

CHHATTISGARH STATE MARKETING CORPORATION LIMITED

EMPANELMENT OF SCHEDULED BANKS FOR PROVIDING CASH MANAGEMENT SERVICES

T. No.: CSMC/EoI/2018-19/14

Dated: 21-02-2018

DATE OF TENDER	:	21-02-2018
LAST DATE & TIME OF TENDER SUBMISSION	:	3-03-2018, 3-00PM
DATE & TIME OF OPENING THE TECHNICAL BID	:	3-03-2018, 4-00PM

NAME & ADDRESS OF BANK:

**Managing Director, CSMC
Excise Building, Fourth Floor
Chokra Nala, Labhandi
Raipur, Chhattisgarh**

CHHATTISGARH STATE MARKETING CORPORATION LIMITED

EMPANELMENT OF SCHEDULED BANKS FOR PROVIDING CASH MANAGEMENT SERVICES FOR RETAIL LIQUOR VENDING SHOPS LOCATED IN VARIOUS REVENUE DISTRICTS OF THE STATE.

Applications are invited from Scheduled Banks who intends to be empanelled with Chhattisgarh State Marketing Corporation Limited (hereinafter referred to as CSMC) for providing Cash Management Services the year 2018-2019 for shops located in Raipur(Excluding Mahasamund & Gariaband), Durg, Bilaspur, Bastar & Sarguja Divisions.

1. MINIMUM ELIGIBILITY CRITERIA

2. The particular Bank applies for a particular district must provide Cash Management services for all Retail Vending Shops of that district.
3. Only those Banks who have applied in response to our advertisement in the press and on excise department website, <https://excise.cg.nic.in/csmcl/>
4. Banks listed in the second schedule of Reserve Bank of India Act,1934 which are operational in Chhattisgarh State are eligible to apply.
5. The interested banks shall submit their Offers (Bid) for providing Cash Management Services to particular district of CSMC.
6. The Bank can quote Service Charges for all districts/ any particular district.
7. Offer should be submitted district wise.
8. The CSMC shall select the Bank for a particular district on the basis of lowest quote received from any particular bank.

2. SCOPE OF SERVICES

- 2.1. Chhattisgarh State Marketing Corporation is engaged in retails Sale of Liquor in the State of Chhattisgarh. The Corporation expects a total annual sale of Rs 6000 Crores and the sale will come from 700 shops located in various revenue divisions of Chhattisgarh. The list of Shops located in Various divisions are placed at Annexure-V.
- 2.2. The cash is to be collected from the shops as per the frequency jointly decided by both bank and CSMC, but invariably the last collection will be at 10-30 PM i.e. after half an hour from closing time.
- 2.3. The empaneled Bank shall provide services of picking up cash from the Retail Outlet of Chhattisgarh State Marketing Corporation Limited (*here-in-after referred as CSMC*) for depositing the same at Collection Account of particular Retail Outlet maintained with

empaneled Bank. The Bank shall be liable for any act or omission on the part of the Service Provider as selected and engaged by the empaneled Bank and their non-performance.

