

**Reference No: NCUB 06/2019-20/dated 19 September 2019**

# **Request for Proposal (RFP)**

**For**

**Supply& Installation of ATM Machine**



**NILAMBUR  
CO-OPERATIVE  
URBAN BANK**



#### Invitation for tender offers

The Nilambur Co Op Urban Bank invites offers in sealed envelopes (technical and commercial) from eligible, reputed manufacturers and/or their authorized dealers/agents for Supply & installation of ATM Machine at different branches/offices of the Bank located at different locations described in this document. The details are given below:

Tender Reference	NCUB 06/2019-20
Last date of submission of BIDs	27/09/2019 5.00PM
Date of opening of Eligibility cum Technical bid	30/09/2019
Place of Opening of offers	The Nilambur Co Op Bank Head Office
Address for Communication	System Administrators The Nilambur Co Op Bank Head Office, Near Municipal Bus Stand Nilambur Ph: 9496362930, 9447751594 04931 226603 <a href="mailto:datacentre@nilamburcub.com">datacentre@nilamburcub.com</a>

#### Opening of technical offers

Technical offers received by the Bank will be opened in the presence of the Bidder or their authorized representative who choose to attend the opening of Tender Offers on the date and time specified above. Only those Bidders who have submitted their offer in response to this tender are permitted to attend the opening.

It is essential that all clarifications / queries, if any, be submitted to the Bank at least 5 days before the last date for receipt of offers.

Technical Specifications, Terms and Conditions and various format and proforma for submitting the Tender offer are described in the tender document and its Annexures.



**NILAMBUR  
CO-OPERATIVE  
URBAN BANK**

**TENDER NOTICE**

**Notice Inviting Tender for supply ATM Machines for Nilambur Co Operative Urban Bank bank**

Sealed tenders are invited from reputed firms or their Kerala based authorized Representatives/ Distributors for supply, installation of ATM Machine. Parties competent mentioned above can obtain the tender documents with detailed particulars of the work and terms and conditions of tender from this office during the office working hours. The tender forms can also be downloaded from our web site [www.nilamburcub.com](http://www.nilamburcub.com) or can be received by email on request to The General Manager Nilambur Co-op Urban Bank Ltd. The last date of submission of completed tender is 27.09.2019. The tenders and commercial proposals would be opened at 11 AM on 30.09.2019 at the Head Office of the bank and bidders or their duly authorized representatives may be present.

**PLACE: NILAMBUR**

**DATE: 20.09.2019**

**GENERAL MANAGER,**

**NILAMBUR CO-OP.URBAN BANK,  
P.B.No 10.Nilambur.679329**



**BILL OF MATERIALS WITH GENERAL SPECIFICATIONS**

**Requirement & General Specifications of the items:**

The approximate quantity of various hardware is as under:

No	Item	Numbers
1	ATM Machines (Wincore Nixdorf Procash 280) Procash 280, Lobby type front load, intel dual core with 2.6GHz, 1 TB HDD or above, 2 GB Ram or above, CDROME, OS windows 7, single touch application, DIP Hybrid card reader (track 1,2 ) with EMV 4.x Level 1 Certified. Dispenser: state of art less Dispenser, Dispense speed of up to 8 Notes per second. , Dispense capacity of 60note per transaction. 4 denomination with 5 cassette. 16 Key stainless steel PIN keypad. Journal printer dot matrix. Electronic combination lock, DVR with camera	3



### **Instructions to Bidders**

1. Two separate copies of the offers (One for Technical & other for commercial) must be submitted at the same time, giving full particulars in Two separate sealed envelopes at the Bank's address given below, on or before 5.00 pm on 27.09.2019.

<p><b>General Manager</b> <b>The Nilambur Co OP Urban Bank</b> <b>Head Office, Nilambur</b> <b>Mob: 9447108209</b> <b>Lan : 04931 226603 EXT 109</b> <b>Email : <a href="mailto:gm@nilamburcub.com">gm@nilamburcub.com</a></b></p>
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Offers received after the last date and time specified for such receipt will be rejected. All envelopes should be securely sealed and stamped.

Two separate sealed envelopes containing offers must be submitted to the Bank directly as under:

1. Technical – 1 copy [Original]
2. Commercial – 1 copy [Original]

Both the envelopes must be super-scribed with the following information:

Type of Offer: (Technical – 1 copy or Commercial – 1 copy)

Tender Reference Number: 06/2019-20

Due Date: 27.09.2019

Name of the Vendor:

### **Submission of Proposals (Methodology)**

The Proposal shall be submitted in two separate envelopes – Part I covering the Technical, and Qualification aspects hereinafter referred to as the “Technical Proposal” and Part II covering only the price schedules separately hereinafter referred to as the “Commercial Proposal” separately. The two parts should be in two separate covers, each super-scribed with the name of the Project (“Technical Proposal” for supply of ATM Machines for Nilambur Co Op urban Bank) and (“Commercial Proposal” for supply of ATM Machines for Nilambur Co Op Urban Bank) as the case may be.



**Documents comprising the Technical Proposal Envelope, should be:**

- (a) Compliance to Terms and Conditions of Contract (TCC) (Annexure-A)
- (b) Compliance to Technical Specifications of each item (Annexure-I)
- (c) Authorized dealership certificate from the manufacture on the letterhead of the Manufacturer. (In case vendor or not manufacturer.)
- (d) Company information (Annexure-B)
- (e) Quotation criteria checklist (Annexure-C)

Any Technical Proposal not containing the above will be rejected.

Any Technical Proposal containing any price information will be rejected.

**Documents comprising Price Proposal Envelope, should be:**

- (a) Full Price Schedule of the Goods and/or System and/or Services (FORM-I separately).

**Annexure-A**

**CRITERIA FOR THE ELIGIBILITY FOR PARTICIPATING IN THE TENDER**

The bidding is open to all qualified Bidders who fully meet the following qualifying requirements

1. The eligible bidders should be an Indian company registered to manufacture the Tendered item or authorized by the manufacturer to supply the equipment and submit the bid for the same. Authorization letter issued to the bidder from the Original Equipment Manufacturer (OEM) shall be enclosed with the bid. Bids without the authorization letter will summarily be rejected. The bidder shall be willing to undertake the Annual Maintenance Contract (AMC) and willingness for AMC shall form part of the bid.
2. Original Authorization Certificate from the principal Company should be attached and submitted with the tender offer.
3. The Bidder Company should be in the Banking (ATM) industry for at least 3 years.
4. The bidder must be a reputed commercial entity Firm having GST Registration/Income tax Registration (PAN). And/or other statutory registration as may be applicable
5. The bank reserves its rights to select single or multiple bidder companies to fulfil its requirements for which this tender has been published.
6. The bank will have its rights, during discussions with the shortlisted companies, to change the requirements /specifications of items mentioned in the BOM in order to opt for cost-effective or technically more feasible solutions.
7. The bidder must have previous experience in SUPPLY, INSTALLATION AND maintaining ATM Machine in Govt. organization/PSUs /Banks segment in Kerala during the block of last five financial years (i.e. 2014-15 to 2018-19). Copy of minimum one such order (bagged during the block of aforesaid three years) from any of the aforesaid categories of institutions should be furnished.
8. The bidder should have office setup at Kerala with representation in Malappuram/ Palakkad/ Thrissur/ Kozhikode/Ernakulum Districts.
9. The bidder should provide list of 3 references along with details such as name, designation, address (Both postal as well as e-mail) & telephone number of the contact person along with the value of the contract in the format specified below.
10. Delivery of the Goods shall be made by the Supplier within Three (3) weeks from the date of Purchase Order/ Award of Contract. The supplier should ground the ATM to the floor of the ATM room. The details of shipping and/or other documents to be furnished by the Supplier are specified hereunder:
11. The warranty period shall be minimum for 3 Year from the date of acceptance of the Goods.



12. Free on-site maintenance services shall be provided by the Supplier during the period of warranty. During the Warranty period, the Supplier should also provide preventive maintenance services periodically (quarterly), free-of-cost. The Bank at its discretion may enter into AMC after Warranty period of 3 years of equipment's.
13. If selected, the bidder should be willing to enter into an agreement with the bank, wherein he should be willing to comply with all the closes mentioned there in.
14. The bank reserves all rights to:
  - a) Amend any of the above clauses for the purpose of arriving at a cost-effective total technical solution for the bank.
  - b) Reject any tender/tenders or cancel the tender process all together without assigning any reason to the tenderers

**15. Payment terms are mentioned below:**

- (a) On successful installation, testing and

Commissioning of all the items	::	100%
<b>Total</b>	<b>::</b>	<b>100%</b>

**16. Notices**

The following shall be the address of the Bank and Supplier:

Bank's address for notice purposes:

**THE NILAMBUR CO OP URBAN BANK  
HEAD OFFICE  
NILAMBUR PO  
NILAMBUR  
NEAR MUNICIPPAL BUSTAND  
MALAPPURAM 679329**

Supplier's address for notice purposes:

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A notice shall be effective when delivered or on the notice's effective date whichever is later.





# NILAMBUR CO-OPERATIVE URBAN BANK

## Annexure-I

### PART I Hardware Technical Specifications (Minimum) PC configuration

Sl.No	Component	Technical Specifications	Compliance (Yes/ No)	Deviation if any
1	All Components	Procash 280, Lobby type front load, intel dual core with 2.6GHz, 1 TB HDD or above, 2 GB Ram or above, CDROME, OS windows 7, single touch application, DIP Hybrid card reader (track 1,2) with EMV 4.x Level 1 Certified. Dispenser: state of art less Dispenser, Dispense speed of up to 8 Notes per second. , Dispense capacity of 60note per transaction. 4 denominations with 5 cassettes. 16 Key stainless steel PIN keypad. Journal printer dot matrix. Electronic combination lock, DVR with camera		



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**FORMATS**

No.	Description	Form No.
1	Price Schedule	Form 1

**FORM 1**

**PRICE SCHEDULE (FORM 1 Separate Envelope)**

Item Description Configuration as per PART I and PART II of Annexure I,II,II Technical Specifications	Model Quoted	Total unit Price inclusive of Warranty period for 3 years on sit	GST	Total unit price inclusive of Warranty period for 3 years on site with GST
ATM Machine				



**BIDDER'S DECLARATION**

To

The General Manager,

The NILAMBUR Cooperative Urban Bank Ltd.,

Head Office, NILAMBUR, Kerala State.

Sir,

We have read all terms and conditions given in this tender form and submit this completed bid along with our wellness to the terms and conditions mentioned in this tender form.

Place: -----

Signature of authorized signatory of the bidder company: -----

Seal and date: -----

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**ANNEXURE- B**

**FORMAT FOR TECHNICAL QUOTATIONS:**

The Service provider has to incorporate the following details in their technical bid:

1. Proposed plan of action – procurement lead time etc to hardware installation and operationalization
2. Security aspect incorporated in the equipment's proposed – keeping in view of bank's requirements
3. Plan of implementation- hardware Installation, system integration etc. to implementation
4. Special requirements of the Bank as gathered by the vendor

5. Company information (Format given below):

S.no.	Particulars	Response
1	Reg.Name of the Company	
2	Name of the individual responding to this request	
3	Designation of the individual responding to this request	
4	Contact Postal Address	
	a) Telephone	
	b) Fax number	
	c) E – mail address	
5	Parent Company (if any)	
6	Financial Details – latest turn over (attach audited balance sheets)	
7	Details of similar projects handled in this financial year	
8	Specifically mention the nature of services provided to Bank client(s)	
9	Details of expertise in the related field (customer feedback)	
10	Give details of your implementation support services	
11	Special mention about the edge, if any, the Service Provider has over its competitors	
12	Any other information, which may be relevant	

**Quotation criteria checklist:**

<b>S.No</b>	<b>Criteria</b>	<b>Yes / No</b>
1	Whether the bidder has at least 1 Year experience in implementing the related works. Name of at least one bank project be given as per requirement.	
2	Whether Service Provider can provide service support from nearest location to the bank. A list of company contact persons with Address, Telephone nos., may be provided, if available.	
3.	Provide a toll free number for fault registering, if available and Escalation Matrix to resolve faults	