

ANNEXURE 7 - Supply & Installation Loose Note Counting Machine

1. Scope of Work:

Supply, installation, testing, commissioning, and maintenance of loose note counting machines at Bank branches/offices. This includes providing the machines, necessary peripherals, cabling, and integration with existing systems if required.

The scope also covers the provision of ongoing maintenance and support of the proposed as well as existing devices

2. Eligibility Criteria:

- The vendor must be a registered entity with at least 3 years' experience in the supply and installation of loose note counting machines.
- The vendor should have successfully executed at least 3 similar contracts in Banks/PSUs/Government/large organizations in Kerala during the past 3 years.
- The vendor must have a valid PAN, GST Registration, and all other relevant trade licenses.
- An OEM authorization certificate must be provided for the equipment offered.

3. Documents to be submitted:

- Company profile and ownership details.
- Copies of Registration Certificate, PAN, GST, and Trade License.
- OEM Authorization letter for the loose note counting machine products.
- BIS licence number and Certificate copy
- Work orders / completion certificates for past projects as per clause 2.
- Audited financial statements for the last 3 years.

4. Evaluation Criteria:

Applications will be evaluated based on eligibility, technical capability, experience, financial stability, and OEM support. The Bank may conduct site visits or seek presentations before final empanelment.

5. Special Terms & Conditions:

- The counting machines supplied must be BIS certified as per the latest standards.
- All equipment must have a minimum 3-year onsite warranty.
- AMC support is to be provided post-warranty, on mutually agreed terms.
- Installation must be completed within 7 days from the date of the work order.
- A penalty will be imposed for delayed installation at the rate of 0.5% of the order value per week, subject to a maximum of 5%.
- Contracts will be awarded among empaneled vendors based on competitive quotations.

- Bank shall retain 10% of the bill amount as retention money, from each payment which will be released after the expiry of contract/ warranty period upon successful completion of all contractual obligations and satisfactory performance.

6. Method of Awarding Contract:

- Rate quotes will be invited from the empaneled vendors every year.
- The rates will be valid for a period of 12 months.
- Works / Contract will normally be awarded to L1 quoted vendor, however Bank reserves the right to consider factors such as quality, specifications, past performance and suitability to Banks requirement while awarding the contract

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