



(HEAD OFFICE :: BANGALORE)

GLOBAL TENDER FOR

**“SUPPLY OF VEHICLE WITH SALOON BODY TO HOUSE ATM AND
OTHER RELATED EQUIPMENTS”**

TENDER REFERENCE NO : RFP - 09 /2011-12
DATE OF TENDER DOCUMENT : 07.07.2011
DATE OF SUBMISSION OF QUERIES FOR PRE BID
MEETING : 14.07.2011
DATE OF PRE BID MEETING : 18.07.2011
LAST DATE FOR SUBMISSION OF TENDER : 08.08.2011
DATE OF OPENING OF TECHNICAL BID : 08.08.2011
COST OF TENDER DOCUMENT : ₹ 15,000/-
EARNEST MONEY DEPOSIT / BG IN LIEU OF EMD: ₹ 5,00,000/-
NO. OF PAGES : Pages 33

ISSUED BY : DEPUTY GENERAL MANAGER
CANARA BANK
ASSET PROCUREMENT & MANAGEMENT GROUP
DIT-WING, HEAD OFFICE
NAVEEN COMPLEX, 14, M G ROAD
BANGALORE 560 001

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This document can be downloaded from Bank's website
<http://www.canarabank.com/English/Scripts/Tenders.aspx>. In that event, the
suppliers should pay the cost of the tender document by means of DD drawn
on any scheduled Commercial Bank for ₹ 15,000/- in favour of Canara Bank,
payable at Bangalore and enclose the same to Technical Bid of this tender.

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CALENDER OF EVENTS

Sl. No	EVENT	DATE
1	Date of Issue	07.07.2011 Thursday
2	Date of submission of Queries for Pre Bid Meeting	14.07.2011 Thursday 04.00 PM
3	Date of Pre Bid Meeting	18.07.2011 Monday 03.00 PM
4	Date of Submission of Tender	08.08.2011 Monday 03.00 PM
5	Date of Opening of Technical Bid Part A	08.08.2011 Monday 03.30 PM
6	Date of Opening of Technical Bid Part B	Will be intimated subsequently
7	Date of opening of Commercial Bid	Will be intimated subsequently

INTRODUCTION

Canara Bank (hereinafter referred to as THE BANK) a premier Indian Public Sector Bank having pan India presence is looking for a vendor who can Supply Vehicle with saloon body to house ATM and other related equipments them.

In this regard we invite sealed offers (Eligibility Bid, Technical Bid and Commercial Bid) for Supply of Vehicle with saloon body to house ATM and other related equipments at different locations.

1. SCOPE OF WORK

The Selected Bidder has to undertake delivery of Vehicle with saloon body to house ATM and other related equipments

A. INSTRUCTIONS.

1. Three Bid System

There should be three separate bids (Eligibility Bid, Technical Bid and Commercial Bid). All the Bids shall be submitted in English language in font size 12 point in separate sealed envelopes, super scribing:

- (1) "Eligibility Bid for the supply of Vehicle with saloon body to house ATM and other related equipments on the top of the cover.
- (2) "Technical Bid for Supply of Vehicle with saloon body to house ATM and other related equipments" on the top of the cover.
- (3) "Commercial Bid for Supply of Vehicle with saloon body to house ATM and other related equipments" on the top of the cover.

The sealed envelopes containing Eligibility, Technical and Commercial Bids shall be submitted in another sealed envelope super scribing "Offer for Supply of VANs with A/C and Genset in response to RFP-09/2011-12 Dt.07.07.2011 (includes separately sealed Eligibility, Technical Bid and Commercial Bid)" on the top of the envelope. The Name of the Bidder and Due Date of the RFP are to be specified on the top of the envelope.

Under no circumstances the Commercial Bid should be kept in Technical Bid Covers. The placement of Commercial Bid in Technical Bid covers will make the bid liable for rejection.

The bid/s should be deposited in the **Tender Box** kept at Canara Bank, DIT Wing, First floor, Naveen Complex, 14 M G Road, Bangalore - 560 001, **on or before Monday 08th August 2011, 03:00 pm**. If last day of submission of bids is declared as holiday under NI Act by the Government subsequent to issuance of RFP, the next working day will be deemed to be the last day for submission of the RFP. The Bid/s which is/are deposited after the said date and time shall not be considered. No offer will be accepted directly.

The Technical Bid/s will be opened in the presence of the bidder's representative on the offer due date **Monday 0 8th August 2011,, 03:30 pm** at Canara Bank, Conference Hall, II Floor, Naveen Complex, 14 M.G Road, Bangalore-560 001. Bidder's representative may be present in the venue well in time along with an authorization letter, as per the format attached (Annexure -B) and should sign in Register of Attendance.

If any of the bidders or all bidders who submitted the tender are not present during the specified date and time of opening it will be deemed that such bidder is not interested to participate in the opening of the Bid/s and the bank at its discretion will proceed further with opening of the technical bids in their absence.

In case the Proposal is not received from any bidder/s as required above on or before the said date and time, it will be presumed that they are not interested in participating in this RFP and Bank shall proceed further.

2. ELIGIBILITY CRITERIA

A vendor submitting the proposal in response to this RFP shall hereinafter be referred to as Bidder.

A bidder should be required to satisfy the following requirements for being eligible for participation in the bidding process for delivery of Vehicle with saloon body to house ATM and other related equipments and also to comply with the Technical Specifications narrated in Annexure-G and any other related works pertaining to this Project.

Sl. No.	Criteria	Documents to be submitted.
1	The Bidder should be registered as a company in India as per Companies Act 1956.	Copy of the Certificate of Incorporation and Certificate of Commencement of Business in case of Public Ltd Company or Copy of Certificate of Incorporation in case of Pvt Ltd company.
2	The bidder should be authorized Dealer/Distributor/Manufacturer of saloon Body brand vehicle.	Supported by documentary evidence like Authorized Dealer Letter/Certificate from OEM and also copies of the service contracts wherever entered.
3	Bidders should have sold a minimum of 5 vehicles (special purpose) for the past 24 months and should be in the line of business for a minimum period of 24 months.	Copy of order to be submitted.
4	Bidders should have a minimum turnover of Rs.5 crores per year during the last two financial years i.e., 2008-09, 2009-10	1. Audited Financial Statements for the last two years. 2.Certificate from Chartered Accountant showing year wise turnover for last two years.

Before submission of the offer, the Bidders are requested to go through the following

instructions and the terms and conditions detailed below.

Further, all bidders will have to submit the following:

1	Non Interest EMD for Rs.5,00,000/- Refundable	By way of DD/Bank Gurantee favoring "Canara Bank". payable at Bangalore
2	Application fees for Rs. 15,000/- Non Refundable	By way of DD favoring "Canara Bank" payable at Bangalore.

3. Requirement Details.

This tender consists of following requirements.

Sl. No	Item details	Qty	Locations
1	Supply of Vehicle with saloon body to house ATM and other related equipments (Detailed Technical Specification as per Annexure E.)	7	The vendor shall have the service centers as per Annexure H

4. Determination of L1 Price.

The Commercial Bid will be evaluated based on the Total Cost of Ownership (TCO) of vehicle with saloon body and other related equipments as per Bill of Material Annexure D. Basing on the TCO, Ranking of the Bidders will be determined.

5. Non-transferable Offer.

This tender document is not transferable. Only the empanelled vendors, to whom the RFP is issued, are entitled to submit the offer to the Bank.

6. Offer Validity Period.

The Offer submitted and the prices quoted therein shall be valid for 6 months from the last date for submission of the offer (BID).

7. Modifications and Withdrawal of Bid/s.

No offer can be modified or withdrawn by a bidder after submission of Bid/s.

8. Pre-Bid Meeting

8.1 A pre-tender meeting of the intending bidders will be held at **03.00 hours IST on Monday 18th July 2011** at Canara Bank, Conference Hall, II Floor, Naveen Complex, 14 M G Road, Bangalore - 560 001 to clarify any point/doubt raised by them in respect of this RFP. No separate communication will be sent for this meeting. All communications regarding points requiring clarifications and any doubts shall be given in writing to The General Manager, DIT Wing, HO Bangalore by the intending bidders before **4.00 hours IST on Thursday, 14th July 2011**.

8.2 Authorized representatives of interested bidders shall be present during the scheduled time. The Bank shall clarify the queries during the pre-bid meeting followed by confirmation. No individual consultation shall be entertained.

9. Preliminary Scrutiny.

The Bank will scrutinize the Bid/s received to determine whether they are complete in all respects as per the requirement of RFP, whether technical documentation as required to evaluate the offer has been submitted, whether the documents have been properly signed and whether items are offered as per the tender requirements.

The Bank may, at its discretion, waive any minor non-conformity or any minor irregularity in the offer. This waiver shall be binding on all the vendors and the Bank reserves the right for such waivers.

10. Clarification of Offers.

During the process of scrutiny, evaluation and comparison of offers, the Bank may, at its discretion, seek clarifications from all bidders/any of the bidders on the offer made by them. The request for such clarifications and the bidder's response will necessarily be in writing and it should be submitted within the time stipulated by the Bank. In the event of any of the bidder fails to submit the response for clarification sought within the time stipulated, his bid is liable to be rejected.

11. No Commitment to Accept Lowest or Any Offer.

- 11.1 The Bank reserves its right to reject any or all the offers without assigning any reason thereof whatsoever.
- 11.2 The Bank will not be obliged to meet and have discussions with any bidder and / or to entertain any representations in this regard.

12. Documentation.

Technical information in the form of Brochures / Manuals / CD etc. must be submitted in support of the Offer made.

13. Submission of Technical Details.

- 13.1 It is mandatory to provide the technical details in the exact format as has been mentioned in **Annexure G** of this tender.
- 13.2 The offer may not be evaluated and may be rejected by the Bank without any further reference in case of non-adherence to the format or partial submission of technical information as per the format given in the offer.
- 13.3 If any part of the technical specification offered by the bidder is different from the specifications sought in our RFP, the bidder has to substantiate the same in detail the reason of their quoting a different specification than what is sought for, like higher version or non availability of the specifications quoted by us, invariably to process the technical quote.

13.4. The Bank shall not allow / permit changes in the technical specifications once it is submitted.

13.5. The relevant product information, brand, and model number offered, printed product brochure, technical specification sheets etc. should be submitted along with the Offer. Failure to submit this information along with the offer could result in disqualification.

14. Make and Models.

It is mandatory to provide make & model of all the items and their subcomponents as has been sought in the technical specification. The Offer may not be evaluated and / or will be liable for rejection in case of non-submission or partial submission of make, model of the items offered. *Please note that substituting required information by just brand name is not enough.*

15. Format for Eligibility Bid, Technical Bid and Commercial Bid.

The Eligibility Bid, Technical Bid and Commercial Bid should be made in an organized, structured and neat manner. Brochures / leaflets etc. should not be submitted in loose form. All the pages of the submitted bids should be filed and paginated (serially numbered) with seal and signature of the authorized signatory. The format for Eligibility Bid, Technical Bid and Commercial Bid is furnished in **Annexure E**.

16. Erasures or Alterations

The Offers containing erasures or alterations will not be considered. There should be no hand-written material, corrections or alterations in the offer. Technical details must be completely filled in. Correct technical information of the product being offered must be filled in. Filling up of the information using terms such as “OK”, “accepted”, “noted”, “as given in brochure/manual” is not acceptable. The Bank may treat such Offers as not adhering to the tender guidelines and as unacceptable.

17. Costs & Currency.

The Offer must be made in Indian Rupees only, including the following:

18. Short-listing of Vendors.

The Bank will prepare a short-list of Eligible and technically qualified bidders and the commercial bid/s of only these qualified bidders will be opened. The Bank will intimate the date and time of opening of Commercial Bid/s to the technically qualified bidders.

19. Right to Alter Quantities.

The Bank reserves the right to alter the number of vehicles specified in the Offer in the event of changes in the plans of the Bank.

20. Earnest Money Deposit (EMD)/Bank Guarantee in lieu of EMD.

20.1. The bidder shall furnish Non interest earning Earnest Money Deposit (EMD) of ₹ 5,00,000/- (Rupees Five Lakhs only) by way of Demand Draft drawn on any scheduled bank in favour of Canara Bank, payable at Bangalore and should be kept along with the Technical Bid only.

20.2. In Case the EMD is submitted in the form of Bank Guarantee the same should be valid for **up to warranty period** from the last date for submission of offer. The format for submission of EMD in the form of Bank Guarantee is as per Annexure C.

20.3. Submission of EMD in other than Eligibility Bid is liable to be rejected on grounds of non submission of EMD.

20.4. The EMD of the Bidders not qualified under Technical Bid will be returned within 15 days after opening of the commercial bid of the technically qualified bidders. The EMD of other bidders will be returned upon the selected bidder accepting the order and furnishing the performance guarantee.

20.5. The EMD may be forfeited/ Bank Guarantee may be invoked:

20.5.1. If the bidder withdraws or amends the bid during the period of bid validity specified in this document.

20.5.2. If the selected bidder fails to accept the purchase order within 7 days or fails to sign the contract or fails to furnish performance guarantee in accordance with the terms of the RFP.

B. TERMS AND CONDITIONS.

1. Scope of Work

The Selected Bidder has to undertake delivery of Vehicle with fitted Air Condition(AC) and saloon body to house ATM and other related equipments

2. Delivery

2.1. Delivery of First Vehicle with saloon body to house ATM and other related equipments with in **Sixty days** from the date of acceptance of purchase order and balance should be delivered within **Sixty days** after acceptance of first (1st) vehicle by the bank as per clause 'B.2.6.1'.

2.2. However, if the delivery was not effected as per the clause on account of any reasons attributable to the Bank, the bidder shall provide evidence to such effect, acknowledged by the contact persons of respective location of the Bank.

2.3. Non-compliance of the above delivery clause will result in imposing penalty at 0.50% per week or part thereof with a maximum of 5% , on the invoice value per each vehicle.

- 2.4. If delivery is beyond 10 weeks, The Bank reserves its right to cancel the entire / unexecuted part of the Purchase Order at any time without assigning any reason.
- 2.5. Please note that no extra charge/ tax will be paid for those locations where road permit is required. Vendor only has to arrange for road permit at his cost. It will be the sole responsibility of the vendor to submit any form required for release of shipment from the check post.
- 2.6. **Acceptance by the Bank:** The schedule of activities towards completion of Acceptance test is given below:
 - 2.6.1. A Test run will be conducted and the vehicle will be accepted by the bank officials on satisfactory performance.
 - 2.6.2. The test run shall be conducted for each Vehicle.
- 2.7. Bank reserves the right to change/modify locations for supply of the items. In the event of any change/modification in the locations the delivery at the modified locations at no extra cost to the Bank
- 2.8. The Bank will not arrange for any Road Permit / Sales Tax clearance for delivery to different locations and the Vendor is required to make the arrangements. However, the Bank will provide letters / certificate regarding placing of order / authority to the Vendor, if required.

3. Pricing & Payments.

- 3.1. The Price offered to the Bank must be in Indian Rupees, and inclusive of Duties/Transit Insurance/Freight **but Exclusive of all taxes CST / LST / VAT/Octroi/Entry Tax Etc.** The vendor has to quote the applicable taxes separately.
- 3.2. The item value along with CST/VAT should be claimed in the invoice, location wise and CST/VAT will be paid in actual at our end. However please note that taxes will be paid to the maximum of taxes indicated in the Bill of Material. **Octroi / Entry Tax, if applicable, will also be paid / reimbursed at our end centrally on production of original payment receipt from the respective location where the items were delivered.**
- 3.3. The Octroi/Entry Tax will have to be claimed separately by submitting the original Octroi /Entry tax paid receipt location wise and it should be claimed before / within the installation payment.
- 3.4. No escalation in price quoted is permitted for any reason whatsoever. Prices quoted must be firm till the completion of the contract including warranty period.
- 3.5. From the date of placing the order till the delivery of the systems, if any changes are brought in the duties such as excise/customs etc., by the Government, resulting in reduction of the cost of the systems, the benefit arising out of such reduction shall be passed on to the Bank.

- 3.6. Applicable Taxes will be paid at actual to the maximum of taxes indicated in the Bill of Material. If there is any delay in delivery of the vehicle and other related items to house the ATM & Other Equipments ordered on account of the Bidder, then any increase in tax rate has to be borne by the bidder. However if any decrease in the tax rates, then the taxes at actual will be paid.

4. Payment Terms.

- 4.1. Bank shall pay 90% of Cost of Vehicle on delivery of vehicle.

4.1.1 If the successful bidder wishes to avail advance, bank shall pay advance to the maximum amount of 25% of Cost of Vehicle against the bidder's request upon placing order. The bidder should pay interest at the rate of 17.25% p.a compounded monthly on the advance amount from the date of advance to till the date of delivery of vehicle. The Balance amount of 65% Cost of Vehicle shall be paid on delivery of vehicle after deducting the interest amount payable³ by the bidder on advance amount.

4.1.2 When the advance amount is sought by the bidder, the bidder has to furnish an Advance Payment Bank Guarantee for the amount equivalent to 110% of the advance amount valid for a period of 6 months from the date of advance with a claim period of 3 months from the last date of validity. The Proforma of Advance Payment Guarantee is attached in the Annexure I.

4.1.3 In case of default- in delivery of the vehicle within the schedule date, the bank reserves its right to invoke the advance payment guarantee.

- 4.2. The selected bidder shall be responsible for extending the validity date and claim period of the advance payment bank guarantees as and when it is due, on account of delay in completion of the project.

- 4.3. Bank shall pay 10% on registration of vehicle and on production of relevant documents.

- 4.4. Please note that Originals of Invoices in duplicate reflecting taxes and duties, proof of delivery duly signed by bank officials should be submitted while claiming payment in respect of orders placed.

5. SECURITY DEPOSIT / PERFORMANCE BANK GUARANTEE

The successful bidder should submit a Security Deposit by way of DD drawn on Canara Bank / Performance Guarantee issued by scheduled commercial Bank in India, for 10% i.e., equivalent to 10% of the contract value within seven working days from the date of receipt of the order.

- 5.1. If the Performance Guarantee is not submitted within the date stipulated, penalty at 0.50% per week or part thereof on the total value of the order will be deducted from the first monthly payment for the delay in submission of Performance Guarantee.

- 5.2. Security deposit if submitted in the form of Performance Bank Guarantee, the guarantee period should be valid for 12 months from the date of placing the order. The guarantee should also contain a claim period of three months from the last date of validity.
- 5.3. The security deposit / bank guarantee will be returned to the bidder on completion of implementation and acceptance by the Bank and successful operation for a period of one year from date of acceptance.
- 5.4. The selected bidder shall be responsible for extending the validity date and claim period of the bank guarantees as and when it is due, on account of delay in completion of the project.

The Bank shall invoke the Bank guarantee before the expiry of validity, if work is not completed and the guarantee is not extended, or if the selected bidder fails to complete his obligations under the contract. The bank shall notify the selected bidder in writing before invoking the bank guarantee. The proceeds of the guarantee shall be payable to the bank as compensation for any loss from the selected Bidder's failure to complete his obligations under the contract.

6. Order Cancellation

The Bank reserves its right to cancel the entire / unexecuted part of the Purchase Order at any time by assigning appropriate reasons in the event of one or more of the following conditions:

1. Delay in delivery beyond the specified period for delivery.
2. Serious discrepancies noted in the items delivered.
3. Breaches in the terms and conditions of the Order.

In addition to the cancellation of purchase order, the Bank reserves its right to invoke the Bank Guarantee or forfeit the Security Deposit given by the supplier towards non performance/non compliance of the terms and conditions of the contract, to appropriate the damages.

7. Warranty.

The Offered Vehicle with saloon body to house ATM and other related equipments must include a minimum one-year comprehensive warranty covering all parts.

The vendor shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship. Vendor must warrant all components, accessories, spare parts etc. against any manufacturing defects during the warranty period. The vendor should ensure that the defective component is replaced /repaired within a maximum period of 24 hours. In case of breakdown of the system, the vendor should arrange for standby system of identical specification till the original system is repaired.

8. GENERAL TERMS AND CONDITIONS:

8.1. Authorized Signatory of the Bidder

The selected bidder shall indicate the authorized signatories who can discuss and correspond with the Bank, with regard to the obligations under the RFP or Contract.

8.2. Acceptance of Order

8.2.1. The Bank shall issue/release a purchase order.

8.2.2. The selected bidder shall accept the Purchase Order in 3 days and also convey willingness to execute the contract agreement as per the terms specified by the bank.

8.2.3. The Bank reserves the right to invoke the Bank Guarantee/Forfeit the EMD, at its discretion, if the selected bidder fails to accept the purchase order within three days from the date of receipt of the purchase order.

8.3. Liquidated Damages (LD) / Penalty

All the LDs/ penalty mentioned in this RFP are independent of each other and are applicable separately and concurrently.

9. Other Conditions.

- a) The Bank reserves its right to carry out the technical inspection of items offered by the selected vendors, at the discretion of the Bank.
- b) In case of location like Delhi vehicles with CNG is to be quoted.
- c) Vehicle Color code will be provided by the bank, however the paint should be ICI DuPont.
- d) Transit Insurance: The supplier is responsible for transit and all other insurance till the tools, equipment and vehicles are delivered at the location mentioned in this Procurement order.
- e) Vehicle Registration, Road Tax & Insurance: Shall be procured by the agency and the cost of the taxes only will be reimbursed by the Bank after the delivery.
- f) ATM and related equipments will be provided by the bank, which has to be installed in the vehicle.
- g) List of service centers with complete address and contact details to be provided as per Annexure -H.

10. Notices

- 10.1. Notice or other communications given or required to be given under the Contract shall be in writing and shall be hand-delivered with acknowledgement thereof, or transmitted by pre-paid registered post with acknowledgement due, or by facsimile, provided that where such notice is sent by facsimile, a confirmation copy shall be sent by pre-paid registered post within five days of the transmission by facsimile, at the address to the receiving party by the other in writing, provided in case of change of address, such change of address has been notified at least ten days prior to the date on which such notice has been given under the terms of the contract.
- 10.2. Any notice or other communications shall be deemed to have validly given on date of delivery if hand-delivered; if sent by registered post, then on the expiration of seven days from the date of posting; and if transmitted by facsimile, then on the next business date after the date of transmission.

11. Indemnity.

“The vendor shall keep and hold the Bank indemnified and harmless from time to time and at all times against all actions, proceedings, claims, suits, liabilities (including statutory liability), penalties, demands, charges, costs (including legal costs) and expenses, damages, losses and any other expenses which may be caused to or suffered by or made or taken against the Bank arising out of:

- (i) *Non compliance with any applicable laws, regulations, rules, statutory or legal requirements by the vendor;*

12. Publicity.

Any publicity by the vendor in which the name of the Bank is to be used will be done only with the explicit written permission of the Bank.

13. Force Majeure.

The vendor shall not be liable for default or non-performance of the obligations under the contract, if such default or non-performance of the obligations under this contract is caused by any reason or circumstances or occurrences beyond the control of the vendor, i.e. Force Majeure.

For the purpose of this clause, “Force Majeure” shall mean an event beyond the control of the vendor, due to or as a result of or caused by acts of God, wars, insurrections, riots, earth quake and fire, events not foreseeable but does not include any fault or negligence or carelessness on the part of the vendor, resulting in such a situation.

In the event of any such intervening Force Majeure, the Vendor shall notify the Bank in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by the Bank, the Vendor shall continue to perform / render / discharge other obligations as far as they can reasonably be attended / fulfilled and shall seek all reasonable alternative means for performance affected by the Event of Force Majeure.

14. Resolution of Disputes.

All disputes and differences of any kind whatsoever, arising out of or in connection with this Offer or in the discharge of any obligation arising under this Offer (whether during the course of execution of the order or after completion and whether beyond or after termination, abandonment or breach of the Agreement) shall be resolved amicably. In case of failure to resolve the disputes and differences amicably the matter may be referred to a sole arbitrator mutually agreed upon after issue of at least 30 days notice in writing to the other party clearly setting out therein the specific disputes. In the event of absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrators; one to be nominated by each party and the said arbitrators shall appoint a presiding arbitrator. The provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern the arbitration.

The venue of Arbitration shall be in Bangalore, India.

In case the Proposal is not received as required above on or before the said date and time, Bank shall presume that bidder is not interested in supply of the item/s now and decision will be taken by the Bank accordingly.

15. The jurisdiction of the court.

The jurisdiction of the court is at Bangalore.

Yours faithfully,

Deputy General Manager

Annexure A - Covering Letter Format

Offer Reference No:

Date:

The Deputy General Manager,
Canara Bank,
Asset Procurement & Management Group,
Department of Information and Technology,
Naveen Complex, 14 M G Road,
Bangalore - 560 001
Karnataka

Dear Sir,

Tender Ref: RFP 09/2011-12 Dated: 07.07.2011

Having examined the tender document including all Annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply of VANs with A/C and Genset in conformity with the said tender in accordance with the schedule of prices indicated in the commercial offer and made part of this offer.

We certify that the prices in this bid have not been disclosed to any other bidder of this RFP. The prices in this bid have been arrived without agreement with any other bidder of this RFP for the purpose of restricting competition.

We also certify that we have not induced nor attempted to induce any other bidder to submit or not to submit a bid for restricting competition.

If our offer is accepted, we undertake to complete delivery within Eight weeks at the respective locations. We agree to abide by this offer till 6 months from the date of last day for submission of Offer (bid).

Until a formal contract is prepared and executed, this offer together with the Bank's notification of award by means of order letter shall constitute a binding contract between us.

We certify that the information/data/particulars furnished in our RFP are factually correct. We also accept that in the event of any information/data/particulars proving to be incorrect, Bank will have the right to disqualify us from the bid.

We accept all the Instructions, Scope of Work and Terms & Conditions of the subject RFP.

We understand that the Bank is not bound to accept the lowest or any offer the Bank may receive without assigning any reason whatsoever.

Dated this _____ day of _____ 2011

Signature _____

Name of the company with seal

Annexure B - Authorization Letter Format

The Deputy General Manager,
Canara Bank,
Asset Procurement & Management Group,
Department of Information and Technology,
Naveen Complex, 14 M G Road,
Bangalore - 560 001
Karnataka

Dear Sir,

SUB: Authorization Letter for attending the Bid Opening

REF: Your RFP No: 09/2011-12 Dated 07.07.2011

This has reference to your above RFP for Supply of vehicles with saloon body to house ATM and other related equipments.

Mr. /Miss/Mrs. _____ is hereby authorized to attend the bid opening of the above RFP 09/2011-12 dated 07.07.2011 on _____ on behalf of our organization.

The specimen signature is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority

Signature of Attesting Authority

Name of Authorizing Authority

Annexure C

1. BANK GUARANTEE FORMAT FOR EARNEST MONEY DEPOSIT

To

.....

WHEREAS _____ (Name of Tenderer) (hereinafter called "the Tenderer" has submitted its tender dated _____ (Date) for the execution of (Name of Contract) _____ (hereinafter called "the Tender") in favour of _____. hereinafter called the "Employer";

KNOW ALL MEN by these presents that we, (name of the issuing Bank), a body corporate constituted under the having its Head Office at amongst others a branch/office at _____ (hereinafter called "the Bank" are bound unto the employer for the sum of Rs_____ .

(Rupees _____ only) for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents;

THE CONDITIONS of this obligation are:

- (a) If the Tenderer withdraws its Tender during the period. of Tender validity specified in the Tender; or
- (b) If the Tenderer having been notified of the acceptance of his Tender by the Employer during the period of Tender validity;
 - (i) Fails or refuses to execute the Agreement, if required; or
 - (ii) Fails or refuses to furnish the performance security, in accordance with clause _____ of conditions of Contract.

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand without the Employer having to substantiate his demand, provided that

in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

Notwithstanding anything herein contained,

(i) Our liability under this Guarantee shall not exceed Rs. _____ (Rupees _____ only)

(ii) This Bank Guarantee is valid up to _____: and

(iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before _____ (mention period of the Guarantee as found under clause (ii) above plus claim period)

Dated _____ day of _____ 20__

SIGNATURE OF THE BANK

Annexure - D

Bill of Material

Note:

1. This Bill of Material must be attached in technical offer as well as commercial offer. The format will be identical for both Technical and Commercial Offers, except that the Technical Offer should not contain any price information. Technical offers without the bill of materials will be liable for rejection.
2. Vendor must take care in filling price information in the Commercial Offer, to ensure that there are no typographical or arithmetic errors. All fields must be filled up correctly.
3. The bidder shall not omit items or leave blank against price of an item, instead, the bidder shall indicate 'Nil' or "included in item....." explicitly.
4. Prices shall be quoted in words and figures. When there is any difference between the Prices quoted in figures and in words; the price given in words only will be considered.

Ups, Batteries, Stabilizer, ATM Machine & V-SAT equipments will be provided by the Bank. All other equipments/accessories & fixtures should be provided by the bidder at no extra cost.

Price Details of the Required Items

Sl. No	Item Details	Unit Price with 1 year warranty (Exclusive of tax)	Tax Components for Column A (Specify the tax percentage and amount)		Unit Cost of Vehicle incl. of Tax ₹	Qty	Total Cost. ₹
		A	B % of tax	C Tax Amt. ₹	D =(A+C)		E
1	Chasis with saloon body as per description (Annexure G - -All other related equipment & accessories)					7	
2	7.5 kva Generator(pet rol) set					7	
	Total Cost	XXX	XXX	XXX	XXX	XXX	

The Commercial Bid will be evaluated based on the Total Cost of Ownership.

We understand that the above-mentioned tax figure is for price-comparison purpose only and the bank will pay on actual to the maximum of taxes indicated in this Bill of Material.

Confirmation to be submitted with masked Bill of Material

We understand that Bank shall be placing Order to the Selected Bidder exclusive of taxes only and that all applicable Taxes like CST/VST/VAT/Service Tax will be paid at actual to the maximum of taxes indicated in this Bill of Material against production of invoice / bills.

We confirm that we have quoted rates/prices with warranty period (as per terms and conditions of the tender), in our Commercial Offer.

Date:

Place:

Signature

(Name)

On behalf of

(Name of the vendor)

Annexure - E

A. Format for Eligibility Bid

The Eligibility Bid should be made in an organized, structured, and neat manner. Brochures / leaflets etc. should not be submitted in loose form. All the pages of the submitted bids should be filed and paginated (serially numbered) with seal and signature of the authorized signatory.

The suggested format for submission of Eligibility Offer for this RFP is as follows:

Sl. No.	Documents to be submitted
1.	Index of all the document submitted with page numbers
2.	Cost of Tender document by way of DD payable at Bangalore.
3.	Earnest Money Deposit (EMD)/Bank Guarantee in lieu of EMD as per Annexure C.
4.	Power of Attorney/ Authorisation letter signed by the Competent Authority with the seal of the bidder's company / firm authorizing the representative of the company to sign the bid document.
5.	Name and address and contact person along with phone number, email id etc and Address of Office on which order has to be placed.
6.	Vendor's Covering letter. This should be as per Annexure A.
7.	Particulars of the Bidder as per Annexure F.
8.	Service Centre Details as per Annexure H.
9.	Vendor's compliance to all the Eligibility Criteria stipulated with documentary proof.

B. Format for Technical Bid

The Technical Bid should be made in an organized, structured, and neat manner. Brochures / leaflets etc. should not be submitted in loose form. All the pages of the submitted bids should be filed and paginated (serially numbered) with seal and signature of the authorized signatory.

The suggested format for submission of Technical Offer for this RFP is as follows:

Sl. No.	Documents to be submitted
1.	Index of all the document submitted with page numbers
2.	Technical Offer as per Specifications given in Annexure G should be complete with all the columns filled in.
3.	The masked Commercial Offer should be enclosed to the Technical Offer as per Annexure D.

4.	Terms and Conditions compliance Table in the following format as under. This table must cover bidder's response to all the terms and conditions specified in the offer document i.e. Part B (Terms and Conditions). The format is mentioned as below.		
	Sl. No.	Term No.	Short Description of Term
	1		
	2		
5.	Technical Documentation (Product Brochures, leaflets, manuals etc). An index of technical documentation submitted with the offer must be enclosed.		
6.	Offered model should be having a market presence		Submit any proof that the proposed model should have been in the market for the past 2 years.

C. Format for Commercial Offer

The Commercial offer must not contradict the Technical Offer in any manner. The suggested format for submission of commercial offer is as follows:

Sl. No	Documents to be submitted
1.	Covering Letter
2.	Commercial Version of Bill of Materials and Price Schedule as per Annexure D . This annexure must contain all Price information, including WARRANTY details and taxes along with the cost of consumables sought for.

Please note that the Authorised representative of the bidder should carry Authorisation letter as per Annexure B to attend bid openings.

ANNEXURE - F

PARTICULARS OF BIDDER

A. Profile of Bidder

1. Name of bidder:
2. Location
Regd. Office:
Controlling Office:
3. Constitution
4. Date of incorporation & Date OF COMMENCEMENT of business:
5. Major change in Management in last three years
6. Names of Banker / s

B. Financial Position of Bidder for the last financial year

	2009-10	2010-11
Paid up capital		
Tangible Net Worth (excluding revaluation reserve)		
Total Outside Liabilities/Tangible Net Worth		
Net Sales of the Company as a whole.		
Out of the above Net Sales, Net Sales from services		
Gross Profit		
Net Profit (Profit After Tax)		
Summary of Financial Position and working results		
Growth in Operations (%)		
Growth in profitability (%)		

N.B. Enclose copies of Audited Balance Sheets along with enclosures

D. Details of Experience in Vehicle for Special Purposes :

PSU		
Name of Company	Date	No of Units
Non-PSU		
Name of Company	Period	
	Date	No of Units

N.B. Enclose copies of Purchase Orders as references.

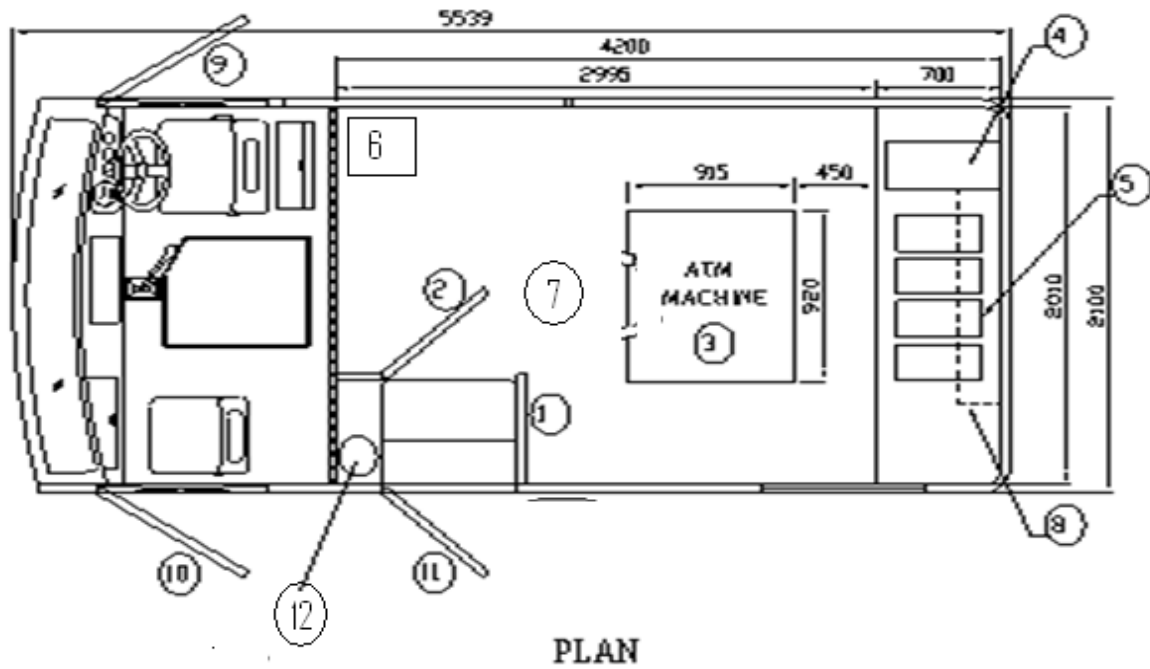
ANNEXURE- G (Technical Specifications)

<u>Vehicle specifications</u>		COMPLIED YES/NO
Type	LVV Category	
Engine	100 HP - BSIII and above	
Wheel base	2815mm or suitable to body specification	
GVW	6400kg and above	
Tyre	6 tyre, 7.50x16x16	
Front Axle weight	2200kg and above	
Rear Axle weight	4200kg and above	
<u>Body Specifications</u>		COMPLIED YES/NO
<ol style="list-style-type: none"> 1. Guide Body on 2815W.B -6 wheel model. 2. No body glasses. 3.CHASSIS: Would be of a standard make with company built cabin with all standard Fitting and control panel. 4. Full partition without door with clear glass half portion - end to end (Behind Driver) 5. Pneumatic/electric out swing door 6. Domestic room door with half glass at entrance of the floor after foot steps with auto Door closer. Opening towards inside. Sides to be enclosed as partition, for safety and air tight. 7. Overall length: 5540mm (18ft) 		

<p>8. Overall Width: 2100mm (6.9ft)</p> <p>9. Overall height: 2775mm (9 to 9.5ft)</p> <p>10. Internal Width: 2000mm (6.5ft)</p> <p>11. Internal height: 1980mm (6.5ft)</p> <p>12. Internal clear length for work station : 12-13ft = 3650-3950mm approx (Engine partition to Rear Inner body)</p> <p>13. Ft (front). overhang: 1044mm (3.5ft) maximum</p> <p>14. Rear overhang: 1680mm (6.5ft)</p> <p>15. Driver door and Co-driver door</p> <p>16. Reclining driver seat and co-driver seat with seat belts</p> <p>17. Flat floor without mudguard elevation</p> <p>18. Hard roof with soft lining. Suitable side panels</p> <p>19. Provision for UPS and Battery & Stabilizer (UPS,Batteries & Stabilizer will be provided by the bank)</p> <p>20. Provision for 7.5 KW Petrol generator (7.5 KW petrol generator to be provided by the bidder)</p> <p>21. Single roof mounted AC run by generator (1.5 tons AC)(AC to be provided by the bidder)</p> <p>22. ATM machine provision and mounting, supplied by purchaser.(ATM Machine will be provided by the bank)</p> <p>ATM machine Dimensions - Length: 3.5Ft, Width: 3Ft (mounting drawings will be provided) to be located at Rear (above the Rear axle). ATM to rear body gap around 1ft to 1.5ft and side gaps to be maintained equally.</p> <p>23. ATM input 2.5 KVA, select petrol generator to suit ATM operation, AC & interior Lights.</p> <p>24. Provision for V-SAT on roof - Weight of V-SAT is approx 750 Kgs with cabling Provision (will be mounted by purchaser as they need of). (VSAT will be provided by bank)</p>	
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	<p>25.TYRES: Heavy-duty steel radials.</p> <p>26. Electrical Change over unit for UPS power with Raw power to charge the UPS batteries with adequate length of power cable.</p> <p>27.OPTIONAL / STANDARD EQUIPMENT/FEATURES:</p> <ul style="list-style-type: none"> • Standard tool kit for each machine. • Spare tyre and jack. <p>28. LIGHTING AND OTHER FIXTURES</p> <ul style="list-style-type: none"> • Inside Air-Condition Fitting : Fitted AC with adequate cooling • Inside Cabin Lighting : Decorative ceiling with lighting to be made. • Emergency Hooter : to be fitted. (Emergency button at driver and Siren outside of the vehicle for emergency purpose) • Thin Tube light fitting is to be done on both sides and back side of the vehicle (the lighting should glow on 3 sides of the vehicle. Light should focus on posters only , if any posters pasted on the sides) • A decorative artificial flower pot is to be made available at appropriate place inside the saloon. 	
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TENTATIVE PLAN OF THE PROPOSED VEHICLE



Sl No	Description
1	Partition
2	Partition door
3	ATM machine
4	Provision for UPS
5	Provision for UPS battery Bank
6	Provision for 7.5 Kva Generator unit
7	A/c outdoor unit
8	A/c Indoor unit
9	Driver door
10	Co-driver door
11	Main door
12	Fire extinguisher -2

ANNEXURE -H

DETAILS OF BRANCHES /SERVICE CENTERS

A. Service centre detail of the bidder

Sl. No.	Service Centre required	Owned / Franchise	Postal Address	Contact Numbers including Name of in charge and his contact details	Service Facilities available, (please describe)	Number of Service Engineers
1	AGRA					
2	HYDERABAD					
3	TRICHY					
4	TRIVENDRUM					
TENTATIVE CENTRES						
6	PATNA					
7	PUNE					
8	KOLKATA					

ANNEXURE - I

BANK GUARANTEE FORMAT FOR ADVANCE PAYMENT

To: _____

Dear Sirs,

Whereas M/s _____ having Registered Office at _____ hereinafter called the "purchaser", agrees to purchase from M/s _____ hereinafter called the "contractor" on the terms and conditions contained in their agreement/ purchase order No. _____ dated _____ and also agrees to pay to the contractor an advance of Rs. _____ (Rupees _____ only) representing _____% of the contract value for the goods/services subject to furnishing a bank guarantee and the contractor agrees to furnish the bank guarantee;

We, _____ Bank _____ Branch hereinafter called "the Bank" in consideration of the premises, at the request of the contractor, do hereby guarantee and undertake to pay to the Purchaser forthwith on demand at any time upto _____ any money or monies not exceeding a total sum of Rs _____ (Rupees _____ only) as may be claimed by the Purchaser to be due from the Contractor by way of refund of such advance payment or any portion or portions thereof or otherwise as the losses and/or damages caused to or suffered or would be caused to or suffered by the Purchaser by reason of default or defaults on the part of the Contractor to execute the work/supply the goods under the aforesaid Contract or for failure by the Contractor in the observance and performance of any of the terms and conditions of the said contract in accordance with the true intent and meaning thereof.

Notwithstanding anything to the contrary the decision of the Purchaser as to whether any money is refundable by the Contractor to the Purchaser or whether the Contractor has made any such default or defaults as aforesaid and the amount or amounts to which the Purchaser is entitled to by reason thereof will be binding on the Bank and the Bank shall not be entitled to ask the Purchaser to establish its claim or claims under this guarantee but shall pay the same to the purchaser forthwith on demand without any demur, reservation, recourse, contest or protest and/or without any reference to the Contractor. Any such demand made by the Purchaser on the Bank shall be conclusive and binding notwithstanding any difference between the Purchaser and the Contractor or any dispute pending before any Court, Tribunal, Arbitrator or any other authority.

This Guarantee shall expire on _____ without prejudice to the Purchaser's claim or claims demanded from or otherwise notified to the Bank in writing on or before the said date.

The Bank further undertakes not to revoke this Guarantee during its currency except with the previous consent of the Purchaser in writing and this Guarantee shall continue to be enforceable till the aforesaid date of its expiry or the last date of the extended period agreed upon as the case may be unless during the

currency of the Guarantee all the dues of the Purchaser under or by virtue of the said contract have been duly paid and its claims satisfied or discharged or the Purchaser certifies that the terms and conditions of the said Contract have been fully carried out by the Contractor and accordingly discharged the Guarantee.

*Subject to the maximum limit of the Bank's liability as aforesaid, this Guarantee shall cover all claim or claims of the Purchaser against the Contractor from time to time arising out of or under the said Contract and in respect of which the Purchaser's demand or notice in writing be served on the Bank before the date of expiry of this Guarantee mentioned above or of further extended period agreed upon, as the case may be.

*The Bank agrees with the Purchaser that the Purchaser shall have the fullest liberty without affecting in any manner the Bank's obligations under this Guarantee to extend the time of performance by the Contractor from time to time or to postpone for any time or from time to time any of the rights or powers exercisable by the Purchaser against the Contractor and either to enforce or forbear to enforce any of the terms and conditions of the said Contract, and the bank shall not be released from its liability for the reasons of any such extensions being granted to the Contractor or for any forbearance, act or omission on the part of the Purchaser or any other indulgence shown by the Purchaser or by any other matter or thing whatsoever which under the law relating to sureties would, but for this provision have the effect of so relieving the Bank.

The Guarantee shall not be affected by any change in the constitution of the Contractor or the Bank nor shall it be affected by any change in the constitution of the Purchaser by any amalgamation or absorption of or with the Contractor, Bank or the Purchaser, but will ensure for and be available to and enforceable by the absorbing or amalgamated company or concern.

*Delete if not required.

Notwithstanding anything herein contained, Bank's liability under this guarantee shall be limited to Rs..... (Rupees.....only) and stand completely discharged and all rights of Purchaser under this guarantee shall stand extinguished if no claim or demand is made upon Bank in writing on or before.....and Purchaser's rights under the guarantee shall be forfeited and Bank shall be deemed to be relieved and discharged from all liabilities hereunder.

The Bank has power to issue this Guarantee under the statute and the undersigned has full power to sign this Guarantee on behalf of the Bank.

Dated thisday of.....20.....at

SEAL AND SIGNATURE OF THE BANK
FULL POSTAL ADDRESS OF THE BANK

ANNEXURE-J

BANK GUARANTEE FORMAT FOR SECURITY DEPOSIT/PERFORMANCE GURANTEE

Guarantee No. _____
Amt. of Guarantee Rs. _____
Guarantee cover from Dated: _____
To Dated: _____
Last Date for Lodgement of claim _____

To
The Deputy General Manager
Canara Bank
Asset Procurement & Management Group
DIT Wing, Head Office,
Bangalore

In consideration of _____ (hereinafter called "Beneficiary") having agreed to exempt _____ Ltd., having its Registered Office situated at _____ (hereinafter called "the Obligor(s)") from the demand of Security Deposit of Rs. _____ (Rupees _____ only) under the terms and conditions of an agreement dated _____ (hereinafter called the "said Agreement") for the due fulfilment by the said Obligor of the terms and conditions contained in the said agreement, on production of the Bank Guarantee for Rs. _____ (Rupees _____ only), at the request of the Obligor _____ (Name of the Bank), a body corporate constituted under the _____ having its Head Office at _____ amongst others a branch at _____ (hereinafter referred to as "the Bank") has agreed to give following guarantee in favour of the beneficiary for an amount not exceeding Rs. _____ (Rupees _____ only) against any loss or damage caused to or suffered or would be caused to or suffered by reason of any breach by the said Obligor(s) of any of the terms and conditions contained in the said agreement.

- 2) We, the Bank do hereby undertake to pay the amount payable under this guarantee without any demur merely on a demand from the beneficiary stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by reason or any breach of the terms and conditions contained in the said agreement or by reason of the obligator's failure to perform the said agreement. Any such demand in writing made on the Bank shall be conclusive as regards the amount due and payable by the Bank under the guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____.

- 3) We, the Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the beneficiary under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till the beneficiary certifies that the terms and conditions of the said agreement have been fully discharged this guarantee. Unless a demand for claim under this guarantee is made on us in writing on or before _____ we shall be discharged from all liabilities under this guarantee thereafter.
- 4) We, the Bank further agree that the beneficiary shall have the fullest liberty, without consent and without effecting in any manner or obligations hereunder, to extend time of performance by the said obligator(s) from time to time or to postpone for any time any of the powers exercisable by the beneficiary against the said obligator(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved of our liability by reason of any extension being granted to the said obligator(s) for any forbearance, act or omission on the part of the beneficiary or any indulgence by the beneficiary to the said obligator(s) or by any such matter or thing whatsoever which under the law relating to sureties would not for this provision have effect of so relieving us.
- 5) We, the Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the beneficiary in writing.
- 6) Notwithstanding anything contained herein:
 - i. Our liability under this Bank Guarantee shall not exceed Rs. _____ (Rupees _____ only)
 - ii. This Bank Guarantee is valid up to _____ : and
 - iii. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before _____ (mention period of the guarantee as found under clause, (ii) above plus claim period)

PLACE:

DATE:

SIGNATURE