

**All India Institute of Medical Sciences  
Raipur-492099 (C.G.)**



**Date.01/11/2022**

**Expression of Interest (EOI) are invited for Selection of Nationalized/  
Scheduled/Commercial/Private Banks for Installation, Operation and Maintenance of  
Automated Teller Machine (ATM) at AIIMS, Raipur**

**1. Introduction**

AIIMS, Raipur invites Expression of Interest (EOI) from Nationalized/ Scheduled/Commercial/ Private Banks for installation, operation and maintenance of Automated Teller Machine (ATM) in the premises of the Institute at Raipur, C.G.-492099 on the monthly rental basis. Interested banks are requested to submit their expression of interest as per the terms & conditions, which can be downloaded from the website <https://aiimsraipur.edu.in>. The expression of interest along with the terms and conditions duly signed by the interested banks in sealed envelope, addressed to Director AIIMS Raipur may be sent by registered speed post before 09/11/2022 time: 17.00 hrs at Sr.Administrative Office, 2<sup>nd</sup> Floor Medical College Building, AIIMS Gate no 05, Tatibandh Raipur.

1. Application in respect of EOI shall be addressed to Director, AIIMS, Raipur - 492099.

i. The sealed envelope shall bear **“EOI for installation, operation and maintenance of automated teller machine (ATM)”** at AIIMS, Raipur.

**Eligibility Criteria:-**

- Only Nationalized /Scheduled /Commercial /Private Banks are eligible.
- Maximum Size of the premises 13.48 Meter Square, besides Amrit Pharmacy, Lower Ground Floor,Central including frontage area, Detailed requirement to be submitted by Bank.
- Bank should have at least five-year experience in the operation of ATM.
- Bank must have at least 1 (One) running ATM's operating in the city.
- Bank should submit documentary proof in support of their experience /credentials.
- DISCOM/UPPCL tested separate meter to be installed by the bidder and the electricity bills as per prescribe rate by Electrical division have to be remitted within the tenth of every month along with the license fee.
- Minimum Reserve rental Price for first contract period in Rs 25,000.00 per month.

1. Banks shall submit their past experience certificate, Memorandum and Article of Association, Partnership and Incorporation deed (in case of partnership) or any other documents regarding the existence of the bank.

- In the event of the date being declared as a closed holiday for purchaser's office, the date for opening of bids online will be the following working day at the appointed times.
- AIIMS, Raipur reserves the right to accept or reject any or all EOI, at any time prior to award of lease without assigning any reason whatsoever.
- The tendered rates and the validity of bids shall be for a minimum period of 180 days from the date, as the tender are finalized /awarded.
- The contract shall be awarded to the banks offering the highest calculated rent per square feet per month.
- AIIMS, Raipur may at any time terminate the contract by giving one month written notice to the bank, without compensation to the bank, if the bank becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or effect any right of action or remedy which has accrued or will accrue thereafter to the Institute
- Successful bank shall undertake to sign the contract agreement within 15 (fifteen) days from the issue of the letter of acceptance /order, failing which EMO/Security deposit may be forfeited.
- The firm has to submit a signed declaration that there is no vigilance/CBI case pending against them.
- Settlement of disputes in Raipur Courts –Director, AIIMS, Raipur or his/her authorized representative shall be the final authority in all disputes and decision will be accepted to all concerned
- The documents can also be downloaded from our website <https://aiimsraipur.edu.in>.

**Sr.Administrative Officer  
AIIMS Raipur**

**Banks should note that the following terms and conditions will apply specifically in addition to the rules and regulations applicable as per Government of India.**

