

# NEIGRIHMS

North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Shillong

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

Director's Block, GPO Post Bag No.92, Mawdiangdiang, Shillong 793 018, Meghalaya

Store & Procurement:

Tele Fax: (0364) 2538032

F. No: NEIGR/S&P/A-09/2017 -18

Tender Enquiry No: NEIGR/S&P/OT- 06/2018 -19

Email: storeneigrihms@gmail.com

Website: neigrihms.gov.in

Dated: 22.05.2018

Date & time for receiving offers: 14.00 hrs of 28.06.2018

Date & time for opening techno-commercial bid: 14.30 hrs of 29.06.2018

SUB: OFFERS ARE INVITED FROM NATIONALIZED /SCHEDULED /COMMERCIAL /PRIVATE BANKS FOR INSTALLATION, OPERATION AND MAINTENANCE OF AUTOMATED TELLER MACHINE (ATM) AT TWO LOCATIONS IN THE PREMISES OF NEIGRIHMS AT MAWDIANGDIANG, SHILLONG -793018 INITIALLY FOR A PERIOD OF FIVE YEARS, SUBJECT TO RENEWAL AT THE OPTION OF THE INSTITUTE.

Director, NEIGRIHMS, Shillong invites offers from Nationalized /Scheduled /Commercial /Private Banks for installation, operation and maintenance of Automated Teller Machine (ATM) in the premises of the Institute at Mawdiangdiang, Shillong -793018 on the monthly rental basis. Interested banks are requested to submit their expression of interest as per the terms and conditions, which can be downloaded from NEIGRIHMS website. The expression of interest along with the terms and conditions duly signed by the interested banks in sealed envelope, addressed to Deputy Director (Admn.), NEIGRIHMS, Mawdiangdiang, Shillong may be sent by registered /speed post or dropped in the tender box of the Institute placed near Store & Procurement Section, Top Floor, Director's block of the Institute.

1. Offer shall be addressed to Deputy Director (Admn), NEIGRIHMS, Mawdiangdiang, Shillong -793018
2. The sealed envelope shall bear "Offer for Installation operation and maintenance of Automated Teller Machine (ATM) at NEIGRIHMS, Mawdiangdiang, Shillong -793018
3. **Eligibility Criteria:**
  - Only Nationalized /Scheduled /Commercial /Private Banks are eligible.
  - Bank should have two year experience in the operation of ATM.
  - Bank must have at least 1 (One) running ATM's operating in the city.
  - Bank should submit documentary proof in support of their experience /credentials.
  - The space is available for placing AC outdoor units and rolling shutter on the front
  - MeECL 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.
  - Reserve rental Price for first contract period in Rs 17.00 per square feet per month
4. 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.
5. The vendor /bank should submit Earnest Money Deposit (EMD) of Rs 10,000.00 (Rupees Ten thousand only) in the form of Call deposit, Banker's Cheque, Fixed deposit or Demand draft, drawn in favour of Deputy Director (Admn.), NEIGRIHMS, Shillong or Bank Guarantee of any Scheduled Bank.
6. 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.
7. NEIGRIHMS reserves the right to accept or reject any or all offers, at any time prior to award of lease without assigning any reason whatsoever
8. The tendered rates and the validity of bids shall be for a minimum period of 120 days from the date, as the tender are finalized /awarded.
9. The contract shall be awarded to the banks offering the highest calculated rent per month.
10. NEIGRIHMS may at any time terminate the contract by giving on 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.
11. Successful bank shall undertake to sign the contract agreement within 15 (fifteen) days from the issue of the letter of acceptance /order, failing which EMD/Security deposit may be forfeited.
12. The firm has to submit a signed declaration that there is no vigilance/CBI case pending against them
13. Settlement of disputes in Shillong Courts – Director, NEIGRIHMS or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.
14. The documents can also be downloaded from our website: [www.neigrihms.gov.in](http://www.neigrihms.gov.in)

Sd/-

Stores & Procurement Officer,  
For and on behalf of Director, NEIGRIHMS

Vendors /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. NEIGRIHMS 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 offers.
2. NEIGRIHMS 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.
3. NEIGRIHMS reserves the right to fix reserve price if the prices quoted by the bank do not match the existing market / bank rates.
4. 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.
5. Security arrangement of the ATM will be the responsibility of concerned bank. NEIGRIHMS shall not be responsible for any loss of cash, any loss of installation, equipment etc.,
6. 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)
7. The premises shall be used for the purpose of installation, operation and maintenance of ATM only
8. Successful party will have to pay the monthly electricity charges, as per consumption, as per Bills of the Engineering section.
9. All electrical consumables like bulbs, tubes, etc are to be replaced by the party, in case they are damaged.
10. Successful bank shall not be permitted to draw any electrical connections /extension, etc without obtaining approval from the Institute's Estate division.
11. Water taxes, if any, shall have to be paid as and when imposed by the Institute.
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 storage 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. NEIGRIHMS, Shillong reserves the right to accept or reject any application/offer. Authority for acceptance or otherwise of the application/quotation will rest with the NEIGRIHMS, Shillong which does not bind itself to accept any application/quotation and not to assign any reason for rejecting the same.
20. 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.
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 NEIGRIHMS, Shillong. 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.
22. Maintenance and regular functioning of the ATMs for all the 24 hours should be ensured by the Bank and NEIGRIHMS, Shillong will not undertake any responsibility in this account.
23. NEIGRIHMS reserves all rights to make any changes in terms and conditions of the tender and also to reject any or all bids without assigning any reason thereof.
24. Settlement of disputes – Director, NEIGRIHMS or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.

**Annexure: A: Technical Bid**

**Banks' Profile**

1. Name of the Applicant:
2. Date of incorporation:
3. Address of the Head Office:
4. Local Address:
5. Communication details of contact Official(s) (both Sales and Services):  
Name  
Phone Number / Mobile no. /Fax Number /E-mail:
6. Constitution of the Applicant:  
Details of primary shareholders:  
In case of Limited Company names of major share holders with percentage of holding:
7. Year of commencement of business:
8. Tax Registration Certificate (if any):
11. No. of offices in India and list thereof:
12. Associate Firms/Companies with details of activity and turnover:  
Details of Key/ Senior Officials/ Directors/  
Authorized Signatory  
Name:  
Designation:  
Qualification:  
With the company since:  
Line of experience/ expertise:
13. Any other information considered relevant:

I /we hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my ability to supply the ambulances, are correct and genuine. I/ we, am /are, therefore liable to face the appropriate actions as deemed fit by the Institute in the event of any of the information, particulars, copies of certificates and testimonial is not found correct / genuine or not attached as required documents.

Place:

Date: Signature with seal of the Bank

**Annexure: B: Financial Bid**

To,

The Deputy Director,  
NEIGRIHMS, Shillong-793018

Sir,

1. I/We undersigned hereby submit my/our bid for installation of Automated Teller Machine at your premises. I/We have read and correctly understood the terms and conditions prescribed in the notification enclosed with this tender form and also those mentioned in the agreement format which will be executed after finalization of installation of ATM at NEIGRIHMS, Shillong and agree to fully abide by them.
2. I/We hereby offer my/our financial bid as under for installation of ATM at NEIGRIHMS, Shillong -793018
3. Facility charges payable per month for the first contract period for five years:

Sl. No.	Particulars	Rate per square feet (per month (Rs.))	GST /Other taxes, if any (Rs.)	Total Amount per square feet (Rs.)
<b>Installation, operation and maintenance of Automated Teller Machine (ATM), at two locations, in the premises of the Institute at Mawdiangdiang, Shillong -793018</b>				
1.	1 <sup>st</sup> Location			
2.	2 <sup>nd</sup> Location			

4. Facility charges escalation proposed from the previous year charges on yearly basis, if any
5. Facility charges/ rent payable per month from the sixth year with an escalation from the previous year

Thanking you and I accept the above condition,

Yours faithfully,

(Full signature of the Authorized Bank signatory with Seal)

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