



हरीश-चन्द्र अनुसंधान संस्थान, प्रयागराज (इलाहाबाद) – 211019
Harish-Chandra Research Institute, Prayagraj (Allahabad) - 211019

No./HRI/EoI/14/2025

Date: 30.04.2025

Expressions of Interest (EoI) are invited for selection of Scheduled Banks for Installation, Operation and Maintenance of E-Lobby/E-Corner at the Harish-Chandra Research Institute (H.R.I.), Prayagraj (Allahabad).

1. Introduction

H.R.I., Prayagraj invites Expressions of Interest (EoI) from Scheduled Banks for installation, operation and maintenance of E-Lobby/E-Corner in the premises of the H.R.I., Prayagraj (Allahabad) on monthly rental basis. Interested banks are requested to submit their expression of interest as per the terms & conditions, which can be downloaded from the website www.hri.res.in. The expression of interest alongwith the terms and conditions duly signed by the interested banks in sealed envelope, addressed to the Registrar, H.R.I., Prayagraj (Allahabad) may be sent by Registered/Speed post or directly (By Hand) before 20.05.2025 time: 15.00 hrs at the Registrar's Office (Room No.106). The EoI will be opened on the same day i.e., on 20.05.2025 at 16.00 hrs in the presence of authorized representative of applicant banks. The representatives must have their identity card and authorization letter from the concerned bank.

2. Broad Scope of Work

Subject to the terms and conditions of an Agreement, H.R.I., Prayagraj seeks EoI from Scheduled Banks for an E-Lobby/E-Corner offering the following facilities:

- 2.1 Real Time cash deposit & withdrawal into a bank account
- 2.2 Deposit of cheques
- 2.3 Forex Services following RBI Guidelines
- 2.4 Transfer of funds
- 2.5 Opening of Fixed Deposits
- 2.6 Generate bank statement

3. Eligibility Criteria:

- a) Only Scheduled Banks are eligible.
- b) Bank should have at least one year experience in the operation of E-Lobby/E-Corner/Branch.
- c) Bank must have at least 1 (One) running E-Lobby/E-Corner branch in Prayagraj city.
- d) Bank should submit documentary proof in support of their experience/credentials.
- e) The electricity bills as per prescribed rate by Electrical division of HRI have to be remitted within the tenth of every month along with the license fee.
- f) Minimum Reserve rental Price for first contract period is Rs.940 per square meter per month.
- g) All bidders shall submit an offer with the required area in square meters as per their needs under Maximum Size of the premises 17.5 sq. meter (seventeen and half sq. meter) excluding frontage area, detailed requirement to be submitted by Bank.
- h) "H1" will be decided on the basis of highest rate offered per square meter space for installation of E-Lobby/E-Corner.

- i) Banks shall submit their past experience certificate, Memorandum and Article of Association, Partnership and Incorporation deed (in case of partnership) or any other documents regarding the existence of the bank.
- j) In the event of the date being declared as a closed holiday for purchaser's office, the date for opening of bids will be the next working day at the appointed times.
- k) H.R.I., Prayagraj reserves the right to accept or reject any or all EoI, at any time prior to award of lease without assigning any reason whatsoever.
- l) The tendered rates and the validity of bids shall be for a minimum period of 90 days from the date, as the tender are finalized / awarded.
- m) The contract shall be awarded to the bank offering the highest calculated rent per square meter per month exceeding the minimum reserve rental price, vide item f) above.
- n) H.R.I., Prayagraj may at any time terminate the contract by giving three months (90 days) written notice to the bank, without compensation to the bank, if the bank becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or effect any right of action or remedy which has accrued or will accrue thereafter to the Institute.
- o) Successful bank shall undertake to sign the contract agreement within 15 (fifteen) days from the issue of the letter of acceptance/order, failing which EMD/Security deposit may be forfeited.
- p) The firm has to submit a signed declaration that there is no case of any law enforcing authority of India is pending against them.
- q) Settlement of disputes in Allahabad Courts – Director, HRI, Prayagraj or his/her authorized representative shall be the final authority in all disputes and decision will be accepted to all concerned.
- r) The documents can also be downloaded from our website www.hri.res.in.

4. Terms and Conditions:

Banks should note that the following terms and conditions will apply specifically in addition to the rules and regulations applicable as per Government of India.

- a) HRI, Prayagraj may waive any minor infirmity or non-conformity or irregularity which does not constitute a deviation, provided such waiver does not prejudice or affect the relative ranking of EoI.
- b) HRI, Prayagraj shall consider award of lease for installation of E-Lobby/E-Corner only to those whose offers have been found commercially acceptable and evaluated as most suitable by the Institute.
- c) The bank has to pay the electricity bill to the institute as applicable.
- d) Security arrangement of the E-Lobby/E-Corner will be the responsibility of concerned bank. HRI, Prayagraj shall not be responsible for any loss of cash, any loss of installation, equipment etc.,
- e) All services for connectivity of E-Lobby/E-Corner viz., lease lines/broadband/internet/telephone lines/Air Conditioner to be procured/installed by the concerned bank (s).
- f) The premises shall be used for the purpose of installation, operation and maintenance of E-Lobby / E-Corner only.
- g) Successful party will have to pay the monthly electricity charges, as per consumption, as per Bills of the Engineering section.
- h) All electrical consumables like bulbs, tubes, etc. are to be replaced by the party, in case they are damaged.
- i) Successful bank shall not be permitted to draw any electrical connections/extension, etc. without obtaining approval from the institute's Engineering Section.
- j) There shall be no structural damage to the premises.

- k) Institute cannot ensure 24 (hrs) x 7 (days) electricity power supply. Party may install their own UPS, if required, to run their storage facilities with due intimation to the Institute.
- l) The licensee shall pay all the Central, State and local levies including GST being imposed or assessed by the competent authority or levied in future from time to time
- m) The licensee shall obtain all the required permissions/license from concerned authorities for running the E-Lobby/E-Corner at their own level and shall obey all the rules/regulations applicable from time to time in this regard and take all the security precautions to safeguard the equipment's installed/provided at the premises.
- n) The licensee shall be called upon for repair the premises in case it is found that the premises requires repair. It shall be the responsibility of the bank to renovate/construct the space for E-Lobby/E-Corner immediately at their own cost.
- o) The licensee shall submit a copy of verified antecedents of their employees/staff deployed on the allotted site from the police authorities/Superintendent of Police within one month from the date of actual possession.
- p) No obnoxious trade shall be carried on in the premises. No other illegal activity shall be allowed to be carried by licensee and in case of such eventuality, all the responsibility or legal obligation fall upon the licensee.
- q) HRI, Prayagraj reserves the right to accept or reject any application/offer. Authority for acceptance or otherwise of the application/quotation will rest with the HRI, Prayagraj which does not bind itself to accept any application/quotation and not to assign any reason for rejecting the same.
- r) Successful bidder has to deposit a month license fee as security deposit within 15 days of Letter of award, failing which the offer be withdrawn, at the option of the Institute.
- s) The Bank submitting the tenders will be required to quote in the tender form the amount of facility charges payable (monthly) for E-Lobby/E-Corner installation, which they will be required to pay to HRI, Prayagraj. The highest bidder will be awarded to install and operate their Bank's E-Lobby / E-Corner at the said premises. The Bank will also be required to pay electricity charges due on commercial rates (according to the meter count installed separately) from time to time besides facility charges quoted by Bank. Electrical charges alongwith applicable taxes should be paid by the bank.
- t) Maintenance and regular functioning of the E-Lobby/E-Corner for all the 24 hours should be ensured by the Bank and HRI, Prayagraj will not undertake any responsibility in this account.
- u) The charges fixed will be valid up to 31.03.2026 but the minimum reserve rental price is subject to be revised as per the instructions issued by the Ministry of Housing and Urban Affairs, Govt. of India after 31.03.2026.

5. Evaluation Criteria:

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

6. Location for E-Lobby/E-Corner:

E-Lobby/E-Corner installation at Harish-Chandra Research Institute, Chhatnag Road, Jhunsi, Prayagraj (Allahabad).

Sd./-
Registrar
H.R.I., Prayagraj

TECHNICAL BID

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

PRICE BID

To
The Registrar
Harish-Chandra Research Institute
Chhatnag Road, Jhunsi,
Prayagraj – 211 019

Subject: Regarding Quotation for allotment of Space (Location) at premises of H.R.I., Prayagraj for Installation, Operation and Maintenance of E-Lobby/E-Corner.

Respected Sir,

With reference to your Notification No..... dated on the above subject; I hereby quote the rate for allotment of space (Location) for installation of E-Lobby/E-Corner at the premises of H.R.I., Prayagraj:

1. Name of Bank:
2. Location 'Number and place' for which quotation submitted:
3. Space required in Sq. meter:
3. Amount quoted for the location (one) per month (in figure):
4. Amount quoted for the location (one) per month (in words):

I hereby declare that I am the authorized person to quote the rate for the allotment of space and have gone through the terms and conditions of renting of space (Location) for installation of E-Lobby/E-Corner at the premises of H.R.I., Prayagraj issued vide the notification no cited above and are acceptable to the bank. In case of allotment of Space the bank is ready to take possession of space within 15 days of allotment.

