



**On-Line Request for Proposal (e-RFP)**  
**For**  
**Empanelment of Vendor(s) for Comprehensive AMC of Note**  
**Counting Machines Installed at various Business**  
**Units/EBUs/CATM's/Currency Chests etc. falling under Zonal**  
**office Kathua**

**e-RFP Ref. No: JKB/CHQ/AMC-NCM-ZOKathua/2026-1747**  
**Dated: 01-06-2026**



## DISCLAIMER

The information contained in this Request for Proposal Document (RFP Document) or subsequently provided to Bidder(s), whether verbally or in documentary form by or on behalf of the J&K Bank, is provided to Bidder(s) on the terms and conditions set out in this RFP Document and any other terms and conditions subject to which such information is provided. This document shall not be transferred, reproduced or otherwise used for purpose other than for which it is specifically issued.

This RFP Document is not an agreement and is not an offer or invitation by the Bank Representatives to any party other than the entities who are qualified to submit their Proposal (Bidders). The purpose of this RFP Document is to provide the Bidder with information to assist the formulation of their Proposal. This RFP Document does not purport to contain all the information each Bidder may require.

The Bank, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this bidding process. The Bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding Document. Failure to furnish all information required by the bidding Document or to submit a Bid not substantially responsive to the bidding Document in all respect will be at the Bidder's risk and may result in rejection of the Bid.

The Bank may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP Document.

## Contents

1. Brief about J&K Bank

4

2. Objective of Proposal	4
3. Scope of Work	6
4. Pre-Qualification Criteria	7
5. General terms and instructions	7
6. Tender process	10
7. Call co-ordinator	10
8. Payment Process	11
9. Signing of contract	11
10. Instruction to bidders on submission of response	11
11 Bidding process	12
12. Submission of Bids	13
13. Corrupt and Fraudulent practice	14
14. Amendment of Tender Document	14
15. Principles for Evaluation	14
16. Evaluation Of Technical Bid	15
17. Evaluation of Commercial Bid	15
18. Bank's Right to Accept or Reject Any Bid or All Bids	15
19. Result Notification	16
20. Format For Technical Offer	16
21. Undertaking by Successful Bidder	16
22. Reverse Auction	16
23. Service Level Agreement (SLA)	16
24. Performance Bank Guarantee	16
25. Cost of Bidding	16
ANNEXURE A: Service Level Agreement for AMC of Note Counting Machines	17
ANNEXURE B – COVERING LETTER FORMAT	24
ANNEXURE C – Prequalification Criteria	26
ANNEXURE D: BOQ	27
Annexure E: PRICE BID FORMAT	33
ANNEXURE F: litigation certificate	34
ANNEXURE G: Undertaking for Non -Blacklisted	35
ANNEXURE H: Undertaking for correctness of information furnished	36

### 1. Brief about J&K Bank:

The Jammu and Kashmir Bank (J&K Bank), Corporate Headquartered at Srinagar, commenced its Business in 1939. J&K Bank functions as a universal Banking Jammu & Kashmir and as a specialized Bank in the rest of the country. Detailed information about J&K Bank is available at Banks website <https://jkb.bank.in/>

### 2. Objective of Proposal

Awarding contract for Comprehensive Annual Maintenance Contract (AMC) of Note Counting Machines installed in various Business Units/CATM's/Currency Chests/any other office/site falling under Zonal Office Kathua.

The details areas under:

<b>Tender Number</b>	<b>JKB/CHQ/AMC-NCM-ZOKathua/2026-1747 Dated: 01-06-2026</b>
<b>Department Name</b>	<b>Estates &amp; General Department, Zonal Office Kathua</b>
<b>Scope of Work</b>	<b>Empanelment of vendor/s for Comprehensive AMC of Note Counting Machines installed in various Business Units/EBUs/CATM's/Currency Chests etc. Falling under Zonal Office Kathua.</b>
<b>Tender Details</b>	<b>Online Request for Proposal (e-RFP) for Comprehensive AMC of Note Counting Machines installed in various Business Units /EBUs/CATM's/Currency Chest etc. falling under Zonal Office Kathua.</b>
<b>Period of contract</b>	<b>2 years</b>
<b>Bid Document Availability including changes/amendments, if any to be issued</b>	<b>Tender documents and other details may be downloaded from <a href="https://jkbank.abcprocure.com">https://jkbank.abcprocure.com</a> from June 03, 2026, 16.00 Hrs. to June 24 2026, 17.00 Hrs.</b>
<b>Pre-bid Queries submission Date and Mode</b>	<b>All Clarifications / Queries shall be raised online only through e-Tendering Portal <a href="https://jkbank.abcprocure.com">https://jkbank.abcprocure.com</a> by or Before June 10, 2026, 17.00 Hrs.</b>
<b>Clarifications to pre-bid queries will be provided by the Bank.</b>	<b>All communications regarding points / queries requiring clarifications shall be given online through prescribed e-Tendering Portal on June 17, 2026.</b>
<b>Last date and time for Bid submission</b>	<b>June 24 2026, 17.00 Hrs.</b>

<p><b>Contact details of issuing Department</b>          (Name, Designation, Mobile No., Email address for sending any kind of correspondence regarding this RFP)</p>	<p><i>Mr. Manoj Kumar Pangotra</i>  <i>Senior Manager</i>  <a href="mailto:Email-manoj.pangotra@jkbmail.com">Email-manoj.pangotra@jkbmail.com</a>          Mobile-9469591299          Mr. Vikas Sudan          Banking Associate          Mobile-7051044193          Email-vikas.sudan@jkbmail.com  <i>General &amp; Estates Department, Zonal Office Kathua</i>          Zonal Office Kathua Hatli More Kathua          Near Forest Protection Force office Pin-184152</p>
<p><b>Submission of online Technical Bid</b></p>	<p>As prescribed in Bank's online tender portal  <a href="https://jkbank.abcprocure.com">https://jkbank.abcprocure.com</a></p>
<p><b>Tender Processing Fee</b>          (Non- Refundable)</p>	<p>Rs.500(Five Hundred Rupees Only) through NEFT only vide below details:  <b>Account Name: TENDER FEE/COST ACCOUNT</b>  <b>16-digit Account No : 0993153030000001</b>  <b>IFSC Code: JAKA0HRDCHQ (0 denotes zero)</b>  <b>Bank: The J&amp;K Bank</b>  <b>Branch: Corporate Headquarters MA Road Srinagar J&amp;K - 190001</b></p> <p>UTR Number or Transaction number to be uploaded on E-tendering portal (Tender fee is exempted for all Start-ups as recognized by DPIIT/DIPP)</p>
<p><b>Earnest Money Deposit</b></p>	<p>Amounting to Rs. 11,489.00/- (Rupees Eleven Thousand Four Hundred Eighty Nine Rupees Only) to be credited through NEFT only vide below details:  <b>Account Name: Earnest Money Deposit (EMD)</b>  <b>16-digit Account No : 9931070690000001</b>  <b>IFSC Code: JAKA0HRDCHQ (0 denotes zero)</b>  <b>Bank: The J&amp;K Bank</b>  <b>Branch: Corporate Headquarters MA Road Srinagar J&amp;K - 190001</b></p> <p>UTR Number or Transaction number to be uploaded on E-tendering portal (EMD is exempted for all startups as recognized by DPIIT/DIPP)</p>

Performance Guarantee	Performance Guarantee of 3% of contract value to be submitted in the form of Bank Guarantee in favour of Zonal Head, Kathua, J&K Bank from any nationalized/PSU Bank or any scheduled commercial Bank Immediately on receipt of the Allotment letter from the Bank for Comprehensive AMC of Note Counting Machines as per RFP.										
Tender type	Open										
Type of Contract	Service										
Consortium	Consortium Bids are not allowed										
Eligibility & Technical Criteria	As per Tender Document										
Submission of original documents	Estates & General department Zonal office Kathua										
CORRIGENDUM	All the Corrigendum will be uploaded on online tender portal <a href="https://jkbank.abcprocure.com">https://jkbank.abcprocure.com</a>										
Bid Validity period	180 days										
For e-Tender related Queries	<p style="text-align: center;"><b><u>Service Provider:</u></b>  M/s. E-procurement Technologies Limited  ( Auction Tiger) , B-705, Wall Street- II, Opp. Orient Club,  Ellis Bridge, Near Gujarat College,  Ahmedabad- 380006, Gujarat</p> <p style="text-align: center;"><b><u>Help Desk:</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #92d050;"> <th style="width: 10%;">Sr. No</th> <th style="width: 90%;">Name</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Sandhya Vekariya - 6352631968</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Suraj Gupta - 6352632310</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">Ijlalaehmad Pathan - 6352631902</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">Imran Sodagar - 9328931942</td> </tr> </tbody> </table>	Sr. No	Name	1	Sandhya Vekariya - 6352631968	2	Suraj Gupta - 6352632310	3	Ijlalaehmad Pathan - 6352631902	4	Imran Sodagar - 9328931942
	Sr. No	Name									
	1	Sandhya Vekariya - 6352631968									
	2	Suraj Gupta - 6352632310									
	3	Ijlalaehmad Pathan - 6352631902									
4	Imran Sodagar - 9328931942										

### 3. Scope of Work

The Annual Maintenance Contract (AMC) is intended to be done for various types of Note Counting Machines of different Model and makes (List at annexure D (BOQ) of RFP). The AMC for Note Counting Machine(s) is of comprehensive nature and the company shall take care of preventive and breakdown maintenance of machines. In case of any major fault to the machine during the tenancy of AMC agreement, all major parts shall be replaced by the company and the cost of the replacement, if any shall be borne by them. The maintenance contract shall be for Business Units/EBUs/CATM's/Currency Chests etc. falling under Zonal Office Kathua.

#### Description of Work

- I. The Bidder shall be responsible for the complete maintenance of Note Counting Machines including preventive maintenance, fault rectifying, and changing of parts of Note Counting Machines.
- II. The bidders shall be responsible for providing routine servicing of the Note Counting Machines once in every quarter. Besides, the bidder during the term of the contract or for any extant period thereof shall be responsible for providing skilled, qualified and experienced resources for rectifying faults (both onsite and offsite) and attending to **any number of breakdown calls**.
- III. On receipt of breakdown calls, the bidder shall be required to depute skilled, qualified and experienced technician to the premises where the Note Counting Machine is installed on the same working day with the time frame not exceeding 6 hours in any case. The faults, if any, in the said Note Counting Machine shall require to be rectified within a time frame not exceeding 24 hours in any case.
- IV. Where the fault in the Note Counting Machine cannot be rectified at the premises of the Bank and shifting of the said Note Counting Machine to workshop of bidder becomes necessary, the bidder shall be required to substitute the Note Counting Machine of requested rating without charging any rent etc. for the same.
- V. It may be noted that any other aspect of the AMC not expressly covered herein above, but if same is required for smooth functioning of Note Counting Machines shall be treated as part of AMC.
- VI. The Bank reserves right to reject any bid without assigning any reason thereof. If after empanelment of bidder, the Bank comes to conclusion that performance of bidder is not satisfactory, the bank shall be within its right to invoke the Performance bank guarantee(as prescribed in clause 2, Page 5)
- VII. Miscellaneous-
  - a) The bidder shall station a service Engineer/Technician permanently at zone for attending calls from Business Units/EBUs/CATM's/Currency Chest/any other office/site etc.
  - b) The AMC shall not include any work external to the system such as maintenance of cable or MCCB etc.

- c) Damages due to mishandling of Note Counting Machine by the bidder will be responsibility of the concerned bidder.
  - d) The duration of the contract shall initially be a period of two years & can be renewed further at the sole discretion of the Bank.
  - e) TDS/any other tax if applicable shall be deducted from the bills while making AMC payment.
- VIII. **TOOLS and EQUIPMENT** - The Bidder shall arrange at its own expenses all necessary tools, equipment and spare parts required for proper execution of the work.
- IX. The Bank reserves the right to terminate the contract at any time before completion of the tenure in case the services of the Bidder have been found unsatisfactory.
- X. **SATISFACTORY SERVICES** - The decisions of Branch Head or any other officer authorized by the Bank shall be final and binding on the Bidder for the purpose of determining satisfactory services.
- XI. **PROHIBITION OF SUB CONTRACT** - The Bidder shall not appoint any sub-contract for this work under any circumstances.

#### 4. Pre-Qualification Criteria

To be submitted as per Annexure C - Compliance to Eligibility Criteria/ Prequalification for Empanelment of vendor/s for Comprehensive AMC of Note Counting Machines installed in various Business units/EBUs/CATM's/Currency Chests etc. falling under Zonal Office Kathua.

#### 5. General Conditions & Instructions to Tenderers

- A) The bid document is available online on the website <https://jkbank.abcprocure.com> The bid document can be downloaded free of cost, however, the bidder is required to submit scanned copy of receipt of NEFT towards cost of bid document in favor of the name given in the RFP. The bidder would be required to register in the web site, which is free of cost. For submission of bids, the bidder is required to have valid Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities (CA).

Before the deadline for submission of bids, the J&K Bank may modify the bidding documents by issuing online corrigendum. The corrigendum will appear on the web page of the website <https://jkbank.abcprocure.com>

#### B) Documents Comprising the Bid

The Bid uploaded by the Bidder shall be in two separate parts:-

**Part I:** This shall be named as Technical Bid Cum Eligibility Criteria of Bid and shall comprise of:-

- I. Form of bid for Part I of the bid, as per format given (to be uploaded online).
- II. Scanned copy of the receipt of NEFT for the cost of the Tender documents.

- III. Scanned copy of the receipt of NEFT for the cost of the EMD.
- IV. Authorized address and contact details of the Bidder having the following information:-
  - Address of communication:
  - Telephone No. (s): Office:
  - Mobile No.:
  - Facsimile (FAX) No.:
  - Electronic Mail Identification (E-mail ID):
- V. Annexure B
- VI. Details as per Annexure C
- VII. Prequalification documents with the scanned copy of allotment letters, performance/ completion certificates, relevant TDS/any other tax if applicable certificate and Undertakings and other supporting document as specified/ required.
- VIII. Undertaking that the bid shall remain valid for the period specified.
- IX. Any other information/documents required to be completed and submitted by bidders, as specified.
- X. Scanned copy of the affidavit affirming that information he has furnished in the bidding document is correct to the best of knowledge and belief of the bidder. (As per Annexure H)
- XI. Annexure F (Scanned copy)
- XII. Annexure G (Scanned copy)

**Part II: - Commercial- Bid** (As per Annexure E) The above files will have markings as given in the RFP.

The contents of the Technical Bid and Commercial bid shall be as specified. All the documents are required to be signed digitally by the bidder. After electronic online bid submission, the system generates a unique bid identification number which is time stamped. This shall be treated as acknowledgement of bid submission.

**Submission of Original Documents:** All bidders are required to submit

- (i) original copy of NEFT receipt towards the cost of bid document
- (ii) Original copy of the receipt of NEFT for the cost of the EMD.
- (iii) Other documents/affidavits required to be submitted as per RFP.

The Bid Security may be forfeited:-

- (a) If the Bidder withdraws the Bid after bid opening (technical bid) during the period of Bid validity;
- (b) Impairs or derogates from the tender in any respect within the period of validity of the tender.
- (c) In case of breach of any of the terms and conditions of the RFP.
- (d) In the case of a successful Bidder, if the Bidder fails within the specified time limit to
  - (i) Sign the Agreement; and /or

(ii) Furnish the required Security Deposit/ Performance Guarantee Deposit.

**C) Deadline for Submission of Bids**

- Complete Bids in two parts must be uploaded by the Bidder online not later than the date and time indicated in the RFP.
- To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the J&K Bank shall extend, as necessary, the deadline for submission of bids. The J&K Bank may extend the deadline for submission of bids by issuing an amendment. In such case all rights and obligations of the J&K Bank and the bidders previously subject to the original deadline will then be subject to the new deadline.

**D) Bid Opening and Evaluation**

**Bid Opening**

- The J&K Bank inviting the bids or its authorized representative will open the bids online.
- The file containing the Part-I (Technical Bid) of the bid will be opened first.
- In all cases, the amount of EMD, cost of bid documents, and the validity of the bid shall be scrutinized.
- The J&K bank shall inform the bidders, who have qualified during evaluation of Part I of bids, of the date, time of online opening of Part II of the bid, if the specified date of opening of financial bid is changed. In the event of the specified date being declared a holiday for the J&K bank, the bids will be opened at the appointed time and location on the next working day.
- Part II of bids of only those bidders will be opened online, who have qualified in Part I of the bid. The bidders' names, the Bid prices, the total amount of each bid, and such other details as the J&K bank may consider appropriate will be notified online by the J&K bank at the time of bid opening.
- Post opening of the commercial bids, The Bank shall be entitled to complete the entire procurement process through a single Electronic Reverse Auction or in multiple Electronic Reverse Auctions.

**E) Award of Contract**

**Award Criteria**

- The J&K Bank will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Bid price, provided that such Bidder has been determined to be :-
  - a) Eligible in accordance with the provisions, and
  - b) Qualified in accordance with the provisions
- J & K Bank reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Bank's action.

## 6. Tender Process

- i. The commercial Bids of only those Bidders who qualify the prequalification laid by the Bank shall be considered.
- ii. On the basis of submitted commercial offers and subsequent e-reverse auction, if conducted, the bank will enter in to AMC contract with the selected bidder. AMC rates fixed at the time of contract will not be revised. However changes in taxes may be considered by the Bank and the decision of the Bank in this regard shall be final and binding on the bidder.
- iii. The contract will be awarded for a period of 2 years from date of signing the AMC agreement. It may be further renewed for a further period of one year or more on the mutually agreed terms and conditions between the parties.
- iv. If the service provided by the bidder is found to be unsatisfactory or if at any time it is found that the information provided by the bidder is false, the Bank reserves the right to revoke the awarded contract without giving any notice to the successful bidder. Bank's decision in this regard will be final.
- v. If at any point of time, the service provided by the selected bidder are found to be unsatisfactory or any information provided by the selected bidder is found to be false, in such event, Bank reserves the right to revoke the contract without giving notice to the successful bidder; Besides taking appropriate action against the successful bidder.
- vi. If any of the successful bidders default in carrying out the maintenance work within the stipulated period, then the Bank will have the right to allot those work orders to other successful bidders after giving 15-days" notice to the defaulting Vendor. Also during the period of the AMC contract due to unsatisfactory service to our Business Units/offices, Bank will have the right to cancel the contract and award the work contract to other empaneled vendors.
- Vii. J& K Bank reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Bank's action.

## 7. Call Coordinator

- i. There should be single person of contact for our offices to inform down calls and lodge complaints. This person may not be exclusively provided for our bank, but should be a staff of the Bidder and should be reachable over phone and email provided by the company. This person will be known as **"Call coordinator"** throughout this document.
- ii. Call coordinator shall lodge down-calls as informed by bank. They need to coordinate with their field team to rectify the complaints, failure of which will attract penalties as mentioned in this RFP.
- iii. Call coordinator shall maintain details of all open/closed cases and produce the status as and when required by bank. They should make sure that any pending down calls is closed only after the required maintenance activities are fully completed.

## 8. Payment Terms

Bank will make payment for AMC services as per the rates finalized in the tender process. These rates will be frozen during the contract period as per RFP terms and conditions and the payment shall be made quarterly by Bank on the completion of each quarter after deducting TDS/any other tax if applicable, and applicable taxes subject to the submission of Preventive Maintenance certificate/ service Reports duly signed by the respective Branch Heads/authorized person of the Bank.

## 9. Signing of Contract

- i. The bidder will have to execute an agreement with the bank for Comprehensive On-site Annual Maintenance Contract at the approved rates and it shall be signed by authorized signatories of both parties on a stamp paper having value of Rs.100. successful bidder(s) have to execute the contract at their own cost.
- ii. Format of AMC agreement is enclosed downside with the tender document. The terms and conditions of the AMC agreement will be decided by the bank and no deviations will be permitted.
- iii. In the absence of any formal contract, the copy of work order, the RFP document and other related documents will be treated as contract.
- iv. Bank may terminate the contract by giving 15 days advance written notice without citing any reason whatsoever. In such case, payment will be appropriated till the date of termination of contract and vendor will not be eligible for payments for the remaining period.

## 10. Instruction to Bidders on Submission of Response

- i. Bidder is expected to examine all instructions, forms, terms and conditions, technical specifications in the document. Failure to furnish all information required, application containing false information or submission of a bid not substantially responsive to our instructions in every respect may result in rejection of such bid.
- ii. The bidder shall bear all costs associated with preparation and submission of its bid. Bank will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.
- iii. The Bidder can inspect the Note Counting Machines at sites at his own expenses as mentioned in the list attached before bidding.
- iv. The Bank may include additional Note Counting Machines also in near future(**when the warranty period of such Note Counting Machines gets over**),subject to satisfactory services of the successful bidder. Details of such Note Counting Machines will be provided to the successful bidder from time to time via e-mail or written communications. The AMC cost for such Note Counting Machines shall be same as fixed in the agreement. Bank reserves right to cancel the offer without assigning any reason for the same.
- v. Bank reserves the right to reject an offer under any of the following circumstances:
  - a) Offer is incomplete and/or not accompanied by all stipulated documents.
  - b) Offer is not in conformity with all terms and conditions said in this document.
  - c) Commercial Offer format differs from the format provided here.

- d) If any terms and conditions in the RFP document is violated.
- e) If it is found that any information provided in the offer is bogus.
- vi. Not limited to the reasons stated above, right of acceptance or rejection of applications will be reserved exclusively by Jammu and Kashmir Bank.
- vii. The prices in any form or by any reasons should not be disclosed in the technical or other parts of the bid except in the indicative commercial bid. Failure to do so will make the bid liable to be rejected.

## 11. Bidding process

- i. The bids in response to this RFP must be uploaded in two parts:
  - a. Technical Bid" (TB) including Confirmation of Eligibility Criteria(Part I) and
  - b. Commercial Bid" (CB)(Part II).
- ii. The Bidders who qualify the Eligibility Criteria will be qualified for commercial bid evaluation. The successful Bidder will be determined based on the Lowest Commercial Quote after reverse auction as per the stated Commercial Evaluation process.
- iii. The mode of submission of Confirmation of Technical Bid (TB) Cum Eligibility Criteria, and Commercial Bid (CB) shall be online.
- iv. Bidders are permitted to submit only one Technical Bid and relevant Commercial Bid. More than one Technical and Commercial Bid should not be uploaded.
- v. Receipt of the bids shall be closed as mentioned in the bid schedule. Bid received after the scheduled closing time will not be accepted by the Bank under any circumstances.
- vi. Earnest Money Deposit must accompany all tender offers as specified in this tender document. EMD amount should accompany the Technical Bid.
- vii. All Schedules, Formats, Forms and Annexure should be stamped and signed by an authorized official of the bidder.
- viii. The bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in rejection of the bid.
- ix. No rows or columns of the tender should be left blank. Offers with insufficient information are liable to rejection.
- x. The bid should contain no insertions, erasures or over writings.

## 12. Submission of Bids

1The Bank expects the bidders to carefully examine all instructions, terms and conditions mentioned in this RFP document before submitting its unconditional compliance as part of the RFP. Failure to furnish all information required or submission of an RFP not substantially responsive to the RFP in every respect will be at the bidder's risk and may result in the rejection of its response. In addition, the bid in the online mode shall be uploaded by the bidder at Bank's e-Tendering portal.

### **13. Corrupt and Fraudulent practice.**

The Bidders shall observe the highest standard of ethics during the procurement and execution of such contract and shall not indulge in any corrupt and fraudulent practice.

“Corrupt Practice” means offering, giving, receiving or soliciting of anything of value to influence the action of an official in the procurement process or in contract execution.

“Fraudulent Practice” means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of the Bank and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Bank of the benefits of free and open competition.

The Bank reserves the right to declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it becomes known that the firm has engaged in corrupt and fraudulent practices in competing for or in executing the contract.

The bid security of the unsuccessful bidder will be discharged/returned to them within \_\_\_\_\_ days after finalization and award of contract without any interest.

### **14. Bid Validity**

The bid shall remain valid for a period of 180 days after the date of opening of Bid proposal (time period to be fixed by the concerned zone).

### **15. Amendment of Tender Document**

- i. At any time prior to the deadline for submission of bids, the Bank may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding documents by issuing amendments/corrigendum.
- ii. Amendments/corrigendum, if any will be notified through Bank’s e-Tendering portal and will be binding on all prospective bidders. No separate intimation will be given in this regard.
- iii. In order to provide the prospective Bidders with reasonable time to take into account any amendments, the Bank may, at its discretion, extend the deadline for submission of bids. In such case, all rights and obligations of the Bank and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- iv. Erasures or alterations after submission of bids will not be permitted and such requests will not be entertained by the bank.

### **16. Principles for Evaluation**

- i. The Bank will examine the bids to determine whether they are complete, whether any computational errors have been made, whether all required information have

been provided as underlined in the bid document, whether the documents have been properly signed, and whether bids are generally in order. Bids from agents without proper authorization shall be treated as non-responsive.

- ii. The Bank may waive any minor informality or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice to affect the relative ranking of any bidder.

#### **17. Evaluation of Technical Bid**

The Bank's evaluation of the technical bids will take into account the following factors and based on such evaluation the technically qualified bidders will be short-listed for commercial opening:

- i. Confirmation to pre-qualification criteria as per Annexure C (Compliance to Eligibility Criteria).
- ii. Compliance of terms and conditions stipulated in the RFP duly supported by certified documentary evidence called for therein.
- iii. Submission of duly signed compliance statement as stipulated in annexure and any write-up/brochures mentioning their infrastructure facilities.
- iv. Review of written replies submitted for the clarifications sought by the Bank, if any.

#### **18. Evaluation of Commercial Bid**

- i. Commercial bids of only technically qualified short listed bidders will be opened and evaluated.
- ii. Bank's evaluation of the Indicative commercial bids will take into account the status of compliance of terms and conditions.
- iii. The Bank shall be under no obligation to accept the lowest or any other offer received in response to this tender.

#### **19. Bank's Right to Accept or Reject Any Bid or All Bids**

The Bank reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of contract. Bank will have no liability towards the bidder or bidders affected as such or any obligation to inform the affected bidder or bidders about the ground for the purchaser's actions.

#### **20. Result Notification**

All bidders will be communicated of any decision made with respect to their RFP response as soon as practical. Bank will not be obliged to provide reasons for acceptance/ rejection of any response. The name of the successful bidder to whom the contract is awarded shall be displayed on the Bank's corporate website at <https://jkb.bank.in/>.

#### **21. Format for Technical Offer**

The Technical Offer should be made in an organized, structured and neat manner. The suggested format for submission of Technical Offer is as follows:

- Covering letter as per Annexure B
- Compliance to Eligibility Criteria as per Annexure C
- Other documents as mentioned at Clause 5 page no. 7 & 8.

Besides these, self-attested copies of all documents in support of Eligibility Criteria mentioned in this RFP are to be uploaded.

**22. Undertaking by successful Bidder**

The successful bidder must give an undertaking that all components to be used for parts replacement will be original and not re-furnished. This must be submitted along with the Invoices. The Successful bidder shall further, at its own expense, defend and indemnify the Bank against all third party claims for infringement of patent, trademark, design or copyright arising from use of proposed product/products or any part thereof.

**23. Reverse Auction**

In order to reduce the time involved in the procurement process, Bank shall be entitled to complete the entire procurement process through a single Electronic Reverse Auction or in multiple Electronic Reverse Auctions The Bank shall however, be entitled to cancel the Reverse Auction process, if in its view procurement or Reverse Auction process cannot be conducted in a fair manner and / or in the interest of the Bank.

**24. Service Level Agreement (SLA)**

After allotment order is issued to successful bidder, the successful bidder will be required to sign a service level agreement (Annexure-A) with the bank wherein all terms and conditions governing the parties will be mentioned within \_\_\_\_\_ period.

**25. Performance Bank Guarantee:**

The successful Bidder is required to submit a performance Bank guarantee amounting to 3% of the contract value valid for the period of contract with the Bank before signing of service level agreement with the bank.

**26. Cost of Bidding**

All costs and expenses incurred by interested bidders in any way associated with the development, preparation and submission of responses; including but not limited to the attendance at meetings, discussions, demonstrations etc. and providing any additional information required by J&K Bank will be borne entirely and exclusively by the bidder.

27. The relationship between the bank and successful bidder shall be on principal to principal basis. Any employee deputed by the successful bidder for completion of this assignment shall have no employer-employee relationship with the bank and shall have no claim of whatsoever nature regarding any dispute between such employee and the successful bidder.

28. The bank will be within its rights to ask the bidder to furnish any document at any point of time during technical evaluation and failure on part of bidder to do so may lead to rejection of his bid.

29. Each bidder having responded to this RFP acknowledges have reading, understanding and accept the selection and evaluation process mentioned in this RFP document. The bidder ceases to have any option to object against any of these processes at any stage subsequent to submission of its responses to this RFP.

**ANNEXURE A:**

**Service Level Agreement for Comprehensive AMC of Note Counting Machines**

This Agreement is executed at Jammu/Kathua on this the.....day of ..... and shall become effective from .....day of ....., hereinafter referred to as the “effective date” between

**"The Jammu and Kashmir Bank Ltd"** Banking Company under the Companies Act-2013having its Registered office at **Corporate Headquarters M.A Road Srinagar** (hereinafter referred to as “the Bank” which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the FIRST PART;

**AND**

M/s .....  
.....  
.....  
..... of the SECOND PART.

**The Company and The Bank** are hereinafter collectively referred to as “Parties” and individually as “party”.

**WHERE AS,**

- a. The Bank requires Comprehensive (Annual Maintenance Contract AMC) service for Note Counting Machines installed in various Business units/ CATM’s/ Currency Chest/any other office/site falling under Zonal office Kathua.
- b. The Bank issued a request for proposal (RFP) for the purpose.
- c. The ‘Company’ is in the business of providing Maintenance services for Note Counting Machines and submitted its bid for the above said purpose. The company emerged as the successful Bidder after the process of Bidding.
- d. The parties aforementioned have agreed to reduce in writing the terms and conditions governing the process of comprehensive Annual Maintenance Contract for Note Counting Machines installed in various Business units/ CATM’s/ Currency Chest/any other office/site falling under Zonal office Kathua.

**NOW, THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS**

**1. Duration of SLA**

“This Agreement shall commence from the date of signing the agreement & the effective date thereafter shall be in force for a period of Two years, unless terminated in accordance with the provisions of the Agreement. However, the parties can extend



the term of the Agreement by mutual consent in accordance with the terms and conditions agreed thereupon”.

## 2. Termination of Contract

### a) **For Convenience:**

BANK by written notice sent to the successful bidder may terminate the contract in whole or in part at any time for its convenience giving 10 days prior notice.

In the event of termination of the agreement for the Bank’s convenience, successful bidder shall be entitled to receive payment for the services rendered (delivered) up to the effective date of termination.

### a) **For Non-performance:**

Bank shall have right to terminate this agreement or/and to cancel the entire or unexecuted part of the agreement forthwith by a written notice in the event the successful bidder fails to deliver within the stipulated time schedule or any extension, if any, thereof agreed by the bank in writing in its sole discretion OR the successful bidder fails to maintain the service levels prescribed by Bank in scope of work OR fails to discharge or commits breach of any of its obligations under this agreement.

In the event of termination, the successful bidder shall compensate the Bank to the extent of loss suffered by the bank on account of such termination provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to BANK. The Bank shall inter-alia have a right to invoke the performance Bank Guarantee submitted by the successful bidder in regard to the supply and maintenance for realizing the payments due to it under this agreement including penalties, losses etc.

b) That upon expiration or termination of this Agreement for any reason whatsoever, the service provider shall (a) immediately refrain from any action that would cause or may indicate any relationship between it and the Bank and (b) hand over to the bank, the possession of all the documents, material or any other property belonging to the bank that may be in its possession.

c) Bank reserves the right to terminate the agreement without assigning any reason there for.

## 3. Scope of Service Level Agreement

The contract signed by the **BANK** will be valid for all Note Counting Machine sunder AMC by the “Company” vide above referred tender for comprehensive AMC of Note Counting Machines installed in various Business Units/CATM’s Currency Chest/any other office/site falling under Zonal Office Kathua.

a) The “Company” has to carry out on-site AMC of Note Counting Machines.

- b) All the parts for Note Counting Machine(s) etc.(if any)required for the on-site Comprehensive maintenance of equipment's, shall be provided by the "Company".
- c) During the AMC period, the "Company" will be required to keep the Note Counting Machines in100% working condition. In the event of replacement of any part of the system, it should be done with a part of equivalent or higher quality which is compatible with the system.
- d) The "Company" will have to handover the system in 100% working condition on the termination or end of the Contract. Any Breakdown call that has been reported before the termination of the Contract will have to be rectified by the "Company" before handing over the machines to the BANK.
- e) The "Company" shall be required to depute skilled/ qualified and experienced resource to the premises where the Note Counting Machines is placed on the same working day with the time frame not exceeding 6 hours in any case. The faults, if any, in the said Note Counting Machines shall be required to be rectified within a time frame not exceeding 24 hours in any case.

#### 4. Preventive Maintenance

Preventive Maintenance shall be provided to ensure that the Note Counting Machines are maintained in good operating condition as per the Specifications during the terms of the Agreement, and includes the provision of labor, and traveling time as deemed necessary by "Company" at no extra charges to the Bank.

- a) The preventive maintenance shall be done at least once on monthly basis. In exceptional cases, the "Company" shall determine the frequency and duration of Preventive Maintenance where same is required more than once in a month.
- b) During preventive maintenance the "Company" shall replace the components of the Note Counting Machines as per the prescribed scheduled for wear and tear and other usage factors if any.
- c) The "Company" shall coordinate in advance with the concerned officers/ officials of the concerned site for the suitable day and time for such preventive maintenance.

#### 5. Immediate replacement of faulty parts/ equipment:

Whenever any complaint for the parts/components of the Note Counting Machines is logged by the BANK, the service engineer of the "Company" who attends to the complaint must invariably carry a spare of such part of the Hardware and should replace the same immediately, if required.

- 6. The invalidity or unenforceability of any provisions of this agreement in any jurisdiction shall not affect the validity, legality or enforceability of the remainder of the Agreement in such jurisdiction or the validity, legality or enforceability of this agreement, including any such provision, in any other jurisdiction, it being intended that all rights and obligations of the parties hereunder shall be enforceable to the fullest extent permitted by law.

7. This Agreement is on a principal-to-principal basis between the parties hereto. Nothing contained in this Agreement shall be construed or deemed to create any association, partnership, or joint venture or employer-employee relationship or principal-agent relationship in any manner whatsoever between the parties.

8. The successful bidder undertakes to keep the J&K Bank indemnified in case of any loss or damage howsoever arising out of or related to breach of contract, statutory duty or negligence by the successful bidder in his performance of the contract.

**9. Relocation And Shifting**

The relocation/ shifting of the Note Counting Machines involving vehicular transportation shall be done by successful bidder at Bank's Cost. The Note Counting Machines shall continue to remain within the scope of warranty / AMC for the transit period.

**10. Access**

"Bank" shall provide full access to the Note Counting Machines to the authorized personnel of "Company" during working hours. In case the "Company's" personnel require access for any breakdown call after working hours, the company shall make a request on phone or by any other means for such access to the concerned person at the site.

11. In the event, the company fails to provide the AMC services to Bank within the agreed timelines, the Bank shall be entitled to invoke the Performance Bank Guarantee furnished by the Company to the Bank.

**12. Standby Arrangements.**

In case of major fault when Note Counting Machines cannot be set right within a maximum period of 12 hours from the time call is lodged & where shifting of Note Counting Machine thereof to the workshop becomes necessary, the service provider will have to provide a substitute Note Counting Machine of appropriate specification without charging any rent etc., well before Business hours of the Bank on the next working day. However, the Bank may provide reasonable carriage charges for the same. In case the bidder fails to provide a standby Note Counting Machine within prescribed time, the Bank will be at its discretion to obtain a standby Note Counting Machine set on its own, till the time the Note Counting Machine is set right in working condition and rental charges on such Note Counting Machine shall have to be borne by the Bidder. Besides, the Bank may levy a penalty equivalent to 2% of quarterly AMC amount for every 1% fall in uptime subject to a maximum of 10% of quarterly AMC amount of that equipment, in case it is ascertained that unnecessary delay in repairing of such Note Counting Machine has been caused by the vendor. (Refer Clause 11)

**13. Liquidated Damages:**



Liquidated damages shall be imposed in case of total uptime of individual Note Counting Machine is less than 98.8% during the Quarter.

Total available time in a quarter i.e.  $90 * 24 = 2160$  hours per quarter.

For every fall of 1% in uptime, the Bank may deduct 2% of quarterly AMC payment payable of that equipment. In case of any prolonged down time of the Note Counting Machine, Bank shall have the discretion of engaging any other alternate service provider for rectification of the fault at the sole risk, cost and responsibility of defaulting vendor and may also warrant forfeiture of security amount/ invoking of Performance guarantee.

#### 14. Indemnity

The Company (as per constitution) hereby undertakes to indemnify the Bank and get it indemnified against any loss, damage suffered and claims, actions/suits brought against the Bank on account of any act or omission on the part of the service provider, its agent, representative, employees and sub-service providers. The service provider hereby undertakes to defend and indemnify the Bank at its own expense against all third party claims and extinguish the same expeditiously. In case the Bank is required to pay compensation to a third party resulting from such infringement/act/omission, the Service Provider shall be fully responsible to pay such compensation along with all costs, damages including the attorney fees and other expenses that a court may finally award. IN the event service provider fails to fulfil its obligations under this clause within the notice period issued by the Bank, the Bank shall be entitled to recover the amounts due to it under this provision from the amounts payable to the service provider under this arrangement without prejudice to other rights and remedies available to Bank for recovery of the amount as per law.”

#### 15. Arbitration and Dispute Resolution

In case of any dispute arising upon or in relation to or in connection with this agreement between parties, the disputes shall at the first instance be resolved through negotiations. If the dispute cannot be settled amicably within fourteen (14) days from the date on which either party has served notice on the other of the dispute; then any party can submit the dispute for arbitration under Arbitration and conciliation Act, 1996 through Arbitrator mutually appointed by both the parties.

The place of arbitration shall be Jammu, India and the language of the arbitration proceedings and that of all the documents and communications between the parties shall be English.

The decision of the arbitrator shall be final and binding upon the parties. The expenses of the arbitrator as determined by the arbitrator shall be borne equally by both the parties.

#### 16. Applicable Law and Jurisdiction

This agreement shall in all respects be governed by and construed in accordance with the laws of the UT of J&K read with applicable laws of India. The courts in Jammu, India shall have exclusive jurisdiction in relation to this agreement.

17. All notices or other communication under or in connection with this agreement shall be given in writing and may be sent by personal delivery, or post or courier or facsimile or email. Any such notice or other communication will be deemed to be effective if sent by personal delivery, when delivered, if sent by post, five days after being deposited in the post office and if sent by courier, three days after being deposited with the courier, if sent by facsimile, when sent (on receipt of a confirmation of having been sent to correct facsimile number) and if sent by mail (on receipt of confirmation).

.....(contact details of successful vendor).....(contact details of the Bank)

#### 18. Force Majeure

- i. The Selected Bidder shall not be liable for forfeiture of its performance security, Liquidated damages or termination for default, if any to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
- ii. For purposes of this Clause, "Force Majeure" means an event explicitly beyond the reasonable control of the company/firm and not involving the companies/firms fault or negligence and not foreseeable. Such events may be due to or as a result of or caused by act of God, wars, insurrections, riots, earthquake, fire, revolutions, civil commotion, floods, epidemics, quarantine restrictions, trade embargos, declared general strikes in relevant industries, satellite failure, act of Govt. of India, events not foreseeable but does not include any fault or negligence or carelessness on the part of the parties, resulting in such a situation. In the event of any such intervening Force Majeure, either party shall notify the other in writing of such circumstances or the cause thereof immediately within five calendar days and it cannot be claimed ex-post facto.
- iii. Unless otherwise directed by the Bank in writing, the selected contractor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- iv. In such a case the time for performance shall be extended by a period(s) not less than duration of such delay. If the duration of delay continues beyond a period of three months, the General and Estates Department Zonal Office Kathua and the contractor shall hold consultations in an endeavor to find a solution to the problem.
- v. Notwithstanding above, the decision of the Bank shall be final and binding on the contractor regarding termination of contract or otherwise."

19. The bank reserve the right to terminate this agreement without assigning any reason thereof.

" The purchaser reserves its right to terminate the maintenance contract at any time after

giving due notice without assigning any reason. The contractor will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for maintenance services already performed in terms of the contract, these would be paid to it/him as per the contract terms". (Rule 169 of GFR 2017).

**20. Amendments:**

Any clause of this agreement may be amended only in the writing after mutual consent of both the parties.

**21. Spare maintenance**

The Service provider shall maintain adequate spares at their own level.

22. The condition/ clauses contained in the RFP issued by the Bank in relation to this Service level Agreement shall be read as supplemental to this agreement. In case of any inconsistency between the two, the covenants contained in the agreement shall prevail.

23. Payment Terms: Bank will make payment for AMC services as per the rates finalized in the tender process. These rates will be frozen during the contract period as per RFP terms and conditions and the payment shall be made quarterly by the respective Business Units/Zonal Offices on the completion of each quarter after deducting TDS, and applicable taxes subject to the submission of Preventive Maintenance certificate/ service Reports duly signed by the respective Branch Heads/ Any authorized person of the Bank.

24. This Agreement has been signed in duplicate, each of which shall be deemed to be an original.

Witnesses Mentioned below:-

Agreed and signed On behalf of The Jammu and Kashmir Bank Ltd,	Agreed and signed on behalf of M/S .....
---	---

Name.....	Name.....
Designation.....	Designation.....
Place.....	Place.....
Date.....	Date.....
Witness (1)	Witness (1)

Name.....	Name.....
Designation.....	Designation.....
Place.....	Place.....
Date.....	Date.....



Witness (2)

Name.....  
Designation.....  
Place.....  
Date.....

Witness (2)

Name.....  
Designation.....  
Place.....  
Date.....

**ANNEXURE B - COVERING LETTER FORMAT:**

Offer Reference No.: \_\_\_\_\_

To:

**Vice President  
J & K Bank Ltd  
Zonal Office Kathua  
Near Forest Protection Force Office Hatli Morh Kathua**

**TENDER REFERENCE NO:**

Having examined the tender document including all Annexure the receipt of which is hereby duly Acknowledged, we, the undersigned, offer Comprehensive AMC for mentioned Note Counting Machines in conformity with the said tender in accordance with the Schedule of Prices indicated in the commercial offer and made part of this offer.

If our offer is accepted, we undertake to offer the solution from the date of issuance of Work Order/LOI.

We agree to abide by the terms and conditions of this offer by the Bank and our offer shall remain binding upon us and may be accepted by the Bank anytime before the expiration of that period.

Until a formal contract is prepared and executed, this offer, together with the Bank's written acceptance thereof and the Bank's notification of award, shall constitute a binding contract between us.

We understand that the Bank is not bound to accept the lowest or any offer the Bank may receive without assigning any reason whatsoever.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024

Signature: \_\_\_\_\_

(In the Capacity of: )Duly authorized to sign the offer for and on behalf of  
Name:



Contact No:  
Email id:



## ANNEXURE C

### PREQUALIFICATION CRITERIA

**Compliance to Eligibility Criteria/ Prequalification for Empanelment of vendor(s) for Comprehensive AMC of Note Counting Machines installed at various Business Units/EBUs/CATM's/Currency Chests etc. falling under Zonal Office Kathua.**

The bidder needs to comply with all the eligibility criteria mentioned below. Non-compliance to any of these criteria would result in outright rejection of the Bidder's proposal. The bidder is expected to provide proof for each of the points for eligibility evaluation criteria. Any credential detail not accompanied by required relevant proof documents will not be considered for evaluation. All credential letters should be appropriately bound, labeled and segregated in the respective areas. There is no restriction on the number of credentials a bidder can provide.

The decision of the Bank would be final and binding on all the Bidders to this document. The Bank may accept or reject an offer without assigning any reason whatsoever.

The bidder must meet the following criteria to become eligible for bidding:

**Forms to be filled by the Tenderer giving all the necessary information with supporting documents.**

#### Part I:-

S. No.	PARTICULARS	DETAILS
1	Name of the Bidder/ Firm/ Agency	
2	Complete official Address with Contact No. & Email-ID	
3	Constitution of Bidder/ Firm/ Company (Attach supporting document)	
4	Year of Establishment (Attach supporting document)	

5	Name of Proprietor/ Partners/ Directors/ Authorized personnel (Attach relevant details)	
6	Address for correspondence along with contact no. & Email address	
7	Registration as Bidder/ Firm/ Individual with proof. (Attach supporting document)	
8	GST Registration No. with Proof (Attach supporting document)	
9	PAN of Bidder/ Firms/ Agency & proprietor/ Partners/ Director / Authorized personnel (attach details)	
10	Name of at least three types of similar nature of jobs costing not less than Rs.1.41 lacs each OR two such type of maintenance jobs costing not less than Rs.1.76lacs each OR single work order of Rs. 2.81lacs executed in last five years (till 31.12.2021). The tenderer has to upload the following certificates issued by Concerned department for the said work: a)Allotment letter. b)Performance letter. c) Relevant TDS certificate//any other tax if applicable.	
12 a	Self-declaration/ affidavit with respect to have not failed to complete any work. Certificate of not been blacklisted / barred by any public Sector Bank, any Government institute of India or any other organization at the time of bid submission. (Attach copy as per format provided in Annexure G).	
12 b	Self-declaration/ affidavit/ of not involved with any litigation which threatens the solvency of the company/ Firm/ Agency. (Attach copy as per format provided in Annexure F).	
12 c	Penalty imposed (if any)	

13	Details of service support available in the zone applied.	
15	List of Technical Staff along with contact details (attach details)	
16	EPF/ PPF detail, if applicable.	
17	Bank's Solvency Certificate for Rs.5.00Lacs (Attach copy)	
18	Average annual Turnover of last three financial years should not be less than Rs. 5.00Lacs (Attach details)	
19	Net Worth of Company In Previous 3 FYs. (with Audited Financial Statements with Certificates mentioning Net worth in Previous 3 FYs)	
20	Existing Clientele (Attach details along with Work orders)	
21	Tax clearance details for last three years (Furnish details)	
22	EMD details (mention details)	
23	Tender fees details	
24	Name & details of authorized signatory	

Seal & Signature of Bidder

**CHECK LIST FOR ANNEXURE C**

S.No.	Particulars	Biddings Compliance (Yes/NO)	Supporting Reference / Remarks (Yes/NO)
1	Name, address, contact nos. & contact person of Bidder/ Firm/ Agency		
2	Below documents		
2a	Constitution		
2b	Registration		
2c	GST registration		
2d	PAN details		
3	Work Order copies		
4	Affidavit/ Undertaking		
4a	Non Blacklist		
4b	Non litigation		
4c	Not failed to complete work order		
5	List of existing Customers - Client base		
6	List of Clientele served in last 7 years		
7	Certificates of Satisfactory Performance certificates from Customers Service		
8	Tax Clearance Certificates		
9	Constitution, Memorandum/Articles of Association, Board Resolution/Power of Attorney specifying authorized signatory to act on behalf of Bidder/ Firm/ Company to negotiate prices, sign documents etc.		
10	List of Technical Personnel attached to the Bidder/ Firm/ agency, their designation, qualification and experience (attach separate sheet)		
11	OEM Authorization of the dealer/ Bidder participating in the tender		
12	Turnover Certificate/ Net worth Certificate		
13	Solvency certificate		
14	EPF details		
15	EMD		
16	Tender Fee		

(Authorised Signatory)  
 Seal & signature

**Annexure D: BOQ**

S. NO	Location of Note Counting Machines of Bradma Make/Infres Make/ Godrej and others	Quantity	Make/Model
1	Basoli	2	Bradma
2	Barnoti	1	Bradma
3	Birpur	1	Bradma
4	IC Bari Brahmana	2	Bradma
5	IC Samba	1	Bradma
6	Kathua (MAIN)	1	Bradma
7	Khada Madana	1	Bradma
8	Mahanpur	1	Bradma
9	Nandini Hills Samba	1	Bradma
10	Patli Morh, Samba	1	Bradma
11	Parole	1	Bradma
12	Patel Nagar, Kathua	1	Bradma
13	Raika Morh	1	Bradma
14	Rahian	1	Bradma
15	RajBagh	1	Bradma
16	Ramgarh, Samba	1	Bradma
17	Swankha Morh	1	Bradma
18	Gurdaspur	1	Bradma
19	Batala	1	Bradma
	<b>TOTAL</b>	<b>21</b>	

S. NO	Location of Note Counting Machines of Bradma Make/Infres Make/ Godrej and others	Quantity	Make/Model
1	Billawar	1	Arnian
2	Gurjoo Nagrota	1	Arnian
3	Gurha Kalyal	1	Arnian
4	Hariachak	1	Arnian
5	Kootah Morh	1	Arnian

TOTAL		5	
S. NO	Location of Note Counting Machines of Bradma Make/Infres Make/ Godrej and others	Quantity	Make/Model
1	Bari Brahmana	1	INFRES METHODEX SUPERTECH-IN
2	Ghagwal	1	INFRES METHODEX SUPERTECH-IN
3	Govindsar	1	INFRES METHODEX SUPERTECH-IN
4	Govindsar (CHEST)	1	INFRES METHODEX SUPERTECH-IN
5	Jatwal	1	INFRES METHODEX SUPERTECH-IN
6	Kalibari	1	INFRES METHODEX SUPERTECH-IN
7	Khour Salrian	1	INFRES METHODEX SUPERTECH-IN
8	Lakhanpur	1	INFRES METHODEX SUPERTECH-IN
9	Marta Nagrota	1	INFRES METHODEX SUPERTECH-IN
10	Parliwand Kathua	1	INFRES METHODEX SUPERTECH-IN
11	Patel Nagar, Kathua	1	INFRES METHODEX SUPERTECH-IN
12	Phinter	1	INFRES METHODEX SUPERTECH-IN
13	Rahya	1	INFRES METHODEX SUPERTECH-IN
14	Ramkot	1	INFRES METHODEX SUPERTECH-IN
15	Samba, Main	1	INFRES METHODEX SUPERTECH-IN
16	Extension Counter Samba	1	INFRES METHODEX SUPERTECH-IN
17	Vijaypur Kothey	1	INFRES METHODEX SUPERTECH-IN
18	Manjith Mandi, Amritsar	1	INFRES METHODEX SUPERTECH-IN
19	Cheema Chowk Ludhiana	1	INFRES METHODEX SUPERTECH-IN
20	C.B Ludhiana	1	INFRES METHODEX SUPERTECH-IN
21	Moga	1	INFRES METHODEX SUPERTECH-IN
22	Ferozpur	1	INFRES METHODEX SUPERTECH-IN
23	Bathinda	1	INFRES METHODEX SUPERTECH-IN
24	Mohali	1	INFRES METHODEX SUPERTECH-IN
25	Manssa	1	INFRES METHODEX SUPERTECH-IN
26	Shimla	1	INFRES METHODEX SUPERTECH-IN
<b>TOTAL</b>		<b>26</b>	

S. NO	Location of Note Counting Machines of Bradma Make/Infres Make/ Godrej and others	Quantity	Make/Model
1	Govindsar (Chest)	1	Godrej
2	Chann Arrorian	1	Godrej
3	Chidwal	1	Godrej
4	Dyala Chak	1	Godrej
5	Mareen	1	Godrej
6	Samba, Main	1	Godrej
7	Vijaypur	1	Godrej
8	Shastri Nagar, Amritsar	1	Godrej
9	Khanna	1	Godrej
10	Jalandhar	1	Godrej
11	Chandigarh	1	Godrej
12	Kullu	1	Godrej
13	Dharamshala	1	Godrej
14	Pathankot	1	Godrej
	<b>TOTAL</b>	<b>14</b>	

**Annexure E**

**PRICE BID FORMAT**

PRICE BID FORMAT for Empanelment of vendor/s for Comprehensive Type AMC of Note Counting Machines. The Rates quoted should be exclusive of GST, GST will be paid as applicable at the time of payment.

S.No.	Description of services(As per specifications/Make/Model given in Annexure D)	AMC Rate Per Machine (In Rupees)
1.	Comprehensive Annual Maintenance(CAMC) of Note Counting Machine	

(Authorised Signatory)  
Seal & signature

**ANNEXURE F:**

**Litigation Certificate**

**Reg.: Request for Proposal (RFP) For Empanelment of Vendor(s) for Comprehensive AMC of Note Counting Machine(s) Installed at Various Business Units/EBUs/ CATMs/ Currency Chests etc. falling under Zonal Office Kathua**

**To be provided by Statutory Auditor/ Chartered Accountant**

This is to certify that M/s\_\_\_\_\_, having registered office at\_\_\_\_\_, is not involved in any litigation which threatens the solvency of the company/ Firm/ Agency.

**Date:**  
**Place:**

**Signature of CA/Statutory Auditor**

**Name of CA/Statutory Auditor:**  
**Designation:**  
**Email ID:**  
**Mobile No:**  
**Telephone No.:**  
**Seal of Company:**

**ANNEXURE G:**

**Undertaking for having been Non-Blacklisted**  
To be provided on letter head of the Bidder's Company/ Firm/ Agency

To,  
Vice President  
J & K Bank Ltd  
Zonal Office Kathua  
Near Forest Protection Force Office Kathua

**Reg.: Request for Proposal (RFP) For Empanelment of Vendor(s) for Comprehensive AMC of Note Counting Machine(s) Installed at Various Business Units/EBUs/CATM's/Currency Chest etc. falling under Zonal Office Kathua.**

Sir,

We, M/s \_\_\_\_\_ having registered office at \_\_\_\_\_ do hereby confirm that we have not been blacklisted/ debarred by the Government / Government agency / Banks / Financial Institutions/ any other organization. Furthermore, it is to confirm that we have not failed to complete any work order assigned to our firm in past 7 years.

This declaration is being submitted and limited to, in response to the tender reference mentioned in this document.

Yours faithfully,

Name of Signatory:  
Signature of Authorized Signatory  
Date:  
Place:

**ANNEXURE H:**

**Undertaking for correctness of information furnished**  
To be provided on letter head of the Bidder's Company/ Firm/ Agency

To,

Vice President  
J & K Bank Ltd  
Zonal Office Kathua  
Near Forest Protection Force Office Kathua, J&K

**Reg.: Request for Proposal (RFP) For Empanelment of Vendor(s) for Comprehensive AMC of Note Counting Machine (s) Installed at Various Business Units/EBUs/CATM's/Currency Chest etc. falling under Zonal Office Kathua.**

Sir,

We, M/s \_\_\_\_\_ having registered office at \_\_\_\_\_ do hereby confirm that information being provided by us in response to the mentioned RFP is to the best of our knowledge and belief and if in future any information provided by us turns out to be false/ incorrect, we will have no objection if J&K Bank forfeits our Earnest money deposit/ security deposit/ Performance guarantee or any such measure is taken by J&K Bank.

This declaration is being submitted and limited to, in response to the tender reference mentioned in this document.

Yours faithfully,

Name of Signatory:

Signature of Authorized Signatory

Date:

Place: