

# **Uttar Pradesh Upbhokta Sahkari Sangh Ltd.,**

Head Office, Walaqadar Road, Hazratganj, Lucknow - 226 001.

## **Tender Document**

**For**

### **Supply, Printing and Personalisation of ATM Cards**

Last Date for Submission: 18 /06 /2011 Before 4.00 PM

Cost Of Tender Document : Rs.1000/-

Note :

- Tender Document Can be obtained by paying cash or DD / Banker's Cheque Fvg "**Uttar Pradesh Upbhokta Sahkari Sangh Ltd. Lucknow**".
- In case of downloaded Tender Document The bidder should have to submit a DD / Banker's Cheque of Rs.1000/- Fvg "**Uttar Pradesh Upbhokta Sahkari Sangh Ltd. Lucknow**".

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# Technical Part

## **1. Introduction**

### **Overview**

**Uttar Pradesh Upbhokta Sahkari Sangh Ltd. (UPSS)** is the nodal agency for the computerization process of all Cooperative Institutions in Cooperative Sector in the State of Uttar Pradesh as per Government Order no.C-36/Computerisation/vf/kOE@ Dated 11-08-2010.

UPSS has already shortlisted the vendors for Supply and Implementation of ATMs in the District co-op. banks in the state of Uttar Pradesh.

As a process further, UPSS wishes provide these Banks with the ATM Cards and Personalisation of ATM Cards.

Sealed Tenders are invited to participate in the BID process for the Supply of Printed ATM Cards and Personalisation for the District Co-op. Banks in Uttar Pradesh, India. The objective of this Invitation is to achieve the most competitive prices for the ATM Cards to the District Co-op. Banks in Uttar Pradesh, India.

### **Standards**

The material should carry all international recommendations and standards of Magnetic Stripe Cards and security for ATM Cards

## **2. Instructions to Bidders**

2.1 UPSS proposes to procure, print and personalization of ATM Cards for the Banks in Uttar Pradesh, the scope of the computerization consists supply, printing and personalization including embossing or indenting and encoding of the track data to the Banks in the state of Uttar Pradesh. Hence UPSS is looking for vendor who is having experience in supplying material as mentioned in this tender document and providing satisfactory services to the banks.

2.2 The bidders are advised to study all technical and Financial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in the rejection of the bid.

2.3 The sealed offers prepared in accordance with the specification should be submitted in two different envelopes, one technical and another is Financial. These envelopes should be addressed to **“The Managing Director, Uttar Pradesh Upbhokta Sahkari Sangh Ltd., Head Office, Walaqadar Road, Hazratganj, Lucknow – 226 001.”** The Financial bid will be opened only of those bidders who qualify the Technical bid.

2.4 All bids must be accompanied by EMD of Rs. 10,000 /-(Rs Ten Thousand Only) -the form of Bank Draft /Bankers Cheque drawn from a scheduled bank in favor of **“Uttar Pradesh Upbhokta Sahkari Sangh Ltd., Lucknow”** Tenders not accompanied by Earnest Money Deposit (EMD) or incomplete in any respect will be rejected outright. No interest will be paid on the EMD amount.

2.5 This tender document is not transferable and same should not be duplicated in any manner.

2.6 The categories of items and quantity will be as per requirements. Uttar Pradesh Upbhokta Sahkari Sangh Ltd., Lucknow (UPUSS) reserves the right to increase or decrease the quantity or delete some or all of the items depending on the needs of the UPUSS without assigning any reasons.

2.7 The bidder should indicate specifically the Basic Price, Taxes/Excise duty, other duties (if any), and levies chargeable quantitatively against each item. No additional information will be entertained after due date.

2.8 The bids should indicate additional cost if any, post submission of the tender, extra cost will not be entertained.

2.9 The tender should be submitted in two sealed envelope (i.e. Technical Part and Financial

Part) with all annexure properly quoted.. Failure to quote for all items with all annexure in the tender will result in rejection of the tender.

2.10 The draft must be in a separate sealed envelope indicating the amount, tender notice title, and due date and enclosed with the bid.

2.11 The bidder should clearly indicate the delivery period and validity period of tender.

2.12 The bidder should clearly indicate the availability of service and maintenance facilities at Lucknow for the items quoted.

2.13 The details particularly the sales taxes/excise duty, any other duty, if not quoted properly, the bid can be cancelled.

2.14 The bidders are required to quote for each item separately in terms of basic price and all other charges. Prices should be quoted in Indian currency only.

2.15 The tender must be submitted along with the copies of Manufacturers license or authority from the manufacturer and the latest Income Tax return.

2.16 The UPUSS reserves the right to reject any or all tenders without assigning any reason whatsoever. And UPUSS does not bind itself to accept lowest or any other tender.

2.17 The tenders will be opened internally in front of the computer committee. If the date of opening is declared to be a holiday the tenders will be opened on the next working day.

2.18 Bidder must have a registered office in Uttar Pradesh preferably in Lucknow.

**Payment Terms:**

**Printing of ATM Cards:**

1. 100 % against Delivery of Printed Cards & Submission of Invoice

**Personalisation of ATM Cards:**

1. 100 % against Submission of Invoice

2.20 All damaged or unapproved goods shall be returned at the bidder risk and cost and the incidental expenditure thereupon shall be recovered from the concerned party.

2.21 Printed conditions of the firm sent along with the quotation, if any, shall not be binding on us.

2.22 Packing list must be put in all packets/boxes of material.

2.23 On acceptance of tender, the date of delivery should be strictly adhered to otherwise; UPUSS reserves the right not to accept the delivery in full or in part. In case the order is not executed within the stipulated period, UPUSS will be at liberty to make purchases through other sources, and to forfeit the earnest money of the bidder.

2.24 Octroi if applicable will be paid while submitting valid receipts on the name of the UPUSS.

2.25 All information contained in this proposal should be treated as Financially confidential and you are required to limit dissemination on a need-to-know basis.

2.27 The Tender includes the following documents:

- i. Company incorporation/registration documents
- ii . Three years certified Balance sheets & Profit & Loss copies of the bidder.
- iii. Experience letter/certificate from existing banking clients.

2.29 Proposals must remain valid for 90 days after the submission date indicated in this Data Sheet.

2.30 The bidder must submit the original copy of the proposal. duplication of proposal if any, will be result in rejection of bid.

2.31 The bidders are not allowed to modify the tender, suggestions and extra cost if any should be attached separately.

2.32 Evaluation of the technical proposal will be based on performance, quality & experience.

2.33 The bidder should be profit making company and should have an annual turnover of 50 lacs for last financial year,

2.34.The proposal will be opened as per the convenient time of the bank and only eligible bidders will be called for further discussion.

2.35 UPUSS reserves the right to accept or reject any proposal or any part of the proposal and to annul the bidding process and reject all proposals at any time prior to contract award, without thereby incurring any liability and by not giving any reason.

2.36 Clarifications/queries, if any, should be directed to: The Managing Director, Uttar Pradesh Upbhokta Sahkari Sangh Ltd., Tel (0522) - 2611599 or by email : [upsslko@gmail.com](mailto:upsslko@gmail.com). Questions and queries should be submitted prior to 18 / 06 /2011 in office hours so that response can be provided to all the vendors through email.

2.37 The UPUSS has reserved the rights to add or remove any material from this tender document. Thus, the bidder should attach separate sheet(s) in case of any deviation or any suggestions regarding the technical specification etc.

2.38 The bidder should specifically follow the brands for all the quoted material as mentioned in the annexure of this tender document. .

2.39 The bidders, who are meeting the above-mentioned criteria, will be considered for negotiations & in the process of comparison of the rates.

2.40 The sealed tender should be submitted personally on or before 18 /06 / 2011 before 4.00 pm, ,tender submission through courier or postal service will not be entertained.

2.41 Any defective/faulty material should be replaced by vendor in 48 hours time.



2.42 All the materials should carry three years onsite warranty.

2.43. UPUSS reserves the rights to amend any material, or may accept any bid or reject all the bids without assigning any reason thereof.

### **3. Technical Proposal**

#### **i) Covering Letter**

Date :

To  
The Managing Director,  
Uttar Pradesh Upbhokta Sahkari Sangh Ltd.,  
Head Office, Walaqadar Road,  
Hazratganj,  
Lucknow – 226 001.

Dear Sir,

We, the undersigned, offer to provide the hardware & peripheral at your for your branches, in accordance with your tender dated 24/05/2011 We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial proposal sealed under a separate envelope.

We hereby declare that we have read the Instructions to Bidder included in the Tender Document, and abide by the same.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification. We confirm that all personnel and/or details named in the tender will be available to undertake the services.

We undertake, if our proposal is accepted, to initiate the services related to the assignment immediately on signing of contract.

We understand you are not bound to accept any Proposal you receive.

Yours faithfully,

Authorised Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Contact No. :

## ii) Bidders Details

Please fill the information in the response column.

<b>No.</b>	<b>Description</b>	<b>Response</b>
1	Name of Company (full corporate name and any relevant business name(s) )	
2	Date of incorporation (dd/mm/yyyy)	
3	Certificate of incorporation number (please provide a copy of your incorporation certificate)	
4	Postal address	
5	Tel number	
6	Fax number	
7	E-mail address	
8	Location of registered office including street/road	
9	Name and address of main vendor contact person including name, current position/title, address, telephone, fax and e-mail address	

#### **4. Annexure :A - Technical Specifications**

Material	: High quality PVC
Size	: 86*54mm
Thickness	: 0.3/0.4/0.5/0.6/0.76mm
Magnetic strip	: Hi-co or Lo-co
Printing	: Full color printing on both sides.
Personalisation	: Embossing or indenting of Names, numbers/data,
Writable Strips (Panels)	: Signature Strips

#### Track 1 Details

Track 1 on the magnetic strip of the card contains card holder information. For example, if Track 1=**%B1004250251000001^TEST CARD1^0805000?**. Then,

<b>No</b>	<b>Field Name</b>	<b>Length</b>	<b>Data</b>
1	Start Sentinel	1	%
2	Format Code	1	B
3	Primary Account No	16	1004250251000001
4	Field Seperator	1	^
5	Card Holder name	25	TEST CARD1
6	Field Seperator	1	^
7	Card expiration date (YYMM)	4	0805
8	Discretionery data	16	000
9	End Sentinel	1	?
	<b>TOTAL</b>	<b>66</b>	

#### Track 2 data

Details of Track 2 of the magnetic strip is mentioned below. For example, if Track2=**100425025100001=0805000000000000?**. Then,

<b>No</b>	<b>Field Name</b>	<b>Length</b>	<b>Data</b>
1	Start Sentinel	1	;
2	Primary Account No	16	1004250251000001
3	Field Separator	1	=
4	Card expiration date (YYMM)	4	0805
7	Discretionary data	13	0000000000000
8	End Sentinel	1	?
	<b>TOTAL</b>	<b>66</b>	

Track 3 Data

Details of Track 3 of the magnetic. Strip is mentioned below. For example, if track  
**3=;1004250251000001=0913560500050003015013001111010200008050=0000000000  
 000000=0000000000000000=1=00000?.** Then

No	Field Name	Length	Data
1	Start Sentinel	1	;
2	Format Code	2	01
3	Primary Account No:	16	1004250251000001
4	Field Separator	1	=
5	Country Code	3	091
6	Currency Code	3	356
7	Currency Exponent	1	0
8	Amount Authorized	4	5000
9	Amount Remaining	4	5000
10	Cycle begin Date	4	3015
11	Cycle length	2	01
12	Retry Count	1	3
13	Algo and Pin offset	6	0011111
14	Interchange control	1	0
15	Service restriction-PAN	2	10
16	Service restriction-SAN1	2	20
17	Service restriction-SAN2	2	00
18	Card expiration Date(Yymm)	4	0805
19	Card Sequence No	1	0
20	Field Separator	1	=
21	Secondary A/c Number1- SAN1	16	0000000000000000
22	Field Separator	1	=
23	Secondary A/c number1=SAN2	16	0000000000000000
24	Field Separator	1	=
25	Relay Marker	1	1
26	Field Separator	1	=
27	Discretionary Data	5	00000
28	End Sentinel	1	?

## Financial Part

#### **4. Annexure :B - Financials**

Sr. No.	Description	Qty	Rate	Amount (Rs)
1	<b>Magnetic Stripe Card Cost</b>			
2.	<b>Printing Cost</b>			
3.	<b>Embossing Cost</b>			
3.	<b>Encoding Cost</b>			
4.	<b>Indenting Cost</b>			
	<b>Total</b>			

Total in Rupees...