

INDIAN BANK

Zonal office , Chinsurah

Senco Building, Bally more, Bandel, Hooghly -712103

NOTICE INVITING QUOTATIONS

Work: Comprehensive Annual Maintenance of Note Counting Machine

Indian Bank, Zonal office , Chinsurah invites quotation for Comprehensive Annual maintenance contract (AMC) of Bundle Note counting Machine (BNCM), Loose Note Counting Machine (LNCM) and Mixed value Note Counting Machine (MVNCM) available in our 66 branches and 1 Currency Chest.

You are requested to submit the same in a sealed envelope super scribing as **“QUOTATION FOR AMC OF NOTE COUNTING MACHINES”** as per attached format.

Please note that:

- Quotation may be dropped in the box kept at Indian Bank ,Zonal Office , Chinsurah, Senco Building , Bally more, Bandel, Hooghly-712103.
- Last date for submission of Quotation is 03.06.2026 upto 3:00 PM.
- Award of contract will be effect from 15.06.2026 for a period of Two years with annual satisfactory review.
- Bids will be opened on 03.06.2026 at 04.00 PM by the tender opening committee in front of the bidders who wish to be present during tender opening.
- The firm submitting bids must have own workshop and official set up in Kolkata.
- The firm must have minimum 05 years of past experience of repair & Maintenance of above machines in banking sector, documentary proof i.e., purchase order /service order/AMC contract shall be submitted along with the bids.
- Bank has right to amend /postpone /cancellation of the bidding process without assigning any reason.
- All entries in the bid form should be legible and filled correctly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.
- Based on the work experiences, certifications, reputation , location, quoted rates and other factors, one vendor (L1) will be selected.
- Vendors should have valid GSTN Number and GST registration Number should be clearly mentioned in the quotation.

Work: Comprehensive annual Maintenance of Note Counting machines installed in 66 branches and Currency Chest under Chinsurah Zone.

General conditions and instructions to the contractors


1. The AMC will be comprehensive:
 - The firm will maintain all the BNCM and NCM (LNCM and MVNCM) already available in our branches under the zone on quarterly basis at branch location.
 - The firm will repair and/or replace the faulty parts without claiming any extra charges.
 - Faulty parts are inclusive of Motors, vacuum pump, spindle assembly, motherboard, sensors, etc.
2. Above AMC will be for a period of two years effective from 15.06.2026.
3. All break downs/faults will be attended immediately and up to 24 hours and NO EXTRA payment will be made for such break down calls.
4. Emergency calls to be attended promptly without fail even on holidays.
5. Machines which are under warranty period are not covered in above AMC.
6. In case the machine is required to be taken to the workshop for major repair, a spare machine to be provided and should function until the original unit is replaced.
7. The AMC will be valid for two years. Based on market rate of products, the rate will be reviewed by the bank and if both parties agree on same then the contract can be extended for further period of another year or more.
8. The firm should have adequate technicians and well equipped own service centre in Kolkata to attend breakdown calls in shortest possible time. The addresses of the service centre provided by the firm will be verified by the Bank. In case the service engineers are on leave, the firm should be in a position to engage alternate engineers to avoid delay in attending breakdown call.
9. Escalation matrix should be shared with the branches and all the services calls from the branches to be acknowledged duly by giving reference or call log number. The service calls from the branches to should be attended and closed promptly.
10. Stickers should be affixed on the Machines with the AMC vendor contact details and period of AMC.
11. The vendor to prepare branch wise service report duly acknowledged by Branch Manager and the consolidated report to be submitted to Zonal Office.
12. Payment will be released on a quarterly basis after ascertaining the satisfactory performance of contractual responsibility carried out in the said quarter based on the service reports duly signed by concerned Branch Manager to the effect

that all the complaint recorder in the register/informed to AMC contractors have been attended to and routine maintenance has been carried out.

13. The contractor should not employ any person who is prohibited by law from being employed for fulfilling obligations under this contract.
14. If the service provided by the firm is found to be unsatisfactory or if at any point of time during the contract it is found that the firms is false, the Bank reserves the right to terminate the contract.
15. The firm should engage service person at its own cost for survey our branches for inspection of machines and provide us a consolidated data regarding status of machines. Complete inventory maintenance data to be prepared as per under noted Annexure- I and submit the updated list within 15 days of award AMC.

Annexure - I

Branch Name	Branch Code	No. Of active cash counters	No. of BNCM	No. of LNCM	No. of MVNCM	No. of NCM beyond repairable condition and its type	Data verification by Branch Head	Vendor's Sign	Remarks if any
			Outside Warranty:	Outside Warranty:	Outside Warranty:				
			Within Warranty:	Within Warranty:	Within Warranty:				
			Warranty End Date	Warranty End Date	Warranty End Date				


 (Zonal Manager)
 ZO Chinsurah



QUOTATION FOR COMPREHENSIVE AMC OF BUNDLE NOTE COUNTING MACHINE & NOTE AUTHENTICATION CUM COUNTING MACHINE AND RATE CHART OF MACHINES AND BUYBACK.

SL.NO.	Item Description	Qty	Basic Price	GST	TOTAL (incl. of taxes)
1.	Yearly Comprehensive AMC Charges for existing Bundle Note Counting Machine Available in our Branches.	Per Machine Per Year			
2.	Yearly Comprehensive AMC Charges for existing Loose Note Counting Machine Available in our Branches.	Per Machine Per Year			
3.	Yearly Comprehensive AMC Charges for existing Mixed value Note Counting Machine Available in our Branches.	Per Machine Per Year			
4.	Price of New Bundle Note Counting Machine	1			
5.	Price of New Loose Note Counting Machine	1			
6.	Price of New Mixed Value Note Counting Machine.	1			

Other Documents to be submitted mandatorily.

1. Self –attested copy of PAN Card, GST, Trade License, MSME Registration of the Firm/Bidder
2. Incorporation Certificate
3. Proof of Local Business Address.
4. Copies of relative Experience.

Declaration against Blacklisting:

This is to certify that we, M/S _____ (Bidder Name) have not been debarred /Contract terminated from by any PSB/PSU/Government Department in the past 5 years.

I/We declare that I/We have read and acquainted myself/ourselves with the terms and conditions of Note counting Machine AMC quotation notice dated 02.05.2026. I/We unconditionally agree to the terms & conditions and have submitted this offer accordingly.

Place:

Date:

signature of authorized signatory with seal

QUOTATION FOR COMPREHENSIVE AMC OF BUNDLE NOTE COUNTING MACHINE & NOTE AUTHENTICATION CUM COUNTING MACHINE AND RATE CHART OF MACHINES .

SL.NO.	Item Description	Qty	Basic Price	GST	TOTAL (incl. of taxes)
1.	Yearly Comprehensive AMC Charges for existing Bundle Note Counting Machine Available in our Branches.	Per Machine Per Year			
2.	Yearly Comprehensive AMC Charges for existing Loose Note Counting Machine Available in our Branches.	Per Machine Per Year			
3.	Yearly Comprehensive AMC Charges for existing Mixed value Note Counting Machine Available in our Branches.	Per Machine Per Year			
4.	Price of New Bundle Note Counting Machine	1			
5.	Price of New Loose Note Counting Machine	1			
6.	Price of New Mixed Value Note Counting Machine.	1			

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Date:

signature of authorized signatory with seal

PART- I (TECHNICAL BID)

All individual/Sole Proprietor /Partnership firm /Private limited or Public limited firms applying for pre-qualification are requested to complete the information in this form.

1	Name of Tenderer	
2	Head Office Address	
3	Address on which Correspondence should be done.	
	Tel.No.	
	Mobile no.	
	Fax No.	
	E-mail address	
4	Place of incorporation/registration	
5	Constitution of tenderer	
i)	Specify,if the tenderer is	
	a)An individual	
	b)A proprietary firm	
	c)A firm in partnership	
	d)A Limited Company or Corporation	
ii)	Attacha copy of Proprietorship or Partnership Deed or Article of Association or Incorporation of Company as the case maybe.	
6	Give particulars of registration with Govt. /Semi Govt. / Public Sector Undertakings / LocalBodies.	
7	Any other information considered necessary but not included above	
8	Has the applicant or any constituent partner in case of partnershipfirm, ever abandoned the awarded work before its completion? If so, give the name of the project and give reasons thereof.	
9	Has the applicant or any constituent partner in case of partnership firm, ever been debarred/blacklisted for tendering in any organization at any time? If so, give details	

10	Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If So, give details	
11	Detailed description and value of works successfully completed during the last three years as mentioned in Point no. 6	
12	Furnish names and address of previous organization for which you have executed similar work in the recent past	

Note: Only self attested copies to be furnished.

Date & Place

Signature & seal of the applicant

Branch list Hooghly District

SL. No	BRANCH	SL. No	BRANCH
1	ADISAPTAGRAM	31	HARIPUR
2	ALAMPUR	32	HELAN
3	ARAMBAGH	33	HIND MOTOR
4	ATGHARA	34	JEJUR
5	BARUIPARA STATION ROAD	35	KANCHRA
6	BAIDYABATI	36	KONNAGAR
7	BALIGORI	37	LAXMIGANJ BAZAR
8	BALIPUR	38	MADHUSUDANPUR
9	BANDEL BAZAR	39	MIRZAPUR BAKIPUR
10	BARUIPARA MAIN	40	MOLLARBER-GUMODANGA
11	BASUBATI	41	PANDUA
12	BEGUMPUR	42	PIPULPATI
13	BENGAI	43	PURAH
14	BERELA	44	RADHAGOBINDANAGAR
15	BORHAL	45	RISHRA
16	BORADANGAL	46	SERAMPORE
17	CHINSURAH POLICE LINE	47	SARADAPALLY
18	CHAMPANDANGA	48	SHEORAPHULI
19	CHANDANNAGAR	49	SINGUR
20	CHINSURAH MAIN	50	SIPAIGACHI
21	DANKUNI	51	SRIPUR BAZAR
22	DASGHARA	52	TARAKESHWAR
23	DIHIBAGNAN	53	CURRENCY CHEST
24	DUMURDAHA		
25	DWARBASHINI		
26	DWARHATTA		
27	GOPALNAGAR		
28	GOURHATI		
29	GURAP		
30	HARIPAL		

Branch List Bankura District

SL. No	BRANCH
1	BANKURA NUTUNCHATI
2	BAMANTORE
3	BANKURA S.P MOOKERJI RD
4	BIKRAMPUR
5	BISHNUPUR
6	GHUTGORIA
7	GORABARI
8	KANCHANPUR
9	MANKANALI
10	NAMO ANCHURI
11	RAMPUR
12	RUDRA
13	SARENGA
14	SONAMUKHI