



Indian Institute of Management Udaipur  
भारतीय प्रबंधन संस्थान उदयपुर

## INDIAN INSTITUTE OF MANAGEMENT UDAIPUR

(An Autonomous Institute under Ministry of Education, Govt. of India)

### E-TENDER DOCUMENT

FOR

### INSTALLATION AND OPERATION OF AUTOMATED TELLER MACHINE (ATM) AT IIM UDAIPUR



IIMU/Tender/ATM/2021

Dated: 14 July 21

**Last date for submission of Tender: 09 Aug 21**

**Date of Opening of Technical Bid: 10 Aug 21**

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Indian Institute of Management Udaipur  
Balicha, Udaipur-313001, Rajasthan  
Website: [www.iimu.ac.in](http://www.iimu.ac.in)



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**NOTICE INVITING TENDER (NIT)**  
**FOR INSTALLATION AND OPERATION OF AUTOMATED TELLER MACHINE (ATM) AT**  
**IIM UDAIPUR**

Indian Institute of Management Udaipur (hereinafter referred to as “IIMU”) is an Autonomous Institute under the Ministry of Education, Government of India. IIM Udaipur is recognized as premier management institution in the country. IIM Udaipur has started its operations from the year 2011 and operating from its permanent campus located at Balicha, Udaipur, Rajasthan with a present strength of approximately 800 (Eight hundred only) students, faculty and staff on campus with a projected increase of 10% to 15% per year.

IIMU invites E-tender (online tender) from reputed and scheduled Bank (hereinafter referred to as “Bank”) under two bid system Technical Bid (Part-I) & Financial Bid (Part-II) for installation and operation of their ATM at IIM Udaipur for a period of three years.

The schedule and other details of Tender are as under:

<b>Tender Name</b>	<b><u>Installation and Operation of Automated Teller Machine (ATM) at IIM Udaipur</u></b>
<b>Tender No.</b>	IIMU/Tender/ATM/2021 dt 14 July 21
<b>Published Date</b>	19 July 21
<b>Estimated tender value</b>	Rs. 424800.00 (Rupees Four Lakh Twenty Four Thousand Eight Hundred only)
<b>Bid Document download start date</b>	19 July 21
<b>Bid Document download end date</b>	19 July 21
<b>Pre-Bid Meeting</b>	23 July 21
<b>Last date &amp; time for receipt of queries through email</b>	22 July 21
<b>Last date for receipt of Bid</b>	09 Aug 21
<b>Date of Opening of Technical Bid</b>	10 Aug 21
<b>Date of Opening of Financial Bid</b>	10 Aug 21
<b>Tender Fee (Non-refundable)</b>	Rs. 5000.00 (Rupees five thousand only)
<b>EMD (Earnest Money Deposit)</b>	Rs. 30000.00 (Rupees thirty thousand only)

This tender document containing eligibility criteria, scope of work, terms and conditions, specification and other documents, can be downloaded at/from the Central Public Procurement (CPP) Portal <https://eprocure.gov.in/cppp/> or Indian Institute of Management Udaipur website: [www.iimu.ac.in](http://www.iimu.ac.in) .



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The Bank shall sign and stamp each page of this tender document as taken of having read, understood and comply with tender, the terms and conditions contained herein.

Manual bid/tender will not be accepted under any circumstances. Incomplete bid/documents shall be rejected without giving any reason.

Tender will be submitted through online mode under the e-procurement system. **The Banks have to apply online through E-Procurement portal <https://eprocure.gov.in/cppp/> only.** The original EMD and tender fee is to be submitted in a sealed envelope to be super scribed this tender name & the name of your Bank and must reach the below address before the last date & time for receipt of Bid.

*The Chief of Administration  
IIM Udaipur,  
Balicha, Udaipur-313001,  
Rajasthan*

**Chief of Administration**



## **SCOPE OF WORK**

### **Details of the property**

<b>S No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Work	<b><u>INSTALLATION AND OPERATION OF AUTOMATED TELLER MACHINE (ATM)</u></b>
2	Location	Indian Institute of Management Udaipur
3	Size of the premises	3.93x2.89 =11.35 sqm. (Carpet area) including 43 sft. frontage area
4	location	Located in the prime area of the IIMU campus
5	3 phase EB power supply with separate meter	Yes. Meter is separately installed.
6	Space for placing AC outdoor units	Yes. Available
7	Reserve Price for 1st year (in Rs.)	Rs. 10000/- per month plus applicable taxes with a minimum escalation of price 10% every year



## **INSTRUCTIONS TO BANKS**

**(1) Preparation and submission of Tender:** The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. For submission of bids, all interested Banks have to register online on e-procurement portal. After registration, Banks shall submit their Technical Bid and Financial Bid documents online on <https://eprocure.gov.in/cppp/> duly signed and sealed on each page of Tender. For details, kindly see annexure of this tender: Instructions for Online Bid Submission.

**(2)** Tender document can also be downloaded from website [www.iimu.ac.in](http://www.iimu.ac.in) Downloaded forms should be duly filled, signed and accompanied with the tender document fee and prescribed EMD amount.

**(3)** The ATM shall be allotted to the highest Bank, after the approval of the management of IIMU and LOA will be issued accordingly.

**(4) Bid Validity:** The quoted rates must be valid for a period for 90 (ninety) days from the date of closing of the tender. The overall offer for the assignment and Bank(s) quoted price shall remain unchanged during the period of validity. If the Bank quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

**(5)** In case the Bank withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The Bank should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

## GENERAL TERMS & CONDITIONS FOR INSTALLATION AND OPERATION OF ATM AT IIMU

1. IIMU reserves the right to accept or reject any application/quotation. Authority for acceptance or otherwise of the application/quotation will rest with the IIMU which does not bind itself to accept any application/quotation and not to assign any reason for rejecting the same.
2. IIMU will not accept any tender wherein conditional offer has been given by the banks and the offers of such kind will out-rightly be rejected and the EMD will be forfeited.
3. Offers will have to be submitted along with Earnest Money Deposit (EMD) fixed for that purpose in a demand draft, which will be drawn in favour of The Director, IIM UDAIPUR, payable at UDAIPUR.
4. After finalization of the tender, the EMD of unsuccessful Banks will be returned. The earnest money of successful Bank will be adjusted against Security Deposit and the same will be forfeited in case of the successful Bank failing to honour the offer made by the IIM Udaipur as per the quotation submitted by the bank.
5. EMD in sealed cover addressed to The Chief of Administration, IIM Udaipur, Balicha, Udaipur, Rajasthan – 313001, duly super scribed “**Offers for Installation of Automated Teller Machine at IIM Udaipur**” should be submitted on or before the scheduled date of opening.
6. The Bank submitting the tenders will be required to quote in the tender form the amount of facility charges payable (monthly) for ATM Operation, which they will be required to pay to IIM UDAIPUR. The highest Bank will be awarded to install and operate their Bank ATM at the said premises.
7. 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.
8. Maintenance and regular functioning of the ATMs for all the 24 hours should be ensured by the Bank and IIMU will not undertake any responsibility in this account.
9. The initial contract period is for Three years and the annual facility charges shall be escalated @ minimum of 10% every year for two consecutive years if agreed by IIM UDAIPUR and Bank.
10. The ATM machine should have both cash deposit and cash withdrawal facility.



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11. The term may be extended for a further period of two years on same terms and conditions. IIM Udaipur reserves the right to not extend the period.
12. The offers should be accompanied with the following.
  - a. Address of the Bank
  - b. Past experience and clientele list (if any/ optional)
  - c. Copy of memorandum and Articles of Association of the Company.
  - d. RBI's approval to operate ATM and banking service in India.
  - e. PAN Proof
  - f. Cost of tender of Rs.5000/- & Earnest Money Deposit of Rs 30000/- in the form of DD in favour of The Director, IIM UDAIPUR (separate DD for both).





## ELIGIBILITY AND QUALIFICATION CRITERIA

1. Scheduled banks will be eligible to participate in the Tender and installation of its ATM.
2. The Bank shall submit the original EMD and tender fee in a sealed envelope super scribing this tender name & the name of the Bank and must reach at IIMU before the last date & time for receipt of Bid. Photocopy of the same EMD and tender fee should be enclosed to support this along with the format given below.

S No.	Type of Fee	Details
1	Tender Fee	DD No. _____ of Rs. <b>5,000/- (Rupees Five Thousand only)</b> of Dated _____ drawn on Bank _____ Branch _____
2	Earnest Money Deposit (EMD)	DD No. _____ of Rs. 30000.00 <b>(Rupees Thirty thousand only)</b> of Dated _____ drawn on Bank _____ Branch _____

DD will be made in favour of "The Director, Indian Institute of Management Udaipur" payable at Udaipur.

3. RBI's approval to operate ATM and Banking service in India.
4. The service provider should have valid Indian Permanent Account (PAN) No. as per the details given below: -

SI No	Name	PAN No.	Copy attached	Remarks

5. The bank must submit the satisfactory proof/documents in support of their claim of fulfilling item no.1 to 4 above.



**PART – I**

**(TECHNICAL BID)**

**Tender Notice called for Installation and Operation of Automated Teller Machines (ATM) at IIM UDAIPUR**

From

Name of the Bank.....

Full address.....

To

The Chief of Administration  
IIM Udaipur  
Balicha, Udaipur  
Rajasthan - 313001

Sir,

Sub: - Installation and Operation of Automated Teller Machine (ATM) at IIM UDAIPUR –Tender document submission

I/We undersigned hereby submit my/our bid for installation of Automated Teller Machine at your IIMU 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 IIM UDAIPUR and agree to fully abide by them.

The acceptance of tender by IIM UDAIPUR shall constitute a contract between me/us and IIM UDAIPUR as owner of the said premises.

The following list of documents enclosed.

- a) Address proof of the Bank.
- b) Past experience and clientele list (if any/ optional).
- c) Copy of the memorandum and articles of association of company.
- d) RBI's approval to operate ATM and Banking service in India.
- e) PAN Proof
- f) Cost of tender of Rs.5000/- & Earnest Money Deposit of Rs 30000/- in the form of DD in favour of The Director, IIM UDAIPUR (separate DD for both).



**TENDER ACCEPTANCE LETTER  
(To be given on Bank Letter Head)**

Date:

To,

The Director, IIM Udaipur, Balicha, Udaipur, Rajasthan-313001.

**Sub.: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No.:** IIMU/Tender/ATM/2021 dt 14 July 21

**Name of Tender: Installation and operation of Automated Teller Machines (ATM) at IIM UDAIPUR.**

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely:\_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No.\_\_\_\_to\_\_\_\_\_(including all documents like annexure(s), schedule(s), etc.,) which form part of the contract and I/we shall abide by with the terms / conditions /clauses contained therein.
3. The corrigendum(s) issued/ to be issued from time to time by IIMU too have all been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated, then IIMU shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bank, with Official Seal)



## **PRE-BID MEETING THROUGH VIDEO CONFERENCE**

This is to inform that all the intending Banks to share the following information to the [procurement@iimu.ac.in](mailto:procurement@iimu.ac.in) email id so that we can share the zoom meeting link to the representatives of interested parties to join the pre-bid meeting.

Name of the Bank:

Name of the Representative: -

Designation:

Email Address:

Mobile Number:

The Procurement Committee will allow only one nominated representative per Bank. It is important to note details of the nomination should reach the above-mentioned email address by 5 PM on 22 July 21, failing which no further request/s will be entertained.

Any Bank unable to attend the online pre-bid meeting can also share the questions/queries, if any to the above email id on or before 5 PM of 22 July 21. Any questions/queries received through email after this shall not be entertained.

All questions/queries received on email and shared during the pre-bid meeting will be answered on eprocurement portal only.



## CHECK LIST

1. Name and address of the Bank .....
- .....
- .....
2. Contact person Name & designation \_\_\_\_\_
3. Contact Person Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

<u>Required documents</u>	<u>Remarks</u>
Tender fee	DD No. Date. Amount: Bank
Demand Draft for Earnest Money Deposit of Rs 30,000/-	DD No. Date. Amount: Bank
RBI's approval to operate ATM in India.	Attached/Not Attached
Experience Certificate in ATM Installation (if any)	Attached/Not Attached
Copy of memorandum and Articles of Association of the Company.	Attached/Not Attached
Clientele List (if any)	Attached/Not Attached
PAN proof	Attached/Not Attached
Document filled in all respects.	YES/ NO

Place:

(Full signature of the contractor with seal)

Date: