

भारतीय प्रबंध संस्थान उदयपुर  
Indian Institute of Management Udaipur

**INDIAN INSTITUTE OF MANAGEMENT UDAIPUR**  
(An Autonomous Institute under the Ministry of Education, Govt. of India)

## **E-TENDER DOCUMENT**

**OFFERING OF PREMISES ON LEASE AND LICENCE BASIS AT IIM UDAIPUR  
FOR INSTALLATION AND OPERATION OF AUTOMATED TELLER MACHINE (ATM)**



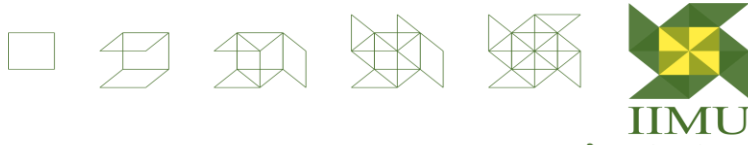
**Tender No. – IIMU/Tender/ATM/2024 dated 15 May 2024**

Indian Institute of Management Udaipur  
Balicha, Udaipur-313001, Rajasthan  
Website: [www.iimu.ac.in](http://www.iimu.ac.in)

Signature of Bidder

Page 1 of 11

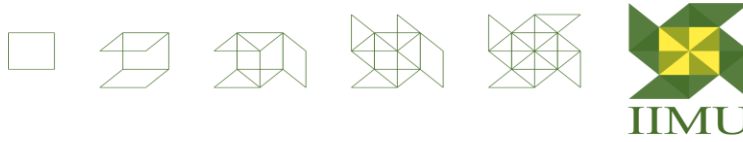
Signature of HOD



भारतीय प्रबंध संस्थान उदयपुर  
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## **TABLE OF CONTENTS**

<b>S No.</b>	<b>Description</b>	<b>Page No.</b>
1	Notice Inviting Tender (NIT)	<b>03</b>
2	Scope of work	<b>05</b>
3	Instructions to Bidders	<b>06</b>
4	Terms & Conditions of the contract	<b>07</b>
5	Technical bid Part – I Eligibility and qualification criteria	<b>09</b>
7	Tender acceptance letter	<b>10</b>
8	Checklist	<b>11</b>



भारतीय प्रबंध संस्थान उदयपुर  
Indian Institute of Management Udaipur

**NOTICE INVITING TENDER (NIT)**  
**OFFERING OF PREMISES ON LEASE AND LICENCE BASIS AT IIM UDAIPUR**  
**FOR INSTALLATION AND OPERATION OF AUTOMATED TELLER MACHINE (ATM)**

Indian Institute of Management Udaipur (hereinafter referred to as "IIMU") is an Autonomous Institute under the Ministry of Education, Government of India. IIM Udaipur is recognized as the premier management institution in the country. IIM Udaipur started its operations from the year 2011 and operates from its permanent campus located at Balicha, Udaipur, Rajasthan with a present strength of approximately 1000 (One Thousand) students (mostly belonging out of Udaipur city, more than 70 families (faculty and staff) houses on campus with a projected increase of 10% to 15% per year.

IIMU invites E-tender (online tender) under two bid systems Technical Bid (Part-I) & Financial Bid (Part-II) from Nationalized Banks, white label ATM (WLA) holders permitted by RBI and any other private sector Banks authorized to handle any Central/State Government business (in terms of RBI/2011-2012/377 dated 31.01.2012) (hereinafter referred to as "Bank"/ bidder/ Licensee/ Vendor)

**Bidders must read the complete 'Tender Documents':** This NIT is an integral part of the Tender Document and serves a limited purpose of invitation and does not purport to contain all relevant details for submission of bids. The Bidders must go through the complete Tender Document for details before submission of their Bids.

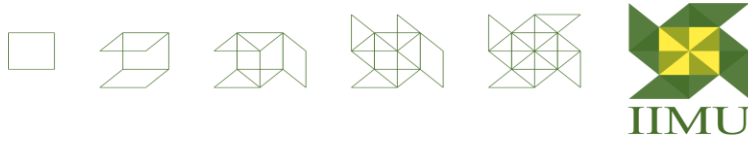
**'The Bidders shall sign and stamp each page of this tender document as a token of having read, understood, and comply with the tender, the terms, and conditions contained herein. Manual bid/tender will not be accepted under any circumstances. Incomplete bids/ documents shall be rejected without giving any reason.**

**Availability of the Tender Document** -This tender document containing eligibility criteria, the scope of work, terms and conditions, specifications, and other documents, can be downloaded at/from the Central Public Procurement (CPP) Portal <https://eprocure.gov.in/cppp/> or Indian Institute of Management Udaipur website: [www.iimu.ac.in](http://www.iimu.ac.in) .

**Clarifications** – A Bidder requiring any clarification regarding the Tender Document may ask questions in writing/ electronically from the Office/ Contact Person as mentioned in TIS, provided the questions are raised before the clarification end date mentioned in TIS. This deadline shall not be extended.

**Submission of Bids, EMD:** - Bids shall be submitted through online mode under the e-procurement system. **No manual Bids shall be made available or accepted for submission.** The bidders have to apply online through the E-Procurement portal <https://eprocure.gov.in/cppp/> only. **"The original EMD is to be submitted in a sealed envelope to be superscribed this tender name & the name of their agency and must reach the below address before the last date & time for submission of the bid."**

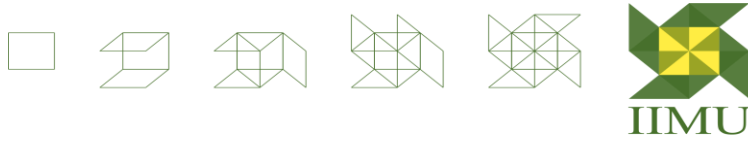
***The Chief of Administration***  
***IIM Udaipur, Balicha, Udaipur-313001,Rajasthan***



भारतीय प्रबंध संस्थान उदयपुर  
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**1. TENDER INFORMATION SUMMARY (TIS)**

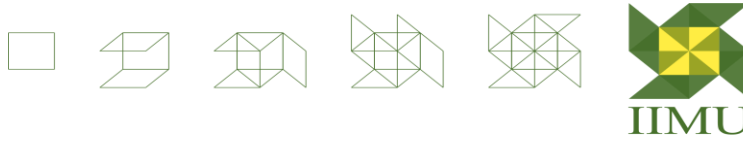
Name of Work	<b>OFFERING OF PREMISES ON LEAVE AND LICENCE BASIS AT IIM UDAIPUR FOR INSTALLATION AND OPERATION OF AUTOMATED TELLER MACHINE (ATM)</b>
Validity of Bid	90 Days from the date of submission of bid
Date of Publishing	15 May 2024
Tender Downloading Start Date	15 May 2024
Pre-Bid meeting	21 May 2024
Tender Submission Last Date	05 Jun 2024 1800 hrs
Date and Time of Technical Bid Opening	05 Jun 2024 1830 hrs
Date and time of Financial Bid Opening	To be notified later
Submission of Bids	The bid shall be submitted online on the CPP Portal
Tender Opening Place	<b>On e-procurement portal</b>
Office/ Contact Person/ email for clarifications	<b>Phone – 02942477254</b> <b>Email - <a href="mailto:procurement@iimu.ac.in">procurement@iimu.ac.in</a></b>



## **SCOPE OF WORK**

### **Details of the property**

<b>S No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Work	<b>OFFERING OF PREMISES ON LEASE AND LICENCE BASIS AT IIM UDAIPUR FOR INSTALLATION AND OPERATION OF AUTOMATED TELLER MACHINE (ATM)</b>
2	Location	Indian Institute of Management Udaipur
3	Size of the premises	122 SQFT (Carpet area) including 43 SQFT frontage area
4	location	Located in the prime area of the IIMU campus
5	3-phase EB power supply with separate meter	Yes. The meter is separately installed.
6	Space for placing AC outdoor units	Yes. Available
7	Reserve Price in Rupees.	Rs. 60,000 /- per annum excluding GST.



भारतीय प्रबंध संस्थान उदयपुर  
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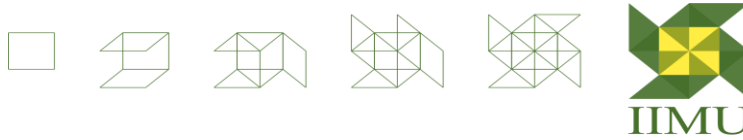
## **INSTRUCTIONS TO BIDDERS**

**(1) Bid Validity:** The quoted rates must be valid for a period for 90 (ninety) days from the date of closing of the tender. The overall offer for the assignment and Bank(s) quoted price shall remain unchanged during the period of validity. If the Bank quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

**(2)** In case the Bank withdraws, modifies or change his offer during the validity period, bid is liable to be rejected. The Bank should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

**GENERAL TERMS & CONDITIONS FOR  
OFFERING OF PREMISES ON LEAVE AND LICENCE BASIS AT IIM UDAIPUR  
FOR INSTALLATION AND OPERATION OF AUTOMATED TELLER MACHINE (ATM)**

1. The Nationalized Banks, white label ATM (WLA) holders permitted by RBI and any other private sector Banks authorized to handle any Central/State Government business (in terms of RBI/2011-2012/377 dated 31.01.2012) will be eligible for the license.
2. The Bank must have a sufficient clientele of Automated Teller Machine and credit cards with good market share.
3. The Bank must have a minimum experience in the field of ATM in India of at least one year.
4. The Bank must have all the infrastructure to operate ATM & Banking Services at IIM Udaipur.
5. The Bank must submit satisfactory proof/documents in support of their above-mentioned claims.
6. IIMU reserves the right to accept or reject any application/quotation. Authority for acceptance or otherwise of the application/quotation will rest with the IIMU which does not bind itself to accept any application/quotation and not to assign any reason for rejecting the same.
7. IIMU will not accept any tender wherein a conditional offer has been made by the banks and the offers of such kind will outrightly be rejected.
8. **The bidder submitting the tenders will be required to quote the amount of facility charges payable (monthly) for ATM Operation in the financial bid only, which they will be required to pay (monthly in advance to IIM UDAIPUR. The tender will be awarded to the bidder who quotes the highest amount in the financial bid. The L1 identified by CPP Portal will not be considered for award of the contract.**
9. In addition to the monthly facilities charges as per point no. 8 above the licensee shall pay electric installation charges, rent for the meter, and charges for electric energy consumed as per the meter installed for the purpose which must be paid on the third of the month following which the bill relates. The details of the electricity charges are mentioned below: -
  - (a) AVVNL supply – Rs. 10.00 per unit (The rates per unit will be increased if the AVVNL rates are increased)
  - (b) DG supply – Rs. 25.00 per unit



भारतीय प्रबंध संस्थान उदयपुर  
Indian Institute of Management Udaipur

10. **Security deposit** – The security deposit will be equivalent to three months of license fee at the time of signing of this leave and licence Agreement. The Security deposit will be forfeited and credited to the procuring entity's account in the event of a breach of contract by the vendor. **The Security Deposit will be released after the successful completion of the contractual period.**
11. Maintenance and regular functioning of the ATMs for all the 24 hours should be ensured by the Bidder and IIMU will not undertake any responsibility in this account.
12. IIM will allot space for the installation of ATM on Campus. The bank shall not use the said space for any purpose other than ATM. The Licensee should confine his work within the allotted space and any deviation or complaint of deviation will be treated as "Breach of Contract".
13. **The initial contract period is Three years.** The term may be extended for a further period of two years on the same terms and conditions. IIM Udaipur reserves the right to not extend the period.
14. The Licensee will not sell or sublet the right granted by this contract to any other person or persons and any violation of these terms will render the contract liable to be terminated without giving any notice in addition to the liability of forfeiting the security deposit.
15. IIM Udaipur will not be responsible for any loss of cash, any loss of installation, or any loss of equipment.
16. To execute an agreement within thirty days' time of the intimation through offer letter. No interest will accrue on the Security Deposit.
17. The licensee shall pay all rates/cesses/taxes, service taxes or taxes of any other type and assessment whatever payable or hereafter becomes payable to the Central/State Govt. or local bodies in respect of the operation of the said Automated Teller Machine Counter and shall abide by the rule / Law of the land, in force, relating to Automated Teller Machine business.
18. IIM Udaipur reserves the right to cancel the license at any time on giving 30 days' notice in writing of its intention to do so upon violation of any provision of this Agreement, and the Licensee shall, on expiry of the period of notice to vacate the premises, remove all materials and structures at their own cost, if any belonging to them. The Licensee can also terminate the agreement by the Institute by giving 90 days' notice.



**PART – I**

**TECHNICAL BID**

**ELIGIBILITY AND QUALIFICATION CRITERIA**

1. The Nationalized Banks, white label ATM (WLA) holders permitted by RBI and any other private sector Banks authorized to handle any Central/State Government business (in terms of RBI/2011-2012/377 dated 31.01.2012) will be eligible for the license. Kindly attach the necessary document and name it as annexure 'A'
2. The Bank must have a sufficient clientele of Automated Teller Machine and credit cards with good market share. Kindly attach the necessary document and name it as annexure 'B'
3. The Bank must have a minimum of experience in the field of ATM in India of at least one year. Kindly attach the necessary document and name it as annexure 'C'
4. The Bank must have all the infrastructure to operate ATM & Banking Services at IIM Udaipur. Kindly attach the necessary document and name it as annexure 'D'
5. RBI's or any other competent authority approval to operate ATM and Banking services in India. Kindly attach the necessary document and name it as annexure 'E'
6. The service provider should have a valid Indian Permanent Account (PAN) No. as per the details given below: -

SI No.	Name	PAN No.	Copy attached	Remarks

7. **The bank must submit satisfactory proof/documents in support of their claim of fulfilling items no.1 to 6 above.**

**TENDER ACCEPTANCE LETTER**  
**(To be given on Bank Letter Head)**

Date:

To,

The Director, IIM Udaipur, Balicha, Udaipur, Rajasthan-313001.

**Sub.: Acceptance of Terms & Conditions of Tender.**

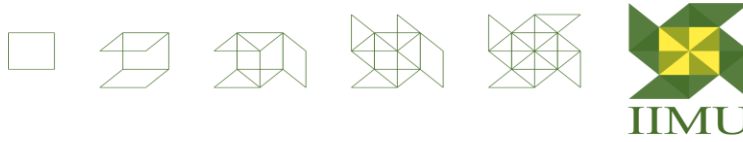
**Name of Tender: Sub: - OFFERING OF PREMISES ON LEAVE AND LICENCE BASIS AT IIM UDAIPUR FOR INSTALLATION AND OPERATION OF AUTOMATED TELLER MACHINE (ATM)**

Dear Sir,

1. I/We hereby certify that I/We have read the entire terms and conditions of the tender (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract and I/we shall abide by with the terms/conditions/clauses contained therein.
2. The corrigendum(s) issued/ to be issued from time to time by IIMU too have all been taken into consideration while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. In case any provisions of this tender are found violated, then IIMU shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)



**CHECKLIST**

1. Name and address of the Bank

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.....

.....

2. Contact person Name & designation \_\_\_\_\_

3. Contact Person Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

<b><u>Required documents</u></b>	<b><u>Page No. where the bidder has attached the documents</u></b>
The Nationalized Banks, white label ATM (WLA) holders permitted by RBI and any other private sector Banks authorized to handle any Central/State Government business (in terms of RBI/2011-2012/377 dated 31.01.2012) will be eligible for the license	
The Bank must have a sufficient clientele of Automated Teller Machine and credit cards with a good market share.	
The Bank must have a minimum of experience in the field of ATM in India of at least one year.	
The Bank must have all the infrastructure to operate ATM & Banking Services at IIM Udaipur.	
RBI's or any other competent authority approval to operate ATM and Banking services in India.	
Valid Indian Permanent Account (PAN)	
Document filled in all respects.	

Place:

(Full signature of the Bidder with seal)

Date: