



Reference No. – CRGB/GB/Notice-1/2024-25

**छत्तीसगढ़ राज्य ग्रामीण बैंक**

(भारत सरकार, राज्य शासन एवं भारतीय स्टेट बैंक का संयुक्त उपक्रम)

**CHHATTISGARH RAJYA GRAMIN BANK**

Date: 02.09.2024 (State Govt. & State Bank of India)

**सूचना (NOTICE)**

**INVITATION OF APPLICATION FOR EMPANELMENT OF OUTSOURCING OF CASH REMITTANCE ARRANGEMENT FOR CHHATTISGARH RAJYA GRAMIN BANK BRANCHES/OFFICES IN CHHATTISGARH**

छत्तीसगढ़ राज्य ग्रामीण बैंक सबसे ज्यादा शाखाओं के साथ छत्तीसगढ़ राज्य में सबसे बड़ा बैंक है। इसकी 614 शाखाएँ राज्य के सभी 33 जिलों में स्थित हैं। बैंक का कॉर्पोरेट कार्यालय नवा रायपुर में है एवं इसके 10 क्षेत्रीय कार्यालय राज्य के सभी प्रमुख शहरों रायपुर, बिलासपुर, कोरबा, रायगढ़, धमतरी, जगदलपुर, अंबिकापुर, बैकुंठपुर, दुर्ग एवं राजनांदगांव में स्थित हैं।

छत्तीसगढ़ राज्य ग्रामीण बैंक अपने बैंक की शाखाओं में रोकड./कैश की आवश्यकता की आपूर्ति हेतु अनुभवी, विश्वसनीय एवं पात्र OUTSOURCING AGENCIES/BANKS/FINANCIAL INSTITUTIONS से EMPANELMENT हेतु आवेदन पत्र आमंत्रित करता है। छत्तीसगढ़ राज्य स्थित **OUTSOURCING AGENCIES/BANKS/FINANCIAL INSTITUTIONS**, जो हमारे 10 क्षेत्रीय कार्यालयों के अधीन समस्त शाखाओं हेतु **CASH REMITTANCE ARRANGEMENT** प्रदाय करने में सक्षम हो, निर्धारित संलग्न प्रारूप में अपना प्रस्ताव मय दस्तावेज बंद लिफाफे में दिनांक 13.09.2024 को शाम 5 बजे तक आवेदन प्रस्तुत करें।

सर्व प्रथम किसी एक क्षेत्रीय कार्यालय के अधीन समस्त शाखाओं हेतु उक्त सुविधा का परीक्षण (Trial) किया जायेगा, सफल परीक्षण पश्चात् अन्य क्षेत्रीय कार्यालयों के अधीनस्थ शाखाओं हेतु क्रमानुसार सुविधा का विस्तार किया जावेगा।

किसी भी प्रकार की सिफारिश अयोग्यता समझी जावेगी।

किसी भी प्रकार की शंका समाधान या जानकारी के लिए कार्यालयीन समय में संपर्क किया जा सकता है।

स्थान – नवा रायपुर  
दिनांक – 02.09.2024

  
महाप्रबंधक (प्रशासन)

**SCOPE AND ELIGIBILITY CRITERIA FOR EMPANELMENT OF OUTSOURCING  
OF CASH REMITTANCE ARRANGEMENT FOR BRANCHES OF CHHATTISGARH  
RAJYA GRAMIN BANK IN CHHATTISGARH**

**Scope:**

The panel of OUTSOURCING AGENCIES/BANKS/FINANCIAL INSTITUTIONS FOR CASH PICKUP / DELIVERY / CASH REMITTANCE ARRANGEMENT FOR BRANCHES/OFFICES OF CHHATTISGARH RAJYA GRAMIN BANK IN CHHATTISGARH will be valid for the period of 01 years with annual review.

**Eligibility Criteria:**

- 1) The applicant should be an Income Tax assesses and should possess a valid PAN in the name of the Company/Firm.
- 2) The applicant should be registered with GST department and have a valid regular GST registration number.
- 3) The applicant should have a registered firm and well established offices in state of Chhattisgarh and should have a good knowledge of Geographical Locations of Chhattisgarh.
- 4) The applicants who intend to apply for empanelment should have the experience of successfully completing similar works for Public Sector Banks /Private Banks during the last 5 years ending 31.03.2024, similar work means CASH PICKUP / DELIVERY / REMITTANCE ARRANGEMENT for BANK BRANCHES in Rural, Semi Urban and Urban area of whole Chhattisgarh.
- 5) If the applicant is empanelled with any other organizations / departments / Public Sector Banks /Private Banks / Public Sector Financial Institutions, they should enclose a copy of such empanelment.
- 6) The applicant should not have been black listed / barred by any of the Government Departments / PSU's / Public Sector Banks / Private Banks during the last five years. An undertaking for the same is to be provided by the applicant.
- 7) The applicant should be a profit making firm in the last three years with an average annual high turnover. Copies of the Audited Balance sheet for the last three years (2020-21, 2021-22 & 2022-23) should be provided along with application.
- 8) Applicant must submit copies of documentary proof like GST Registration, Registration of Firm, PAN Card of Firm/ PAN Card of the Proprietor in the case of the Proprietorship Firm, Last 3 year ITR of Firm or Proprietor as the case may be, KYC of the owner/s, Office address proof, Work Order / Contract, Successful completion certificates, Undertaking etc. so as to satisfy the eligibility criteria laid down above.
- 9) The applicant has to deposit Application fee (non refundable) of **₹1,000.00** (Rupees One Thousand Only) by way of Demand Draft favoring "Chhattisgarh Rajya Gramin Bank" Payable at Raipur along with the application. The application received without Application fee will not be entertained.
- 10) All applications (complete in all respect) submitted in sealed envelope super scribe as **"APPLICATION FOR EMPANELMENT OF OUTSOURCING OF CASH REMITTANCE ARRANGEMENT"** and must reach below address on or before 5pm of 13.09.2024. Application received afterwards will be rejected.

**General Manager (Administration)**  
CHHATTISGARH RAJYA GRAMIN BANK  
Corporate Office  
Plot No-47, Sector-24  
Atal Nagar, **Naya Raipur (C.G)** - 492018  
Contact No- 0771-2288128

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**GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS:**

1. Non refundable Application fee ` 1,000.00 (Rupees One Thousand only) should be paid in form of demand draft in favor of Chhattisgarh Rajya Gramin Bank payable at RAIPUR attached with application.
2. Generally, the routine works of the Bank such as Cash Remittance arrangement services to the Bank Branches/Offices of the Chhattisgarh Rajya Gramin Bank in various location of 10 different regional Office in whole Chhattisgarh are met by inviting competitive tenders / quotations from the empanelled Outsourcing Agencies for the same. However, the Bank reserves the right to award the work from any of the empanelled Outsourcing Agency OR opt for open tendering/quotation process for Cash Remittance Arrangement Services at Branches/Offices if it deems fit.
3. Initially Bank will do the trial from (L-1) vendor/outsourcing agency for cash pickup/delivery/remittance arrangement to the anyone region from our ten region office of Chhattisgarh. After successful trial of one region bank will extend this facility to some more branches in Rural, Semi Urban and Urban area of whole Chhattisgarh.
3. Successful Bidders has to provide the KYC details of the employees as well as police verification report for the person who will be involved / providing cash pickup / delivery / remittance arrangement services to branches of Chhattisgarh Rajya Gramin Bank in Chhattisgarh.
4. The bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
5. Cost incurred by the applicants in applying, in providing necessary clarifications or attending discussions or site visits will not be reimbursed by the Bank.
6. Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order shall be submitted. Incomplete applications or applications without proper proof for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard.
7. If the application is made by a sole proprietorship/partnership firm, current address of the firm and full names and current address of all the partners of the firm shall be produce along with the application. Any supporting documents as called for by the Bank as and when requires shall be submitted by the firm.
8. If the application is submitted by a limited company/partnership firm, it should be signed by duly authorized person holding the power of attorney. Any supporting documents as called for by the Bank as and when requires shall be submitted by the Company/firm.
9. The evaluation will be made, based on the experience of the limited company/partnership firm to arrange cash remittance services to the Bank Branches/Offices and their financial capabilities, the Outsourcing Agency will be empanelled. Decision of the bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained.
10. If information and details furnished by the applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank later on, the empanelment of such applicant will be cancelled immediately.
11. Applications received after the due date and time/ not fulfilling the prescribed criteria are liable for rejection.

