

**Tender Document / Request for Proposal (RFP) for  
Note Sorting Machines (NSMs)**

IDBI Bank Ltd. invites offers/sealed Tenders in two separate sealed covers in two parts, i.e. Part -I (Technical Bid) and Part -II (Commercial Indicative Price Bid) to be submitted up to 15.00 hours June 16, 2010 (last date of submission) at the address given for supply, installation, commissioning and maintenance of the under mentioned machines at various IDBI Bank Branches / Currency Chests located across the country from reputed companies/ firms. The companies/ firms must have supplied at least 300 Desk Top Note Sorting Machines (No. of Pockets / Structure minimum 2+1) of the same make and TYPE, to various banks in India of which 50% to RBI / SBI in the last three years and must have maintenance and after sales service network spread pan India.

Description of the Machines	No. of Pockets / Structure	Rated Capacity	Number of Machines Required
Desk Top Note Sorting Machine (NSMs)	Minimum (2 + 1)	Over 15,000 notes per hour	125 *

The tender (Technical Bid) must be accompanied by Earnest Money of Rs.15 lakhs by a DD / Pay Order on any commercial bank favoring IDBI Bank Ltd. The Technical Bid (Part – I) will be opened at 15.15 hours on June 16, 2010 at the IDBI Bank Ltd., IDBI Tower, 13th Floor, Cuffe Parade, WTC, Mumbai. Commercial Indicative Price Bid (Part-II) will be used for the purpose of deciding start bid price for reverse auction. The Final Price of the machine and Annual Maintenance Contract charges to be quoted during the Commercial Bidding will be through e-procurement Reverse Auction Process through Internet. However, both Part I (Technical Bid) and Part II (Commercial Indicative Price Bid) have to be submitted together. Tender forms can be collected at the above address from 11 a.m. to 4 p.m. (Monday to Friday) from Shri Ravi Jathan. Asst Manager during the period of tender June 03, 2010 to June 16, 2010. Alternatively, suppliers can download the forms from the IDBI Bank's website <http://www.idbibank.com> under Tender News. The Tender documents will not be sent by post. In case the last date of issuance and/ or the date of receipt and opening of tender are declared as holiday, the respective date shall be treated as postponed to the next working day correspondingly.

The decision regarding acceptance of any tender or otherwise will rest with the General Manager, IDBI Bank Ltd., PBG - NE, who does not bind himself to accept the lowest tender and reserves the right to reject any or all the tenders which do not fulfill any or all the conditions or is/are incomplete in any respect, or without assigning any reason whatsoever.

**\* The quantity of machines may increase / decrease as per Bank's requirement**

Serial Number: Tender / PBG – NE/

**(PART I & PART II)**

Tender for supply, installation, commissioning and maintenance of Desk Top Note Sorting Machines at various Branches and Currency Chests of IDBI Bank Ltd. located pan India.

<b>Description of the Machines</b>	<b>No. of Pockets/ Structure</b>	<b>Rated Capacity</b>	<b>Number of Machines Required</b>
Desk Top Note Sorting Machines (NSMs)	Minimum (2 + 1)	Over 15,000 notes per hour	125

<b>Tender Document</b>	Tender forms can be collected from the <b>IDBI Bank Ltd. IDBI Tower, 13th Floor, D Wing, Network Expansion Department, Cuffe Parade, WTC, Colaba, Mumbai - 400005</b> . Suppliers may download the tender forms from the IDBI Bank's web site <a href="http://www.idbibank.com">http://www.idbibank.com</a> under 'Tenders News'.
<b>Issue of Tender Documents</b>	<b>From 11 a. m. to 4 p .m. (Monday to Friday) from June 03, 2010 onwards</b>
<b>Last Date of Submission Of Tender</b>	June 16, 2010, 15.00 hrs.
<b>Date of Opening of Technical Bid Part –I</b>	15. 15 hours on June 16, 2010 at the address mentioned above.
<b>Opening of Commercial Indicative Bid Part-II and Date of Reverse Auction for final bid price</b>	Commercial Indicative Price Bid will be opened on a subsequent date and used for arriving at start bid price for conducting e-auction. The Final Commercial Bid Price of machine and Annual Maintenance Contract charges is to be quoted during the Commercial Bidding through e-procurement Reverse Auction Process, through internet. (See Annexure 'C ' Business Rules for Reverse Auction, Annexure 'D' Terms & Conditions of Reverse Auction and Annexure 'E' Process Compliance Form. 'Agreement to the Process related Terms and Conditions for the Reverse Auction.') The date of e-auction will be advised later.

<b>Issued to</b>	
<b>Name of the Issuing Officer &amp; his Signature</b>	
<b>Date of Issue of Tender Document</b>	

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Desk Top Note Sorting Machines (NSMs)	Minimum (2 + 1)	Over 15,000 notes per hour	125

**PART I**

<b>Section I</b>	Submission of tender
<b>Section II</b>	Instructions to tenderers
<b>Section III</b>	General Conditions of supply, installation, commissioning and maintenance of Desk Top Note Sorting Machines
<b>Section IV</b>	Machine Requirements and Technical Specifications. Prescribed format for submission of Technical Specifications for supply of Desk Top Note Sorting Machines -- Annexure 'A'.

**PART II: - COMMERCIAL INDICATIVE PRICE BID****ANNEXURES**

<b>Annexure 'B'</b>	Prescribed format (last minute changes in format may be made by the service provider, during finalization of e-auction process) for quoting Commercial Indicative Price Bid for Supply of Desk Top Note Sorting Machines.
<b>Annexure 'C'</b>	Business Rules for Reverse Auction
<b>Annexure 'D'</b>	Terms & Conditions of Reverse Auction
<b>Annexure 'E'</b>	Process Compliance Form. 'Agreement to the Process related Terms and Conditions for the Reverse Auction'
<b>Annexure 'I'</b>	Format for quote of Reverse Auction
<b>Annexure 'II'</b>	Confirmation of final quote during Reverse Auction
<b>Appendix 'I'</b>	Breakup of Final Commercial Bid quoted during the Reverse Auction

***Part I : Section I: Submission of Tender on Company letter head and signed by authorized signatory with Company Seal.***

Description of the Machines	No. of Pockets/ Structure	Rated Capacity	Number of Machines Required
Desk Top Note Sorting Machines (NSMs)	Minimum (2 + 1) Pocket	Over 15,000 notes per hour	125

The General Manager,  
IDBI Bank Ltd.  
IDBI Tower,  
13th Floor,  
PBG – NE,  
WTC, Cuffe Parade,  
Colaba, Mumbai – 400 005.

Sir,

In response to the Tender Notice dated June 3, 2010 for the supply, installation, commissioning and maintenance of Desk Top Note Sorting Machines for IDBI Bank Ltd we submit our Tender as below.

1. We have carefully examined all the contents incorporated in Section II, III, IV (including Annexure 'A') of Part I and Annexure B, C, D, E of Part II of the Tender document for supply, installation, commissioning and maintenance of Desk Top Note Sorting Machines at various currency chests / Branches of IDBI Bank Ltd. located across the Country as per general terms and conditions governing the supply, installation, commissioning and maintenance of Machines, Machine Requirements and Technical Specifications, Time Schedules of Completion etc. as detailed in the Tender Document. We are agreeable to all the terms and conditions of the tender for NSMs.
2. We understand that the time schedule stipulated for supply, installation and commissioning thereof in all respects mentioned as per terms and conditions of the Tender Notice accepted by us, is the essence of the contract.
3. We enclose EMD for Rs.15 lakhs by DD / Pay Order No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on (name of the Bank) favoring IDBI Bank Ltd.
4. We also agree that our tender will remain valid for acceptance by the IDBI Bank for 18 months and that the period of validity can be extended for such period as may be mutually agreed between the IDBI Bank and tenderer in writing. We also agree to keep the Earnest Money till the period of contract. Should this Tender be accepted, we here by agree to abide by and fulfill, all the Terms and Conditions of the Tender and in default thereof, agree to forfeit the EMD of Rs.15 lakhs. We understand that you are not bound to accept the lowest tender or any tender received. You are entitled to reject our tender at your discretion without assigning any reasons. We understand that the IDBI Bank can place the order with any one or more vendors by

splitting the number of required machines or otherwise.

5. We enclose a list of clients in India (*give full addresses*) where machines of similar make and type have been supplied by us.
6. Our PAN No is \_\_\_\_\_. We are registered with Sales Tax Authorities and Service Tax Authorities and our registration numbers are as follows:
- i) Sales Tax Registration Number: \_\_\_\_\_
- ii) Service Tax Registration Number: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2010

For and on behalf of

\_\_\_\_\_  
(With seal)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

DULY AUTHORIZED SIGNATORY

*Address for any further communication with IDBI Bank Ltd. is as follows.*

*The General Manager,  
IDBI Bank Ltd.  
IDBI Tower,  
13th Floor,  
PBG – NE  
Cuffe Parade,  
Colaba, Mumbai – 400005.*

Contact Persons :-

*Shri. Ravi Jathan  
Assistant Manager, (PBG – NE)  
Telephone – (022) 66552914  
Email – [ravi.jathan@idbi.co.in](mailto:ravi.jathan@idbi.co.in)*

*Shri. R V Kulkarni  
Assistant General Manager, (PBG – NE)  
Telephone – (022) 66552565  
Email – [rajendravr.kulkarni@idbi.co.in](mailto:rajendravr.kulkarni@idbi.co.in)*

**Part I : Section II : Instructions To Tenderers - Submission of Tender**

Description of the Machines	No. of Pockets/ Structure	Rated Capacity	Number of Machines Required
Desk Top Note Sorting Machines (NSMs)	Minimum (2 + 1)	Over 15,000 notes per hour	125

- 1.1 Tenders are invited from reputed Companies/firms who are the manufacturers/suppliers of Desk Top Note Sorting Machines (NSMs) who have supplied at least 300 Desk Top Note Sorting Machines (No. of Pockets / Structure minimum 2+1) to various banks in India and have supplied at least 150 of such machines to RBI/SBI. The tenderer needs to have also provided maintenance and after sales service through net work spread across India, and they should be capable for providing regular maintenance and after sales service so as to ensure that calls for services given by our Bank branches/ currency chest located across the country can be attended to within a period of 24 hours (48 hours in case of remote location).
- 1.2 The tenderers are advised to submit the tender based strictly on the General Conditions governing the supply, installation, commissioning and maintenance of NSMs and Machine Requirements and Technical Specifications contained in the tender document, and not to stipulate any deviations. Tenders containing deviation from the terms and conditions are liable to be rejected.
- 2.0 The Tender shall be prepared and submitted separately in double sealed envelopes in two parts as follows:

Part I and Part II shall be submitted in separate sealed covers clearly indicating "Part I Technical Bid" and "Part II -Commercial Indicative Price Bid, respectively. These two separate sealed covers shall be inserted in one big envelope super scribed "Tender for supply, installation, commissioning and maintenance of Desk Top Note Sorting Machines containing two separate sealed covers (i.e. Part I - Technical Bid) and (Part II -Commercial Indicative Price Bid)" and shall be dropped in 'Tender Box' located in the IDBI Bank's Office Buildings at the following address. General Manager, IDBI Bank Ltd. IDBI Tower,13th Floor, PBG – NE, Cuffe Parade, WTC, Colaba, Mumbai – 400 005.

Tenderers must use only the prescribed forms mentioned in the Tender Notice by the IDBI Bank. Tenderers downloading the forms from the IDBI Bank's website should not make any amendments or modify the terms and conditions incorporated in the prescribed form. If any amendments / modifications are found, the Tenderers would be disqualified.

2.1 TECHNICAL BID

The tender, consisting of complete technical specifications (including all drawings of the machine, hand book, operation manual and service manual) of Desk Top Note Sorting Machines in the prescribed format as per **Annexure 'A'** along with the terms and conditions duly accepted shall be submitted. Tenderers are also requested to submit the complete technical specification of Desk Top Note Sorting Machines in the prescribed format as per Annexure 'A'. In case of any discrepancy, hard copy shall be taken to be correct. Earnest money (Pay order / Demand Draft) shall be submitted along with Technical Bid - Part - I.

2.2 Only after Technical Qualification as decided by IDBI Bank Ltd., the bidders would be invited for conducting stress test and for the participation in e-auction.

2.3 Technical Bid should be submitted under a covering letter indicating the summary of tender. Insertions, post scripts, additions and alternations shall not be valid. All pages of the tenders should be completed in all respects with all attachments/ enclosures/ Annexures. Part I- Technical Bid of the tender as submitted shall contain the following:

- i) Earnest Money
- ii) Business Rules for Reverse Auction (Annexure 'C') duly signed by the Authorized representative office/company/ firm.
- iii) Terms & Conditions of Reverse Auction (Annexure 'D') duly signed by the Authorized representative office/company/ firm.
- iv) Process Compliance Form ' Agreement to the Process related Terms and Conditions for the Reverse Auction' (Annexure 'E') duly signed by the Authorized representative office/company/ firm.
- v) Annual reports (audited balance sheets) of the tenderer's company / firm for the last three years.
- vi) Detail time schedule for the delivery of machines including installation, commissioning and handing over to be submitted in the following format.

Initial start up period from the date of purchase order.	Number of machines to be delivered / installed / commissioned & handed over during the 1st month after the end of start up period.	Number of machines to be delivered / installed / commissioned & handed over in the second and subsequent month.
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- vii. List of Banks and the number of NSMs (Structure minimum 2+1) supplied as per RBI norms, during last three years along with present commitment(s) have to be furnished in the following format.

Year	Model No	Name of the Bank/institution	Number of NSMs Supplied	Number of NSMs Supplied to RBI / SBI
1.4.2007 to 31.3.2008				
1.4.2008 to 31.3.2009				
1.4.2009 to 31.3.2010				

- viii. List of service centers with complete address, telephone numbers etc.
- ix. Copies of purchase orders issued by organizations since 01.04.2007.
- x. Attested copy of Income Tax Registration / PAN No and Income Tax Clearance for the last three years.
- xi. Attested copy of Service Tax Registration Certificate.
- xii. Attested copy of Sales Tax Registration.
- xiii. Attested copy of Shop & Establishment Registration.
- xiv. List of the tenderer's Bankers with complete address.
- xv. Details / specifications of NSMs (mention make, model and place of manufacture, etc)
- 2.4 Since the supply of machines is to be ensured by the tenderer, it is presumed that the tenderer shall be able to make the supply of machines and ensure installation, commissioning and maintenance (i.e. after sales service etc.) without the intercession of agents.
- 2.5 The tenderer shall also indicate in his tender additional particulars to the Technical Specifications as below.
- i. Complete description of the working of the machines as a whole.
  - ii. Requirement of machine wise electric power (KVA)
  - iii. In clear details, the various outputs, power consumption of the machines offered.
- 2.6 Tenderer shall carefully check the specifications and shall satisfy himself that the machines offered are suitable as per the enclosed Machine Requirements and Technical Specifications and shall take full responsibility for the efficient operation



and the specified output of the machines offered.

**2.7 INSTRUCTIONS REGARDING COMMERCIAL INDICATIVE PRICE BID & DETERMINATION OF ELIGIBLE BIDDER THROUGH REVERSE AUCTION PROCESS.**

After evaluation of Technical Bids by the IDBI Bank, the Technically qualified bidders will be eligible for participation in Stress Test and for commercial price bid. Bank will communicate such bidders and invite them for stress test and for training by Service Provider and for participation in Reverse Auction (dates to be announced later). Quotation containing Commercial Indicative Price Bid in Indian Rupees, with detailed break-up i.e. Basic Price of Desk Top Note Sorting machines as well as the quote for Comprehensive Annual Maintenance Contract (AMC) (which includes replacement of defective parts) for five years after the expiry of the warranty period of one year shall be submitted both in figures and words in the Commercial Indicative Price Bid. (No other enclosure is permitted in Part II. After opening Commercial Indicative Price Bid, the IDBI Bank will determine the Start Bid Price for the e- auction. However, for the purpose of determining the eligible bidder, the Basic Price of machine and AMC charges for the period of five years after expiry of the warranty period of one year will be taken into account. Changes in terms and conditions and technical deviations, if any, found in Part II of the tender will not be taken into account and the tender will not be accepted by the IDBI Bank Ltd.

- 2.8 The envelope superscribed "Tender for supply, installation, commissioning and maintenance of Desk Top Note Sorting Machines containing two separate sealed covers (" Part I -Technical Bid" and" Part II - Commercial Indicative Price Bid addressed to The General Manager, IDBI Bank Ltd. IDBI Tower, 13th Floor, PBG – NE, Cuffe Parade, Mumbai – 400005, shall be dropped in "Tender Box' not later than up to 15.00 hours on June 16, 2010 (last date of submission) Technical Bid -Part I of the tenders will be opened at 15.15 hrs on June 16, 2010) in the presence of tenderers, desiring to be present. Commercial Indicative Price Bid -Part II of the tenderers will be opened subsequently to determine the Start Bid Price. However, the final price comprising of Basic Price of Machine and AMC charges for a period of five years is to be quoted during the Commercial Bidding through e-procurement reverse auction process, the date of which would be announced later after completion of training and start up work by the service provider. The details of e-procurement comprising business rules, terms and conditions, process compliance forms relating to reverse auction process are given in Annexure 'C' and 'D' and 'E', respectively. Telegraphic, Fax and E-mail tenders will not be accepted. The full name, postal address, Telegraph address, email address and telex/ tele fax/ telephone number of the tenderer shall be written on the bottom left corner of the sealed envelope.

3.0 **STRESS TEST**

3.1 The machine will undergo test in two stages at specified currency chest/branch of IDBI Bank Ltd. (preferably in Mumbai) to determine the capability of the machine to sort and count accurately. Only those machines, which pass the stage-I, will be tested in stage-II. In the stage II, the machine shall undergo a test for 30 hours or as decided by the IDBI Bank, which shall be conducted at specified currency chest/branch during the working hours. The dates and the names of the specified currency chest/branch will be intimated to the tenderers. It will be the responsibility of the supplier to bring the sorting machines to the specified currency chest/branches at their cost.

3.2 The stress test will be conducted in the presence of the representative of the tenderer of the machine. The test results will have to be jointly signed by the representative of the tenderer along with the representative of the IDBI Bank.

3.3 After successful stress test, The qualified vendors will be invited for training by the service provider and for the participation in e-auction.

4.0 **SPARES**

4.1 The tenderer shall be required to ensure availability of adequate quantity of spares for smooth running of the machines.

5.0 **DRAWINGS & DOCUMENTS**

5.1 The tenderer is required to supply one set of all drawings of the machines, handbook, operation manual, and service manual in accordance with the Technical Specifications at the time of submission of Technical Bid-Part I.

6.0 **PACKING & DESPATCH**

6.1 The machines shall be properly packed in boxes suitable for multiple handling and for all means/modes of transportations. All machines / components shall be delivered at IDBI Bank currency chests and IDBI Bank branches located across the Country where the machines are to be installed.

7.0 **PRICE**

7.1 The price shall be firm and binding without any escalation whatsoever for the entire period of contract.

8.0 **TAXES**

8.1 The price (INR) should indicate Basic Price (i.e. including the cost of transportation, insurance, Duties, and charges etc. {other than the sales tax/ Value Added Tax/Central Sales Tax (as the case may be), entry tax, Octroi} till the destination of

the IDBI Bank's currency chests / Bank branches. If the Tenderer fails to include them in the tender, no claim thereof will be considered by the IDBI Bank subsequently.

- 8.2 The Sales Tax/ Value Added Tax / Central Sales Tax (as the case may be), Entry Tax, Octroi, if any, will be paid by the IDBI Bank at actual.

9.0 **COMPLETION PERIOD**

- 9.1 Time of delivery shall be firm and binding. Time period for installation and commissioning (including start up period) shall also be indicated separately by the tenderer and the same shall also be firm and binding. The supply, installation and commissioning of the machines has to be completed within a period of 25 days from the date of placement of order. Time shall be the essence of the contract.

- 9.2 All information, correspondence, letters shall be submitted to The General Manager, IDBI Bank Ltd. IDBI Tower, 13th Floor, PBG – NE, Cuffe Parade, WTC, Mumbai – 400005.

10.0 **VALIDITY OF TENDER**

The Tender along with the prices shall remain valid initially for a period of 18 months from the date of finalizing the vendor through conducting reverse auction process and for such further period as may be requested for by the IDBI Bank, and agreed to in writing by the Tenderer. If the market rate falls, the IDBI Bank would have right to negotiate price with L-1 vendor.

11.0 **LANGUAGE**

- 11.1 The tender including all notings in drawings, documents, catalogues etc, shall be in English.

12.0 **EARNEST MONEY**

- 12.1 The Tender must be accompanied by Earnest Money in the form of DD/Pay Order. If the Tenderer, after submitting his tender, deviates from his offer or modifies the terms and conditions thereof in a manner not acceptable to the IDBI Bank, the EMD shall be forfeited. Tender not accompanied EMD will be rejected.

- 12.2 If the successful tenderer fails to abide by and / or fails to fulfill the terms and conditions of the Tender and or / fails to execute the contract, the EMD shall be forfeited.

13.0 **LOWEST TENDER NOT NECESSARILY TO BE ACCEPTED**

- 13.1 The IDBI Bank is not bound to accept the lowest or any tender or to assign any reason for non-acceptance. The IDBI Bank also reserves the right to place orders with any one or more vendors, provided the L-2, L-3 vendor as the case may be unconditionally agrees to match the commercial bid quoted by L-1 vendor during the reverse auction process. The decision of the IDBI Bank will be final in this regard.

13.2 The tenderer including those, whose tender is not accepted shall not be entitled to claim any costs, charges, damages and expenses of and incidental to or incurred by him through or in connection with his submission of tender, even though the IDBI Bank may decide to modify/ withdraw the tender.

**14.0 RIGHT TO ACCEPT PART TENDER**

14.1 The Bank reserves the right to accept the tender either in whole or in part at the same price quoted by the Tenderer.

**15.0 RIGHT TO PLACE ADDITIONAL ORDERS**

15.1 The IDBI Bank reserves the right to place additional order for supply and installation, commissioning of additional machines, at IDBI Bank's various currency chests and branches, before the term of contract at the same price and on the same terms and conditions.

**16.0 SIGNING OF PURCHASE AGREEMENT**

16.1 The instructions to the tenderer, General Conditions of supply, installation, commissioning and maintenance of Note Sorting Machines, Machine requirements and Technical Specifications enclosed with the tender documents shall be the basis of the agreement for purchase contract to be entered into with the successful tenderer.

16.2 The tenderer shall go through the instructions to the tenderer, General Conditions of supply, installation, commissioning and maintenance of machines, Machine Requirements and Technical Specifications and his offer shall be strictly in line with the terms specified therein. No deviation from the terms and conditions specified shall be acceptable. For this purpose the tender shall sign and stamp on each page as a token of acceptance of the tender.

16.3 IDBI Bank Ltd. reserves the rights to cancel the whole process of tender at any time during the period of tender for whatever reasons and the tenderer will have no right to challenge / question the IDBI Bank Ltd. in this regard.

Place:

Signature:

Date:

Name:

Seal:

**Part I : Section III****General Conditions of Supply, Installation, Commissioning and Maintenance of Desk Top Note Sorting Machines****Contents**

<b>Description of the Machines</b>	<b>No. of Pockets/ Structure</b>	<b>Rated Capacity</b>	<b>Number of Machines Required</b>
Desk Top Note Sorting Machines (NSMs)	Minimum (2 + 1)	Over 15,000 notes per hour	125

<b>Clause No.</b>	<b>Description</b>
1.	Effective Date
2.	Scope of Purchase Contract
3.	Completion Period
4.	Purchase Price
5.	Terms of Payment
6.	Annual Maintenance Contract
7.	Spares & Software
8.	EMD
10.	Responsibility For Completeness
11.	Delivery Schedule
12.	Packing, Identification and Marking
13.	Units of Weights and Measures
14.	Drawings and Documents
15.	Inspection & Tests At Manufacturer's / Supplier's Premises
16.	Indemnity
17.	Force Majeure
18.	Arbitration
19.	Liquidated Damages For Delay
20.	Termination & Suspension of the Purchase Contract
21.	Deductions From Purchase Price
22.	Waiver
23.	Warranty
24.	Statutory and Other Regulations
25.	Rights of Purchaser to Vary the Contract
26.	Assignment
27.	Work Permit, Passport, Tax Forms etc.
28.	Jurisdiction

**Part I : Section III**  
**General Conditions of Supply, Installation, Commissioning and Maintenance of**  
**Desk Top Note Sorting Machines**

<b>Description of the Machines</b>	<b>No. of Pockets/ Structure</b>	<b>Rated Capacity</b>	<b>Number of Machines Required</b>
Desk Top Note Sorting Machines (NSMs)	Minimum (2 + 1)	Over 15,000 notes per hour	125

**1.0 EFFECTIVE DATE**

1.1 The purchase contract shall come into effect after the date of issue of Letter of placement of order by the IDBI Bank to the successful tenderer (s) and execution of the agreement of purchase.

**2.0 SCOPE OF PURCHASE CONTRACT**

2.1 The scope of purchase contract shall include supply of Machines securely packed in good condition, transporting, handling, installation, commissioning and maintenance thereof at various currency chests and branches of IDBI Bank Ltd. at various locations in India.

2.2 Tenderer shall also supply/commissioning of spares, oils, lubricants, consumables, software's, etc, required for completion of successful commissioning and working of NSMs there after.

**3.0 COMPLETION PERIOD**

3.1 The supply, installation and commissioning of the machines has to be completed within a period of 25 days from the date of placement of order.

**4.0 PURCHASE PRICE**

4.1 The prices (Indian Rupees) should indicate Basic Price (i.e. including the cost of transportation, insurance, Duties, and charges etc. {other than the sales tax/ Value Added Tax/Central Sales Tax (as the case may be), entry tax, Octroi} till the destination of the currency chest / bank branch. If the Tenderer fails to include them in the tender, no claim thereof will be considered by the IDBI Bank afterwards.

4.2 The Sales Tax/ Value Added Tax/Central Sales Tax (as the case may be), Entry Tax, Octroi, if any, will be paid by the IDBI Bank at actual.

4.3 Final price quoted during the Commercial Bidding through e-procurement reverse auction process through Internet shall remain valid for a period of 18 months. The IDBI Bank however reserves right to call for fresh quotes at any time during the above period, if considered necessary.

4.4 The price shall be firm and binding without any escalation whatsoever for the entire period of purchase contract.

**5.0 TERMS OF PAYMENT**

5.1 IDBI Bank will not pay any advance.

5.2 The machine should once again undergo a stress test after installation by the supplier for a period of 5 hours each day for a period of 05 days at the currency chest/ branch. If in order, the Branch Manager will certify that the machine is running

satisfactorily. The tenderer shall also be required to furnish certificates from the manufacturer besides his own certificate. The machine shall be deemed to have been delivered, installed, commissioned and handed over to the specified currency chest/branch only after these certifications. The payment will not be released if the machine fails to perform satisfactorily for a period of 15 days from the date of installation and until such time it is rectified / replaced to the satisfaction of the IDBI Bank. Thereafter, 100% of the consideration will be paid within 30 days of successful installation.

5.3. The payments for the machines will be made by Registered Office of IDBI Bank Ltd., Mumbai.

6.0 **ANNUAL MAINTENANCE CONTRACT**

6.1 Annual Maintenance Contract (AMC) wherever referred in this tender documents means comprehensive AMC which covers replacements of defective parts changes and upgradation of software, etc. The IDBI Bank, at its discretion may enter into Annual Maintenance Contract with the Supplier directly. The rate of Annual Maintenance Contract (AMC) must be quoted both in figures and words in the Commercial Indicative Price Bid separately for the maintenance contract (which will cover replacement of defective parts and changes/upgradation of software) for five years after the expiry of the warranty period of one year. Payment of AMC will be made as per the actual. The taxes, if any, including service tax payable on AMC as per relevant provisions of Act from time to time would be to the suppliers account.

6.2 Any break down of the machine / shortfall in its performance will be intimated to the supplier by the IDBI Bank and the supplier shall attend to the fault within 24 hours (48 hours in case of remote branches) and rectify the same within 2 working days of such reporting. If the machine is not put back into beneficial operation within the said 2 days, a penalty of Rs.1000/- per day will be levied for each day of delay and recovered from the AMC payment due to the supplier. If the machine cannot be repaired within the stipulated time, the supplier shall arrange for a standby portable machine to be installed.

7.0 **SPARES/SOFTWARES**

7.1 The tenderer shall be required to ensure availability of adequate quantity of spares and software's for smooth running of the machines, which shall be kept within easy reach of bank branches / currency chests so that the machines can be repaired within the shortest time.

7.2 The tenderer shall be required to update and replace software from time to time as required for detection of currency notes as per changes introduced by the Reserve Bank of India for security of currency notes.

8.0 **SECURITY DEPOSIT**

8.1 The Tenderer shall submit EMD of Rs.15 lakhs as security deposit to be retained by the IDBI Bank till the expiry contract. The EMD will not bear any interest.

9.0 **LIQUIDATION, BANKRUPTCY ETC.**

9.1 If the supplier becomes bankrupt or insolvent or causes or suffers any receiver to be appointed for his business or any assets there of or compounds with his Creditors, or being a corporation, winding up proceedings are commenced against it and / or any proceedings regarding its amalgamation with another Corporation or its reconstruction are initiated and/ or it carries on its business under a Receiver for the benefit of its Creditors, the IDBI Bank shall be at liberty:

a) To terminate the purchase contract and / or Annual Maintenance Contract forthwith upon coming to know of the happening of any such event as aforesaid by notice in writing to the supplier or to the Receiver or Liquidator or to any person in whom the purchase contract may become vested or;

b) To give such Receiver, Liquidator or other person the option of carrying out the purchase contract and / or Annual Maintenance Contract subject to his providing guarantee for an amount to be specified by the IDBI Bank.

10.0 **RESPONSIBILITY FOR COMPLETENESS**

10.1 Any supplies and services which might not have been specifically mentioned in this purchase contract but are necessary for the design, engineering, manufacture, supply, installation, commissioning, performance or completeness of the machines, shall be provided/ rendered as per the time schedule for efficient and smooth operation and maintenance of the machines under Indian conditions.

11.0 **DELIVERY SCHEDULE**

11.1 The supplier shall prepare and submit detailed delivery schedule (including start up period) for the supply of Desk Top Note Sorting Machines separately to the IDBI Bank. The delivery schedule shall indicate the break up of the total supply with number of machines. The delivery schedule shall be firm and binding.

12.0 **DELIVERY PROCEDURE**

12.1 The supplier shall make his own arrangement for transportation of the machines. The details of consignment along with its value and other transportation particulars shall be intimated to the currency chests and branches by the supplier by letter/ fax. The machine shall be securely packed to avoid loss or damage during multiple handling and transport by air, sea, rail and road.

12.2 The marking on the package shall show the description and quantity of contents, the name and address of consignee and consignor, the gross weight and the net weight of the package. All packages must also be marked with sling position, arrow pointing towards top. Appropriate cautionary symbols must be marked on the package used for transportation of fragile items.

12.3 Notwithstanding anything stated in this clause, the supplier shall be entirely responsible for loss, damage or depreciation or deterioration to the materials and



supplies due to faulty, non-protective and insecure packing or otherwise.

13.0 **UNITS OF WEIGHTS & MEASURES**

13.1 All weights, dimensions and measures shall be in the Metric System.

14.0 **DRAWINGS AND DOCUMENTS**

14.1 The supplier shall supply all necessary drawings and documents to the IDBI Bank's currency chests and branches without any additional cost. These drawings and documents shall be in English.

14.2 The drawings and documents to be furnished shall be as follows:

a) All general arrangement and installation drawings inclusive of installation instructions.

b) Electrical schematic drawings indicating consumption points.

c) Two sets of 'operation and maintenance' instructions/ manuals/ catalogues and two sets of descriptive literature wherever applicable shall be supplied along with the machine.

d) Control / safety circuit diagrams with various set parameters duly marked.

14.3 All drawings, documents, manuals, catalogues and information furnished by the supplier shall become the property of the IDBI Bank.

15.0 **ERRORS AND OMISSIONS**

15.1 The supplier shall be responsible for any discrepancies, errors and omissions in the drawings or other information submitted by him, irrespective of whether these have been approved, reviewed or otherwise accepted by the IDBI Bank or not.

15.2 The supplier shall take all corrective measures arising out of discrepancies, errors and omissions in drawings and other information as mentioned above within the time schedule and without extra cost to the IDBI Bank.

16.0 **INSPECTION AND TESTS AT MANUFACTURER'S / SUPPLIER'S PREMISES**

16.1 The IDBI Bank shall have the right of inspecting and testing the machine or any part thereof at any time during the manufacture, and the supplier on demand from the IDBI Bank shall carry out such tests in appropriate manner in the presence of IDBI Bank's representatives and free of charge to IDBI Bank. Should a part of the machine be manufactured not on manufacture's / supplier's premises but on other premises, the supplier shall like-wise obtain permission for the IDBI Bank to inspect and test the work as if the said parts were being manufactured on the manufacture's / supplier's premises. The inspection, examination or testing carried out by the IDBI Bank shall not relieve the supplier from any of his obligations under the purchase contract.

16.2 The supplier shall bear all costs of such inspections and tests.

17.0 **NEGLIGENCE**

17.1 If the supplier neglects to execute the installation of the machine with due diligence or expedition or shall refuse or neglect to comply with any reasonable order given to him / request made to him in writing by the IDBI Bank in connection with the machine or shall contravene the provisions of General Terms and Conditions, the IDBI Bank shall have the right to cancel the purchase contract holding the supplier liable for the damages that the IDBI Bank may sustain in this behalf. Thereafter the

IDBI Bank may make good the failure at the risk and cost of the supplier and the EMD may be forfeited.

18.0 **INDEMNITY**

18.1 The supplier assumes responsibility for and shall indemnify and save harmless the IDBI Bank from all liabilities, claims, costs, expenses, taxes and assessments including penalties, punitive damages, attorney's fees and court costs which are or may be required to be paid by reasons of any breach of the supplier's obligation under these general conditions or for which the supplier has assumed responsibilities under the purchase contract / Annual Maintenance Contract including those imposed under any contract, local or national law or laws, or in respect to all salaries, wages or other compensation to all persons employed by the supplier or suppliers in connection with the performance of any machine covered by the purchase contract. The supplier shall execute, deliver such other further instruments to comply with all the requirements of such laws and regulations as may be necessary there under to conform and effectuate the purchase contract and to protect the IDBI Bank during the tenure of purchase contract.

18.2 Where any patent, trade mark, registered design, copy rights and / or intellectual property rights vest in a third party, the supplier shall be liable for settling with such third party and paying any license fee, royalty and/ or compensation there on in and outside India.

18.3 In the event of any third party raising claim or bringing action against the IDBI Bank including but not limited to action for injunction in connection with any rights affecting the machine supplied by the supplier covered under the purchase contract or the use thereof, the supplier agrees and undertakes:

i) To defend and / or to assist the IDBI Bank in defending at the supplier's cost against such third party's claim and / or actions and against any law suits of any kind initiated against the IDBI Bank.

ii) To indemnify, keep indemnified and hold harmless the IDBI Bank against all actions, claims, demands, costs, charges and expenses arising from or incurred by reason of any infringement of patent, trade mark, registered design, copy rights and/ or intellectual property right of any third party or parties in connection with use of the machine supplied by the supplier whether or not the IDBI Bank is held liable by any court judgment.

19.0 **FORCE MAJEURE**

19.1 If at any time during the currency of the purchase contract / Annual Maintenance Contract the performance in whole or in part by either party or any obligations under the purchase contract / Annual Maintenance Contract shall be prevented or delayed by reasons of any war, hostilities, acts of God, public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics etc. then provided notice of the happening of any such events is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to claim damages against the other in respect of such non-performance or

delay in performance.

20.0 **ARBITRATION**

20.1 In case of any dispute or difference arising out of or in connection with Tender Document or purchase contract / Annual Maintenance Contract or in carrying out of the installation of the machine (whether during the progress of the installation or after completion and whether before or after the determination, abandonment or breach of contract) except as to any of the excepted matters provided hereunder the parties hereto, shall first endeavor to settle such disputes or differences amicably. If both the parties fail to reach such amicable settlement, all the disputes or differences shall be finally settled by arbitrators as provided herein.

20.2 In case of failure of such amicable settlement by the parties, either party may within 28 days of such a failure give a written notice to the other party requiring that all matters in dispute or difference be arbitrated upon. Such written notice shall specify the matters, which are in dispute, or differences, which require to be referred to arbitrator. A single arbitrator should be appointed by both the parties jointly or in case of disagreement as regards appointment of a single arbitrator, both the parties shall appoint one arbitrator each and the two arbitrators so appointed shall appoint an umpire. The provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and rules framed there under from time to time shall apply to such arbitration.

20.3 The venue of arbitration shall be Mumbai, INDIA

21.0 **DAMAGES FOR DELAY**

21.1 Time for completion of the entire supply of machines including installation, testing and commissioning of the machines at the various currency chests and branches shall be deemed as per the purchase e contract. If the supplier fails to meet the specified completion schedule the IDBI Bank shall have the option to accept or reject the machine supplied and installed by the supplier after the expiry of delivery period specified in the purchase contract. In case of acceptance of the delayed delivery as mentioned above, the supplier shall be liable to pay as Liquidated Damages a sum of 0.5% (half percent) of the basic price of the machine for each completed week of delay or part thereof, subject to a ceiling of 7.5 % (seven and half percent) of the basic price of the machine. The IDBI Bank may, however, extend the time of completion on Force Majeure conditions. For the purpose of this clause, installation at each currency chest / non-currency chest branch shall be treated as a separate entity.

22.0 **TERMINATION AND SUSPENSION OF THE PURCHASE CONTRACT**

22.1 The IDBI Bank at its option without prejudice to its rights under the purchase contract / Annual Maintenance Contract, is entitled to cancel the purchase contract / Annual Maintenance Contract at any time under following circumstances.

i) In case the supplier does not comply with any of his obligations/ undertakings under this purchase contract/ Annual Maintenance Contract.

ii) If the design, specifications or supplies provided by the supplier do not conform to

the machine requirements, technical specifications.

iii) If the supplier refrains from implementing any of the instructions received from the IDBI Bank within the stipulation of this purchase contract / Annual Maintenance Contract and.

iv) In case of any breach of this purchase contract / Annual Maintenance Contract by the company/supplier.

v) Or for any reasons that may deem fit by the IDBI Bank to terminate the contract.

**22.2 DEDUCTION FROM PURCHASE PRICE**

The supplier shall reimburse the IDBI Bank all costs, charges, damages or expenses which the IDBI Bank may have paid, and or, the supplier is obliged to pay IDBI Bank under this purchase contract, within 30 days, failing which such costs, charges, damages or expenses including statutory payments, if any, shall be deducted / recovered by the IDBI Bank from any money due or becoming due to the supplier under this purchase contract or may be recovered by arbitration/ action under law or otherwise from the supplier / company.

**23.0 WAIVER**

23.1 Non-enforcement by either party of any of the provisions of this purchase contract / Annual Maintenance Contract shall not operate or constitute a waiver of the provisions itself or of any subsequent breach thereof.

**23.0 WARRANTY**

23.1 The complete machines / sub assemblies etc. shall be warranted for their proper operation, performance and output as specified in the tender Machine Requirement and Technical Specifications, and shall be free from defective material and workmanship, and any shortfall/ defect that may appear/ be detected during the warranty of the machine at the currency chest / branches, shall upon intimation to the supplier, be made good at the supplier's own risk and cost within 2 days. During the said warranty period of twelve months, the supplier shall without any extra cost, carry out all routine and special maintenance of the machines at monthly intervals and attend to any difficulties/ defects that may arise in the operation of the machines / sub assemblies. The tenderer shall associate the IDBI Bank's staff with him during the installation, testing and commissioning of the machines. The supplier shall also train Branch staff in proper operation and trouble identifying and trouble shooting for a period of not less than 10 working days. If required by the IDBI Bank, the supplier shall also train IDBI Bank's staff at the place of installation or at the supplier's premises or at any other mutually agreed location without any extra cost to the IDBI Bank.

23.2 The Supplier shall furnish a certificate from the manufacturer that the machines are new, based on proven and established technology and are as per the Machine Requirement and Technical Specifications mentioned in the tender, free from defective material and workmanship and suitable for Indian conditions. In addition to the manufacturer's certificate, the supplier shall also certify the same.

23.3 If the Supplier does not rectify either by repair or replacement of such defects and

put back the machine into regular operation within 2 days from the date of notice by the IDBI Bank or does not complete the said rectification with reasonable diligence and within 2 days from the date of such notice given by the IDBI bank, a penalty of Rs.1000/-per day will be levied and deducted from the security deposit. If the machine cannot be repaired within the stipulated time, the supplier shall arrange for a standby portable machine to be installed. If the Supplier fails to rectify the defect within 15 days, the Supplier also agrees to replace the defective machine with a new one.

23.4 The defective or replaced parts shall be returned to the Supplier upon request and at his cost and responsibility. The IDBI Bank will, however, render such assistance in the matter and will expedite the same.

24.0 **STATUTORY AND OTHER REGULATIONS**

The Company / Supplier/ manufacturer shall comply with all the statutory obligations of the Government of India / State Governments and local authorities applicable and the IDBI Bank Ltd shall not be liable for any action under the statutes applicable due to non-fulfillment of statutory obligations by the Company / Supplier/ manufacturer.

25.0 **RIGHTS OF PURCHASER TO VARY THE CONTRACT**

The IDBI Bank shall have the right, during the performance of the purchase contract / Annual Maintenance Contract, to change the scope and/or technical character of the machines and/or of the supplies and services stipulated in the purchase contract / Annual Maintenance Contract, and the Supplier shall be bound to comply with the same.

26.0 **ASSIGNMENT**

The Supplier shall not assign their rights and obligations under the terms of this purchase contract / Annual Maintenance Contract to any party / other person without the written consent of the IDBI Bank.

27.0 **WORK PERMIT, PASSPORT, TAX FORMS ETC.**

The Supplier shall be responsible for arranging and obtaining at his own cost, the necessary work permits, tax forms / clearance of Central / State Government, passports, visas, police, road permits in connection with the execution of the order. Expenses for customs duty related to machines, and personnel appointed, either from India or from any other country shall be the responsibility of the supplier.

27.1 **JURISDICTION**

The purchase contract / Annual Maintenance Contract shall be governed by the Laws and Regulations of India for the time being in force and will be subject to the exclusive jurisdiction of the Courts in Mumbai, India.

***The Company/Supplier/Firm is agreeable to the above General Terms and Conditions of supply/installation of NSMs laid down by IDBI Bank Ltd.***

Place :

Signature :

Date :

Name :

Seal :

**Part I : SECTION IV****Machine Requirements and Technical Specifications**

<b>Description of the Machines</b>	<b>No. of Pockets/ Structure</b>	<b>Rated Capacity</b>	<b>Number of Machines Required</b>
Desk Top Note Sorting Machines (NSMs)	Minimum (2 + 1)	Over 15,000 notes per hour	125

**1.0 Machine Requirements**

1.1. The Desk Top Note Sorting Machines should be among the best machines available in the market with the following attributes.

i) The size of the notes of various denominations varies between 63 mm -73 mm (width) and 137 mm -177 mm (length).

ii) Each of the existing denomination in circulation has different designs and has different features and each denomination has in turn different series / designs. The machine shall be capable of processing all denominations and all series of bank notes currently in circulation. All these banknotes are printed on banknote paper by dry off-set and intaglio process with different security features. The sorting machines should be able to test bank notes by a set of cameras/ sensors fixed in the system for checking the authenticity of notes. While processing bank notes, the reading of the camera/ sensor has to be compared by the machine with the standards set in the software of the system for authentication of banknotes. The following properties must be checked by the system during processing:

- Format consisting of denomination, size, orientation/ position, infrared character of tears, holes, missing parts and edger.
- Thickness of paper to detect multiple, overlapping items, tape etc.
- Magnetic character of inks
- Conductivity of security thread.
- Fluorescence presence/ Phosphorescence presence.

1.2 The machine must be able to sort the notes into ATM fit/ fit / unfit / reject / suspect / forged notes after checking authenticity of banknotes. Broad parameters on which the machine has to classify the notes as clean notes are as under:

- i. The note is clean i.e. not soiled, discolored, tainted etc.
- ii. The note does not contain more than one figure graffiti i.e. scribbling.
- iii. The note does not contain large number of pinholes in the watermark area.
- iv. Any note containing holes/ tears other than pinholes,

- v. The note does not contain any tears or tapes.
- vi. The note does not have any missing portion.

1.3 Sufficient reserve space and provision shall be provided for adding additional sensors/ devices to process banknotes of new designs / new denomination, including polymer notes, which may be introduced by RBI in future. The sensors should be capable of detecting machine-readable features, which may be incorporated in the banknotes by RBI in future.

2.0 **Capacity, consistency and reliability**

2.1 The machine will undergo a stress test in two stages at specified currency chests/ branches to determine the capability of the machine to sort and count accurately. Only those machines, which pass the stage-I, will be tested in stage-II. In the stage II, the machine shall undergo a stress test for 30 hours, which shall be conducted at specified currency chests/branches during the working hours. The dates and the names of the specified currency chests/branches would be intimated to the tenderers subsequently. It will be the responsibility of the supplier to bring their sorting machines to the specified currency chests/branches at their cost.

2.2 The stress test will be conducted in the presence of the representative of the tenderer of the machine. The test results will have to be jointly signed by the representative of the tenderer along with the representative of the IDBI Bank. The details of the stress test will be shared with the tenderers before the procurement. (Please see clause 3.2 of Section II)

3.0 **Stacking compartments:**

3.1 There shall be separate sets of compartments for issuable / non-issuable (i.e. soiled) and reject / suspect notes. After the notes are processed, sorted notes should go to the respective compartments.

4.0 **User Interface and MIS Reports**

4.1 The machine should have user interface with printer attached, display with Function / Menu keys, interface to cash / vault management system and to host computer / server through Bank's LAN / WAN. The machine should have an arrangement of alert alarm indication in the form of beep and / or blinker, when stacker is full.

4.2 The machine should generate various types of reports such as Balance Report/ Customer Report/ Operator Report/ Difference Report/Reject Report/ Jam Recovery Report/ /Machine Report/Supervisory Report.

5.0 **Software**

5.1 The operating software shall be suitable for Windows NT or its upgraded version for network environment and shall be configurable. The operation, configuration and settings shall be menu driven. The software shall not call for any special qualification or special programming knowledge for the operator. The software shall provide for separate levels of password protection for operator, supervisor and service engineer. The tenderers are advised to furnish complete details about the software that they

propose to supply. The basic process data captured from the microprocessor shall not be available for addition / corrections / alternations by any person. All the process data for a period of at least one year shall be indexed and stored in the machine for easy and efficient retrieval.

- 6.0 The brief guideline on Note Authentication and Fitness Sorting Parameters as laid down by RBI is as follows:
- a) A fit note is a note that is genuine, sufficiently clean to allow its denomination to be readily ascertained and thus suitable for recycling. An unfit note is a note that is not suitable for recycling because of its physical condition or belongs to a series that has been phased out by Reserve Bank of India. All the fitness parameters are to be evaluated individually. A note must pass all the fitness parameters to be considered fit for recycling. These parameters provide the minimum standards for cash handling machines used by banks (hereinafter called 'the machine'). Notes can only be recycled/reissued if they are evaluated as genuine and fit according to these parameters. Authenticity check is a prerequisite for fitness sorting. Fitness Sorting can be done only in case of genuine notes. The machines shall be able to identify and separate suspected counterfeits and notes which are unfit for circulation in terms of these standards in a reliable and consistent fashion. As and when the Reserve Bank of India decides to phase out a specific series (issue) of a specific denomination of notes, the machine shall sort all the phased out notes as unfit, irrespective of their physical condition.
  - b) **Applicability:**  
These parameters are applicable to machines operated by banks, either directly by their staff. These machines can be of any of the following:
    - (i) Machines which check the authenticity and fitness of notes, i.e. note processing machines / note sorting machines, and
    - (ii) Machines which check only the authenticity of notes, i.e. note authentication machine. All these machines shall classify the individual notes as either genuine or suspect.
  - c) **Authenticity Check :**  
The machines shall perform authenticity check with reference to the features of genuine notes as disclosed by the Reserve Bank of India from time to time. Any note, which is not found to be having all the features of a genuine note, shall be classified by the machine as suspect.
  - d) **Fitness Sorting:**  
As a part of fitness sorting, notes with any visual or physical defects are to be sorted as unfit as per criteria set out in table 1.



Sr. No.	Features	Criteria
1	Soiling	General distribution of dirt across the entire note
2	Limpness	Structural deterioration resulting in a marked lack of stiffness.
3	Dog-ears	Corner folds
4	Tears	Lengthwise and crosswise cuts
5	Holes	Holes of a specific diameter
6	Stains	Localized concentration of dirt
7	Graffiti	Deliberate graphic alteration of the note
8	Crumples	Multiple random folds
9	Decolouration	Lack of ink on part or whole of the note, e.g. a washed note
10	Folds	Folds reducing the length or width of the note
11	Repairs	Note repaired using adhesive tape / paper / glue

i) **Soiling:**

Soiling refers to the general distribution of dirt across the entire note or in some patterns. It is a measure of the loss of reflectivity from the unprinted areas due to dirt, ageing (yellowing), wear and extraneous markings and includes decolouration due to ageing, excessive folding wear and other wearing. Soiling increases the optical density and decreases the reflectance of the notes. Notes exceeding the soiling levels set out in Table 2 shall be sorted as unfit. Both the obverse and the reverse of the note shall be checked for soiling.

Sr. No.	Denomination	Maximum Density difference	Minimum Reflectance	Filters
1	Rs.5	0.07	85%	Yellow
2	Rs.10	0.07	85%	Yellow
3	Rs.20	0.06	87%	Yellow
4	Rs.50	0.06	87%	Yellow
5	Rs.100	0.05	90%	Cyan
6	Rs.500	0.04	93%	Cyan
7	Rs.1000	0.03	95%	Cyan

ii) **Limpness:**

Limpness relates to structural deterioration or wear resulting in a marked lack of stiffness in the note paper. Notes with a very low stiffness shall be sorted as unfit. Notes with very low stiffness of paper, i.e. with paper which is worn out in circulation or mechanically mutilated shall be sorted out as unfit. Detectors for paper quality shall

be adapted to the same level as for soiling.

iii) **Dog – Ears:**

Notes with dog-ears with an area of more than 130 mm<sup>2</sup> and a minimum length of the smaller edge greater than 10 mm shall be sorted as unfit. Chipped notes shall also be sorted as unfit.

iv) **Tears:**

Notes exhibiting at least one tear at the edge shall be classified as those having tears. Notes with tears larger than those indicated in Table 3 shall be sorted as unfit.

Sr. No.	Directions	Width	Length
1	Vertical	4 mm	8 mm
2	Horizontal	4 mm	15 mm
3	Diagonal *	4 mm	18 mm

\* Measured by drawing a straight line from the peak of the tear to the edge of the note where the tear begins (rectangular projection), rather than measuring the length of the tear itself.

v) **Holes:**

This refers to notes with at least one visible hole. Notes with holes with area exceeding 10 mm<sup>2</sup> shall be sorted as unfit.

vi) **Stains:**

Stains are visible markings which that are not part of the feature of a note. Notes shall be detected as unfit if localized – i.e. with limited extension - stain can be recognized on its surface. In case the total area covered by stains exceeds 500 mm<sup>2</sup>, the note shall be sorted as unfit. A note with a single stain covering an area of more than 200 mm<sup>2</sup> shall sorted as unfit. Both the obverse and the reverse of the note shall be checked for stains.

vii) **Graffiti:**

Graffiti refers to deliberate graphic alteration of the note with for example, figures or letters. Fitness sorting criteria in case of graffiti shall be the same as those for stains. Both the obverse and the reverse of the note shall be checked for graffiti.

viii) **Crumples/Folds:**

Crumpled/Folded notes shall be sorted as unfit if the folds result in reduction of the original note in length or width greater than 5 mm.

ix) **Decolouration:**

Notes affected by decolouration shall be sorted as unfit if the ink is partially or wholly missing from its surface. Both the obverse and the reverse of the note shall be checked for decolouration.

x) **Repair:**

A repaired note is created by joining parts of the same note together, for example, by using extraneous matter such as tape, paper or glue. Notes with the following types of repairs shall be sorted as unfit:

- Repairs covering an area greater than 100 mm<sup>2</sup>; or
- Thickness of the extraneous matter 50  $\mu$ m or more; or
- Width of the extraneous matter 10 mm or more; or
- Length of the extraneous matter 10 mm or more.

5) **Mutilated, Imperfect and Mismatched Notes :**

A mutilated note is note, of which a portion is missing or which is composed of more than two pieces. An imperfect note is a note, which is wholly or partially, obliterated, shrunk, washed, altered or indecipherable but does not include a mutilated note. A mismatched note is a note, which has been formed by joining a half note of any one note to a half note of another note. Such notes shall be classified as unfit.

Place:

Signature:

Date:

Name:

Seal:

**Annexure 'A' Technical Specifications for Desk Top Note Sorting Machines**

Description of the Machines	No. of Pockets/ Structure	Rated Capacity	Number of Machines Required
Desk Top Note Sorting Machines (NSMs)	Minimum (2 + 1)	Over 15,000 notes per hour	125

**I. Company / Supplier / Manufacturer Profile**

Sr. No.	Particulars	
A	Company / Supplier Profile	
1	Name of the Suppliers/Firm / Company	
2	Constitution	
3	Date of Establishment / Incorporation	
4	Address  Registered Office  Corporate / Head Office	
5	Telephone No.  Fax No.  E-Mail Address  Web Site	
6	Sales Turnover  2007 – 2008  2008 – 2009  2009 - 2010	
7	Domestic Customer Base (Number of Note Sorting Machines of the same model installed in India)	
8	Number of machines of same make / model provided to RBI/ SBI	
9	Experience of Supplier Company in Sorting Machines	
10	Service Network (Number of Service Centres in) North – South – East – West – Central –	
B	Manufacturers Profile	
1	Name of the Manufacturing Company	
2	Constitution of the Manufacturing Company	
3	Date of Establishment / Incorporation of the Manufacturing Company	

4	Address of the Manufacturing Company Registered Office Corporate /Head Office	
5	Telephone No. Fax No. E-Mail Address Web Site	
6	Nature of Relationship of your Company with the Manufacturing Company Subsidiary of the Manufacturing Company /Division of Manufacturing Company/Sole Distributors/Non Exclusive Distributor /Agent/Other (please specify)	
7	Experience of Manufacturing Company in Sorting Machines	

## II. Technical Specifications

Sr. No	Particulars	Our Specifications of Desk Top Note Sorting Machines	Specifications of the Desk Top Note Sorting Machines offered
A.	<b>General</b>		
1.	<b>Model Name</b>	(Please specify Model Number)	
1 A.	<b>Make</b>	Indigenous/Imported	
2.	<b>Machine Structure</b>	Modular with a printer for generation of the reports.	
3.	<b>Dimensions</b>	(Length x Width x Height) (In mm)	
4.	<b>Weight</b>	In Kilograms	
5.	<b>Banknote Input / Hopper Capacity / Feeder Capacity</b>	Minimum 300 loose notes.	
6.	<b>Banknote Delivery Standard Delivery Mode</b>	Minimum 2 + 1 • Stackers to be configured as per requirement of the IDBI Bank.	
7.	<b>Performance Data / Processing Speed Sorting Speed</b>	As per manufacturer, over 15,000 notes per hour	
8.	<b>Range of Banknotes Width Length</b>	63 mm – 73 mm/137mm to 177 mm	
9.	<b>Power Supply</b>	Please Specify	
10.	<b>Power Consumption</b>	Please Specify	

11.	<b>Ambience Temperature</b>	Please clearly specify the Ambience Temperature Requirements. <ul style="list-style-type: none"> <li>• While the machine is in operational condition</li> <li>• While the machine is in non-operational condition Kindly note that in most places, there is no climate control during the nonworking hours. The operating environmental requirements should be clearly specified.</li> </ul>	
12.	<b>Relative humidity</b>	Please clearly specify the Relative humidity Requirements. <ul style="list-style-type: none"> <li>• While the machine is in operational condition.</li> <li>• While the machine is in non-operational condition. Kindly note that in most places, there is no climate control during the nonworking hours. The operating environmental requirements should be clearly specified.</li> </ul>	
13.	<b>Sound/Noise Level</b>	Please Specify	
14.	<b>User Interface</b>	<b>Sorting machine should have</b> <ul style="list-style-type: none"> <li>• Printer attached</li> <li>• Display with Function / Menu Keys</li> </ul>	
15.	<b>MIS Reports</b>	<ul style="list-style-type: none"> <li>• The Sorting machines should generate various types of reports Balance Report/ Customer Report/ Operator Report / Difference Report/Reject Report/ Jam Recovery Report/ Machine Report /Supervisory Report.</li> <li>• Alert Alarm indication by blinking LED and / or beep, when stacker is full.</li> </ul>	
<b>B.</b>	<b>Sensors</b>		
1.	<b>Sensors (Details mentioned in the Specification column)</b>	Sorting Machine should have the following sensors, which should be capable of detecting and checking various visible & non-visible features of Indian banknotes like print pattern, format, Size, printed image, emission and soil ness. <ul style="list-style-type: none"> <li>• Image Scan Sensor from both sides (colour) capable to scan both sides of bank note.</li> <li>• Magnetic Sensor</li> <li>• UV Dull Sensor (Fluorescence/Phosphorescence Sensor)</li> <li>• Tape Sensor (Thickness Sensor)</li> <li>• Infra red sensor</li> <li>• Limpness sensor</li> <li>• Electrical Conductivity of Security thread</li> </ul>	

2.	<b>Sorting Machine should be capable to do sorting in the modes mentioned in the Specification column:</b>	<b>Sorting Parameters</b> <ul style="list-style-type: none"> <li>• ATM</li> <li>• Fit/Customer Issuable</li> <li>• Gandhi/ Ashoka Pillar notes can be separated</li> <li>• Non Issuable/ Soiled (Ashoka Pillar Notes / banknotes of Rs.500 (M.G.) Series 1996 should automatically go to Soiled notes stacker)</li> <li>• Orientation Sorting. All non-oriented notes should go into reject pocket</li> <li>• Forged notes should go into reject pocket. All the above parameters should be capable of being configured as per Bank's requirements</li> </ul>	
3.	<b>Fitness &amp; Authentication Parameters</b>	<b>Fitness Parameters</b> <ul style="list-style-type: none"> <li>• Format (Size/ Dimension, (i.e. length and breadth)</li> <li>• Holes</li> <li>• Tapes</li> <li>• Tears</li> <li>• Missing Parts</li> <li>• Dog-ears or Missing Corners</li> <li>• Limpness</li> <li>• Soil</li> </ul> <b>Authentication Parameters</b> <ul style="list-style-type: none"> <li>• Infrared Properties</li> <li>• UV-dull paper</li> <li>• Fluorescence/ Phosphorescence</li> <li>• Magnetic security features in ink and security threads</li> <li>• Thickness and Multiple items</li> <li>• Electrical Conductivity of Security thread</li> </ul> <p>All the above parameters should be capable of being configured as per IDBI Bank's requirements and the machine would be capable to generate a report to that effect.</p>	

**Part II : Annexure `B'****Commercial Indicative Price Bid**Quotation for supply of under noted type of machine

Description of the Machines	No. of Pockets/ Structure	Rated Capacity	Number of Machines Required
Desk Top Note Sorting Machines (NSMs)	Minimum (2 + 1)	Over 15,000 notes per hour	125

**Name of the Supplier:**

Sr. No.	Particulars	Rate to be quoted in Rupees per unit of NSM (including printer)
1.	<b>Model No.</b>	
2.	<b>Basic Price</b> (i.e. including the cost of transportation, insurance, Duties, and charges et c. {other than the Sales Tax/ Value Added Tax/Central Sales Tax (as the case may be), Entry Tax, Octroi} till the destination of the chest branch.	Rs.
3.	<b>Annual Maintenance Contract (AMC)</b> (comprehensive) for five years period payable annually. AMC covers replacement of defective parts and software's.	Rs.
4.	<b>Total Cost + AMC charges (2+3)</b>	Rs.

PLACE :

DATE :

(Authorized Signatory)



**Business Rule & terms & conditions of Reverse Auction for the Tender For Supply, Installation, Commissioning and Maintenance Of Desk Top Note Sorting Machines**

<b>NAME OF THE BANK</b>	The General Manager, IDBI Bank Ltd. IDBI Tower PBG – NE 13th Floor, D Wing, WTC, Cuffe Parade, Mumbai – 400005.
<b>AUCTION TO BE CONDUCTED BY</b>	Service Provider (to be communicated on appointment)
<b>DATE OF AUCTION</b>	Online Reverse Auction date will be advised later.
<b>DOCUMENTS ATTACHED</b>	Business rule for reverse auction -Annexure C' Terms & conditions of reverse auction -Annexure 'D' Process Compliance Statement (Annexure ' E') Contact Information

**Part II : ANNEXURE 'C'**

**Business Rules For Reverse Auction**

**I. GENERAL TERMS AND CONDITIONS OF REVERSE AUCTION**

Against this Enquiry for the subject item/system with detailed scope of supply and specification, IDBI Bank Ltd. shall resort to "REVERSE AUCTION PROCEDURE" THROUGH **INTERNET.**

1. For the proposed reverse auction, Tenderers whose machines have successfully qualified in Technical Bids and Stress Test only shall be eligible to participate.
2. IDBI Bank Ltd. will engage the services of Service Provider, who will provide all necessary training and assistance before commencement of on line bidding on Internet.
3. Business rules like event date, time, start price, bid decrement, extensions, etc. also will be communicated through Service provider for compliance.
4. Vendors have to fax the compliance form in the prescribed format (provided by service provider) before start of Reverse auction. Without this the vendor will not be eligible to participate in the event.
5. IDBI Bank Ltd. will provide the prescribed format for indicating Total Cost + AMC charges per unit of Desk Top Note Sorting Machine i.e. Annexure 'B' of Commercial Indicative Price Bid – II of Tender Document to be quoted during the Commercial Bidding through e-procurement reverse auction process through internet, which will help the vendor to arrive at "Total Cost to IDBI Bank Ltd." to enable them to fill-in the price and keep it ready for keying in during the auction. (Please see clause 2.7 of Section II of Tender Document).
6. Reverse auction will be conducted on schedule date & time.
7. At the end of reverse auction event, the lowest bidder value will be known on the network.
8. The lowest bidder has to fax the duly signed filled-in prescribed format as mentioned above to IDBI Bank Ltd. through Service Provider within 24 hours of auction without fail.
9. Any variation between the on-line bid value and signed document will be considered

as invalid commercial bid price and will invite disqualification of vender.

II. **Business Rule for finalization of the procurement.**

1. IDBI Bank Ltd. shall finalize the vendors against this Tender through reverse auction mode. IDBI Bank Ltd. has made arrangement with Service provider, who shall be Bank's authorized Service Provider for the same. Please go through the guidelines given below and submit your acceptance to the same.
  
2. Computerized Reverse auction shall be conducted by IDBI Bank Ltd., on pre-specified date. While the vendors shall be quoting from their own offices/ place of their choice, Internet connectivity and other paraphernalia requirements shall have to be ensured by vendors themselves. In the event of failure of their Internet connectivity, (due to any reason) it is the bidders responsibility / decision to send fax communication, immediately to Service provider furnishing the price, if the bidder wants to bid online, with a request to Service provider upload the faxed price on line so that the service provider will up load that price on line on behalf of the Bidder. It shall be noted clearly that the concerned bidder communicating this price to service provider has to solely ensure that the fax message is received by Service provider in a readable / legible form and also the Bidder should simultaneously check up with Service provider over phone about the clear receipt of the price faxed. It shall also be clearly understood that the bidder shall be at liberty to send such fax communications of prices to be up loaded by Service provider only before the closure of Bid time and under no circumstances it shall be allowed beyond the closure of bid time. Such bidders have to ensure that the service provider is given a reasonable required time by the bidders, to upload such faxed prices online and if such required time is not available at the disposal of Service provider at the time of receipt of the fax message from the bidders, Service provider will not be uploading the prices. It is to be noted that neither IDBI Bank Ltd. nor Service provider are responsible for these unforeseen circumstances. In order to ward-off such contingent situation, bidders are requested to make all the necessary arrangements / alternatives whatever required so that they are able to circumvent such situation and still be able to participate in the reverse auction successfully. However, the vendors are requested to not to wait till the last moment to quote their bids to avoid any such complex situations.
  
3. Please note that the start price of {e.g.: Total Cost + AMC charges (as per Serial Number 4 (2 + 3 ) of Annexure 'B' of Part -II )} per unit of Desk Top Note Sorting Machine in online reverse auction is open to all the participating bidders. Any bidder can start bidding, in the online reverse auction, from the start price itself. Please note that the first online bid that comes in the system during the online reverse auction can be equal to the auction's start price, or lesser than the auction's start price by one decrement, or lesser than the auction's start price by multiples of decrement.

The subsequent bid that comes in to outbid the L-1 rate will have to be lesser than the L-1 rate by one decrement value or in multiples of the decrement value.

4. Service Provider shall arrange to train your nominated person(s), without any cost to you. They shall also explain you, all the Rules related to the Reverse Auction/ Business Rules Document to be adopted along with bid manual. You are required to give your compliance on it before start of bid process.
5. **MATERIAL FOR BID:** Tender For Supply, Installation, Commissioning and Maintenance Of Desk Top Note Sorting Machines as per the specifications and scope of work mentioned in Section IV of the Tender Document.
6. **BIDDING CURRENCY AND UNIT OF MEASUREMENT:** Bidding will be conducted in Indian Rupees per unit of Desk Top Note Sorting Machine including AMC charges.
7. **BID PRICE:** The Bidder has to quote Total Cost + AMC charges, as per Serial Number 4 (2 + 3 ) per unit of Desk Top Note Sorting Machine (prescribed format i.e. Annexure 'B' of Commercial Indicative Price Bid – II of Tender Document) to arrive at the Total cost, which has already been provided by IDBI Bank Ltd.. (Please see clause 2.7 of Section II of Tender Document).
8. The technical & commercial terms are as per IDBI Bank's Tender For Supply, Installation, Commissioning and Maintenance Of Desk Top Note Sorting Machines and Vendors Technical and Commercial indicative price bid and subsequent correspondences between IDBI Bank Ltd. and the vendors.
9. **VALIDITY OF BIDS:** The Tender along with the Bid Price shall remain valid for a period of 18 months from the date of finalizing the vendor through reverse auction process and for such further period as may be requested for by the IDBI Bank, and agreed to in writing by the Tenderer. If the market rate falls, the IDBI Bank would have right to negotiate with L-1 vender.
10. At the end of the reverse auction, L-1 bidder has to provide within 24 hours price confirmation in Annexure II and a detail break up for his lowest offer in the format i.e. Annexure 'B' of Commercial Indicative Price Bid – II of Tender Document) placed at Annexure 'B' of the IDBI Bank's Tender Document.

## 11.0 Procedure of Reverse Auctioning

### i. **Auction Format: English Reverse Auction No Ties Auction**

- There is only 1 Bidder at a particular position / rank, which means 1 L1, 1 L2 & so on.
- The criteria followed here is of Price only. So, the Bidder who quotes the lowest Price is declared as the winner of the Auction.
- A bidder here can revise his bids. The revised price should be lower than the L-1 price at that point of time.

### ii. **Bidding Process And Timeline (You should complete the following Steps)**

- Participate in the training Programme for bidding by service provider.
- You should be prepared with competitive price quotes on the day of the bidding event.
- Participate in the online bidding event.

### iii. **Start bid price**

- Start bid price is the upper/ceiling price of the contract value fixed by IDBI Bank Ltd. for the reverse auction event. Bidders can bid at Start Bid price or lower than the start bid price by each or by multiple of decrements. (to be announced latter on the auction site)
- Start bid price shall be available to the bidders before the start of the auction on the auction site.

### iv. **Bid Decrement**

- Bid Decrement is the fixed amount by which, or by multiple of which, the next bid value can be decreased.
- Bid Decrement shall be available to the bidders before the start of the auction on the auction site.

### v. **Bid Price in reverse auction (Annexure -I)**

The bidder's bids in the reverse auction must represent the Basic Price of machine (i.e. including the cost of transportation, insurance, Duties, and charges etc. {other than the sales tax/ Value Added Tax/Central Sales Tax (as the case may be), entry tax, Octroi} till the destination of the currency chest/branches and AMC charges for a period of five years after the expiry of the warranty period of one year. The Sales Tax/ Value Added Tax/Central Sales Tax (as the case may be), Entry Tax, Octroi, if any, will be paid by the IDBI Bank at actual. The taxes, if any, including service tax payable on AMC as per relevant provisions of Finance Act from time to time would be to the suppliers account. However, at end of the reverse auction process, vendors have to submit Off-line rates with break-up of prices in the format placed at Annexure 'B' of the IDBI Bank's Tender Document (Enclosed).

### vi. **Auction Duration**

- The auction will be of one hour duration. In case there is any acceptable bid quoted by any bidder within 5 minutes of closing of the auction, the auction will be extended

by another 5 minutes. Such extension will be allowed to continue till no quote is placed within 5 minutes of the last quote or 30 minutes whichever is lower. In any event the auction process deems to have concluded by 90 minutes from the start of the auction. Auto-bid feature will be enabled from the start time of bidding. This feature will be explained during training, to be conducted by the service provider of the IDBI Bank.

vii. **Price Bid evaluation and award of purchase order**

- Successful vendor shall be required to submit the final price, quoted during the English Reverse (no ties) in **Annexure-II Format** after the completion of Auction to IDBI Bank Ltd. through **service provider**, duly signed and stamped, as token of acceptance without any condition other than those already agreed to, before start of auction within 24 hours.
  - IDBI Bank Ltd. reserves the right to reject any or all the bids without assigning any reason whatsoever.
12. During English Reverse (no ties), if no bid is received within the specified time, IDBI Bank Ltd., at its discretion, may decide to revise Opening price / scrap the reverse auction process / proceed with conventional mode of tendering.
13. Your bid will be taken as an offer to supply the machines and provide Annual Maintenance Contract. Bids once made by you, cannot be cancelled / withdrawn and you shall be bound to supply the machines and provide Annual Maintenance Contract at your final bid price. Should you back out and not supply the machines and provide Annual Maintenance Contract as per the rates quoted, IDBI Bank Ltd. shall take action as appropriate and EMD will be forfeited.
14. You shall be assigned a Unique User Name & Password by service provider. You are advised to change the Password after the receipt of initial Password from service provider to ensure confidentiality. All bids made from the Login ID given to you would be deemed to have been made by your company.
15. You will be able to view the following on your screen along with the necessary fields.
- English Reverse (no ties) {Reverse Auction}:
  - Leading Bid in the Auction (only total price)
  - Bid Placed by you
  - Opening Price.
  - Your rank in the auction.
16. At the end of the Reverse Auction, IDBI Bank Ltd. will decide the L1. IDBI Bank's decision on award of Contract shall be final and binding on all the Bidders.

17. IDBI Bank Ltd. shall be at liberty to cancel the reverse auction process / tender at any time, before ordering, without assigning any reason.
18. IDBI bank Ltd. shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause.
19. Other terms and conditions shall be as per our general instructions and other correspondences till date.
20. You are required to submit your acceptance to the terms / conditions / modality given above before participating in the reverse auction.

**Part II : ANNEXURE 'D'****Terms & Conditions of Reverse Auction**

1. **LOG IN NAME & PASSWORD:** Service Provider will assign and communicate to each bidder Unique User Name & Password. The Bidders are requested to change the Password after the receipt of initial Password from service provider. All bids made from the Login ID given to the bidder shall be deemed to have been made by the bidder.
2. **BIDS PLACED BY BIDDER:** The bid of the bidder will be taken to be an offer to execute the work. Bids once made by the bidder cannot be cancelled. The bidder is bound to execute the work as mentioned above at the price that they bid. Should any bidder back out and not supply the machines and provide Annual Maintenance Contract at per the rates quoted, IDBI Bank Ltd. and / or service provider shall take action as appropriate and EMD would be forfeited.
3. **LOWEST BID OF A BIDDER:** In case the bidder submits more than one bid, the lowest bid will be considered as the bidder's final offer to execute the work.
4. **AUCTION TYPE:** English Reverse No Ties
5. **DURATION OF AUCTION:** The auction will be of one hour duration. In case there is any acceptable bid quoted by any bidder within 5 minutes of closing of the auction, the auction will be extended by another 5 minutes. Such extension will be allowed to continue till no quote is placed within 5 minutes of the last quote or 30 minutes whichever is lower. In any event the auction process deems to have concluded by 90 minutes from the start of the auction.
6. **BID DECREMENT:** The minimum Bid decrement shall be available to the Bidders at the start of the auction. The bidder can view the same by clicking on the Item details at the start of the auction. The bidder can bid lower than the Lowest Bid in the auction by a decrement, multiple of the minimum Bid decrement or at least of minimum bid decrement plus multiple of Bid Decrement.
7. **VISIBILITY TO BIDDER:** The Bidder shall be able to view the following on his screen along with the necessary fields during English Reverse – No ties Auction:
  - Leading Bid in the Auction
  - Bid Placed by him
  - Rank of the respective bidder
8. **Lowest Bidder (L1):** At the end of the Reverse Auction, IDBI Bank Ltd. will evaluate all the bids submitted and will decide upon the winner/ lowest bidder (L 1)



9. **OTHER TERMS & CONDITIONS:**

- The Bidder shall not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly by communicating with other suppliers / bidders.
- The Bidder shall not divulge either his Bids or any other exclusive details of IDBI Bank Ltd. to any other party.
- IDBI Bank's decision on award of Contract shall be final and binding on all the Bidders.
- IDBI Bank Ltd. along with service provider can decide to extend, reschedule or cancel any Auction. Any changes made by IDBI Bank Ltd. and / or service provider, after the first posting will have to be accepted if the Bidder continues to access the site after that time.
- Service provider shall not have any liability to Bidders for any interruption or delay in access to the site irrespective of the cause. Service Provider is not responsible for any damages, including damages that result from, but are not limited to negligence. Service Provider will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information etc.

**N. B.**

- All the Bidders are required to submit the Agreement Form (Annexure-E) duly signed to service provider.
- After the completion of the Auction event, all the Bidders have to submit the Price confirmation in Annexure II and detailed Break up in the format placed at Annexure 'B' of the IDBI Bank's Tender Document. (Enclosed) immediately to IDBI Bank Ltd. within 24 hours for further proceedings.
- All the bidders are required to ensure to have a valid Digital Certificate well in advance so as to confirm the participation into the reverse auction.

**Part II : ANNEXURE 'E'**

**Process Compliance Form**

*(On company letterhead)*

To  
The Service Provider

**Sub : Agreement to the Process related Terms and Conditions for the Reverse Auction**

Dear Sir,

**This has reference to the Terms & Conditions for the Reverse Auction.**

This letter is to confirm that:

1. The undersigned is authorized representative of the company.
2. We have studied the Commercial Terms and the Business rules governing the Reverse Auction mentioned in this document and confirm our agreement to them.
3. We also confirm that we have taken the training on the auction tool and have understood the functionality of the same thoroughly.
4. We confirm that IDBI Bank Ltd. and the service provider appointed by IDBI Bank shall not be liable and responsible, in any manner, whatsoever, for my/our failure to access and bid on the e-auction platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the auction event.
5. We understand that in the event we are not able to access the auction site, we may authorize service provider to bid on our behalf by sending a fax containing our offer price before the auction close time and no claim can be made by us on either IDBI Bank Ltd. or service provider regarding any loss etc. suffered by us due to acting upon our authenticated fax instructions.
6. We also confirm that we have a valid digital certificate issued by a valid Certifying Authority.
7. We also confirm that we will fax the price confirmation as per Annexure II (Part II) of tender document, if we are selected as lowest bidder (L1) and detail break up of our quoted price during the reverse auction process as per Appendix I within 24 hours to IDBI Bank Ltd. Failing to comply the same, the contract will be offered to the next bidder (L2).
8. We, hereby confirm that we will honour the Bids placed by us during the auction process.

With regards

Signature with company seal

Name –  
Company / Organization –  
Designation within Company / Organization –  
Address of Company / Organization –

**Signed document to be sent by Fax**  
*(Number to be advised later)*

**Part II: ANNEXURE -I**

Details of total Cost to the IDBI Bank to be Quoted in Reverse Auction in respect of Supply, Installation, Commissioning and Annual Maintenance Contract Of Desk Top Note Sorting Machines and the Auction Start Time & Close Time is as follows:

*(May be revised if required by the service provider)*

**Tender For Supply, Installation, Commissioning and Maintenance Of Desk Top Note Sorting Machines**

<b>Total cost per unit</b>	<b>Start Bid Price Rs</b>	<b>Bid Decrement in Rs</b>	<b>Opening Time</b>	<b>Closing Time</b>
Total cost to the IDBI Bank per unit (including printer) would mean Basic Price of machine (i.e. including the cost of transportation, insurance, Duties, and charges etc. {other than the sales tax/ Value Added Tax/Central Sales Tax (as the case may be), entry tax, Octroi} till the destination of the currency chest/branches + AMC charges for a period of five years after the expiry of the warranty period of one year. The taxes, if any, including service tax payable on AMC as per relevant provisions of Finance Act from time to time would be to the suppliers account.	Would be displayed before five minutes of the Auction on the Auction Screen.	Would be displayed before five minutes of the Auction on the Auction Screen.	Would be advised later	Would be advised later

**Part II: ANNEXURE II**

To,  
The Service Provider

**SUB: FINAL PRICE QUOTED DURING REVERSE AUCTION -TENDER FOR SUPPLY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF DESK TOP NOTE SORTING MACHINES**

Ref: 1. Reverse Auction            Date  
      2. Our Offer No.             Date

Dear Sir,

We confirm that we have quoted the price of Rs.            /- as stated in Appendix I (i.e. Total Cost to the IDBI Bank Per Unit including printer) as our final lump sum prices during the Reverse Auction conducted today. (Being the total cost to the IDBI Bank Ltd. per unit including printer comprising Basic Price of machine (i.e. including the cost of transportation, insurance, Duties, and charges etc. {other than the sales tax/ Value Added Tax/Central Sales Tax (as the case may be), entry tax, Value Added Tax / central Sales Tax (as the case may be), entry tax, Octroi) till the destination of the Currency Chests and Branches plus AMC charges for a period of five years after the expiry of the warranty period of one year. The service tax and other taxes, payable on AMC as per relevant provisions of Finance Act would be to the suppliers account.

Thanking you and looking forward to the valuable order from IDBI Bank Ltd.

Yours sincerely,

For \_\_\_\_\_

Name:  
Company:  
Date:  
Seal:

**Appendix I****Price Break Up of Commercial Bid Quoted during the Reverse Auction Process**

Description of the Machines	No. of Pockets/ Structure	Rated Capacity	Number of Machines Required
Desk Top Note Sorting Machines (NSMs.)	Minimum (2 + 1)	Over 15,000 notes per hour	125

Name of the company/firm: \_\_\_\_\_

Sr. No.	Particulars 2.	Rate to be quoted in Rupees per unit of NSM
1.	Model No.	
2.	<b>Basic Price</b> (i.e. including the cost of transportation, insurance, Duties, and charges et c. {other than the Sales Tax/ Value Added Tax/Central Sales Tax (as the case may be), Entry Tax, Octroi} till the destination of the chest branch.	Rs.
3.	<b>Annual Maintenance Contract (AMC)</b> (comprehensive) for five years period payable annually. AMC covers replacement of defective parts and software's.	Rs.
4.	<b>Total Cost + AMC charges (2+3)</b>	Rs.

PLACE:

DATE:

(Authorized Signatory)

**Note: To be submitted on company letterhead.****All the particulars should be filled up under column number 3 above table.**