

RFP Notice No.PSCB/IT/Fabrication of Mobile Van/2018/03



*Request for Proposal*  
*Document*

₹5,000/- (Rs. Five Thousand Only)

**Fabrication/Customization of Van into Mobile ATM Van/Demonstration of  
Banking Technology Mobile Van of PSCB Chandigarh**

## DISCLAIMER

The information contained in this Request for Proposal (RFP) document or subsequently provided information to bidders, whether verbally or in documentary form by or on behalf of The Punjab State Cooperative Bank Ltd, Chandigarh, 160 022 (PSCB), or any of their employees, consultants or advisers, is provided to bidders 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 RFP document is not an agreement and is not an offer or invitation by the PSCB to any other Party. The purpose of this RFP document is to provide interested parties with information to assist in formulation of their Proposal. This RFP document does not purport to contain all the information each bidder may require. This RFP document may not be appropriate for all persons or entities, and it is not possible for PSCB, their employees, consultants or advisers to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP document. Certain bidder may have a better knowledge of the proposed project than others. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. PSCB, its representatives, their employees, consultants and advisers make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

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

Some of the activities listed to be carried out by PSCB as a part of the tendering process or the subsequent implementation are indicative only. PSCB has the right to continue with these activities, modify the sequence of activities, add new activities or remove some of the activities, in their best interests.

## ADVERTISEMENT

**The Punjab State Cooperative Bank Ltd. (PSCB)**

**SCO 175-187, Sector 34A**

**Chandigarh. 160 022**

### **SHORT TERM TENDER NOTIFICATION**

The Punjab State Cooperative Bank Ltd, Chandigarh, hereby invites sealed proposals from experienced firms for the customization of vehicle into Mobile ATM van /demonstration of banking technology mobile van.

The Proposals should be submitted according to two cover System consisting of Technical Bid and Commercial Bid. The Request for Proposal Document can be downloaded from the Bank's website <http://www.pscb.in/> from 27<sup>th</sup> Sept., 2018. The cost of Document is ₹ 5,000/- (Rupees Five Thousand Only) which needs to be deposited along with the proposal document. The last date of submission of Bids is scheduled at 14.00Hrs on 15<sup>th</sup> Oct., 2018.

(-sd-)

**Managing Director**

## IMPORTANT DATES

| S No  | Description  | Schedule  |
|---|--|---|
| 1   | Date of uploading of Request for Proposal Document on Bank's website | Request for Proposal Documents can be downloaded from the Bank's website <a href="http://www.pscb.in/">http://www.pscb.in/</a> starting from 27th Sept., 2018. The Request for Proposal Document cost needs to be deposited along with the Proposal as directed in this document. |
| 2   | Last date of submission of Bid                                       | At 14.00hrs on 15 <sup>th</sup> Oct., 2018 at the Office of The Managing Director, The Punjab State Cooperative Bank Ltd, SCO 175-187, Sector 34 A, Chandigarh, 160 022.  |
| 3   | Date of opening of the Technical Bids                                | At 15.30hrs on 15 <sup>th</sup> Oct., 2018 at the Conference Hall, The Punjab State Cooperative Bank Ltd, SCO 175-187, Sector 34 A, Chandigarh, 160 022.  |
| 4   | Date of opening of the Commercial Bids                               | To be decided later.  |
| <p><b>The bank reserves the right to amend the date due to unforeseen circumstances. All such changes will be duly notified on the website of the bank.</b></p> |  |   |

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## INVITATION TO BID

No PSCB/IT/Customization of Mobile Van/2018/03

Dated, \_\_\_\_\_, 2018

To:

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Dear Sirs,

Pursuant to your request, I, the Managing Director acting for and on behalf of The Punjab State Cooperative Bank Ltd, Chandigarh, 160 022, have pleasure in forwarding the Request for Proposal Document to enable you to submit your binding offers.

- a. This request for Proposal is for: customization of van into Mobile ATM/demonstration of banking technology mobile van of PSCB Chandigarh.
- b. Bidders are advised to study the Request for Proposal Document carefully. Submission of Proposal shall be deemed to have been done after careful study and examination of the Request for Proposal Document with full understanding of its implications.
- c. Sealed offers prepared in accordance with the procedures enumerated in "INSTRUCTIONS TO BIDDERS" should be submitted to the Principal of the Bank not later than the date and time laid down, at the address given in "Schedule of Request for Proposal". The bids shall be opened in the presence of those Bidders who may wish to be present as per the "Schedule of Request for Proposal".
- d. The Bank shall not be responsible for any postal delay about non-receipt / non-delivery of the documents.
- e. This Request for Proposal Document is not transferable.

Yours Faithfully,

Managing Director,  
The Punjab State Cooperative Bank Ltd,  
Sector-34A, Chandigarh.160 022.

## **NOTICE INVITING TENDER (NIT) FOR**

### **Fabrication/Customization of one TATA Winger van into Mobile ATM Van/Banking Technology Mobile Van of Punjab State Cooperative Bank**

#### KEY INFORMATION

| <b>Particulars</b>   | <b>Details</b>  |
|--|---|
| Tender Number  | PSCB/IT/Fabrication of Mobile Van/2018/03   |
| Tender Title   | Request of Proposal for Fabrication/Modification of One TATA Winger van into mobile ATM/Banking Technology Mobile Van of PSCB |
| Cost of Bid  | Rs. 5,000/- to be submitted along with bid  |
| EMD  | Rs. 50000/-   |
| Bid Validity   | 180 days  |
| Date of Publishing the tender on Bank's                    | 27 <sup>th</sup> Sept.2018  |
| Last Date and time for submission of Bids                  | 15 <sup>th</sup> Oct., 2018 upto 14:00 hrs  |
| Date and Time of Opening of Technical Bids                 | 15 <sup>th</sup> Oct., 2018 upto 15:30 hrs  |
| Date and Time of Opening of Commercial                     | To be decided later.  |
| Place of Opening of Bids                                   | <b>PUNJAB STATE COOPERATIVE BANK LTD<br/>SCO 175-187, SECTOR-34, CHANDIGARH</b>   |
| Contact Persons for any clarifications/ Submission of Bids | Sh. PMS Malhi Chief ITO<br>Sh. Vikas Airi Sr. Mgr   |
| Contact Numbers  | 9814112581<br>9465222460  |
| Email  | <a href="mailto:chdpscb@gmail.com">chdpscb@gmail.com</a>  |

**Annexure-“B”**

**SCOPE OF WORK AND WORKS SPECIFICATIONS**

1. The Punjab State Cooperative Bank Ltd is inviting the Quote/bid in sealed envelopes for Fabrication/customization of one TATA Winger cargo van into mobile ATM van/Banking Technology Mobile Van for PSCB. The rates are to be submitted in Price Schedule i.e Annexure I.
2. The work requirement is of Fabrication along with Equipment, display, electrical equipment’s etc. mentioned below

| Sl.NO | Description   |
|-------|---|
| 1.    | <p><b><u>Interior Paneling, Painting &amp; Insulation</u></b></p> <ul style="list-style-type: none"> <li>• Complete Interior paneling of Side Walls, Inner Roof, Door Pad, etc. are fabricated with Seamless Fiber Reinforced Plastic (<b>FRP</b>) 3mm thickness</li> <li>• Interior Painting is done with Paint further coated with Fire Retardant Gell-Coat technology.</li> <li>• Two Layer Heavy Duty Acoustic &amp; Thermal Insulation between the Vehicle Shell &amp; Inner Fiber.</li> </ul>               |
| 2.    | <p><b><u>Partition</u></b></p> <ul style="list-style-type: none"> <li>• Driver cabin, Office cabin and ATM Cabin partition with FRP</li> </ul>  |
| 3.    | <p><b><u>Windows &amp; Doors</u></b></p> <ul style="list-style-type: none"> <li>• At co driver side one service door flap hydraulic type/rolling with the locking mechanism or sliding door, so that people can use ATM from outside the vehicle easily by stepping inside the van with foot step.</li> <li>• Foldable waterproof canopy 6x4 on left side.</li> <li>• One window at left side with Full HD Smart LED TV screen 32” is to be fixed for mobile banking awareness program to be provided.</li> </ul> |
|       |   |



|    |   |
|----|---|
| 4. | <ul style="list-style-type: none"> <li>• Provision of space/cabin for ATM Machine &amp; UPS installation with the heavy duty reinforcement by sheet metal and fittings.</li> <li>• Provision for Gen Set installation with fitting sliding rack mounting with lock</li> </ul> <p><b>(No ATM machine to be installed by bidder. Only fitting fabrication when ATM is delivered at fabricator site)</b></p>   |
| 5. | <p><b><u>Floor</u></b></p> <ul style="list-style-type: none"> <li>• Aluminum Anti-Skid Flooring in ATM cabin</li> <li>• Vinyl flooring with plywood customer cabin</li> </ul>   |
| 6. | <p><b><u>Seats / Chairs/Racks</u></b></p> <ul style="list-style-type: none"> <li>• Cushioned double seat for customers with back rest.(detachable)</li> <li>• One Office table u- shape/round with cushioned chair with back rest. (detachable)</li> <li>• Wall Cabinet for filing of documents.</li> </ul>   |
| 7. | <p><b><u>Electricals &amp; Backups</u></b></p> <ul style="list-style-type: none"> <li>• AC compatible with TATA Winger cargo, engine driven with complete ducting in the ATM, customer cabin</li> <li>• 3KVA generator with 1 year warranty</li> <li>• Wall Fan – 2nos.</li> <li>• Roof lights LED/ 12 V - 6nos. (4-customer cabin, 1-ATM backroom, 1-over the ATM)</li> <li>• 220 v ac / 12 v dc out let plug point. ( all switches and sockets of Crabtree)</li> <li>• Electric protection circuit with heavy duty 12 v dc cut off switch located near driver seat <b>for</b> easy accessibility.</li> <li>• Rear door open warning alarm in driver <b>cabin</b></li> <li>• 2-Night Lights on the left side of van</li> <li>• Charging socket for UPS/inverter from 220 v ac. with <b>10</b> meters of charging lead.</li> <li>• Isolation transformer 3KVA</li> <li>• Electrical Wiring with ISI mark cables</li> <li>•</li> </ul> |
| 8. | <p><b><u>External Art Work</u></b></p> <ul style="list-style-type: none"> <li>• Customized External Graphics up to 70 sq.ft. with Organization Name, Address, Logo, schemes etc. as per the design provided by you.</li> <li>• The mobile van should prominently display <b>“Supported by NABARD under FIF”</b>. Registered NABARD logo may be used wherever required.</li> <li>• <i>(Designing charges will be inclusive in the cost) –Design to be approved by bank beforehand over.</i></li> </ul>   |

|    |   |
|----|---|
| 9. | <p><b><u>Others – Part of Fabrication</u></b></p> <ul style="list-style-type: none"><li>• Cold Water dispenser with Warranty</li><li>• Digital clock fixed in office cabin.</li><li>• GPS system for tracking</li><li>• LED Display Board at the rear of van</li><li>• 2-CCTV high resolution cameras and DVR with 1 month recording</li><li>• PA (Public Addressing) system speaker on top roof of drivers cabin</li><li>• Fire extinguisher</li><li>• Mud flaps</li><li>• Aluminum foot step at rear entry door &amp; footstep light.</li></ul> |
|----|---|

## **Annexure-“C”**

### **IMPORTANT INSTRUCTIONS TO BIDDER**

1. The Punjab State Cooperative Bank Ltd inviting the Quote for fabrication/Modification of One TATA **Winger** cargo van for mobile ATM/demonstration of Banking Technology of PSCB from reputed Manufacturers/Fabricators who are capable.
2. All entries in the tender documents should be in one color ink. Corrections, over writing, cuttings if any, should be countersigned by the contractor with date. All the columns in the tender form should be filled without leaving blank in any clause in any page of the tender and all the pages must be duly signed & stamped by the bidder before submission.
3. The price / rate should be quoted in figure as well as in words. Price quoted in words shall be final and binding on all the parties. Price quoted shall be inclusive of all taxes & duties, all statutory requirement / liabilities etc. **GST shall be extra as applicable**
4. Tender is “Two Part Bid” system (Technical Bid & Financial Bid). The tender is to be submitted in two parts.

#### **a. Part I- Technical Bid**

#### **b. Part II- Financial Bid**

**Part I:-** The Technical bid and its enclosures must be submitted as **“Tender for Fabrication of Demonstration Mobile Van- TECHNICAL BID”** and due date EMD amount, and copies of all the relevant documents for qualifying requirement of the tender, must be enclosed with Part I.

#### **Earnest Money of Rs. 50,000 /- (Rs. Fifty thousand only)**

Bank Draft in favor of “ The Managing Director , Punjab State Cooperative Bank Ltd.” Payable at Chandigarh.

**Part II:** The second envelope should be submitted contain the price bid (Duly filled, signed and stamped in prescribed format as per annexure “K”) only. This envelope should be super scribed as **“Tender for Fabrication of Mobile Van- FINANCIAL BID”**.The Financial/price bid envelope should contain the rates in figure and words only. Any other enclosures, which the bidder wishes to submit, must be enclosed with the Technical bid only.

5. The services/items required, bidding procedures, bid form, contract terms and instructions are prescribed in the bidding documents. The bidder is expected to examine all instructions, forms, terms and conditions, specifications, schedule to tender, and other documents before quoting.

Failure to furnish all information required for submission of bid substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in rejection of its bid.

5. It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filling the tender. **Incomplete Tender Documents or bids are liable to be rejected.**
6. If a bidder withdraws or modifies the offer within a period, his tender shall be cancelled and the Earnest Money shall be forfeited.
7. The bid shall not contain corrections, erasures or over writing.
8. The Tenderer(s) shall require submitting a self-attested certificate that their firm is not blacklisted by any office of the Central Government / State Government before submitting this tender.
9. The bidder shall submit the tender document along with Bid letter (Format in Annexure-I duly signed by the authorized signatory. Individual signing the bid or other documents connected with the contract shall indicate the full name below the signature and must specify the capacity in which he/she is signing (e.g. Proprietor, Partner, authorized officer etc.)
10. Any one or more of the following action/ Commission/ omission are likely to cause summary rejection of bid:-
  - a. *Any bid received late without conclusive proof that it was delivered before the specified closing time.*
  - b. *Any bid not accompanied by required Earnest Money Deposit (EMD)*
  - c. *Any bid received unsealed or improperly sealed.*
  - d. *Any conditional bid and unsigned bid.*
  - e. *Any bid in which rates have not been quoted in accordance with specified formats/ details as specified in the Bid Document.*
  - f. *Any bid received without documents mention in Annexure D*
  - g. *Any effort by a bidder to influence the Punjab State Cooperative Bank Ltd in the bid evaluation, bid comparison or contract award decision.*

**11. Inspection:-**

- a. The inspection of fully fabricated Vehicle will be done by the officials of the bank to ensure that work has been carried out according to specification.
- b. Depending on the space, size and fitments, certain required changes are permissible in the design in consultation with bank.
- c. In case, any defects/ deficiencies/ discrepancies are brought to the notice of bank immediately removed in during inspection, the same shall be all the Vehicle by the vender, before clearance is given by the Bank.

## **Annexure-"D"**

### **Contractor's Obligation**

1. The Bidder must give the warranty of equipment and fabrication work (mention in Annexure B) for at least one year from the date of delivery. In case the original company of equipment has longer warranty period then that period shall be treated as effective warranty period for the purpose of this tender
2. The fully fabricated vehicle must be delivered within 45 days counted from the date of placement of order for the same or handing over the vehicle for fabrication. Timely completion of work order is essential.
3. If fully fabricated vehicle is not supplied within stipulated time of placing the order, the contract may become liable to be terminated and the Security Deposit will be forfeited.
4. The Supplier warrants that the Goods supplied under this Contract are new, unused, of the most recent or current models and those they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect arising from design, materials or workmanship
5. The Equipment/Machinery will be maintained free of charges during the warranty period. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.
6. The Purchaser shall promptly notify the fabricator in writing of any claims arising under this warranty
7. The tenderer should clearly indicate the availability of service and maintenance facility at Chandigarh or surrounding areas for the item quoted
8. In the time of warranty period the supplier shall to perform minimum one year Preventive Maintenance Service of the equipment /fabrication.
9. The Contractor shall perform the contract in all respects in accordance with the terms and conditions thereof.

## **Annexure "E"**

### **PRE- QUALIFYING REQUIREMENT**

#### **Eligibility criteria**

#### **Technical criteria**

- A.** The Bidder participating in the tender should have an at least 2 (Two) years' of experience in Fabrication of Vehicle and have fabricated at least 3 vehicle.
- B.** The firm should have GST registration number

#### **Financial criteria**

- C. Bidder shall have minimum average annual turnover of Rs 25 lakh during last two financial years
- D. Bidder should be an entity having positive Net Worth of minimum Rs 5 Lac in its last financial statement

| Sl. No. | Requirement   | Essential/D desirable | DETAILS (To be filled in by the Contractor) |
|---------|---|-----------------------|---|
| 1       | Name of the bidder / Firm with Registration No. of the Firm, if any   | Essential             |   |
| 2       | Contact Details (For day to day Liasoning):<br>a) Name of Contact Person:<br>b) Address of Contact Person:<br>c) Land Line & Mobile Numbers<br>d) E-mail Address: | Essential             |   |
| 3.      | EMD in the standard form enclosed for Rs.50000/- (Rupees Ten Thousand only)   | Essential             |   |
| 4.      | Details of Firm: Company/Partnership Firm/ Individual (please enclose   | Essential             |   |
| 5       | Financial Statement /CA statement for Turnover and Net worth  | Essential             |   |
| 6       | Copies of certification (ISO etc, -if any)  | Essential             |   |
| 7       | Details of Pan Card(to be attached ) of Firm  | Essential             |   |
| 8       | PAN No.(of Proprietor, partner, authorized person)  | Essential             |   |
| 9       | Letter of satisfactory work from two or more Organizations of which the tenderer has worked/ copy of work order issued by such organizations.                     | Essential             |   |
| 10      | GST Registration No.  | Essential             |   |

## **Declaration**

I the tenderer have read and understood the terms and conditions lay down by The Punjab State Cooperative Bank Ltd to this tender and I understand the fabrication of vehicle as per the said terms and conditions.

I declared that the signatory to this bid is authorized to sign such bids on behalf of the organization.

Note: Attach copies of supporting documents

Signature with  
Name & Office  
Seal

## **Annexure-“F”**

### **TENDER EVALUATION CRITERIA**

The Evaluation of the tender will be carried out as follows:

1. The Technical Bid will first be opened and bidders meeting all Techno- commercial conditions as given in qualifying requirement shall be evaluated.
2. Financial Bid of only those bidders will be opened who qualify in Technical Bid
3. The bidder quoting the lowest price shall normally be considered for ordering subject to price reasonability and techno commercial suitability. In case of more than one L1 the bank may at its discretion allot the work to any one or more than one such bidders.
4. The bank reserves the right to reject any or all bids, at any i,e before giving the work order, without assigning any reasons. No representation will be accepted in the matter.



## **Annexure-"G"**

### **Submission of Bids**

Any bid received by bank after the deadline for submission of bids prescribed by Bank will be rejected and/or returned unopened to the bidder. No plea in this case would be entertained on account of any reason, including postal delay. Incomplete or conditional or telegraphic Tender(s) received after the due date and time shall not be entertained

**Annexure "H"**

**PROFORMA FOR SUBMITTING  
TECHNICAL BID  
(On letterhead of firm)**

To

.....

Managing  
Director

The Punjab State Cooperative Bank Ltd.  
Chandigarh

Dated:

**Ref: Bid document for Fabrication/Modification of one  
TATA Winger van into Demonstration (ATM/Banking  
Technology) Mobile Van of Punjab State Cooperative Bank**

Sir,

Having examined the bidding documents, we, the undersigned, hereby submit the bid fabrication as per the schedule of requirements and in conformity with the said bidding documents.

We hereby offer for Fabrication/Modification of one TATA **Winger** van into mobile ATM/ demonstration of Banking Technology Mobile Van of Punjab State Cooperative Bank at the prices and rates mentioned in the Bid.

We do hereby undertake that, in the event of acceptance of our bid, the supply of Goods/Services shall be made as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.

A sum of Rs 50000/- (Fifty Thousand only) is hereby submitted as Earnest Money Deposit. If I/We fail to keep the tender open as aforesaid or make any modifications in the terms and conditions of the tender which are not acceptable to the Punjab State Cooperative Bank, I/We agree that The Punjab State Cooperative Bank shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely

Date:

Signature with  
Name & Office Seal

Note: Technical Commercial bid and Price Bid should be submitted in separate sealed envelopes. In case the bids are found in one signal bid then the "bids" are liable to be rejected.

**FINANCIAL / PRICE BID : PART – B**  
**(On letterhead of firm)**

**Annexure-“I”**

The Punjab State Cooperative Bank Ltd.  
Chandigarh

Dear Sir,

I/ we have carefully read the content of the Tender for Fabrication/Modification of One TATA **Winger** cargo van into mobile ATM/Demonstration of Banking Technology) Mobile Van of PSCB Bank and hereby offer to supply and install the items mentioned below at the rate given below: (Strictly in accordance with the specification mentioned in the Annexure-B)

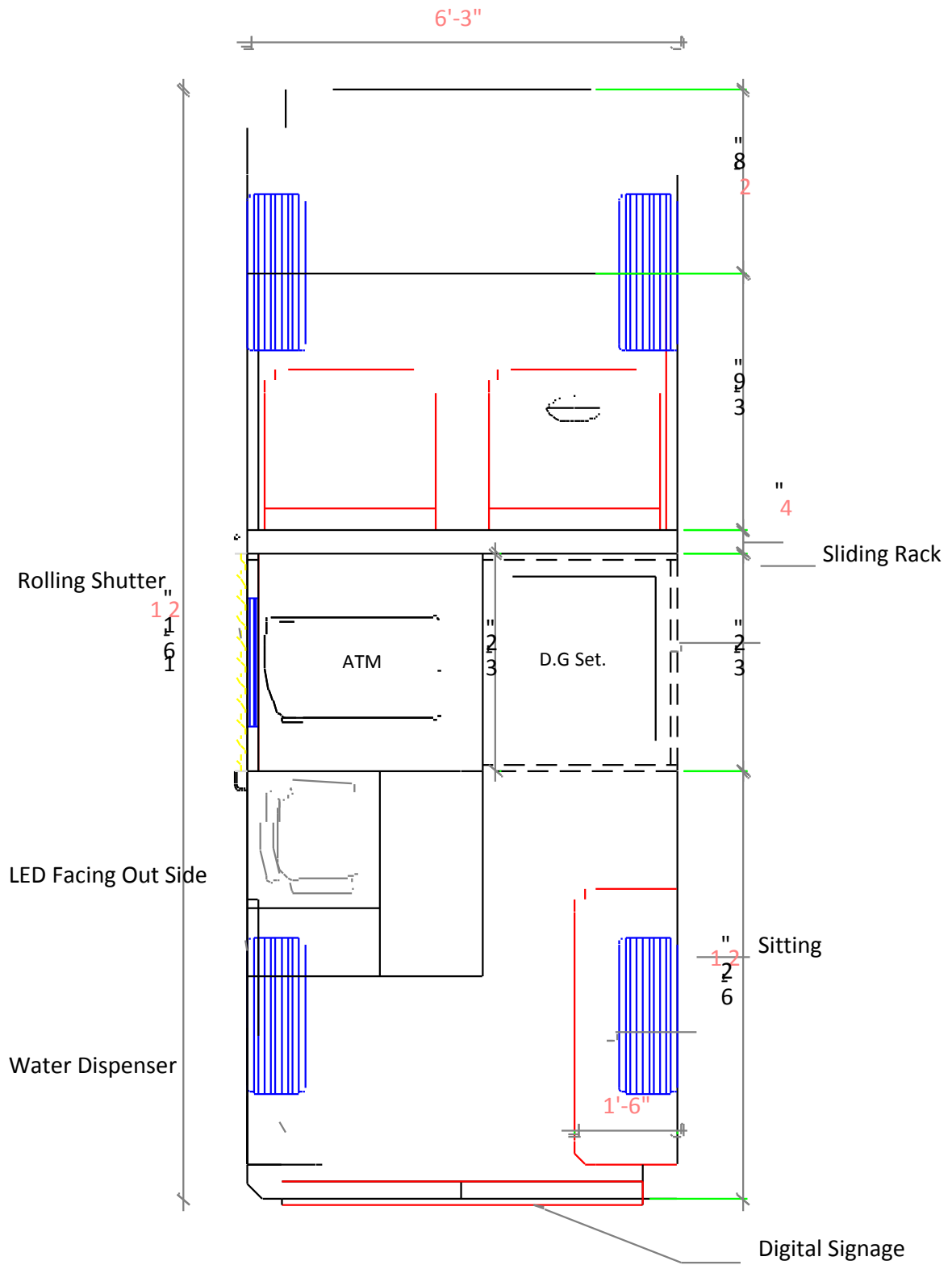
| <b>S.N<br/>O</b> | <b>Description</b>  | <b>Quantity</b> | <b>Rate</b> | <b>GST<br/>(Each<br/>Quantit</b> | <b>Total</b> |
|------------------|---|-----------------|-------------|----------------------------------|--------------|
| 1                | Vehicle interior Fabrication with cabins, fittings, door/flap, footsteps ,G/set rack mounting,electrical, Lightings, Fans, furniture and fixtures & misc. items mentioned in the scope, AC engine driven,AC ducting in ATM cabin and customer Cabin |                 |             |                                  |              |
| 2                | Canopy foldable 6'x4'   |                 |             |                                  |              |
| 3                | Water dispenser (with installation & Fitment)   |                 |             |                                  |              |
| 4                | Generator set 3KVA  |                 |             |                                  |              |
| 5                | LED 32" HD TV With fitting  |                 |             |                                  |              |

|                    |  |  |  |  |  |
|--------------------|--|--|--|--|--|
| 6                  | 2- CCTV Cameras with DVR,1 month recording backup              |  |  |  |  |
| 7                  | GPS system (with installation & Fitment)                       |  |  |  |  |
| 8                  | Isolation Transformer 3KVA                                     |  |  |  |  |
| 9                  | LED display board  |  |  |  |  |
| 10                 | PA addressing System   |  |  |  |  |
| 11                 | Other items (Digital Clock, Fire extinguisher, Mud flaps etc.) |  |  |  |  |
| 12                 | External Art work designing Per Sq. Ft.                        |  |  |  |  |
| <b>Grand Total</b> |  |  |  |  |  |

Quoted price in Words.....

IMPORTANT: Contractor is advised to read the technical bid also before quoting:

Signature with Name &



Mobile ATM Layout Plan  
Winger Cargo