- 2.4. The Bank will engage the services of Cash in transit (CIT/Service Provider) agency for the purpose of Cash Pick-up (*here-in-after known as Service Provider*) at the door-step (Retail Outlet) of CSMC.
- 2.5. Adequate security measures as deemed should be deployed by the Service Provider agency. The Bank shall identify the Service Provider agency personnel by such security or identification procedure.
- 2.6. CSMC will also give the Bank an authorized Address for Pick-up of Money, DD, and Cheques etc. The Pick-up service will be effected at such address recorded by the Bank.
- 2.7. In the event of cash shortage or loss of entire cash due to any theft, robbery in transit or such other unforeseen circumstances, the same is to be deposited with the Bank, Bank shall be liable to credit the amount to the customer's account.
- 2.8. The bank acknowledged deposit slip will be delivered at the office address as designated by CSMC. This acknowledgement will tantamount to full and final discharge of the collection made by the bank from the customer under intimation to CSMCL.
- 2.9. CSMC undertakes to inform the Bank of any change in the name(s) of persons authorized to deal with the service provider, failing which the Bank has the absolute right to allow or disallow the requests for Cash/ DD/PO PICK-UP. The deposit slip should be signed by officials authorized by CSMC.
- 2.10. CSMC will issue requisite form and for subsequent addition of location or authorized personnel and issue instruction(s) through written request as per the convenience of CSMC.
- 2.11. The amount of cash that can be picked up will be subject to prevailing minimum and maximum limits set by the bank& CSMC Jointly, from time to time.
- 2.12. The Bank will use its best efforts to process all Cheques and cash received upto a 'cut off time' on any day (including Sunday and holidays). Requests received after the cut off time will be processed on the following working days.
- 2.13. CSMC shall provide the bundles banded and held together by a slip of paper (CSMC label) with the tamperproof seal on the top of the label. The label should bear the name of the CSMC and signature of the authorized staff of the company who need not necessarily be the authorized signatory to the account with the Bank. Bundles and loose notes will be counted by the Service Provider at the customers' premises.
- 2.14. The Bank's representative may reserves the right to disallow cash pick-up of those currency note(s) which are not bundled and/or does not bear the company's paper seal and signature of the company's concerned employee who has counted and verified the cash and made the bundles
- 2.15. The Service provider will count the entire collection of currency notes and wherever deems fit take the assistance of the note counting machine(s) installed at the cash offices. In case while counting the currency notes in the bundles, any suspected counterfeit currency note(s) is physically detected by the service provider, then the same shall be pointed out to the authorized representative of the company at the concerned cash office, who will note down in the deposit slip (in quadruplicate) the denomination and the series& serial number of such suspected counterfeit currency note(s) and handover the duplicate carbon copy of such memo to the service provider.

Cash Pick-up Process	
1.	The process of Cash pick-ups in Sealed Bags shall be applicable for 100% cash available at retail outlets of CSMC.
2.	CSMC shall merge all the cash (denomination wise) into bundles and prepare the summary slip for entire cash to be picked up.

3. Cash Service Provider Bank shall count number of bundles and balance loose cash.
4. CSMC shall mention the seal number on Summary / Deposit Slip.
5. All the deposit slips shall be attached to Summary.
6. Cash Service Provider Bank shall pick up the sealed cash bag along with 3 copies of summary slip and 3 copies of quadruplicate Cash deposit slip. Cash Service Provider Bank shall hand over deposit slip back to the client with CMS acknowledgement.
7. Cash Service Provider Bank shall issue the Cash Receipt by exchanging the Hidden Code Identification (HCI) slips.

Same Day Cash Deposit Process

8. Cash Service Provider Bank shall deposit on the same day, the cash along with summary slip and all copies of quadruplicate Cash deposit slip at CMS Branch / Currency Chest/ Bulk Cash Counters.
9. The opening of entire cash verification process shall be done under continuous video recording.
10. After verification, Bank officials shall acknowledge the quadruplicate deposit slips.
11. The discrepancies, if any, as video recorded, shall also be noted on all the copies of deposit slip for intimation to the customer.
12. The video clippings of cash discrepancy / fake notes identified during the cash verification process shall be made available for justifying to the customer.
13. Bank shall retain the one copy of deposit slip & hand over the remaining one acknowledged copy to CSMC, Shop Incharge.
14. Cash Service Provider Bank shall handover one copy duly acknowledged by bank to Shop Incharge on day 2. (Day-1 being the day of pick-up)

Note: Shortages / fake notes in the sealed bag will be the responsibility of Customer

- 2.16. Requests for picking up of foreign exchange cash will not be effected through this service.
- 2.17. Any excess of cash will be adjusted before crediting customer's account.
- 2.18. The cash pickups will be accepted in denominations of, RS 5/- Rs 10/- , Rs 20/- , Rs 50/- , Rs 100/-, Rs 500/- and Rs 2000/- only. All deposits to be made by the customer will mainly be in bundles, which are banded and signed by the customer. Coins will be accepted.
- 2.19. CSMC account will be credited after cash is received, processed and verified by the bank, anytime on the same day or next working day depending on the time at which the cash has been picked up from the office of the customer.
- 2.20. The Bank shall send to CSMC an acknowledgement of receipt of cash/cheque on the following day. This acknowledgement shall be treated as correct and accurate unless and until the customer reports discrepancy if any, to the Branch within 7 days of receipt of the same.
- 2.21. The Bank shall open account/child account shop wise for deposit of cash collected from Liquor shop. The account should be accessible online and only viewing rights should be provided for reconciliation by CA firms.

3. MODE OF DESPATCH

Tenders (both Commercial and Priced bids) should be addressed to the Managing Director, M/s Chhattisgarh State Marketing Corporation Limited, by designation and should be only in sealed covers sent by Registered post with Acknowledgement due or handed over in person. Tenders received in ordinary covers without seal will be rejected.

4. COMMERCIAL AND PRICED BIDS

Tenders should be sent in 2 separate sealed covers, Cover 'A' should contain Commercial Bid and the cover 'B' Priced Bid. The bids (both Commercial and Priced) which are not submitted in the prescribed format will be summarily rejected. Both the covers should be sent so as to reach The Managing Director, CSMC Ltd., on or before the due date and time.

COMMERCIAL BID

The Commercial Bid should consist of BID form (Annexure – I)

PRICE BID

The Price Bid should be in the format prescribed in (Annexure – II).

5. Termination of Contract

5.1 In case of any default by the Service Provider and in any of the terms & conditions (whether General or Special), Corporation may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 2 clear working day's notice in writing to the Service Provider.

5.2 All instructions, notices and communications etc. under the contract will be given in writing and if sent to the last known place of business, shall be deemed to be served on the date, even in ordinary course of post, these would have been delivered to the Service Provider.

5.3 Notwithstanding anything contained herein, Corporation also reserves the right to terminate the contract at any time or stage during the period of contract, by giving two days' notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Service Provider.

6. Agreement

The successful banks have to execute an agreement with corporation as per proforma annexed at Annexure-IV

7. Details of shops:

The details of shops division and district wise is enclosed at Annexure-V

8. SUPERSCRPTION

Both the covers (Cover 'A' – Commercial Bid and Cover 'B' Priced Bid) should be superscribed as “**Empanelment of Scheduled Banks for providing Cash Management Services**”. The Covers received without such superscription will be rejected summarily.

9. OPENING OF TENDERS

9.1. The Commercial bid received up to 3.00 PM on 3.03.2018 will be opened by the MD, CSMC LTD., Raipur or an Officer authorized by him on his behalf at the Office of CSMC LTD. in the presence of such of those Tenderers or their representatives who may be present at the time of opening along with letter of authorization for attending bid opening/signing bid document as prescribed in Annexure-III. The representatives of the Tendering firms who are attending the opening of the tenders should bring a letter of authority from the tendering firms which they represent to identify their bona-fide.

9.2. Priced bids will be opened in the presence of the tenders short listed after the evaluation of the Commercial Bids. Short listing will be done based on the Eligibility Criteria.

10. SECURITY

a) The bank will be liable and responsible for all terms and conditions as mentioned in the Bid Document. The Authorised representative of the Bank will submit an affidavit in this regard after finalization of offer and before issue of Order for providing the services as per the Bid Document.

SUBMISSION OF OFFER

Sealed offers, are to be addressed and submitted to the Managing Director, CSMC, at Raipur on or before 3.03.2018, 3-00 PM.

A declaration in the following format is to be furnished with the bid:

I/We hereby certify that:

- a) All information and attachments submitted in this application are correct and true to the best of our knowledge.
- b) We are aware that any false information provided herein will result in rejection of the application and suspension of registration.
- c) We agree to the terms of payments of professional fees on Quarterly basis on submission of our claims to CSMC Ltd.

- d) I/ We also agree to deductions as admissible will be made towards the Central, State Govt. Taxes, duties etc.
- e) I/ We understand that the CSMC Ltd. is empowered to reject any proposal without assigning any reason thereof.
- f) I/ We also understand that all Payments shall be made in Indian Rupees and shall be subject to applicable deductions if any.

Place Signature of the Applicant
With Seal

Date

UNDERTAKING

I/We the authorized representative of _____ Bank, do hereby jointly and severally verify and declare -

that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the Bank would stand disqualified from allotment.

- i. that the Bank has not been debarred or cautioned by RBI during the last three years, (if debarred or Cautioned, give details);

(Seal & Signatur of the Bank)

Place:

Date:

BID FORM

Tender No. (Name & Address of the Bank)

Dear Sir,

Having examined the conditions of contract and specifications we, undersigned, offer to render and deliver in conformity with said drawings, conditions of contract and specifications for sum of Rupees (total bid amount in words and figures) or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this bid.

We have enclosed following document in support of eligibility conditions of the tender document.

- i) _____
- ii) _____
- iii) _____

We undertake, if our bid is accepted, to complete delivery of all the items specified in the contract within the specified timeframe as calculated from the date of issue of your purchase order.

We agree to abide by this bid for a period of 180 days from the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Purchase Order of contract is prepared and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this day of.....2018.

Signature of

In capacity, of

Duly authorized to sign the bid for and on behalf of.....

Witness

Address

Signature

Empanelment of scheduled banks for providing cash management services for retail liquor vending shops located in various revenue Districts of the state

T. No.: CSMC/EoI/2018-19/14

Dated: 21-02-2018

TO:

**The Managing Director,
CSMC LTD.,
Raipur.**

Sir,

After having carefully read the tender documents, I hereby offer tender for _____ district as per general conditions and declaration and accepted all terms in full without any reservation and signed in all the pages as directed. I/ We submit my/ our offer for Appointment of Banks for assignment of Collection of Cash from retail shops of CSMC LTD.

Name of District	ITEMS	Rate offered	
(1)	(2)	(3)	(4)
	Collection Charges	Holding time, _____ number of days for offering the collection Service free of Charge to CSMC Ltd.	Amount in Rs _____ per month per shop for offering the collection Service.

Note:

1. The above-mentioned fee is exclusive of applicable taxes, if any. Mode of Payment of taxes if any, will be decided mutually.
2. Boarding, Lodging and Local transportation will not be provided.
3. Office mean MD, Regional and District offices of CMSC Ltd.
4. A party will be declared L1 bidder for any district, whose offered holding time is lowest as per quote in Column No. (3)
5. In case CSMCL decides to arrive L1 for any/all districts on the basis of rates offered is column No.(4). The rate offered by bidders whose amount in aggregate is lowest in the said district will be declared L1
6. Conditional offers are liable to be rejected.

PROFORMA FOR LETTER OF AUTHORIZATION FOR ATTENDING BID
OPENING/SIGINING BID DOCUMENT

Subject: Authorization for attending Bid opening/signing Bid Document.

In the tender at CSMC, Raipur for appointment of Bank to undertake collection of Cash from Retail Shops of CSMC on behalf of _____ Following persons are hereby authorized to attend the bid opening/signing Bid Document for the tender mentioned above on behalf of _____ in order of preference given below.

Order of preference	Name	Specimen Signature
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I

II

Alternate Representative _____

Signature of Bidder

Or

Officer authorized to sign the bid on behalf of the bidder.

Note:

1. Maximum of one person will be authorized for Bid signing and two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall, where the bids are to be opened, may be refused in case the authorization as prescribed above is not received.

FORMAT OF AGREEMENT

The agreement made on thisday of (month)(year) between M/s herein after called "The cash collection agency" (Which expression shall unless excluded by or repugnant to the context, include its successors, he executors, administrative representative and assignee) of the one part & CSMC Ltd., hereinafter referred to as Managing Director on behalf of CSMC Ltd., on other part.

Whereas the cash collection agency has offered to enter into contract with Managing Director for cash management services in various districts under the jurisdiction of Managing Director, CSMC Ltd. on the terms and conditions herein contained as per terms approved by the Managing Director (copy of Rates annexed) have been duly accepted.

Now these presents witness and it is hereby agreed and declared by and between the parties to these presents as follows:

- 2.22. The cash is to be collected from the shops as per the frequency jointly decided by both bank and CSMC, but invariably the last collection will be at 10-30 PM i.e. after half an hour from closing time.
- 2.23. The empanelled Bank shall provide services of picking up cash from the Retail Outlet of Chhattisgarh State Marketing Corporation Limited (here-in-after referred as CSMC) for depositing the same at Collection Account of particular Retail Outlet maintained with empanelled Bank. The Bank shall be liable for any act or omission on the part of the Service Provider as selected and engaged by the empanelled Bank and their non-performance.
- 2.24. The Bank will engage the services of Cash in transit (CIT/Service Provider) agency for the purpose of Cash Pick-up (here-in-after known as Service Provider) at the door-step (Retail Outlet) of CSMC.
- 2.25. For daily pick-up of cash security measures will be advised separately to CSMC by the Service Provider agency. The Bank shall identify the Service Provider agency personnel by such security or identification procedure.
- 2.26. CSMC will also give the Bank an authorized Address for Pick-up of Money, DD, and Cheques etc. The Pick-up service will be effected at such address recorded by the Bank.
- 2.27. In the event of cash shortage or loss of entire cash due to any theft, robbery in transit or such other unforeseen circumstances before the same is deposited with the Bank, Bank shall be liable to credit the amount to the customer's account.
- 2.28. The bank acknowledged deposit slip will be delivered at the office address as designated by CSMC. This acknowledgement will tantamount to full and final discharge of the collection made by the bank from the customer.
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- 2.30. CSMC will issue requisite form and for subsequent addition of location or authorized personnel and issue instruction(s) through written request as per the convenience of CSMC.
- 2.31. The amount of cash that can be picked up will be subject to prevailing minimum and maximum limits set by the bank & CSMC Jointly, from time to time.
- 2.32. The Bank will use its best efforts to process all Cheques and cash received upto a 'cut off time' on any day (including Sunday and holidays). Requests received after the cut off time will be processed on the following working days.

- 2.33. CSMC shall provide the bundles banded and held together by a slip of paper (CSMC label) with the tamperproof seal on the top of the label. The label should bear the name of the CSMC and signature of the authorized staff of the company who need not necessarily be the authorized signatory to the account with the Bank. Bundles and loose notes will be counted by the Service Provider at the customers' premises.
- 2.34. The Bank's representative may reserves the right to disallow cash pick-up of those currency note(s) which are not bundled and/or does not bear the company's paper seal and signature of the company's concerned employee who has counted and verified the cash and made the bundles
- 2.35. The Service provider will count the entire collection of currency notes and wherever deems fit take the assistance of the note counting machine(s) installed at the cash offices. In case while counting the currency notes in the bundles, any suspected counterfeit currency note(s) is physically detected by the service provider, then the same shall be pointed out to the authorized representative of the company at the concerned cash office, who will note down in the deposit slip (in quadruplicate) the denomination and the series& serial number of such suspected counterfeit currency note(s) and handover the duplicate carbon copy of such memo to the service provider.

Cash Pick-up Process	
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16.	CSMC shall merge all the cash (denomination wise) into bundles and prepare the summary slip for entire cash to be picked up.
17.	Cash Service Provider Bank shall count number of bundles and balance loose cash.
18.	CSMC shall mention the seal number on Summary / Deposit Slip.
19.	All the deposit slips shall be attached to Summary.
20.	Cash Service Provider Bank shall pick up the sealed cash bag along with 3 copies of summary slip and 3 copies of quadruplicate Cash deposit slip. Cash Service Provider Bank shall hand over deposit slip back to the client with CMS acknowledgement.
21.	Cash Service Provider Bank shall issue the Cash Receipt by exchanging the Hidden Code Identification (HCI) slips.
Same Day Cash Deposit Process	
22.	Cash Service Provider Bank shall deposit on the same day, the cash along with summary slip and all copies of quadruplicate Cash deposit slip at CMS Branch / Currency Chest/ Bulk Cash Counters.
23.	The opening of entire cash verification process shall be done under continuous video recording.
24.	After verification, Bank officials shall acknowledge the quadruplicate deposit slips.
25.	The discrepancies, if any, as video recorded, shall also be noted on all the copies of deposit slip for intimation to the customer.
26.	The video clippings of cash discrepancy / fake notes identified during the cash verification process shall be made available for justifying to the customer.
27.	Bank shall retain the one copy of deposit slip & hand over the remaining one acknowledged copy to CSMC, Shop Incharge.
28.	Cash Service Provider Bank shall handover one copy duly acknowledged by bank to Shop Incharge on day 2. (Day-1 being the day of pick-up)
Note: Shortages / fake notes in the sealed bag will be the responsibility of Customer	

- 2.36. Requests for picking up of foreign exchange cash will not be effected through this service.

- 2.37. Any excess of cash will be adjusted before crediting customer's account.
- 2.38. The cash pickups will be accepted in denominations of, RS 5/- Rs 10/- , Rs 20/- , Rs 50/- , Rs 100/-, Rs 500/- and Rs 2000/- only. All deposits to be made by the customer will mainly be in bundles, which are banded and signed by the customer. Coins will be accepted.
- 2.39. CSMC account will be credited after cash is received, processed and verified by the bank, anytime on the same day or next working day depending on the time at which the cash has been picked up from the office of the customer.
- 2.40. The Bank shall send to CSMC an acknowledgement of receipt of cash/cheque on the following day. This acknowledgement shall be treated as correct and accurate unless and until the customer reports discrepancy if any, to the Branch within 7 days of receipt of the same.
- 2.41. The Bank shall open account/child account shop wise for deposit of cash collected from Liquor shop. The account should be accessible online and only viewing rights should be provided for reconciliation by CA firms.
- 2.42. The cash collection Agency hereby declares that nobody connected with or in the employment of Managing Director is not/shall not ever be admitted as partner in the contract.
- 2.43. The Bank will provide daily MIS of collected Cash shop-wise as per format decided by CSMCL.
- 2.44. The work awarded collections agency will valid upto 31st March, 2017.
- 2.45. The work can be extended for 1 year as per terms and conditions mentioned in agreement.
- 2.46. MD, CSMCL can terminate the contract at any point of time in the intrest of CSMCL.
- 2.47. The tender document will be part and partial of the agreement.

In witness, whereof the parties present have here into set their respective hands and seals the on thisday of (month)(year)

Above written:

Agency in

Witness:

- 1.
- 2.

Witness:

- 1.
- 2.

Signed sealed & delivered by
the above-named Placement

the presence of.

Signed & delivered on behalf
of the Managing Director by the

Details of number of shops and offices

S.NO	REVENUE DIVISION	DISTRICT	NUMBER OF SHOPS
1	BASTAR	BASTAR	5
2	BASTAR	BEEJAPUR	5
3	BASTAR	DANDEWADA	5
4	BASTAR	KONDAGAON	5
5	BASTAR	NARAYANPUR	2
6	BASTAR	SUKMA	4
7	BASTAR	U.B. KANKER	13
8	BILASPUR	BILASPUR	71
9	BILASPUR	JANJGIR-CHAMPA	74
10	BILASPUR	KORBA	38
11	BILASPUR	MUNGELI	17
12	BILASPUR	RAIGARGH	53
13	DURG	BALOD	19
14	DURG	BEMETARA	18
15	DURG	DURG	61
16	DURG	KABEERDHAM	28
17	DURG	RAJNADGAON	28
18	RAIPUR	BALODABAZAR- BHATAPARA	37
19	RAIPUR	DHAMTARI	27
20	RAIPUR	GARIABAND	-
21	RAIPUR	MAHASMUND	-
22	RAIPUR	RAIPUR	65
23	SARGUJA	BALRAMPUR	5
24	SARGUJA	JASHPUR	12
25	SARGUJA	KORIA	29
26	SARGUJA	SARGUJA	7
27	SARGUJA	SURAJPUR	11