
	<p align="center"><b>Omnibus Industrial Development Corporation of Daman &amp;Diu and Dadra &amp;Nagar Haveli Limited</b> (A Govt. Undertaking) Corporate Office : Plot No.35, Somnath, Nani Daman - 396 210. Tel: (0260) 2241120, 2241112, Fax : (0260) 2241108. Website. <a href="http://www.oidc.nic.in">www.oidc.nic.in</a> CIN : U65923DD1992SGC001221</p>	
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No.OIDC/DMN/TD/ATM/2015-2016/1801

Date: 09/03/2016.

**LIMITED TENDER NOTICE**

The OIDC invites sealed bids from schedule banks having a minimum of 01 year experience for “Installation and Operation of Automated Teller Machine on Lease” as per details below:

Sr.No.	Plot No. & Address	Size in Sq.Mtr.	Landmark
1	Plot No. E-2, OIDC Industrial Estate, Ringanwada, Nani Daman – 396210.	12.04 sq.mt.	In front of Cello Pens Pvt. Ltd.

The Reserve Price of the premises on Lease Basis is Rs.15,000/- per month. The Application Forms with detailed terms and conditions may be obtained on payment of Rs.500/- in cash from the Manager (Transport) at the above address. The Application form with terms and conditions can also be downloaded from the website. The bid should be accompanied with Earnest Money of Rs.12,000/- in the form of DD drawn in favour of OIDC Ltd., payable at Daman.

The bids will be opened on 30/03/2016 at 16:00 hrs.

Sd/-  
Joint Managing Director,  
OIDC, Daman.



No.OIDC/DMN/TD/ATM/2015-2016/1801

Date: 09/03/2016.

## Terms and conditions for **“Installation and Operation of Automated Teller Machine (A.T.M.) on Lease”**.

Omnibus Industrial Development Corporation of Daman & Diu and Dadra & Nagar Haveli (OIDC), Daman hereby invites E- Tender (two bid systems) for **“Installation and Operation of Automated Teller Machine (A.T.M.) on lease”** through limited tender from the Schedule Banks having a minimum of 01 year experience in the installation and operation of Automated Teller Machines.

### 1. CHECK LIST :

I. All the bidders are kindly requested to go through the tender document very carefully and understand all the clauses before submission of the tender. You are kindly requested for following:

- (a) All proposals/bids/offers shall be numbered, signed & stamped on Each Page by the duly 'Authorized Signatory' of the Bidder.
- (b) Return original tender along with the technical bid.
- (c) Submit technical bid and financial bid separately in a sealed envelope.
- (d) Provide complete details of the bankers with MICR and IFSC/NEFT/RTGS details and copy of income tax PAN card.
- (e) Give your complete details & contact number for ease of communication.
- (f) Sign the certificate undertaking enclosed with tender document and return it duly signed in original along with the technical bid document.
- (g) Only schedule banks having a minimum of 01 year of experience in Installation and Operation of ATM's are to participate.
- (h) RBI's approval to operate ATM and Banking service in India.
- (i) Experience Certificate in ATM Installation.
- (j) Copy of Memorandum and Articles of Association of the Company.
- (k) Clientele List.

(I) PAN proof, if any

2. The tender should be in a sealed envelope super subscribed as “**Installation and Operation of Automated Teller Machine (A.T.M.) on lease**”. The bidder should ensure that they must submit hard copy of tender documents (Technical Bid & Financial Bid in two separate covers) sealed and addressed to the office of The Joint Managing Director, OIDC Corporate Office, Plot No. 35, Somnath, Nani Daman, Daman – 396 210.
3. The Bidder should be **in the trade for the last 01 (one) year** and documentary evidence should be enclosed with the technical bid.
4. The details and particulars for installation and operation of ATM on lease basis is as below:

Sr. No.	Particulars	Details
1	Name of the Work	Installation and Operation of Automated Teller Machine (ATM) on Lease
2	Location	Address: Plot E-2, Ringanwada Industrial Estate, Nani Daman – 396210. Landmark: In front of Cello Pens Pvt. Ltd.
3	Plinth Area of the Premises	4.11m x 2.93m = 12.04 sq.mt.
4	Speciality of the location	Located in the prime area of the Ringanwada Industrial Estate, Somnath. Opp to Celle Pens Pvt. Ltd.
5	3 phase EB power supply with seperate meter	Will be provided as per requirement of the successful bidder after signing of Lease Agreement.
6	Space for placing AC Outdoor Units	Yes, To be done by successful bidder.
7	Steel rolling shutter on the front	Yes, Available
8	Reserve Price for 1 <sup>st</sup> year (in Rs.)	Rs.15,000/- per month plus service tax with a minimum escalation of price 10% every year.

**5. Eligibility Criteria:**

- a) Scheduled banks will be eligible to participate in the Tender for installation and operation of its ATM.
- b) The bank must have atleast 01 (One) Automated Teller Machines operating in the city serving the station where it is proposed to install the machines.

- c) The bank must have sufficient clientele list of Automated Teller Machine users and its credit/debit card holders and a good market share.
- d) The bank must have a minimum 01 (one year) in the field of installation and operation of Automated Teller Machine in India.
- e) The bank must submit the satisfactory proof / documents in support of their claim of fulfilling item no. a to d above.
6. O IDC Ltd. reserves the right to accept or reject any application/quotation. Authority for acceptance or otherwise of the application/quotation will rest with the O IDC Ltd. which does not bind itself to accept any application/quotation and not to assign any reason for rejecting the same.
  7. O IDC Ltd. 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.
  8. Offers will have to be submitted along with Earnest Money Deposit (EMD) fixed for that purpose in a demand draft amounting to Rs.12,000/-, which will be drawn in favour of O IDC Ltd, payable at Daman.
  9. Tender quotes without or with less EMD will summarily be rejected. After finalization of the tender, the EMD of unsuccessful bidders will be returned within 15 days. The earnest money of successful bidder will not be adjusted against Security Deposit and the same will be forfeited in case of the successful tenderer failing to honour the offer made by the O IDC Ltd. as per the quotation submitted by the firm.
  10. 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 O IDC LTD, Daman. The highest bidder qualified in the technical bid will be awarded to install and operate their Bank ATM at the said premises.
  11. 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 service tax should be paid by the bank. O IDC will provide necessary power supply in the allocated space as per requirement of the bank for operation of ATM machines after signing of the agreement.
  12. Maintenance and regular functioning of the ATMs for all the 24 hours should be ensured by the Bank and O IDC Ltd. will not undertake any responsibility

in this account.

13. The initial contract period is for One Year and the annual facility charges shall be escalated @ minimum of 10% every year for two consecutive years if agreed by O IDC and Bank.
14. The last date for submission of tender form is 30/03/2016 upto 06.00 P.M.. The technical bid i.e. Packet 'A' will be opened on 31/03/2016 at 3.30 p.m. The date of opening of financial bid i.e. Packet 'B' will be intimated to the eligible bidders.
15. The offers should be accompanied with the following.
  - a. Address of the tenderers.
  - b. Past experience (if any)
  - c. Copy of memorandum and Articles of Association of the Company.
  - d. RBI's approval to operate ATM and banking service in India.
16. Security Deposit of **six months rent** in the form of FDR / DD should be deposited by the successful ATM installer within a week of receipt of work order. Security Deposit will not earn any interest and will be returned after the tenure of contract deducting damages, if any by the ATM installer.
17. The Tender Committee will open the Tenders in presence of tenderers or their representatives, if any present in the office of the O IDC. The Tender Committee will first open the technical bid. The Committee will open the financial bid only of those firms who are qualified for technical bid.
18. **Earnest Money Deposit (E.M.D):**
  - I. The tenders must be accompanied with Earnest Money Deposit (EMD) of **Rs. 12,000/-** (Rupees Twelve Thousand Only) in form of Demand Draft drawn on any **Schedule Bank** in favour of O IDC Ltd., payable at Daman for the fulfillment of the contract. Tender received without EMD will be treated as invalid.
  - II. The amount of Earnest Money Deposit paid by the Tenderer(s) whose tenders are not accepted will be refunded to them within 15 days.
  - III. In case, the supplier does not execute the work order placed with him, the Security Deposit of the supplier will be forfeited to the O IDC and the contract for the supply shall be terminated with no further liabilities on either party to the contract. EMD will be forfeited in case successful bidder fails to sign agreement as mentioned above.

- IV. In case of failure to install and operate the ATM's as per conditions and within the stipulated time, the same will be obtained from the other Tenderer who offered next higher rates or from any other sources, as may be decided by the OI DC and the loss to the Government on account of such purchases(s) shall be recovered from the former supplier's Security Deposit/Earnest Money or amount of bill payable. The supplier shall have no right to dispute with this procedure.
- V. In case of successful bidder, who decline to accept the contract order, the EMD will be forfeited and the concerned agency will be blacklisted.
- 19.** Fill the tender with pen/ball pen only. Any entry/detail written in pencil will not be accepted. Avoid over writing. In case of any corrections, old wrong entries are to be neatly cut by one line and signed in full. Correct entry is then written. Use of correcting fluid not permitted.
- 20.** Successful bidder will have to sign an agreement with the purchaser within 15 (Fifteen) days of the receipt of the work order.
- 21.** The Tender documents will be rejected if it is
- a. Incomplete,
  - b. Not properly filled,
  - c. Received after the due date,
  - d. Nor accompanied with EMD,
- 22.** A prospective bidder / bank who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing/through mail about the clarifications sought not later than 07 days prior to the date of opening of the Bids. (mt-oidc-dd@gov.in / lijuantony25@gmail.com)
- 23.** The amount of Security Deposit will be refunded after completion of time period.
- 24.** The Earnest Money(s)/Security Deposit(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is/are not adjustable with Earnest Money or Security Deposit required as per conditions of this tender.
- 25.** It shall be normally being presumed that material(s) are available ex-stock and shall be supplied immediately after signing of agreement. If not so, the delivery period (**not more than 15 days**) shall be specifically mentioned in the bid otherwise EMD will be forfeited.

**26.** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

**27.** In respect of any dispute given rise to the legal proceedings between the parties, the courts at Daman shall alone have the Jurisdiction.

Sd/  
The Joint Managing Director,  
O.I.D.C

### **DECLARATION**

- 1.** I have read the terms & conditions mentioned in the tender document and undertake to abide the same during the contractual period.
- 2.** The information given in the technical bid by the undersigned is correct.

( Signature of Supplier / Tenderer)  
Date & Rubber Stamp.

NOTE :- Please return one copy of these conditions duly signed along with your tender/quotations.

**TECHNICAL BID (PACKET A)**  
**(TO BE SUBMITTED SEPARATELY IN TECHNICAL BID ENVELOP)**

**Tender Notice called for Installation and operation of Automated Teller Machines (ATM) on Lease.**

From,  
Name of the  
Bank: \_\_\_\_\_

\_\_\_\_\_  
Full  
Address: \_\_\_\_\_

\_\_\_\_\_  
To,  
The Joint Managing Director,  
OIDC Corporate Office, Plot No.: 35,  
Somnath,  
Nani Daman – 396 210.

Respected Sir,

Sub: - Installation and Operation of Automated Teller Machines on Lease. Tender document no.No.OIDC/DMN/TD/ATM/2015-2016/

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 OIDC LTD, Daman and agree to fully abide by them.

The acceptance of tender by OIDC LTD, Daman shall constitute a contract between me/us and OIDC LTD, Daman as owner of the said premises.

The following list of documents enclosed.

1. Address proof of the tenderer.
2. Past experience if any.
3. Copy of the memorandum and articles of association of company.
4. RBI's approval to operate ATM and Banking service in India.
5. Earnest Money Deposit of Rs.12,000/- in the form of DD in favour of OIDC Ltd., Daman.

Thanking you and I accept the above condition,

Yours faithfully,

Place:  
Date:

(Authorized Signature with seal)



**FINANCIAL BID (PACKET B)**  
**(TO BE SUBMITTED SEPARATELY IN FINANCIAL BID ENVELOP ONLY)**

**Tender Notice called for Installation and operation of Automated Teller Machines (ATM) on Lease.**

**Financial bid offered for installation of Automated Teller Machine (ATM).**

From

Name of the Bank:

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Full Address:

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To,  
The Joint Managing Director,  
OIDC Corporate Office, Plot No.: 35,  
Somnath,  
Nani Daman – 396 210.

Sir,

I/We hereby offer my/our financial bid as under for installation and operation of ATM on lease at OIDC Workshop Premises.

Sr.No.	Particulars	Amount (Rs.) (Exclusive of Tax)
1	Facility charges payable per month for the first year	
2	Facility charges payable per month for the second year with an escalation of 10% of previous year charges	
3	Facility charges payable per month for the third year with an escalation of 10% of previous year charges	
4	Grand Total	

Thanking you and I accept the above condition,

Yours faithfully,

Place:

(Authorized Signature with seal)

Date: