

**Expression of Interest (EOI)
For Selection of Nationalized/Scheduled Banks
For Installation, Operation, and Maintenance of Automated Teller Machine (ATM)
At NIELIT Ajmer, Kekri Campus**

Date: 06-04-2025

1. Introduction

NIELIT Ajmer invites Expressions of Interest (EOI) from Nationalized and Scheduled Banks for the installation, operation, and maintenance of an Automated Teller Machine (ATM) at its Kekri Campus on a monthly rental basis.

Interested banks are requested to submit their EOI as per the terms and conditions outlined in Section 4. The EOI, along with duly signed terms and conditions, should be submitted in a sealed envelope addressed to the Executive Director, NIELIT Ajmer via registered speed post or in person on or before **17/04/2025, by 13:00 hrs** at the Administrative Office, Administrative Block, NIELIT Kekri Building.

Tenders will be opened on **17/04/2025, at 15:30 hrs** in the presence of the tenderers or their duly authorized representatives, who must carry their identity cards and authorization letters from their respective banks.

2. Tendering System

2.1 Submission Process

- The sealed envelope must be labeled **“EOI for Installation, Operation, and Maintenance of ATM at NIELIT Ajmer, Kekri Campus.”**
- Inside the envelope, there should be two separate envelopes marked as:
 1. **“Technical Bid”**
 2. **“Price Bid”**
- The complete EOI must be signed and sequentially numbered by the bidder before submission.
- Submissions via Telegram, Fax, or Email will not be considered.

2.2 Technical Bid

The Technical Bid should include:

- Complete technical specifications
- Bank competency details
- Required supporting documents demonstrating technical competency for ATM installation
- Commercial bid package with terms and conditions

2.3 Price Bid

The Price Bid should include:

- Rate per square meter for the required area (not exceeding **2.55m x 2.5m, i.e., 27.47 sq. meters**)
- Submission should follow **Annexure-II (Price Bid Format) & Annexure-III(Non Blacklisting declaration)**

Both the Technical Bid and Price Bid envelopes must be placed inside a third sealed envelope, labeled accordingly.

3. Eligibility Criteria

- A. Only **Nationalized/Scheduled Banks** are eligible to apply.
- B. The bank should have at least **five years of experience** in ATM operations.

- C. The bank must have at least **one operational ATM in the city**.
 - D. Documentary proof of experience and credentials must be submitted.
 - E. A separate **AVVNL-tested electricity meter** must be installed, and bills should be paid before the 10th of every month.
 - F. The minimum reserve rental price is **INR 2,000 per square meter per month**.
 - G. The maximum space allocated is **2.55m x 2.5m (27.47 sq. meters), including the frontage area**.
 - H. The **highest bidder (H1)** offering the highest rental per square meter will be selected.
 - I. Supporting documents required include a past experience certificate, Memorandum and Articles of Association, Partnership/Incorporation deed, etc.
 - J. If the submission date falls on a holiday, the next working day will be considered.
 - K. **NIELIT Ajmer reserves the right to accept or reject any or all EOIs without assigning any reason.**
 - L. Bids must remain valid for **90 days** from the finalization date.
 - M. The contract will be awarded to the bank offering the **highest rental per square meter per month**.
 - N. **NIELIT Ajmer reserves the right to terminate the contract with one month's notice if the bank becomes insolvent.**
 - O. The selected bank must **sign the contract within 15 days of acceptance**
 - P. A **declaration confirming no vigilance/CBI case** is pending against the bank must be submitted.
 - Q. Any dispute will be subject to the **jurisdiction of Jaipur Courts**.
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4. Terms and Conditions

- A. **Minor irregularities** may be waived if they do not affect the ranking of EOIs.
 - B. Lease will be awarded to banks whose offers are **commercially acceptable and deemed suitable**.
 - C. **NIELIT Ajmer reserves the right to fix a reserve price** if the quoted rates do not align with market standards.
 - D. A **separate electrical connection** must be taken by the bank and the bank has to pay the electricity bill to the AVVNL as applicable.
 - E. **Security arrangements** for the ATM will be the responsibility of the bank. NIELIT Ajmer shall not be responsible for any loss of cash, any loss of installation, equipment etc.
 - F. **Internet, lease lines, broadband, telephone lines, and air conditioning** are to be arranged by the bank.
 - G. The premises must be used exclusively for **ATM operations**.
 - H. **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.
 - I. **Structural modifications** are not permitted.
 - J. The bank must obtain all **necessary approvals/licenses**.
 - K. The bank must **repair and maintain** the premises as required.
 - L. Verified **antecedents of ATM employees/staff** must be submitted within one month.
 - M. **No illegal activities** will be allowed on the premises.
 - N. A **one-month license fee** must be deposited as a security deposit.
 - O. The rent will be increased 5 % compounded yearly.
 - P. The bank shall pay all the Central, State and local levies including GST being imposed/assessed by the competent authority or levied in future from time to time.
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5. Additional Terms and Conditions

5.1 Compliance with Industry Standards

The ATM must comply with all **regulatory standards**, including **RBI and PCI DSS guidelines**.

5.2 Insurance Requirements

The bank must maintain **comprehensive insurance coverage** for theft, vandalism, natural disasters, and other risks.

5.3 Indemnification

The bank shall **indemnify NIELIT Ajmer** against all liabilities related to ATM operations, including **theft, injury, property damage, or data breaches**.

5.4 Signage and Branding

All signage requires **prior approval** from NIELIT Ajmer.

5.5 Termination Clause

NIELIT Ajmer reserves the right to immediately terminate the contract for non-compliance with any of the specified terms.

6. Submission of EOI

Interested banks must submit their EOI along with the following documents:

- **Company profile and experience details**
 - **Copy of RBI license and other regulatory approvals**
 - **Financial statements for the last three years**
 - **Details of ATMs currently operated in Ajmer**
 - **Proposed plan for ATM installation and maintenance at NIELIT Ajmer**
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7. Selection Process

The selection will be based on:

Bidder with maximum price quoted per square meter shall be declared as H1. H1 bidder shall be awarded the work. In case same price is quoted, bidder with minimum space requirement shall be awarded the work.

8. Important Dates

- **Last date for submission:** 17-Apr-25
 - **Evaluation and shortlisting:** 17-Apr-25
 - **Final selection and agreement signing:** 30-Apr-25
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9. Contact Details

For any queries, please contact:

Assistant Director(Administration), NIELIT Ajmer

Village Kohda, Kota Road

Kekri, District Ajmer-305408

nirmal@nielit.gov.in

Mobile : 7006481582

SD/-
Administrative Officer, NIELIT Ajmer

Technical Bid Declaration

All the documents as prescribed in section 3 are to be submitted along with a declaration that bidder accepts all the terms and conditions as prescribed in section 4 and any other terms and conditions prescribed at any other place in this document. Technical bid should be submitted with a signed and sealed copy of this tender document by authorised designated authority.

Annexure-II "Price Bid"

To
The Executive Director,
NIELIT Ajmer
Village Kohda
Kekri
Rajasthan-305408

No:

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

Respected Sir,

With reference to your notification no. _____ dated __/__/____ on the above Subject; I hereby quote the rate for allotment of space (Location) for Installation of ATM at the premises of NIELIT Ajmer:

1. Name of Bank:
2. Space required in Sq. meter:
3. Amount quoted per month (in figure):
4. Amount quoted per month (in words):

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 NIELIT Ajmer issued vide the notification 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:

Annexure III
Non-Blacklisting declaration
(To be given on Company Letter Head)

To,

Sub: Declaration for Non-Blacklisting Tender Reference No: _____

Name of Tender / Work: - _____

Dear Sir,

We hereby declare that we are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)