NOTICE INVITING QUOTATIONS

(FOR INSTALLATION AND OPERATION OF A.T.M. MACHINES AT THE NEW DISTRICT AND SESSIONS COURT, COMPLEX MERCES-GOA)



NO. DSC/BLDG/MERCES-49/2026/12028

Sealed quotations/proposals are invited from Nationalized Banks for the installation, operation, and maintenance of an Automated Teller Machine (ATM) facility within the District Court complex at Merces-Goa.

The Court Complex experiences a daily footfall of approximately 1500 persons, including advocates, litigants, court staff and other visitors. Further, the absence of any bank/ATM facility in the immediate vicinity of the Court Complex creates a need for convenient and accessible banking services for the users of the premises.

The proposed ATM facility is intended to facilitate easy access to basic banking services for advocates, litigants, court staff and other visitors to the Court Complex.

1. Details of Space Offered

- **Location :** Room no. 07, 1st floor, New District & Sessions Court Complex, Merces-Goa.
- **No. of booths available**: 02 nos.
- **Area Available:** 16.19 sq.mt each

2. Scope of Work and Terms & Conditions

- **Accessibility:**

  The ATM must remain functional and accessible 24 hours a day.

In the event of any breakdown or malfunction, the concerned bank shall attend to and rectify the same within 24 hours of being notified or becoming aware of such breakdown/malfunction.

3. Eligibility Criteria

- Only Nationalized Banks are eligible to participate in the bidding process and submit quotations.

- Bank should submit documentary proof in support of their experience/ credentials.

- The ATM booth(s) shall be allotted to the highest eligible bidders in order of merit, based on the monthly rent quoted per ATM booth.

4. Terms and Conditions

Banks should note that the following terms and conditions shall apply to those selected to install and operate the ATM machine.

- The initial allotment shall be for a period of three (03) years at the monthly rent quoted by the successful bidder. In the event of extension/renewal of the allotment beyond the initial period, the monthly rent shall be enhanced by 10% for each subsequent year of the extended/renewed period. Any such extension/renewal shall be subject to mutual consent and the terms and conditions applicable at the time.

- The successful bidder to whom the bid will be awarded has to deposit a Security deposit of Rs. 20,000/-. This security deposit may be deposited in

the form of a Demand Draft/Bank Guarantee in favor of the Principal District and Sessions Judge, North-Goa.

- The successful bidder has to deposit the amount of Rs. 20,000/- as security deposit within 15 days of receipt of the letter of award/order, failing which the offer be withdrawn at the discretion of this institute.

- All applicable Government taxes, duties, levies and charges, including GST, as applicable, shall be payable by the concerned bank over and above the quoted monthly rent.

- In addition to the rent quoted by the concerned bank, the selected bank shall also be required to pay an amount of **Rs. 2,000/- (Rupees Two Thousand only) per month** towards electricity consumption charges.

- The minimum bid ceiling is Rs.5225/- (Rupees Five thousand two hundred twenty five only) per booth per month as per the rent certificate provided by PWD. Accordingly, any quotation offering a rent below the aforesaid minimum bid ceiling shall be **liable to be rejected**.

- Security arrangements of the ATM shall be the sole responsibility of the concerned bank. District and Sessions Court, North Goa, Merces shall not be held responsible for the damage/loss cash, equipment etc.

- All services for connectivity of ATM ie. Broad band/lease lines/ internet/telephone / air conditioner etc shall be procured and installed by the concerned bank.

- The premises allotted shall only be used for the installation, operation and maintenance of the ATM machine only.

- All electrical consumables eg. bulbs, tube lights etc. shall be replaced by the concerned bank in case damaged.

- There shall be no structural damage to the premises.

- The concerned bank shall obtain all the licenses/ permissions / regulatory approvals from concerned authorities for running the ATM at their own level and shall obey all the rules and regulations applicable from time to time in this regard and take all the security precautions to safeguard the equipments installed /provided at the premises.

- No obnoxious trade or any illegal activity shall be carried out by the concerned bank in the premises allotted and in case of such eventuality; all the responsibility or legal obligation shall fall upon the concerned bank allotted such premises.

- The representatives of the banks intending to submit their quotations are permitted to visit the premises for a site inspection at their convenience, between 9.30 am to 5.30 pm on any working day.

5. Allotment of ATM Booths

- The two (02) ATM booths shall ordinarily be allotted to the two highest eligible bidders in order of merit, based on the monthly rent quoted per ATM booth, with one (01) booth being allotted to each successful bidder.

- The two highest eligible bidders, in order of merit, shall have the liberty to choose one (01) ATM booth from Booth No.1 and Booth No.2, with the highest bidder being given the first choice, followed by the second highest bidder respectively.

- In the event that fewer than two eligible bids are received, the Principal District Judge shall have the discretion to leave such booth(s) un-allotted, subject to the terms and conditions of this notice.

- The decision of the Principal District Judge, North Goa, regarding the allotment of the ATM booth(s) shall be final and binding.

6. Submission Details

- Interested Nationalized Banks may submit their sealed financial bids in the prescribed format (Annexure I 'Price Bids') to the office of the undersigned on or before **21.09.2026** by **04:00 PM**.

- The quotations shall be submitted in **sealed envelopes**, clearly super-scribed with the following words on the envelope cover:

"QUOTATION FOR ALLOTMENT OF ATM BOOTH AT THE DISTRICT & SESSIONS COURT, NORTH GOA, MERCES"

- The quotations will be opened on **23.09.2026** at **05.15 pm** in Room no. 188, District and Sessions Court, North Goa Merces, in the presence of participating bank representatives (if any).

- The Principal District Judge reserves the right to accept or reject any or all proposals without assigning any reasons thereof.

Place: Merces
Dated: 03/09/2026

(Vijaya V. Ambre)
Principal District Judge and Sessions Judge
North Goa, Panaji-Goa

Annexure-I "Price Bid"

To,

The Hon'ble Principal District & Sessions Judge, North-Goa,
New District and Sessions Court Complex,
Merces, Tiswadi-Goa 403005

Subject: Quotation for allotment of ATM Booth at the District and Sessions Court, North Goa, Merces.

Respected Madam,

With reference to the Tender Notice on the above subject, I/We hereby quote the following monthly rent for allotment of **one (01) ATM booth** at the 1st Floor of the New District & Sessions Court Complex, Merces, for installation, operation and maintenance of an ATM:

1. Name of Bank:
2. Monthly rent quoted for one (01) ATM booth (in figures):
   ₹ _____ per month
3. Monthly rent quoted for one (01) ATM booth (in words):
   Rupees _____ per month.
4.

I/We, hereby declare that the undersigned is the authorized representative of the Bank and that I/We have carefully read and understood all the terms and conditions contained in the Tender Notice cited above and agree to abide by the same. I/We further state that the quoted monthly rent is exclusive of all applicable taxes, duties, levies and GST, as applicable.

In the event of allotment, the Bank shall be ready to take possession of the allotted premises within 15 days from the date of the letter/order of allotment.

I/We have enclosed the requisite documentary proof in support of the credentials of the Bank.

Place: Date:

Yours Faithfully,

Signature

Designation

Seal of the Bank