFP), giving the rates/price in our Financial Offer.

Date:

Place:

Signature
(name)
on behalf of

(Name of the bidder)

ANNEXURE - D (Bundle Note Counting Machines)**Bill of Material and Price Schedule**

Supply of the Bundle Note Counting Machines:

Model Quoted :

S.No	Description of Items	Unit Measurement	Quantity	Rate Per unit (Rs)	Amount / Total Cost (Rs)
1	Cost of the Bundle Note Counting Machines with all the required hardware, software, and other miscellaneous items as per RFP including, transportation, operationalizing of the machine at site with 12 months of warranty and service during the warranty all as per this RFP. The Price shall be Basic price i,e including cost of transportation, insurance, Duties and charges etc, excluding the taxes like GST/CST/LST/VAT ,Octroi / Entry Tax. The GST/LST/VAT/CST(as the case may be) will be paid by the Bank at actual. The entry tax,Octroi will also be reimbursed by the Bank at actual on production of documentary proof.	Nos.			
2	Comprehensive Annual maintenance Charges exclusive of applicable taxes/service tax/GST after expiry of warranty period				
2.1	AMC for the 1st year (after warranty period of 12 months)				
2.2	AMC for the 2nd year				
2.3	AMC for the 3rd year				
2.4	AMC for the 4th year				

Authorized Signature on behalf of the Bidder with full Name

Notes:

- This bill of material including these Notes, duly filled up and signed, shall be submitted as Financial Bid in a separate sealed envelope as detailed in Instructions to Bidders. A photocopy of the Financial Bid with the prices masked shall be attached in Technical Bid as 'masked price bid'. Technical Bid without 'masked price bid' will be liable for rejection.
- Bidder must take care in filling price information in the Financial Offer, to ensure that there are no typographical or arithmetic errors. All fields must be filled up correctly.
- All the above prices should be inclusive of all imports cost , duties, excise duty. Etc. Applicable Taxes like CST/VST/VAT/Service Taxes/GST will be paid as per actual. Octroi & Entry tax which will be reimbursed by Bank on production of Receipt.
- The AMC charges shall be **exclusive of applicable taxes/ Service Tax/GST**.

We confirm that we have quoted for 4 years post warranty AMC rates (as per terms and conditions of the RFP), giving the rates/price in our Financial Offer.

Date:

Place:

Signature
(name)
on behalf of

(Name of the bidder)

Annexure - E**TECHNICAL SPECIFICATIONS MIX VALUE LOOSE NOTE COUNTING MACHINE**

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

If the Machine offered by the bidder meets with 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 -1 Nos	
4	Number of Reject Stackers with capacity - One	
5	Minimum Processing Speed - 1000 Notes/min.	
6	Machine should work on both orientation of the notes	
7	Multi Colour Display (LCD)	
8	Counting -Total no. of Notes, Total Value, Total No.of denomination mentioned	
9	Detection= Magnetic Detection UV Detection IR Detection MT Detection Half Note Detection Double Note Detection Paper quality & width Detection	
10	Machine must detect and sort suspect Notes	
11	Batching Arrangement with indication in sound or light	
12	Table top model	
13	Machine should have LCD graphic mode Digital display of information with value / Nos. of Notes. That should be Dual display for note counting at cashier as well as towards customer end.	
14	Tape Note : Machine should have sensors for detection of tape note in counting as well fitness sorting modes.	
15	Counterfeit: Machine to have detection of counterfeit note in counting and fitness sorting modes.	
16	Machine should indicate the reason for rejected notes	
17	Up gradation of software : Up gradation of Software or	

	Hardware for new features or changes in existing denomination of notes or type of notes as suggested by RBI time to time and to be free of charge	
18	Sensors : The machine should have all type of sensors like Dual Contact Image Sensor (CIS) scan Sensor, magnetic sensor, UV sensor, thickness sensor , infrared sensor, security thread detection etc to check all type of Note authentication etc.	
19	Power supply requirements and consumption	
20	Warranty (1 years, unconditional)	
21	Details of EMD: DD No..... Date..... .Amount..... Bank..... Payable at..... Or BG No.....Date..... Amount..... Issue Bank.....	

Annexure - E**TECHNICAL SPECIFICATIONS BUNDLE NOTE COUNTING MACHINE**

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 -1 Nos	
4	Minimum Processing Speed - 100 Notes/sec.	
5	Multi Colour Display (LCD)	
6	Heavy Duty	
7	Machine should have LCD graphic mode Digital display of information with value / Nos. of Notes. That should be Dual display for note counting at cashier as well as towards customer end.	
8	Power supply requirements and consumption	
9	Warranty (1 years, unconditional)	
10	Details of EMD: DD No..... Date..... .Amount..... Bank..... Payable at..... Or BG No.....Date..... Amount..... Issue Bank.....	

Annexure - H

BANK GUARANTEE FORMAT FOR EARNEST MONEY DEPOSIT

To

WHEREAS _____ (Name of bidder) (hereinafter called "the bidder " has submitted its RFP dated _____ (Date) for the execution of (Name of Contract) _____ (hereinafter called "the RFP") in favour of Canara Bank hereinafter called the " Purchaser ";

KNOW ALL MEN by these presents that we, _____ Bank, a body corporate constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 having its Head Office at _____ amongst others a branch at _____ (hereinafter called "the Bank" are bound unto the employer _____ for the sum of Rs _____ (Rupees _____ only) for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents;

THE CONDITIONS of this obligation are:

- (a) If the bidder withdraws its RFP during the period of RFP validity specified in the RFP; or
- (b) If the bidder having been notified of the acceptance of his RFP by the Employer during the period of RFP validity;
 - (i) Fails or refuses to execute the Agreement, if required; or
 - (ii) Fails or refuses to furnish the performance security or security Deposit, in accordance with clause 9 of Terms and Conditions of this RFP.

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

Notwithstanding anything contained herein,

- 1) our liability under this Bank guarantee shall not exceed Rs _____ (Rupees _____ only)
- 2) The bank Guarantee is valid upto _____ and
- 3) We are liable to pay the guaranteed amount or any part thereof under this Bank guarantee only and only if you serve upon us a

written claim or demand on or before _____(mention
period of the Guarantee as found under clause (ii) above plus
claim period)

Dated _____day of _____20____

SIGNATURE OF THE BANK

ANNEXURE - I - AGREEMENT FORMAT

FORM OF AGREEMENT

This agreement made the _____ day of the month of _____ in the year 2017 BETWEEN, Canara Bank a body corporate constituted under the Banking Companies (Acquisition and Transfer of undertakings Act, 1970, having its Head office, 112, J C Road, Bangalore) represented by its duly constituted attorney (hereinafter referred to as the Employer / Bank) on the ONE PART; and

*Sri _____ S/D/o _____
_____ resident of _____ the sole proprietor of
M/s _____ having office at the following
address _____

* M/s. _____ the partnership firm having an
administrative/principal office at _____ represented by its
Managing/duly authorised partner.

* M/s. _____ company/body corporate incorporated under
the provisions of the Companies Act 1956 having its registered office at the
following address _____, duly represented at
_____ duly represented by its constituted and authorised Managing
Director, Shri _____ and (hereinafter called the vendor which
term shall also be called the Supplier or
the Contractor) on the other part

WHEREAS THE Employer / Bank is desirous to purchase Nos Mix Value Loose
Note Counting Machines / Bundle Note Counting Machines for their identified
Branches across India as detailed in this RFP Dated XX.XX.2020 and opened on
_____ furnished by the Vendor for the supply, operationalizing and
performance of such supply has been accepted by the Employer on the terms
and conditions as set out therein and interalia others.

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;

a) Notice inviting RFP

b) General Rules and Instructions for the guidance of Bidders.

c) Terms and conditions of the RFP.

d) All Annexures of the RFP

e) The details submitted in technical bid, design, technical brouchers, drawings and such other details etc.

f) Price bid

g) The Purchase order , Letters from & to the Vendor, if any, leading to and prior to issue of purchase order .

3. In consideration of the payments to be made by the Employer to the Vendor, the Vendor hereby covenants and agrees with the Employer to supply the items perform the supply in conformity in all respects and subject to all terms and conditions/rules as mentioned in this RFP 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 Vendor

_____ to the Employer _____ in the presence of:

Signature of Vendor (with seal)

Signature of Authorised representative
of the Employer / Accepting Authority.

Witness (Signature, Name & Address):

1).

2).

ANNEXURE - K - SECURITY DEPOSIT FORMAT
BANK GUARANTEE FORMAT FOR SECURITY DEPOSIT

Guarantee No.....

Amount of Guarantee Rs.....

Guarantee cover from Dated :

To Dated:

Last Date for Lodgement of claim:

To:

.....

.....

.....

.....

In consideration of (hereinafter called "Beneficiary") having agreed to exempt Ltd., having its Registered Office situated at (hereinafter called the "the obligator(s)") from the demand of security deposit of Rs..... (Rupees only) under the terms and conditions of an agreement dated (hereinafter called the "said Agreement") for the due fulfillment by the said obligator of the terms and conditions contained in the said agreement, on production of the Bank Guarantee for Rs..... (Rupees only), at the request of the obligator _____ Bank, a body corporate constituted under the Banking Companies (Acquisition & Transfer of undertakings) Act, 1970 having its Head Office at _____ amongst others a branch at (hereinafter referred to as "the Bank") has agreed to give following guarantee in favour of the beneficiary for an amount not exceeding Rs..... (Rupees only) against any loss or damage caused to or suffered or would be caused to or suffered by reason of any breach by the said Obligator(s) of any of the terms and conditions contained in the said agreement.

....2/-

- : 2 : -

1. We, the Bank to hereby undertake to pay the amount payable under this guarantee without any demur merely on a demand from the beneficiary stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by reason or any breach of the terms and conditions contained in the said agreement or by reason of the obligator's failure to perform the said agreement. Any such demand in writing made on the Bank shall be conclusive as regards the amount due and payable by the Bank under the guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....
2. We, the Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the beneficiary under or by virtue of the said agreement have been fully paid and its claims satisfied or till the beneficiary certifies that the terms and conditions of the said agreement have been fully discharged this guarantee. Unless a demand for claim under this guarantee is made on us in writing on or before we shall be discharged from all liabilities under this guarantee thereafter.
3. We, the Bank further agree that the beneficiary shall have the fullest liberty, without consent and without effecting in any manner or obligations hereunder, to extend time of performance the said obligator(s) from time to time or to postpone for any time any of the powers exercisable by the beneficiary against the said obligator(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved of our liability by reason of any extension being granted to the said obligator(s) for any forbearance, act or omission on the part of the beneficiary or any indulgence by the beneficiary to the said obligator(s) or by any such matter or thing whatsoever which under the law relating to sureties would not for this provision have effect of so relieving us.
4. We, the Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the beneficiary in writing.

....3/-

- : 3 : -

5. Notwithstanding anything contained herein:

(i) Our liability under this Bank Guarantee shall not exceed Rs.
(Rupees only)

(ii) This Bank Guarantee is valid upto and

(iii) We are liable to pay the guaranteed amount or any part thereof
under this Bank Guarantee only and only if you serve upon us a
written claim or demand on or before (mention
period of the guarantee as found under clause
(ii) above plus claim period)

PLACE:

DATE :

SIGNATURE

ANNEXURE - L -

Undertaking letter in your letter head with technical bid

To,

**The Deputy General Manager,
Premises & Estate Section,
Circle Office, Trivandrum**

.....

SUBJECT: RFP 5 /NA-S/2020-21DT: 24-06-2020

Dear Sir,

This has reference to your above RFP published in your bank's web site and NIC web site .

We hereby state that we M/s _____ have submitted the above offer documents duly filling at the appropriate places without making any alterations , corrections , omissions in the offer issued by the bank or downloaded from the web site.

Signature & Name of the Bidder