Yours Faithfully
Place:
Date:
Signature:
Seal of Bank :
Name in block letters:
Designation:

DRAFT AGREEMENT

This agreement is made at Prayagraj on the _____ Day of _____ Two Thousand Twenty Four between _____ through, Harish-Chandra Research Institute (H.R.I.), Prayagraj. (Hereinafter called "Client" which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the First Part.

Second Part

M/s _____ Its registered office at Prayagraj (Hereinafter called the "Bank" which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the Whereas the "H.R.I., Prayagraj" is desirous to engage the "Bank" for Installation of E-Lobby/E-Corner at H.R.I., Prayagraj as per the terms and conditions stated below

1. The bidders must deposit the amount of Security Money...../- within the stipulated date specified in the acceptance letter. The approved firm shall deposit the Security Money in the form of Demand Draft/Bank Guarantee payable at Prayagraj duly pledged in favour of H.R.I., Prayagraj. After successful completion of entire supply and period of maintenance Security Deposit will be refunded within the six months if not extended for a further period.
2. The Allotted Space (Location) will be allotted to those tenderer who will quote the highest Amount above the reserved price.
3. Location must be for quoted in the tender.
4. The amount quoted for monthly rental fee.
5. The location will be allotted for a maximum period of Five years and it may be extended for next two years on the mutual agreement of both parties. In no case it will be extended beyond 7 years.
6. The rent will be increased 5% compounded yearly.
7. The E-Lobby / E-Corner should be remaining functional all time i.e. 24x7 days except in case of any Technical fault or natural calamities. Non-functioning of E-Lobby/E-Corner for multiple occasions shall be a sufficient ground for termination of allotment & vacation of space by the Bank.
8. The arrangement of security personnel, if any, will be done by concerned bank. H.R.I., Prayagraj will not take responsibility regarding any damage / loss to property of any kind on the property quoted.
9. An Electric Sub meter will be install for payment of electricity bills and the electricity bills will be paid by concerned bank to H.R.I., Prayagraj as per usage & fixed charges monthly.
10. The maintenance work of the location will be undertaken by H.R.I., Prayagraj. However no alterations/modification can be done by bank without the prior approval of competent authority, H.R.I., Prayagraj.
11. All internal works related to installation of E-Lobby / E-Corner and internal look and feel will be the responsibility of the concerned bank. The bank will hand over the site, as was allotted to them initially. All maintenance work related to their internal work / look and feel will be done by the bank themselves. Any damage done will be recovered on actual basis from the bank.
12. The vehicle containing cash for loading in E-Lobby / E-Corner will only be allowed to enter the premises of H.R.I., Prayagraj but the signature of officials / Driver will be required to been entered at entry point.
13. The E-Lobby / E-Corner will be used primarily by the members of the H.R.I., Prayagraj only. No other people will be allowed inside the H.R.I. campus. General public will also be allowed access, but may be restricted, depending of Rules framed by H.R.I., Prayagraj regarding restricted entry of outsider's public.
14. The bank undertakes to ensure that the best facilities are available at the E-Lobby / E-Corner and will promptly carry out any activity that is needed to ensure it.
15. The Space will require to be vacated within 60 days of notice served to bank. Bank Shall also be at liberty to vacate the space, after issuing notice of 60 days.

16. The H.R.I., Prayagraj is not bound to accept highest bid and can reject / accept any of the tenders without assigning any reasons thereof.
17. The Successful tenderer will require depositing advance rent for two months and taking possession within 15 days of allotment letter issued to them.
18. An agreement will be signed between H.R.I., Prayagraj and Concerned bank for acceptance of all terms and conditions.
19. The decision of the Director, H.R.I., Prayagraj will be final and it will be binding on all concerned.

THIS AGREEMENT will take effect from _____ day of _____ and it shall be valid for three year.

In witness where of both the parties here to have caused their respective common seals to be hereunto affixed/(or have hereunto set their respective hands and seals) the day and year mentioned above in Gorakhpur in the presence of the witness:

For and on behalf of the "Bank" Signature of the authorized Official	For and on behalf of the "Director, H.R.I., Prayagraj"
Name of the Official	Signature of the Authorised Officer
Stamp / Seal of the "Bank"	Name of the Officer
SIGNED, SEALED AND DELIVERED	
By the said	By the said
Name	Name
On behalf of the "Bank" In presence of	on behalf of the "Director, H.R.I., Prayagraj" in presence of
Witness:	Witness:
Name:	Name:
Address:	Address: H.R.I., Prayagraj