- I. AIIMS, Raipur may waive any minor infirmity or non- conformity or irregularity which does not constitute a deviation, provided such waiver does not prejudice or affect the relative ranking of EOI.
- II. AIIMS, Raipur shall consider award of lease for installation of ATM(s) only to those whose offers have been found commercially acceptable and evaluated as most suitable by the Institute.
- III. AIIMS, Raipur reserves the right to fix reserve price if the prices quoted by the bank do not match the existing market / bank rates.
- IV. Separate electrical connection for ATM shall be taken by the bank on their own and the bank has to pay the electricity bill to the Institute as applicable.
- V. Security arrangement of the ATM will be the responsibility of concerned bank. AIIMS, Raipur shall not be responsible for any loss of cash, any loss of installation, equipment etc.,
- VI. All services for connectivity of ATM viz., lease lines/ broad band/ internet/ telephone lines / Air Conditioner to be procured /installed by the concerned bank(s).
- VII. The premises shall be used for the purpose of installation, operation and maintenance of ATM only.
- VIII. Successful party will have to pay the monthly electricity charges, as per consumption, as per Bills of the Engineering section.
- IX. All electrical consumables like bulbs, tubes, etc are to be replaced by the party, in case they are damaged.
- X. Successful bank shall not be permitted to draw any electrical connections /extension, etc without obtaining approval from the institute's Estate division.
- XI. There shall be no structural damage to the premises.
- XII. Institute cannot ensure 24 (hrs) x 7 (days) electricity power supply. Party may install their own UPS, if required, to run their storage facilities with due intimation to the Institute.
- XIII. The licensee shall pay all the Central, State and local levies including GST being imposed or assessed by the competent authority or levied in future from time to time
- XIV. The licensee shall obtain all the required permissions/license from concerned authorities for running the ATM at their own level and shall obey all the rules/regulations applicable from time to time in this regard and take all the security precautions to safeguard the equipment's installed/provided at the premises.
- XV. The licensee shall be called upon for repair the premises in case it is found that the premises requires repair. It shall be the responsibility of the bank to renovate/construct the space for ATM Counter immediately at their own cost.
- XVI. The licensee shall submit a copy of verified antecedents of their employees /staff deployed on the allotted site from the police authorities /Superintendent of Police within one month from the date of actual possession.
- XVII. No obnoxious trade shall be carried on in the premises. No other illegal activity shall be allowed to be carried by licensee and in case of such eventuality, all the responsibility or legal obligation fall upon the licensee.
- XVIII. AIIMS, Raipur reserves the right to accept or reject any application/offer. Authority for acceptance or otherwise of the application/quotation will rest with the AIIMS, Raipur which does not bind itself to accept any application/quotation and not to assign any reason for rejecting the same.
- XIX. Successful bidder has to deposit a month license fee as security deposit within 15 days of Letter of

award, failing which the offer be Withdrawn, at the option of the Institute.

- XX. The Bank submitting the tenders will be required to quote in the tender form the amount of facility charges payable (monthly) for ATM installation, which they will be required to pay to AIIMS, Raipur. The highest bidder will be awarded to install and operate their Bank ATM at the said premises. The Bank will also be required to pay electricity charges due on commercial rates (according to the meter count installed separately) from time to time besides facility charges quoted by Bank. Electrical charges along with applicable taxes should be paid by the bank.
- XXI. Maintenance and regular functioning of the ATMs for all the 24 hours should be ensured by the Bank and AIIMS, Raipur will not undertake any responsibility in this account.
- XXII. The charges fixed will be valid for 5 years and may be extended for 2 years on the discretion of the competent authority.

### **XXIII. ATM installation in following locations**

#### **Location 1:**

Besides Amrit Pharmacy, Lower Ground Floor, Central Dome

**Reserve price shall be Rs.25,000.00 per month.**

**Location for allotment of Space (Location) at the premises of AllMS, Raipur for installation of ATM**

To  
The Director,  
AllMS, Raipur - 492099

No:

Subject: Regarding Quotation for allotment of Space (Location) at premises of AllMS, Raiur for Installationof ATM.

Respected Sir,

With reference to your notification no. AllMS/ Raipur/ Admin. /XXXX dated XXXXXX on the above Subject;I hereby quote the rate for allotment of space (Location) for Installation of ATM at the premises of AllMS, Raipur:

1. Name of Bank:
2. Location No for which quotation submitted:
3. Amount quoted for one location per month (in figure):
4. Amount quoted for one location per month (in words):
5. Details of tender fee paid:

I hereby declare that I am the authorized person to quote the rate for the allotment of space and have gone through the terms and conditions of renting of space {Location} for installation of ATM at the premises of AllMS, Raipur issued vide the notification no cited above and are acceptable to the bank. In case of allotment of Space the bank is ready to take possession of space within 15 days of allotment.

Yours Faithfully

Place:

Date: Signature:

Seal of Bank: Name in block letters:

Designation:

## DRAFT AGREEMENT

This agreement is made at AIIMS Raipur on the \_\_\_\_\_ Day of \_\_\_\_\_  
Two Thousand Twenty Two Between \_\_\_\_\_ Acting  
through \_\_\_\_\_, All India Institute of Medical Sciences(AIIMS) Raipur.  
(Hereinafter called "Client" which expression shall, unless repugnant to the context or meaning thereof be  
deemed to mean and include its successors, legal representatives and assigns) of the First Part.

### Second Part

M/S \_\_\_\_\_ Its registered office at \_\_\_\_\_. (Herein after  
called the "Agency" which expression unless repugnant to the context shall mean and include its successors-in-  
interest assigns etc.) of the Whereas the "Client" is desirous to engage the "Agency" for Installation Of ATM  
machines at AIIMS Raipur, as per the terms and conditions stated below

1. The bidders must deposit the amount of Security Money \_\_\_\_\_/- within the stipulated date specified in the acceptance letter. The approved firm shall deposit the Security Money in the form of Demand Draft/Bank Guarantee payable at Raipur AIIMS duly pledged in favour of AIIMS, Raipur. After successful completion of entire supply and period of maintenance Security Deposit will be refunded within the six months if not extended for a further period.
2. The Space (Location) will be allotted to those tenderer who will quote the highest Amount above the reserved price.
3. Location No. must be for quoted in the tender.
4. The amount quoted for monthly licence fees.
5. The location will be allotted for a maximum period of Five years and it may be extended for next two years on the mutual agreement of both parties. In no case it \Nil be Extended beyond 7 years.
6. The rent will be increased 5 % compounded yearly.
7. The ATM should be remaining functional all time i.e. 24x7 days except in case of any Technical fault or natural calamities. Non functioning of ATM Services for multiple occasions shall be a sufficient ground for termination of allotment & vacation of space by the Bank.
8. The arrangement of security personnel, if any, will be done by concerned bank. AIIMS, Raipur will not take responsibility regarding any damage/loss to property of any kind on the property quoted.
9. An Electric Sub meter will be install for payment of electricity bills and the electricity bills will be paid by concerned bank to AIIMS, Raipur as per usage & fixed charges monthly.
10. The maintenance work of locations will be undertaken by AIIMS, Raipur. However no alterations/ modification can be done by bank without the prior approval of competent authority, AIIMS, Raipur.
11. All internal works related to installation of ATMs and internal look and feel will be the responsibility of the concerned bank. The bank will hand over the site, as was allotted to them initially. All maintenance work related to their internal work/ look and feel will be done by the bank themselves. Any damage done will be recovered on actual basis from the bank.
12. The vehicle containing cash for loading in ATM will only be allowed to enter the premises of AIIMS Raipur but the signature of officials /Driver will be required to be entered at entry point.
13. The ATMs will be used primarily by the Staff/ Patients/ attendant of Patients/Students only. No other people will be allowed inside the AIIMS campus. General public will also be allowed access, but may be restricted, depending of Rules framed by AIIMS Raipur regarding restricted entry of outsider's public.
14. The bank undertakes to ensure that the best facilities are available at the ATM and will promptly carryout any activity that is needed to ensure it.

15. The Space will require to be vacated within 60 days of notice served to bank. Bank Shall also be at liberty to vacate the space, after issuing notice of 60 days.
16. The AllMS, Raipur is not bound to accept highest bid and can reject/accept any of the tenders without assigning any reasons thereof.
17. The Successful tenderer will require depositing advance rent for two months and taking possession within 15 days of allotment letter issued to them.
18. An agreement will be signed between AllMS, Raipur and Concerned bank for acceptance of all terms and conditions.
19. The decision of the Director, AllMS, Raipur will be final and it will be binding on all concerned.

THIS AGREEMENT will take effect from \_\_\_\_\_ day of \_\_\_\_\_ and it shall be valid for five years.

In witness where of both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Raipur in the presence of the witness:

<p>For and on behalf of the "Agency"</p> <p>Signature of the authorized Official</p> <p>Name of the Official</p> <p>Stamp/Seal of the "Agency"</p> <p>SIGNED, SEALED AND DELIVERED</p> <p>By the said</p> <p>Name</p> <p>On behalf of the "Agency"</p> <p>In presence of</p> <p>Witness:</p> <p>Name:</p> <p>Address:</p>	<p>For and on behalf of the "Director, AllMS Raipur"</p> <p>Signature of the authorised Officer</p> <p>Name of the Officer</p> <p>By the said Name</p> <p>on behalf of the "Director, AllMS Raipur" in presence of</p> <p>Witness:</p> <p>Name:</p> <p>Address : AllMS Raipur</p>
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**ANNEXURE -1 (To be submitted in PART – B envelope only)**

To  
The Director,  
All India Institute of Medical Sciences, Raipur.

Letter reference No.

Dated: -

Subject: Regarding Quotation for allotment of Space (Location) at premises of AIIMS Raipur for Installation of ATM.

Respected Sir,

With reference to your EoI document regarding ATM installation, at AIIMS Raipur, I/ We hereby quote the following rates for allotment of space (Location) for Installation of ATM at the premises of AIIMS Raipur: -

(a)	Name of Bank	
(b)	Name & contact details of Authorized person/ signatory of Bank duly authorized by the Bank	

	Minimum Reserve/ Base Rent per month	Base Rent offered by the Bank per sq. ft. per month (A)	Total space (B)	Monthly Base rent (A X B) (C)	Total Rent including GST @ 18 percent (round to integers) (D)
ATM Site	Rs. _____/-	Rs. _____ per sq. ft.	_____ sq. ft.	Rs. _____	Rs. _____
	excluding GST				

Write 'NA' if you do not wish to quote for particular site;

Total Rent including GST@ 18 % (D) in words for ATM Site 1: \_\_\_\_\_

I/We are aware that electricity charges, as decided by the Institute will be paid over and above the monthly rent for the ATM site.

I hereby declare that I am the authorized person to quote the rate for the allotment of space and have gone through the terms and conditions of renting of space (Location) for installation of ATM at the premises of AIIMS Raipur and are acceptable to the bank. In case of allotment of space, the bank is ready to take possession of space within 15 days of allotment.

Place: Date:  
Seal of Bank:

Yours Faithfully

Signature of bidder:  
Name in block letters:  
Designation:  
Email ID Contact No