



Divisional Office: Post Box No: 106, 489, Jeevan Prakash, Model Town, Karnal :Tel-0184-2209711,
Email-id:os.karnal@licindia.com

Tender for installation of Currency Counting cum Fake Currency Detecting Machines in BOs/SSOs under Divisional Office, Karnal

TERMS & CONDITIONS

1. SCOPE OF WORK

LIC of India, Divisional Office, Karnal intends to purchase around 40 Currency Counting cum fake currency detection machines (Authentication Machines) for its various branches located in the various places under Karnal Division (Location wise branches/Satellite offices list/detail is attached). The quantity of these machines is only tentative and the actual number may increase or decrease depending upon the requirements at the time of placing the order.

The Integrated Currency Counting cum fake currency detection machines (CCMs) as per RBI norms in Desk Top Models which can be operated/ utilized at Cash counters, must consist of the following features:

Technical Specifications of Currency Counting cum fake currency detection machines (CCMs).

Sr. No.	Technical Specification/Requirement	Desirable
1	Counting Speed	700-1000 Notes/Minute
2	Feeder Capacity	300 Notes
3	Holder Capacity	200 Notes
4	Display	Front and customer display
5	Power Supply	220V +/- 10%, 50Hz AC supply
6	Power Consumption	80-100 volts
7	Weight	10-20 Kg Approx
8	Follows RBI circulation guidelines 2005	Yes
9	Software upgrade facility	Provision for up-gradation of software (without any extra cost) according to the RBI guidelines
10	Double Note/Chain Note/Half Note detection	Yes
11	Batch Mode facility	As per user requirement
12	Inbuilt metal gear for durability	Yes
13	Availability of spare parts for at least 5 years (undertaking from the vendor required)	Confirm and vendor to attach the undertaking
14	Faulty section check through Program	Yes
15	Should have separate pocket for fake/suspect/reject notes (One + One pocket)	All fake/suspect/reject notes should come in separate pocket
16	Does not tear notes	Should not tear notes
17	Hopper adjustment Facility	Facility is required
18	Stop function key operative during operations	Yes
19	Batch Mode	100,50,20,10,5 & our requirement
20	Read magnifying thread level in digital	Yes
21	Sensors Installed	Full width dual CIS (contact image sensor front & back)

		Magnetic, Ultra Violet and Infra Red
22	Minimum Turn over	Minimum Average Annual Turn Over for the last 3 financial year should be 2 crore
23	Empanelment/Purchase order	Should be empanelled by at least 3 public sector banks or should have received purchase order from 3 banks.

Authorized Signatories
(Name & Designation, seal of the firm

2. TERMS OF EXECUTION OF WORK & LIQUIDATED DAMAGES

The supply and installation of Machines are to be completed within a period of 30 days commencing from the day of acceptance of the work order issued by the LIC. Any delay in completion of the work over the stipulated period will attract penalty of 0.1% of the contract value per week subject to maximum of 5% of the contract value.

The LIC reserves its right to recover these amounts by any mode such as adjusting from any payments to be made to the company. Liquidated damages will be calculated per week per site basis. Part of week will be treated as a week for this purpose. However, the LIC may condone the liquidity damages for delay of less than a week.

3. a) The vendors desirous of quoting should have their own manufactured brand and plant in any part of the world for the note sorting machine and should have a permanent office or a subsidiary company in India. Declaration from the company signed

by the Competent Authority should be submitted

OR

b) If the firm is not an Original Equipment Manufacturer (OEM) and only an authorized dealer, they should have valid authorization letter from their OEMs to deal/market their product in India and such agreement should be valid for a further period of minimum 5 years from the date of tender.

4. The vendor must meet the technical specifications as per Table A.
5. The Vendor should have service set up to cover all branches and / or at branches where machine is to be provided. List of service centers to be provided which will cover our branches.
6. Name of Engineers who will provide service to the machines supplied in our branches to be given with their address & telephone no. (Land Line/Mobile No.)
7. **LOCATIONS TO BE COVERED:**
As per list attached (Annexure-IV).

8. TWO PART OFFER:

The offer will be in two parts; Technical Offer and Financial Offer. Both the parts must be submitted in a big envelop at the same time but in separate sealed covers, giving full particulars, addressed to the Chairman, Stores Committee, LIC of India, Jeevan Prakash Building, 489 Model Town Karnal-132001.

The use of envelopes will be as under :

- Envelope marked as I: The duly completed **Technical Bid** be put in this sealed envelope super scribing "Technical offer for Installation of Currency Counting cum Fake Currency Detecting Machine in BOs/SSOs under Karnal Division"
- Envelope marked as II: The duly completed **Financial Bid** be put in this sealed envelope super scribing " Financial offer for Installation of Currency Counting cum Fake Currency Detecting Machine in BOs/SSOs under Karnal Division".
- Envelope marked as III : The Demand Draft for "**Earnest Money Deposit**" (EMD) of Rs. 50000/- and "Cost of tender fee" of Rs. 100/- (Non-refundable) or the M.R. of the required value be put in this sealed envelope super scribing " EMD and Tender Fee for Installation of Currency Counting cum Fake Currency Detecting Machine in BOs/SSOs under Karnal Division".
- Envelope marked as IV: All the three envelopes shall be placed in envelope marked – IV and sealed (i.e. Envelopes marked as IV, will contain three envelopes marked as I, II & III) and submitted to LIC of India, in sealed condition Superscribing "Tender for Installation of Currency Counting cum Fake Currency Detecting Machine in BOs/SSOs under Karnal Division" on or before 16-10-2017 up to 3.00 p.m. The technical offer will be opened on 17-10-2017 at 11.00 AM.

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9. **EARNEST MONEY DEPOSIT:**

Earnest Money Deposit of Rs. 50000.00 (Rupees Fifty Thousands Only), and tender fee of Rs. 100.00 (non refundable) in the form of a Demand Draft issued by a scheduled commercial Bank favoring LIC of India, payable at Karnal must be submitted along with the technical bid. This EMD amount will be forfeited if the vendor withdraws his bid during the period of bid validity or refuses to accept purchase order or having accepted the purchase order, fails to carry out his obligations mentioned therein. No interest will be payable on the Earnest Money Deposit amount. The Earnest Money Deposit must be submitted along with technical offer. In the event of non-submission of the Earnest Money Deposit and Tender Fee, the proposal will be rejected. The Earnest Money Deposit will be refunded to the offerer only after the completion of the bid process.

10. **VALIDITY PERIOD OF THE OFFER:** The offer should remain valid for a period of one year from the date of first purchase order.

11. **VALIDITY PERIOD OF THE TENDER:** The tender should remain valid for a period of six months from the date of opening of Technical Bids.

12. **EVALUATION PROCESS**

Technical Offers will be evaluated on the basis of compliance with eligibility criteria, technical specifications, other terms and conditions stipulated in the tender. Technical evaluation will also include presentation followed by live demonstration before our Technical Committee/store committee at the time and date to be decided by the LIC & if they desire then One or two machines will be used for one week at our branches for correct feedback. Financial Offers of only those Vendors who qualify in the technical evaluation will be opened.

The LIC reserves the right to reject an offer under any of the following circumstances :

- If offer is incomplete and /or not accompanied by all stipulated documents.
- If any of the terms and conditions stipulated in this document is not accepted and letter as per Annexure I is not submitted.
- If any of the specifications stipulated in Annexure II is not met.
- If bid security is not submitted.
- If required information with appropriate documents in support of the same is not submitted as per Annexure I to III.
- Replica of unpriced bill of materials (Indicative Price Bid) without indicating the price is not submitted.
- In case of incorrect and invalid data submitted.

12. **NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER**

The LIC shall be under no obligation to accept the lowest or any other offer received in response to this tender and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

13. **RIGHT TO ALTER QUANTITIES**

The LIC will be free to either reduce or increase the quantity to be purchased on the same terms and conditions. The LIC reserves the right to alter quantities. The LIC also reserves the right to place further/repeat order on same terms and conditions within a period of 12 months.

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14. PAYMENT TERMS

The terms of payment are as under:

No advance payment against purchase order. Payment will be released on receipt & after installation, successful commissioning/ functioning of the Note Counting cum fake note detecting machines (NAMs) at site, against submission of the following documents:

1. Signed Commercial Invoice.
2. Manufacturer / Vendors Inspection and Test Certificate.
3. Certificate of Insurance covering all risks during storage, installation, commissioning, testing and handling, including third party liabilities, till installation and functioning of machine at site.
4. Duly signed and sealed performance certificate by branch after observing functioning of the machine for minimum period of 07 days.

15. Security Deposit

Successful vendor(s) will have to deposit security deposit at LIC Divisional office, Karnal equal to 10% of the total cost of one year. The Security Deposit can be paid in form of Demand Draft/Bank Guarantee payable at Karnal. The Security Deposit will not carry any interest. The Security deposit will be refunded on expiry of successful completion of the contract period. During defect liability period (warranty period) vendor should attend to all repairs / defect / replacement of spare parts free of cost. Failure on the part of the vendor to attend the defects within a reasonable period, LIC on its own will get defects rectified through another agency at the risk and cost of vendor

16. GUARANTEES

The equipment including the components delivered to the LIC should be brand new. The vendor should also guarantee that all the machines / components supplied by the vendor is licensed and legally obtained.

17. AVAILABILITY OF SPARES

Spares for the product offered should be readily available for at least 05 years for immediate replacement/repair within 24 hours to 48 hours, failing which the LIC will reserve the right to impose penalty of Rs. 100/- per day from third day onwards till NAM is repaired.

18. WARRANTY

The offer must include comprehensive on-site warranty of one-year from the date of installation and commissioning of the machines. Vendor shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of all machines, accessories, etc. covered by the offer. Vendor must warrant all machines, accessories, spare parts, etc. against any manufacturing defect during the warranty period. During the warranty period, vendor shall maintain the machine and repair / replace all the defective components at the installed site, at no additional charge to the LIC.

19. ANNUAL MAINTENANCE CONTRACT

Should the LIC decide to do so, the vendor is expected to maintain the supplied Machine for at least Five years after the expiry of warranty period. Comprehensive onsite maintenance charges, for the post warranty period, must be quoted in rupees per machine per year, in the Commercial Offer. The vendor is expected to ensure same maintenance standards as during warranty period. Servicing of the machine will be done on quarterly basis and the payment of AMC will be made after submission of bill. If any branch is not visited then a penalty may be imposed by the LIC. Also the vendor should ensure that the machine reported breakdown / malfunctioning on any working day is set right on the same day and in no case later than the next working day. In case, equipment cannot be repaired within the stipulated period, the vendor should provide replacement of the same till the machine is returned duly repaired. At the same time, the vendor is also expected to make available the spare parts for the systems for at least 05 years after the expiry of warranty period. The vendor will also have to keep Security deposit with LIC up to 10% of total AMC amount (Per annum).

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20. Other Necessary Requirements :-

- (a) Self attested photocopy of Certificate of Registration of Firm/Agency.
- (b) Self attested photocopy of the Balance Sheet and Profit & Loss account for the last 3 years.
- (c) Self attested photocopy of the PAN.
- (d) Self attested photocopy of Goods & Service Tax Registration.
- (e) Tender form duly signed by the bidder in all pages in token of having accepted all the terms and conditions.
- (f) If the Vendor belongs to the category of Micro, Small Medium enterprises as defined in the Micro, Small Medium Enterprises Development Act, 2006, specify the category of Micro, Small Enterprises and whether the enterprise is in manufacturing or service industry. Proof of registration mentioning monetary limits and validity period etc to be submitted.

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ANNEXURE-I

(Letter to the LIC on the vendor's letterhead)

**The Sr Divisional Manager,
LIC of India, Divisional Office,
Jeevan Prakash Building,
489 , Model Town,
Karnal-132001**

Dear Sir,

**Sub: Your Tender Enquiry for Currency Counting cum fake currency detection machines
(Currency Authentication Machines)**

With reference to the above Tender Enquiry, having examined and understood the instructions, terms and conditions enclosed herewith duly seal and signed by the authorized person of the firm/company forming part of the Tender Enquiry, we hereby enclose our offer for the supply of the equipment as detailed in your above referred Tender Enquiry.

We confirm that we have not been disqualified by any PSU bank/LIC of India office for supply of Note sorting/counting/processing machine. We further confirm that the offer is in conformity with the terms and conditions as mentioned in the Tender Enquiry and all required information as per tender document. We also confirm that the offer shall remain valid for One year from the date of first purchase order.

We hereby undertake that the equipment to be delivered to the LIC will be brand new including all components and that the equipment and its parts are licensed and legally obtained.

We hereby undertake to provide Security Deposit equivalent to 10% of the value of the Invoice amount with a validity period of one year which may be renewable for a further period as per AMC agreement.

We understand that the LIC is not bound to accept the offer either in part or in full and that the LIC has right to reject the offer in full or in part without assigning any reasons whatsoever.

Payment details of EMD of Rs. 50000/- (refundable) and Tender Fee of Rs. 100- (Non Refundable) is as under -

- **Demand Draft No. :**
- **Date of Demand Draft:**
- **Name of Issuing Bank :**

Yours faithfully,

**Authorized Signatories (Name &
Designation, seal of the firm)**

Annexure II**Date:****TECHNICAL SPECIFICATIONS: -**

Desktop Currency Counting cum fake currency detection machines (CCMs) :

Sl. No.	Technical Specification/Requirement	Mention Yes or No (Give details)
1	Name & Address of the Bidder	
2	Correspondence Address with Telephone No. and email id	
3	Counting Speed	
4	Feeder Capacity	
5	Holder Capacity	
6	Display	
7	Power Supply	
8	Power Consumption	
9	Weight	
10	Follows RBI circulation guidelines 2005	
11	Software upgrade facility	
12	Double Note/Chain Note/Half Note detection	
13	Batch Mode facility	
14	Inbuilt metal gear for durability	
15	Availability of spares parts	
16	Faulty section check through Program	
17	Make & Model of the machine for which rates have been quoted	
18	Name of the company of the machine(as quoted at Sr No 17)	
19	Should have separate pocket for fake/suspect/reject notes (One + One pocket)	
20	Does not tear notes	
21	Hopper adjustment	
22	Stop function key operative during operations	
23	Batch Mode	
24	Read magnifying thread level in digital	
25	Sensor installed (Full width CIS (contact image sensor) Magnetic, Ultra Violet and Infra Red)	
26	Empanelment with 3 public sector banks/should have received purchase order from 3 banks. (attach document)	
27	Turnover (Attach relevant document)	
28	Details of Tender Fee and EMD	

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FINANCIAL BID.

- I- Currency Counting cum fake currency detection machines (CCMs)
 – Items to be considered for total cost of ownership (TCO):

Description of the Machine(Model/Make etc.)	Price (In Figures)/Unit	Price in Words/Unit

- II Post Warranty AMC rate per annum per site

Sr.No.	Description	Post Warranty AMC Price/Unit(in figures)	Post Warranty AMC Price/Unit(in Words)
1	Ist Year		
2	2 nd Year		
3	3 rd Year		
4	4 th Year		
5	5 th Year		
6	Total		
Total Cost of Ownership (TCO)=I+II			

Note:

1. The cost of the machine and post warranty Comprehensive AMC rate per annum will be taken into consideration for deciding the TCO.
2. Unit prices as well as TCO must be quoted in WORDS AND FIGURES.
3. The prices should be inclusive of all taxes, duties, levies, transportation charges, etc., except Octroi which will be payable at actual.
4. In case of any discrepancy, unit prices quoted in words will be considered for computation of TCO.
5. Cost comparison will be on the basis of total cost of ownership calculated as explained above.

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List of Offices with address under D.O. Karnal

Sr.No.	Name of the office	Address
1.	B.O. Ambala City	L I C of India, "Jeevan Sewa", Near Naya Municipal Complex, Ambala City. Ph: 0171-2556086
2.	B.O. Ambala Cantt.	L I C of India, "Jeevan Jyoti", Building, Jawahar Lal Nehru Marg, Jagadhri Road, Ambala Cantt. Ph: 0171-2630212
3.	B.O. Jind	L I C of India, "Jeevan Jyoti", Bay Site No.s 23-24, District Shopping Complex, Jind Ph: 01681-246888
4.	B.O. Jagadhri	L I C of India, Near Income Tax Office, Sector-17, HUDA, Jagadhari. PH: 01732-262950
5.	B.O. Kaithal	L I C of India, Tehsil Road, Near Geeta Bhavan, Kaithal. Ph: 01746-230159
6.	B.O. Kurukshetra	L I C of India, "Jeevan Jyoti", SCO 9-10-11, Sector- 17, KKR. Ph: 01744-291783
7.	B.O. Kalka	L I C of India, Near Sofia School, Kalka. Ph: 01733-220282
8.	B.O. Karnal-1	L I C of India, "Jeevan Prakash Building," 489, Model Town, Karnal. Ph. No. 0184-2265125
9.	B.O. Karnal-II	L I C of India, Sant Nagar, Hansi Road, Karnal. Ph: 0184-2241572, 2241673
10.	B.O. Narwana	L I C of India, "Jeevan Jyoti", Near Telephone Exchange, Narwana. Ph: 01684-242029
11.	B.O. Naraingarh	L I C of India, Chandigarh-Dehradun Highway, Netaji Subhash Chowk, Naraingarh. Ph: 01734-284163
12.	B.O. Panipat-1	L I C of India, Rajguru Market, Near Bus Stand, Panipat. Ph: 0180-2638093
13.	B.O. Panipat-II	L I C of India, 382-R, Idgah Road, Model Town, Panipat. Ph: 0180-2672508, 2672509
14.	B O Pehowa	L I C of India, Mandi Township, Near Telephone Exchange, Pehowa. Ph: 01741-221812
15.	B.O. Panchkula	L I C of India, SCO 71-72, Sector-2, Urban Estate, Panchkula. Ph: 0172-02561638
16.	B.O. Yamunanagar	L I C of India, Opposite Madhu Cinema, Jagadhari Road, Yamunanagar. Ph: 01732-221139
17.	P& G S, Unit Karnal.	L I C of India, P&GS Unit, Third floor, Divisional Office, 489, Model Town, Karnal
18.	S.T.C. Ambala City	L I C of India, "Jeevan Sewa", Naya Municipal Complex, Ambala City. Ph: 0171-2556805
19.	Divisional Office, Karnal	L I C of India, "Jeevan Prakash Building", 489, Model Town, Karnal. Ph: 0184-2265129

List of S.Os. & Other Offices

Sr. No.	Name of the office	Address
1.	S.O. Assandh	L I C of India, Satellite Office, Assandh Main Road, Opposite Arora Eye Centre Assandh. Ph: 01749-278122
2.	S.O. Barara	Satellite Office, By-Pass Road, Near Reebok Show Room, Barara (A.Cantt.) Ph:01731-285380
3.	S.O. Gulha Cheeka	Satellite office, Ward No. 14 ,Opposite Bus Stand Cheeka Ph: 01743-224502
4.	S.O. Gharaunda	Satellite Office, Above Canara Bank, Mandi Mani Ram, Ward No.6, Gharaunda(Karnal). Ph: 01748-252600

5.	S.O. Ladwa	Satellite Office, Radour Road, Near Indri Chowk, Ladwa (KKR). Ph: 01744-261888
6.	S.O. Nilokheri	Satellite Office, Goal Market, Near Post Office, Nilokheri Ph: 01745-245505
7.	S.O. Nissing	Satellite Office, Near Gramin Bank, Nissing Ph: 01745-270071
8.	S.O. Pundri	Satellite Office, Opposite HUDA Mkt, Rajound Road, Pundri (Kaithal). Ph: 01746-271150
9.	S.O. Safidon	Satellite Office, 1 st Floor, Municipal Complex, Safidon Ph: 01686-265555
10.	S.O. Shahabad	Satellite Office, Opposite Godrej Adhar, Ladwa Road, Shahbad Markanda (KKR) Ph: 01744-243666
11.	S.O. Samalkha	Satellite Office, 289/2, Old Thana Road ,Samalkha (Panipat) Ph: 0180-2572506
12.	CLIA Ambala Cantt.	LIC of India, CLIA Office, Jeevan Jyoti, Jawahar Lal Nehru Marg, Ambala Cantt. Ph: 0171-
13.	Direct Marketing, Ambala Cantt.	Kailash Complex, Near Police Station, Mahesh Nagar, Jagadhari Road, Ambala Cantt. Ph: 0171-2660960
14.	CLIA Kaithal	27/11, Vikas Nagar, Near Padma City Mall, Karnal Road, Kaithal.

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