

General Instructions to bidders and Special Conditions...

1. Quotation in prescribed form shall be submitted in sealed envelope superscripting **"Quotation for Comprehensive Annual Maintenance Contract for Note/Bundle Counting Machines (Floor Top) & Note Authentication cum Counting Machine (Table Top) of various make & model for the period from 01st Sept 2025 to 31st August 2026"** and addressed to **GAD deptt, Central Bank of India, Regional Office, First Floor, Astley Hall, Rajpur Road, Dehradun - 248001, Uttarakhand** and should reach the office not later than 1700 hours IST on 22.08.2025. Quotations submitted through Fax and E-mail shall not be accepted. The full name, postal address, e-mail address and telephone/mobile number of the bidder shall be written on the sealed envelope.
2. The Quotation, duly sealed, **may be deposited in the Central Bank of India, Regional Office, First Floor, Astley Hall, Rajpur Road Dehradun.** No Quotation shall be received accepted after the stipulated time and date as above.
3. All copies/pages of the Quotations should be completed and signed in all respects with all attachments/enclosures/Annexure. If any of the documents is missing or unsigned, the Quotation may be considered invalid by the Bank at its discretion.
4. The Quotation form must be filled in and all entries must be made by hand and written with ball pen duly signed and stamped on each pages.
5. The Quotation, to be submitted shall contain:
 - (i) the details of the Bidder in the prescribed format;

- (ii) the undertaking and acceptance of the terms and conditions;
- (iii) the Earnest Money Deposit of Rs.5,000/- (Rs. Five thousand only) by way of Demand Draft (DD) favouring Central Bank of India, Regional Office payable at Dehradun. EMD paid through any other means or instruments shall not be accepted. **All bids/Quotation without EMD would be considered as unresponsive and rejected.**
- (iv) In case of company/firm, Power of Attorney/authorization with the seal of the company/firm in the name of the person signing the Quotation documents must be attached;
- (v) Any other information the Bidder wishes to furnish.
- (vi) The quotes have to be in Indian Rupees (₹) only with detailed break-up of price as per format, both in figures and words. Bidders should indicate the **Rate per machine for comprehensive annual maintenance contract for Note/Bundle Counting Machine (Floor Top) and Note Authentication cum Counting Machine (Table Top)** that they offer to the Bank for consideration. The rate quoted shall be **exclusive GST** and net of all.

6. Quotations will be opened on the next day, 23rd Aug 2025 at 1000 hours at Central Bank of India, Regional Office, First Floor, Astley Hall, Rajpur Road, Dehradun or any later date as decided by BANK. The bidders or their authorized (duly authorized by a letter issued by the bidder) representatives are advised and allowed to be present at the time and place of opening of the bids.

7. The Bank is not bound to accept any Quotation and reserves the right to reject any or all the Quotations, either in whole or in part without stating any reason.

8. On receipt of intimation from the Bank of the acceptance of his/their Quotation, the successful Bidder shall sign an agreement/contract within a **week**. However, the written acceptance of the Quotation by the Central Bank of India will constitute a binding contract between the Central Bank of India and the person so bidding, whether such formal agreement is subsequently executed or not.

9. The work period shall be from 1st Sept 2025/date of agreement to 31st August 2026, which can be extended by the Bank at its option with the consent of the bidder, for further period of two years in two stages of one year at a time subject to satisfactory performance.

10. Quotations will be evaluated on the basis of lowest quoted rate per machine (L-1).

Rate quoted by the tenderer should be same for all the Floor Top Note Counting Machines and for Table Top Note Authentication cum Counting Machine. Different rate for different machines cannot be quoted under any circumstances such quotations will be summarily rejected. L-1 will be decided solely on the basis of lowest quoted rate per machine for AMC contract for Floor Top Note Counting Machines & Table Top Note Authentication cum Counting Machine.

11. The intended bidder should thoroughly go through and understand the above terms and conditions and only such of those who are willing to fulfill all the terms and conditions of the agreement should submit the Quotation.

I / we hereby declare that I / we have read and understood the general instructions for bidder and also the contents of the standard agreement and accept the same.

Signature of the bidder_____

Address_____

SEAL:

Place:

Date: