



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स) कल्याणी
All India Institute of Medical Sciences (AIIMS) Kalyani
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक सांविधिकनिकाय)
(A Statutory Body under the Aegis of Ministry of Health and Family Welfare, GOI)
राष्ट्रीय राजमार्ग – 34, बसन्तपुर, सागूना, कल्याणी, ज़िला – नदिया, पश्चिम बंगाल - 741245
NH-34 Connector, Basantapur, Saguna, Kalyani, District Nadia, West Bengal 741245

NIT No: 24/A-12011/1/21- (Bank) ATM

Date: 05.03.2024

Application Inviting EXPRESSION OF INTEREST for installation, Operation and Maintenance of ATM other than SBI

1. INTRODUCTION:-

AIIMS Kalyani invites Expression of Interest (EOI) from Nationalized/Scheduled/Commercial/ Private Banks (except SBI since SBI ATM already existing) for installation, operation and maintenance of Automated Teller Machine (ATM) to be operational at 18.58 sq.mt (200 sq.ft) closed/open space within the premises (identified by AIIMS Kalyani) of the Institute at AIIMS Kalyani, NH-34 Connector, Basantapur, Saguna, Kalyani, Dist.-Nadia, West Bengal-741245 on monthly licence fee basis.

Interested banks are requested to submit their expression of interest as per the terms & conditions, which can be downloaded from the website <https://aiimskalyani.edu.in>. The expression of interest along with the terms and conditions duly signed by the interested banks in sealed envelope, addressed to Executive Director, AIIMS, Kalyani may be sent by registered speed post before 21 days from the published date, time: 17.00 hrs at Administration Building, AIIMS Kalyani.

Application in respect of EOI shall be addressed to **Executive Director, AIIMS Kalyani, NH-34 Connector, Basantapur, Saguna, Kalyani, Dist.-Nadia, West Bengal-741245**. The sealed envelope shall bear “EOI for Installation, Operation and Maintenance of Automated Teller Machine (ATM) facility” at AIIMS Kalyani.

SD/-

Chairperson of Procurement Cell

2. **Important Dates:**

Issue/Publishing Date	:	05/03/2024
Date & time of Pre-Bid Conference	:	15/03/2024 , at 11:00 am
Venue Pre-Bid Conference	:	Welcome Hall, AIIMS KALYANI
Start date and time of submission of e-tender (Bid)	:	05/03/2024
Last date & Time of Submission of e- Tender (Bid)	:	26/03/2024, at 17:00 hrs.
Date & time of online Technical Bid opening of e-Tender	:	27/03/2024, at 10:30 am.

3. **ELIGIBILITY CRITERIA: -**

- i. Any Scheduled Commercial Banks except SBI (both Nationalized/Private) having banking licence from Reserve Bank of India.
- ii. The parties fulfilling the criteria as per Notice Inviting Expression of Interest (EOI) are eligible to participate in the facility.
- iii. An amount of Rs.27000/- will be paid as Earnest Money in the form of account payee Demand Draft in favour of Executive Director, AIIMS KALYANI (payable at Kalyani More Branch, ICICI Bank, Haringhata Municipality, Nadia) from any commercial bank.
- iv. Bank should have at least three years' experience in the operation of ATM.
- v. Bank must have at least 1 (one) running ATM's operation in & around Kalyani.
- vi. Bank should submit documentary proof in support of their experience/credentials.
- vii. Electricity and water charges will be borne by Bank as per prescribed rate to be decided by Engineering Division, AIIMS Kalyani.
- viii. Monthly licence fee with applicable GST will be remitted to Institute's Internal Resource Account within 7 days of the following month.
- ix. Licence fee must be quoted over & above of Rs.940/- per sq.meter per month in compliance of OM No. 18015/1/2017-Pol.III Dated: 10.07.2023 of Directorate of Estate, Ministry of Housing and Urban Affairs, Government of India.
- x. Licence fee never be less than any amount mentioned in O.M of Ministry of Housing and Urban Affairs issued in this regard time to time during the tenure of contract period.

4. **Terms & Conditions: -**

- Initial period of contract shall be 5 years extendable for a further 3 years subject to satisfactory performance.

- The contract shall be awarded to the banks offering the highest calculated licence fee per sq. meter per month commensuration with O.M. No.18015/1/2017-Pol.III dated:10.07.2023 issued by DoE, MoHUA, GOI or subsequent order /amendment whichever is higher.
- AIIMS Kalyani may at any time terminate the contract by giving one 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.
- That the licensee shall deposit an amount equal to 3% of 62 months' gross licence fee as performance guarantee in the form of account payee demand draft in favour of Executive Director, AIIMS Kalyani (ICICI Bank Kalyani More Branch, Haringhata Municipality).
- Bank 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.
- 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.
- AIIMS Kalyani reserves the right to accept or reject any or all EOI, at any time prior to award of licence for installation, operation and maintenance of ATM without assigning any reason whatsoever.
- The tendered rates and the validity of bids shall be for a minimum period of 75 days from the date of floating tender.
- Successful bank shall undertake to sign the contract agreement within 15 (fifteen) days from the issue of the letter of acceptance/order, failing which Earnest Money Deposit/Security Deposit will be forfeited.
- The firm/Bank has to submit a signed declaration that there is no vigilance/CBI case pending against them.
- Any and all disputes arising out of or in connection with this Contract or any breach hereof which shall not be settled amicably by the parties shall be settled by Arbitration in accordance with the Arbitration and Conciliation Act, 1996 as amended up to date. The Arbitration proceedings shall be in English and shall be held at Kalyani.
- The courts of Kalyani alone shall have jurisdiction for enforcement and binding of this contract.
- Bank who is ready to construct necessary facility of its own in open/closed space provided by AIIMS Kalyani may respond/submit EOI. Cost of construction shall not be part of bidding/evaluation process. The financial evaluation will be based on as per 3(ix) of eligibility criteria.

Other terms and conditions in addition to the rules and regulations applicable as per Government of India.

1. AIIMS, Kalyani 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 EOI.
2. AIIMS, Kalyani shall consider award of licence for installation of ATM(s) only to those whose offers have been found commercially acceptable and evaluated as most suitable by the Institute.
3. 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.
4. Security arrangement of the ATM will be the responsibility of concerned bank. AIIMS, Kalyani shall not be held responsible for any loss of cash, any loss of installation, equipment etc.,
5. 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).
6. The designated space provided in premises shall be used for the purpose of installation, operation and maintenance of ATM only.
7. Successful party will have to pay the monthly electricity & water charges as per bills raised by the Engineering section of AIIMS Kalyani.
8. All electrical consumables like bulbs, tubes, etc are to be replaced by the party, in case they are damaged.
9. Successful bank shall not be permitted to draw any electrical connections /extension, etc without obtaining approval from the institute's Estate division/Engineering Section of AIIMS Kalyani.
10. The licensee shall not cause any damages.
11. Institute cannot ensure 24 (hrs) x 7 (days) electricity power supply. Licencee may install their own UPS, if required, to run their storage facilities with due intimation to the Institute.
12. 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
13. 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.
14. 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.

15. 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.
16. 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.
17. AIIMS, Kalyani reserves the right to accept or reject any application/offer. Authority for acceptance or otherwise of the application/quotation will rest with the AIIMS, Kalyani which does not bind itself to accept any application/quotation and not to assign any reason for rejecting the same.
18. Successful bidder has to deposit an amount equal to 3% of 62 months's total licence fee as performance guarantee within 15 days of Letter of award, failing which the offer be withdrawn, at the option of the Institute.
19. The Bank submitting the tender will be required to quote in the tender form the amount of licence fee with applicable GST payable (monthly) for ATM installation, which they will be required to pay to AIIMS, Kalyani. 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 & water charges due on commercial rates (according to the meter count installed separately) from time to time besides licence fee charges quoted by Bank. Electrical charges along with applicable taxes, if applicable should be paid by the bank.
20. Maintenance and regular functioning of the ATMs for all the 24 hours should be ensured by the Bank and AIIMS, Kalyani will not undertake any responsibility in this account.
21. The contract will be valid for 5 years and may be extended for 3 years on the discretion of the competent authority.
22. Interested bank may visit the site for inspection before participating in the tender if wish to.
23. An agreement will be executed between AIIMS Kalyani and the party awarded the contract at the earliest.

SCHEDULE – B: FINANCIAL BID

NIT no: 24/A-12011/1/21- (Bank) ATM

Date: 05.03.2024

Sl no	Description	Total sq. meter	Unit rent cost Per sq.mt.	Rental charges over and above to the market rate and municipality rate rupees per sq.mt , per month (exclusive of Taxes & GST)	Subtotal amount
1	ATM (Installation , operation & Maintenance)	18.58 sq.mt (200 sq.ft.)			
GST applicable 18 %					
Total Rental charges over and above to the market rate and municipality rate rupees per sq.mt , per month (including 18 % GST)					

1. Name of Bank :.....
2. Amount per sq. mt per month for ATM (in words).....
.....
3. Details of tender fee paid :

I hereby declare that I am the authorized person to quoted the rate for the allotment of 18.58 sq.mt (200 sq. ft) space and have gone through the terms and conditions of licencing of space for installation of ATM within the premises of AIIMS , Kalyani issued vide notification no. cited above and are acceptable to the bank. In case of allotment of space, the bank is ready to take possession of space within 15 days of allotment and the license fee plus GST applicable on license fee will be applicable on the date of handing over of the open space.

Place:

Date:

Signature of the Bidder with Seal

E-Tendering Instructions to Bidder(s)

General. The Special Instructions (for e-Tendering) supplement 'Instruction to Bidders', as given in this TenderDocument. Submission of Online Bids is mandatory for this Tender. E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers / Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, AIIMS KALYANI has decided to use the portal <https://aiimskalyani.ewizard.in/> through an Application Service Provider.

Instructions.

1. **Tender Bidding Methodology.** Two Stage Online Bidding.
2. **Broad outline of activities from Bidders prospective:**
 - (a) Procure a Class III Digital Signature Certificate (DSC).
Register on the e-Procurement portal <https://aiimskalyani.ewizard.in/>
 - (b) Create Users on the above portal.
 - (c) View Notice Inviting Tender (NIT) on the above portal.
 - (d) Download Official Copy of Tender Documents from the above portal.
 - (e) Seek Clarification to Tender Documents on the above portal. View response to queries of bidders, posted as addendum, by AIIMS, Kalyani.
 - (f) Bid-Submission on the above portal.
 - (g) Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Technical Part.
 - (j) Post-TOE Clarification on the above portal (Optional) – Respond to AIIMS, Kalyani's Post-TOE queries.
 - (k) Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Financial Part(Only for Technical Responsive Bidders).

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.

3. **Digital Certificates.** For integrity of data and authenticity / non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class III, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

4. **Registration.** To use the Electronic Tender portal <https://aiimskalyani.ewizard.in/> vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-à-vis Authorized Signatory who will be the main person coordinating

5. for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site. Pay Registration Fee as applicable. (Rs. 2000 + GST as applicable)

***Note.** : After successful submission of Registration details and Annual Registration Fee, please contact to the Helpdesk of the portal to get your registration accepted/activated.*

(a) The Bidder must ensure that after following above, the status of bid submission must become - "Submitted".

(b) Please take due care while scanning the documents so that the size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However, it shall be sole responsibility of bidder that the uploaded documents remain legible.

(c) It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.

(d) The Financial part/BOQ may be downloaded and rates may be filled appropriately. This file may also be saved in a folder on your computer. Please don't change the file names & total size of documents (Preferably below 5 MB per document) may be checked.

6. **Bid submission.** The entire bid-submission would be online on the Tender wizard portal i.e. <https://aiimskalyani.ewizard.in/>

7. **Broad outline of submissions are as follows:-**

(a) Submission of Bid Parts (Technical & Financial).

(b) Submission of information pertaining to Bid Security/ EMD.

(c) Submission of signed copy of Tender Documents/Addendums.

8. The FINANCIAL PART shall consist of Electronic Form of Financial Main Bid and Financial Bid Annexure, if any. Scanned copy of duly filled price schedule (Section VII) for both packages are to be uploaded. If required, additional documents in support of taxes, quoted duties etc. may also be uploaded.

9. **Public Online Tender Opening Event (TOE).** The e-Procurement portal offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized. Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on the portal. As soon as a Bid is decrypted, the salient points of the Bids are simultaneously made available for downloading by all participating bidders. The medium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'. The portal a unique facility of 'Online Comparison Statement' which is dynamically updated as each online bid is opened.

The format of the Statement is based on inputs provided by the Buyer for each Tender. The information in the Comparison Statement is based on the data submitted by the Bidders. A detailed Technical and / or Financial Comparison Statement enhance Transparency. Detailed instructions are given on relevant screens. The portal has a unique facility of a detailed report titled 'Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/Downloading'. There are many more facilities and features on the portal. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

Important Note. *In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public tender opening event it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement / e-auction service-provider's end (in the server, leased line, etc.) due to which all the bidders face a problem during critical events, and this is brought to the notice of AIIMSKALYANI by the bidders in time, then AIIMS, Kalyani will promptly reschedule the affected event(s).*

9. Other Instructions. For further instructions, the vendor should visit the home-page of the portal. The complete help manual is available in the portal for Users intending to Register / First-Time Users, Logged-in users of Supplier organizations. Various links are also provided in the home page.

Important Note.: *It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups and minimize teething problems during the use of the said portal.*

The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to: -

1. Obtain individual Digital Signature Certificate (DSC) well in advance of your first tender submission deadline on the portal.
2. Register your organization on the portal well in advance of your first tender submission deadline on the portal
3. Get your organization's concerned executives trained on the portal well in advance of your first tender submission deadline on the portal.
4. Submit your bids well in advance of tender submission deadline on the portal (There could be last minute problems due to internet timeout, breakdown etc.).
5. While the first three instructions mentioned above are especially relevant to first-time users on the portal, the fourth instruction is relevant at all times. Minimum Requirements at Bidders end Computer System with good configuration (Min P IV, 1 GB RAM, Windows XP) Broadband connectivity. Microsoft Internet Explorer, chrome etc. 8.0 or above. Digital Certificate(s) Vendors Training Program Necessary training to each registered bidder under this portal shall be impacted by the Application Service Provider, Kalyani, if required, before participation in the online tendering.

For any further assistance, please contact Mr. Saikat Pal (09355030620), Mr. Sk. Tariq Anwar (09355030608), Helpdesk-01149606060, E-mail ID for mailing communication: eprochelpdesk.38@gmail.com , eprochelpdesk.35@gmail.com , ewizardhelpdesk@gmail.com