



## FOREST RESEARCH INSTITUTE, DEHRADUN

### Expression of Interest

(EOI document can be downloaded through FRI Official website [www.fri.res.in](http://www.fri.res.in))

A complete set of Expression of Interest documents in English may be downloaded from our website: [www.fri.res.in](http://www.fri.res.in) or may be collected from Purchase Officer, FRI on submission of written request on payment of ` Rs. 590/- (inclusive all taxes) by crossed Demand Draft (Non-refundable); from 01.06.2018. DD may be drawn on a scheduled commercial Bank in India, in favour of "Director, FRI", in case of downloading Eoi document from the Institute website, the firm must submit respective cost of Eoi document ` 100/- with its Eoi, otherwise Eoi will be rejected straightway.

Name of the work	:	INSTALLATION AND OPERATION OF AUTOMATED TELLER MACHINE (ATM) AT FRI CAMPUS
Cost of EOI Document	:	Rs. 590/-
Issue of EOI document	:	01/06/2018 5:00 p.m.
Date of Pre EOI meeting	:	04/06/2018 11:00 a.m.
Last Date & Time for submission of Sealed EOI by Bidders	:	25/06/2018 upto 4.00 p.m.
Date of Opening of Technical Eols	:	25/06/2018 at 11:30 p.m.
Date of Opening of Financial Eols	:	25.06/2018 at 03:00 p.m
EMD to be deposited along with EOI	:	Rs.5000/-

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Forest Research Institute invites offers in sealed envelopes under two packet system from reputed banks for installation and operation of their ATM at FRI, Dehradun Campus for a period of one year and may be further extended for another two year.

**Details of the Property**

S. No.	Particulars	Details
1.	Name of the Work	INSTALLATION AND OPERATION OF AUTOMATED TELLER MACHINE (ATM)
2.	Location	Forest Research Institute, Dehradun
3.	Size of the premises	8' x 8' square cubic
4.	location	Located near the canteen. Approachable & Available for general public
5.	3 phase EB power supply with separate meter	Yes. Meter to be separately installed by the bank
6.	Space for placing AC outdoor units	Yes. Available

### **GENERAL TERMS FOR INSTALLATION OF ATM**

1. Scheduled banks will be eligible to participate in the EOI and installation of its ATM.
2. The bank must have sufficient clientele list of Automated Teller Machine users and its credit/debit card holders and a good market share.
3. The bank must have a minimum year of experience (at least one year) in the field of installation of Automated Teller Machine in India.
4. The bank must submit the satisfactory proof/documents in support of their claim of fulfilling item no.1 to 3 above.
5. The ATM shall be allotted to the highest bidder, after the approval of the purchase committee of FRI, Dehradun.
6. Director, FRI reserves the right to accept or reject any application/quotation. Authority for acceptance or otherwise of the application/quotation will rest with the FRI which does not bind itself to accept any application/quotation and not to assign any reason for rejecting the same.
7. FRI will not accept any EOI wherein conditional offer has been given by the banks and the offers of such kind will out-rightly be rejected and the EMD will be forfeited.
8. Offers will have to be submitted along with Earnest Money Deposit (EMD) fixed for that purpose in a demand draft, which will be drawn in favour of Director, FRI, payable at UBI, Dehradun.
9. After finalization of the EOI, the EMD of unsuccessful bidders will be returned. The earnest money of successful bidder will be adjusted against Security Deposit and the same will be forfeited in case of the successful tenderer failing to honour the offer made by the FRI, Dehradun as per the quotation submitted by the bank.
10. Offers in sealed cover addressed to The Purchase Officer, Forest Research Institute, Dehradun - 248006 duly super scribed "Offers for Installation of Automated Teller Machine at FRI Campus" should be submitted on or before the scheduled date of opening.



11. The Bank submitting the EOI will be required to quote in the EOI form the amount of facility charges payable (monthly) for ATM installation, which they will be required to pay to FRI, Dehradun. The highest bidder will be awarded to install and operate their Bank ATM at the said premises.
12. 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 service tax should be paid by the bank.
13. Maintenance and regular functioning of the ATMs for all the 24 hours should be ensured by the Bank and FRI, Dehradun will not undertake any responsibility in this account.
14. The initial contract period is for One Year however may be extendable for further for 2 years if agreed by the Director, FRI and the annual facility charges shall be escalated @ minimum of 10% every year for further consecutive years if agreed by Director, FRI and Bank.
15. EOI document can also be downloaded from website [www.fri.res.in](http://www.fri.res.in) Downloaded forms should be duly filled, signed and accompanied with the tender document fee and prescribed EMD amount.
16. The term may be extended for a further period on mutually agreeable period, with same terms and conditions. DFRI reserves the right to not extend the period.
17. The offers should be accompanied with the following.
  - a. Address of the tenderers
  - b. Past experience (if any)
  - c. Copy of memorandum and Articles of Association of the Company.
  - d. RBI's approval to operate ATM and banking service in India.
18. Security Deposit of **two months' rent** should be deposited by the successful ATM installer within a week of receipt of work order. Security Deposit will not earn any interest and will be returned after the tenure of contract deducting damages, if any by the ATM installer.

**PACKET „A“ (TECHNICAL BID)**

**EOI Notice called for Installation and operation of Automated Teller Machines (ATM) at FRI, Dehradun**

From

Name of the Bank: -----

Full Address: -----

To

**The Director,  
Forest Research Institute  
Dehradun  
Uttarakhand -248006**

Sir,

Sub: - Installation of Automatic Teller Machine at FRI, Dehradun –EOI document submission

I/We undersigned hereby submit my/our bid for installation of Automated Teller Machine at your premises. I/We have read and correctly understood the terms and conditions prescribed in the notification enclosed with this EOI form and also those mentioned in the agreement format which will be executed after finalization of installation of ATM at FRI, Dehradun and agree to fully abide by them.

The following list of documents enclosed.

- a) Address proof of the bidders.
- b) Past experience if any.
- c) Copy of the memorandum and articles of association of company.
- d) RBI's approval to operate ATM and Banking service in India.
- e) Cost of EOI of Rs.590/- & Earnest Money Deposit of Rs 5000/- in the form of FDR in favour of "Director, FRI, Dehradun" (separate DD for both)



**PACKET „B” (FINANCIAL BID)**

**EOI Notice called for Installation and operation of Automated Teller Machines (ATM) at FRI Dehradun.**

**Financial bid offered for installation of Automated Teller Machine (ATM).**

From

Name of the Bank: -----

Full Address: -----

To

**The Director,  
FRI, Dehradun  
Uttarakhand -248006**

Sir,

I/We hereby offer my/our financial bid as under for installation of ATM at FRI Dehradun.

<b>S. No.</b>	<b>Particulars</b>	<b>Amount (Rs.) (Exclusive of Tax)</b>
1.	Facility charges payable per month for the first year	
2.	Facility charges payable per month for the second year with 10% increment of the first year charges	
3.	Facility charges payable per month for the third year with 10% increment of the second year charges	

19/11/2017

### Check List

1. Name & Address of the Bank:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Contact Person Name & Designation

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

REQUIRED DOCUMENT	Remarks
Application Fee	DD No. Date: Amount: Bank
Demand Draft for Earnest Money Deposit of Rs 5000/-	FDR No. Date: Amount: Bank
RBI's approval to operate ATM in India.	Attached/Not Attached
Experience Certificate in ATM Installation	Attached/Not Attached
Copy of memorandum and Articles of Association of the Company.	Attached/Not Attached
Clientele List	Attached/Not Attached
PAN proof if any	Attached/Not Attached
Document filled in all respects	YES/NO

Place:

(Full signature of the Contractor with Seal)

Date: