

IDBI BANK LTD

CENTRAL PROCESSING UNIT

Tender ref:-TN/CPU/13

Storage Facility & Strong Room Services for Bank.

Tender Issue date - **September 1, 2010**
Tender Closing date - **September 15, 2010, 12 noon**

Tender opening date (Part I): **September 15, 2010, 3 PM**

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(In respect of point no 9 & 10 please click on the link to view the document)



IDBI BANK LTD

Central Processing Unit, Plot no 82/83, Street no 15, Road No 7, MIDC,
Andheri(E) Mumbai 400093

TENDER NOTICE

Storage Facility & Strong Room Services for the Bank

Tender ref:-TN/CPU/13

Date: September 1, 2010

Sealed tenders are invited for providing Storage facility and Strong Room Storage services for keeping Bank's important records of Bank's above office. Tenders are to be submitted before **12 noon** on **September 15, 2010**. For further details & format, please visit the Bank's website at www.idbi.com.

Sd/
Deputy General Manager
Admin department.



आईडीबीआई बैंक लि.

सेंट्रल प्रोसेसिंग यूनिट, प्लॉट नं. 82/83, स्ट्रीट नं. 15,
रोड नं. 7, एमआईडीसी, अंधेरी (पूर्व), मुंबई - 400 093

निविदा सूचना

बैंक के लिए भंडारण सुविधा एवं सुरक्षित कक्ष सेवाएं

टेंडर संदर्भ : टीएन/सीपीयू/13

दिनांक : 01/09/2010

बैंक के महत्वपूर्ण रिकार्ड को रखने हेतु भंडारण सुविधा एवं सुरक्षित कक्ष सेवाएं प्रदान करने के लिए मुहरबंद टेंडर आमंत्रित किए जाते हैं. टेंडर 15/09/2010 को दोपहर 12 बजे तक प्रस्तुत की जाए. अधिक जानकारी एवं फॉर्मेट के लिए कृपया बैंक का वेबसाइट www.idbi.com देखें.

ह./-
उप महाप्रबंधक
प्रशासन विभाग

Tender ref:-TN/CPU/13

**Central Processing Unit, Plot no 82/83, Central Road, Road No 7, Street No 15, MIDC,
Andheri, Mumbai 400093**

Tender notice for Storage Facility & Strong Room Services

Sealed tender are invited from experienced and reputed parties situated nearby Mumbai for providing Storage Facilities & Strong Room services for IDBI Bank Ltd, Central Processing Unit, Plot no 82/83, Street No 15, Road No 7, Central Road, MIDC, Andheri, Mumbai 40093 hereinafter referred to as " **The Bank** " .

Interested parties hereinafter referred to as "**The Vendor**" may apply for above bid having adequate normal and strong room facility with good reputation and experience in providing and servicing storage facilities to Financial Institution/Banks.

Process for submitting Tender

1. Sealed tenders from reputed vendors may be furnished in two parts viz Part I & Part II. Vendors may apply either for normal Storage facility or Strong Room Services separately or may apply for both. Please refer prequalification criteria for Normal storage facility (Annexure II) & Strong Room Storage facility (Annexure III) before applying for above tender.

- **Part I**

Cover forming Part I of the tender should be super scribed with the words

"Tender for Normal Storage Facility -Profile"

< Vendor Name>

OR

"Tender for Strong Room Storage Facility- Profile"

< Vendor Name>

OR

"Tender for Normal Storage Facility & Strong Room Storage- Profile"

< Vendor Name>

This will contain the following information

- a. Application for Tender (Annexure I)
- b. Signed copy of Basic Terms & Conditions (Annexure IV)
- c. Format for applying for Tender (Annexure III)
- d. Empanelment Form giving all Financial/ Market/ Statutory details about Agency. (Annexure V)
- e. Earnest Money Deposit (EMD) by way of Demand draft drawn in favor of 'IDBI Bank Ltd' payable at Mumbai on any nationalized/scheduled bank for Rs 50,000/-
- f. Company profile and other annexure Vendor wish to provide on its own.

- **Part II**

Cover - 2 should contain rates duly signed by the authorized person in the prescribed format (Annexure 6) and should be super scribed with the words

“Tender for Storage Facility -Rates”

< Vendor Name>

OR

“Tender for Strong Room Storage Facility- Rates”

< Vendor Name>

OR

“Tender for Storage Facility & Strong Room Storage- Rates”

< Vendor Name>

Overwriting/cuttings in rates should also be authenticated under full signatures by the same authorized person.

2. Both the Covers i.e. Part-I and Part-II shall be put in a single cover (super scribing the words)

‘Tender for Storage facility’

<<Vendor Name>>

Sealed Tender should be submitted by **dropping** in the tender box kept for this purpose on Mezzanine floor of IDBI Bank Ltd. CPU, Plot 82/83, Central Road, Street No 15, Road no 7, MIDC, Andheri, Mumbai 400093, addressed to the Deputy General Manager (Administration), on or before 12 noon of September 15, 2010.

Part I shall be opened at 3 PM on September 15, 2010 for pre-qualification of the Vendors in presence of senior Bank Officer. The Vendor/s representative may be present at the time of opening of tenders. Date and time of opening of **Part-II** of pre-qualified agencies would be intimated separately. **Part-II** of the agencies not satisfying the pre-qualification criteria (Part I) will not be opened (including EMD of Rs 50,000/application money).

Please note the Bank reserves the right to accept or reject the lowest or all offers without assigning any reason therefor.

For further details/clarifications please contact:

Shri Ashish Sawant / Shri Sujit Gole

Admin Department

IDBI Bank Ltd.

CPU, Plot 82/83, Central Road,

Street No 15, Road no 7, MIDC,

Andheri, Mumbai 400093,

Phone 66700 212 /213

Email: ashish_sawant@idbi.co.in

Sujit_gole@idbi.co.in

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Annexure I

Application for Tender

Place:

Date:

The Deputy General Manager,
IDBI Bank Ltd
Admin Department
Central Processing Unit,
Plot 82/83, Central Road,
Street No 15, Road no 7, MIDC,
Andheri, Mumbai 400093,

Dear Sir,

Tender for Storage Service provider.

1. Having gone through the Tender Document for the aforesaid job, we offer ourselves for enlistment as Storage service provider in conformity with your requirements and the terms and conditions set for the same.
2. We agree to abide by the terms and conditions of the tender and it shall remain binding on us.
3. We note that Bank
 - a. would not empanel the vendor whose technical bid (part-I) is not as per the requirement and rejected by IDBI Bank.
 - b. would not open the price bid(Part- II) of the vendor who has not qualified in the technical bid (Part-I) (including non submission of EMD of Rs 50000/-)
 - c. reserves the right to reject lowest and / or all other offers without assigning any reasons therefor.
 - d. may offer the same type of services to more than one agency
4. We declare that our agency has never been involved in providing services to any anti social groups/out lawed organization and / or our agency has never been involved in any kind of fraud/legal cases arises out of.
5. We are agreeable to execute agreement as per the draft provided in the Tender paper without any conditions/modifications.

Signature of the authorized person

Date:

Name of the signatory (in block capital letters)

Seal of the Vendor

Annexure II

Pre qualification criteria for Normal Storage space

1. The Vendor should be in the relevant business for at least five years with good track record and ability to handle given job.
2. Normal storage facility should be within 5 km distance from the Bank's CPU Office.
3. The vendor should have its clients like Banks, financial Institution, Government & Semi government bodies. The clientele list should include at least 3 major client
4. **The Vendor should have aggregate space of at least 10000 sq feet with provision to allot additional space for IDBI Bank ltd when required.**
5. Storage space should be permanent building with Fire proof, rat proof, damp proof, having proper drainage provision as per Municipal approval.
6. Space should be safe from natural calamities like Floods, cyclones, inundation etc.
7. **The tenure of the contract will be preferably for 5 years including trial period of 3 months and if found satisfactory the contract will be continued for further period of 5 years.**
8. The vendor should have enough trained /experienced personnel and manpower to carryout this activity.
9. The storage facility provided to IDBI Bank Ltd should be easily identifiable and should not be mixed up with other users. Shifting of documents to other locations require prior written approval from Bank.
10. Tender can be submitted only on prescribed Tender form issued by the above mentioned office. Tender submitted on any other form shall be rejected and declared invalid. Vendor may attach separate annexure in Part I for additional profile/information etc if required.
11. Title of Space acquired by the Vendor should be legally owned & managed by Vendor only. Subcontracting the work is not permitted. Title of space should be clear and it should be free from any encumbrances. Vendor should certify that all legal & technical formalities are completed for this storage space.
12. The Service Provider will be required to sign indemnity bond to secure Bank's Confidential Information.
13. Conditional Tenders will be straightaway rejected
14. Vendor should certify that proper Municipality, Fire brigade, Shops & Establishment, Police licenses are acquired and able to produce whenever required by the Bank.
15. The Vendor shall pay all local/municipal taxes levied and maintain a good storage facility.

Vendors satisfying above basic criteria can submit their tenders before 12 noon on September 15, 2010

Annexure III

Pre qualification criteria for Strong Room Storage

1. Strong room storage facility should be within 2 km distance from the Bank's CPU office.
2. The Vendor should be in the relative business for at least five years with good track record and able to handle given job.
3. The vendor should have its clients like Banks, financial Institution, Government & Semi government bodies. The clientele list should include at least 3 major client
4. **The Vendor should have space of at least 5000 sq feet of strong room with provision to allot additional space for IDBI Bank Ltd when required.**
5. The strong room should be permanent building with Fire proof, rat proof, damp proof, having proper drainage provision as per Municipal approval
6. The strong room should be safe from natural calamities like Floods, cyclones, inundation etc.
7. **The tenure of contract will be for 5 years. The contract will be initially on trial period of 3 months and if found satisfactory the contract will be continued for further period of 5 years.**
8. The vendor should have enough trained /experienced personnel and manpower to carryout this activity.
9. The storage facility should be easily identifiable and should not be mixed up with other users. Shifting of documents to other locations required prior written approval from Bank.
10. Tender can be submitted only on prescribed Tender form only issued by the above mentioned office. Tender submitted on any other form shall be rejected and declared invalid. Vendor may attaché separate annexure in Part I for additional profile/information etc. if required.
11. Title of Space acquired by the Vendor should be legally owned & managed by Vendor only. Subcontracting the facility is not permitted. Title of space should be clear and it should be free from any encumbrances. Vendor should certify that all legal & technical formalities are completed for this storage space.
12. The Service Provider will be required to sign indemnity bond to secure Bank's Confidential Information.
13. Conditional Tenders will be straightaway rejected
14. Vendor should certify that proper Municipality, Fire brigade, Shops & Establishment, Police licenses are acquired and able to produce whenever required by the Bank.
15. The Vendor shall pay all local/municipal taxes levied and maintain a good storage facility.

Vendors satisfying above basic criteria can submit their tenders before 12 noon on September 15, 2010.

Annexure IV

Basic Terms & Conditions

1. Vendors need to submit Earnest Money Deposit (EMD) of Rs 50,000/- while applying for the tender.
2. EMD for unsuccessful bidders would be returned within 15 days of finalization of the Vendor for performing the work.
3. EMD for successful bidders would be returned after satisfactory completion of Agreement period.
4. EMD can be issued by way of demand draft in favour of IDBI Bank Ltd payable at **Mumbai** drawn on any nationalized/scheduled bank.
5. EMD will not carry any interest.
6. Vendors should confirm that it holds all valid licenses, registration and permissions that are required under the applicable laws for carrying out this activity.
7. Vendor should comply with applicable Union, State and local laws, ordinance, regulations in performing its obligations including the procurement of licenses, permissions, certificates, etc. payment of taxes, if required.
8. Vendor should agree to meet the personnel of the client periodically or as and when called upon to review its performance.
9. Vendors shall allow any person, officers, auditors or authorized representative from bank to visit/inspect the Storage arrangement only after receipt of prior notice issued/given by Bank in written/email form.
10. Vendors should acknowledge that all tangible and intangible information obtained or disclosed, including all documents, data, papers, statement, any business or customer information, trade secrets and process of the client relating to its business practices in connection with the services to be performed under this agreement or otherwise shall be considered to be confidential and proprietary/ information.
11. Vendor shall not assign the agreement and or any of its obligations under this agreement to any third party without the prior written consent of the Bank.
12. Vendor shall not enter into any agreement with any contractor or sub contractor in connection with the services to be provided under the terms of this agreement without the prior written consent of the Bank.
13. The Vendor should agree to indemnify and hold the client harmless from all losses, claims, damages, costs, taxes, duties, additions, penalties, interest charges and expenses of any kind to which the Bank may be subjected to on account of any proven warranty representations, unauthorized acts, fraud, deed or thing done by Vendor & its employees, officers, agents, subcontractors and Vendor will be liable for consequent damages that the Bank may suffer.
14. Bills will be raised on Monthly basis after completion of particular month. Bank will process the bill in due course and payment will be settled. Bank is entitled to deduct the Income tax at source at the prevailing rate as applicable to service agreement under provisions of the income tax act at the time of payment. Bank inturn will issue TDS certificate to the vendor by financial year ending.

15. A vendor has to make arrangement to collect the pay orders / TDS certificates from bank. In any situations pay order/ TDS certificates will not be courier to vendor.
16. On termination of the agreement or on expiry of the period of this Agreement, Vendor shall handover all the records in its possession to the designated authorised official of BANK after full settlement of all dues payable to Vendor under the terms of agreement. The costs relating to the delivery of the records shall be borne by the BANK
17. In case of any dispute, difference or question which may at any time arise between the parties hereto, the parties shall first attempt to resolve any dispute or alleged breach internally by escalating it through Management and prior to pursuing litigation use a mutually acceptable alternative dispute resolution process. However, if the same still remains unresolved, then such dispute, difference or question in respect of this Agreement or the subject matter thereof, shall be subject to Mumbai Jurisdiction.
18. Space provided by the Vendor should be Permanent building with Fire proof, Rat proof, damp proof, termite & pest proof. Building should have proper drainage provision as per municipal approval.
19. Sketch Map of storage area with its location shall have to be furnished to the Bank.
20. Storage area should be insured against fire, flood, cyclone and other natural calamity besides theft, burglary etc. and the storage agent will bear the cost of such insurance and any loss/ damage.
- 21. Preference will be given to such Vendors who will be having their own arrangement for providing vehicle to carry out boxes and documents from Bank to Vendor's place & Vice-versa.**
22. The successful tenderor shall have to enter in to a agreement with the Bank at his/their own cost within 15 days of the acceptance of his/their tender.
23. The Service Provider should confirm to have obtained all Licenses under all applicable laws viz. Labour law etc. pertaining to its business and should confirm that all legal, statutory requirements are completed. It further should confirm that it has taken all the necessary approvals as required under the local, state or central legislation in respect of the premises from where the Service Provider is operating its business.
24. The Service Provider should comply with all the Labour Legislation in the state of Maharashtra prevailing and as applicable from time to time in the state of Maharashtra
25. In the event of any misuse, data lost or any reasons thereof which could incurred a any type of loss to the Bank, The Bank reserves the right to take necessary action including inter alia, deducting a suitable amount from the monthly bill or recovering from other mode as per stated in Agreement. The Bank also reserves the right to discontinue contract by giving 10 days notice.
26. Vendor should be able to provide additional storage place if required by Bank in future.
27. Vendor may make arrangement for Transit insurance for transporting important docs/parcels/boxes of the Bank to their premises and vice-versa.

28. Storage space should be provided with backup of diesel generator in case of power failure.
29. Vendor should be able to provide periodical MIS for boxes stored and space used by Bank
30. Racks arrangement for keeping boxes should be flexible and should accommodate following standard sizes of boxes.
 - (a) w- 15" X b-10" X h-10"
 - (b) w- 24" X b-12" X h-14"However there should be provision to store different sizes of boxes.
31. Bank will not pay any retrieval charges on Boxes or documents.
32. Bank will not pay towards any extra charges like one time setup charges, File registration charges, Pickup charges, permanent retrieval charges etc. Only Charges quoted/indicated in Annexure IV will be paid.
- 33. Storage should be available on all working days of Bank. Storage timing should match Bank's working hours.**

We have read the above terms and conditions and accepts the same.

Signature of the authorized person _____

Name of the signatory (in block capital letters) _____

Seal of the agency _____

Date: _____

Annexure V

Format for applying to quotations- TN/CPU/13

Srl.	Particulars	Remarks
1.	Name of the Vendor	
2.	Location of Storage area	
3.	Handling storage activity since ...	
4.	Whether this type of facility is provided in the past for any Financial institution. If yes, for which Bank (Pls enclose references)	
5.	Signed copy of all Tender paper/annexure.	
6.	Any other details of relevance	

Signature of the authorized person _____

Name of the signatory (in block capital letters) _____

Seal of the Vendor _____

Date: _____

Annexure VI

Format for quoting rates

Srl	Particulars	Rate per Square feet in Rupees (without taxes)
1	Normal Storage	
2	Strong Room Storage	
	Total Charges	

Note: Charges should be mentioned in Per Square Feet terms only

Taxes applicable on actual as per the Government Norms and will be paid as per amendment made by Government during contract paid

Signature of the authorized person _____

Name of the signatory (in block capital letters) _____

Seal of the Vendor _____

Date: _____