12. Outsourcing Agency should have their Main/ Local Head office in the geographical jurisdiction of the Bank or in the state of Chhattisgarh will only be considered.
13. The empanelment will be valid for a **period of one year** however Bank reserves the right to modify/change/terminate the empanelled Outsourcing Agency from the list during empanelment period also.
14. Outsourcing Agency should not indulge in unethical practices, and should execute the work awarded to them as per the terms and conditions of the contract and specifications, and should co-ordinate with the Bank officials.
15. Outsourcing Agency should execute the work satisfactory as specified by the bank. Bank will have the right to debar/remove his name from the approved list of Outsourcing Agencies for Cash Remittance Arrangement Services to the bank branches of CRGB in whole Chhattisgarh and forfeit the security deposit with Bank. Decision of the Bank will be final.
16. Bank reserves the right to inspect and check the progress and quality of services provided by you.
17. If L-1 vendor / Outsourcing Agency denies / fails to provide cash remittance arrangement services at Branches/Offices on time then the Outsourcing Agency will be debarred for providing further services to our Bank Branches in whole Chhattisgarh.
18. All legal disputes between the parties shall be subject to the exclusive jurisdiction of the Courts situated at RAIPUR only.
19. Chhattisgarh Rajya Gramin Bank reserves the right to reject any / or all the applications without assigning any reasons whatsoever.
20. Chhattisgarh Rajya Gramin Bank reserves the right to add / remove from empanelment list if found detrimental in the interest of the Bank.

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## **CHHATTISGARH RAJY GRAMIN BANK**

Corporate Office, Plot No-47, Sector-24, Atal Nagar, Naya Raipur (C.G) - 492018

### **PARTICULARS TO BE FURNISHED FOR THE PURPOSE OF EMPANELLING/SHORTLISTING OF OUTSOURCING AGENCY**

**Category Applied for: CASH REMITTANCE ARRANGEMENT TO THE BANK  
BRANCHES/OFFICES OF CHHATTISGARH RAJYA GRAMIN BANK IN WHOLE  
CHHATTISGARH**

1.	Name of Firm / Organisation	
2.	(i) Address with Telephone No and email ID. (Attach an address proof)	
3.	Nature of Constitution	
4.	Date of Establishment	
5.	Name of the Proprietor/Partners/Directors with Residential address and Telephone No. (also enclose ID & Address proof)	(i) (ii) (iii)
6.	Whether as S.S.I. unit if so, Reg No. And Date. Also enclose copy of Certificate	
7.	Whether Registered with the Registrar of the Companies/Registrar of Firms with Reserve Bank Of India. If so mention number and date.	
8.	Whether the premises (Press/Office/Shop/ Factory) is/are owned or hired.	
9.	Name and address of the Banker's of firm/Institution	
10.	Whether registered for Cash Remittance Arrangement Services Purposes (GST). If so, mention No. And Date. Please also furnish registration Certificate and submitted tax return.	
11.	Whether an assessee of Income Tax. If so, mention permanent account number (PAN). Please also furnish photocopy of income Tax return for the last three years.	
12.	<u>Copies of Balance Sheets and Profit &amp; Loss Account Statement for the last 3 years to be furnished.</u>	

13.	If registered in the panel of other Organizations/Public Sector Bank/Financial Institution Statutory bodies furnishes their names, category and date of registration.	(i) (ii) (iii)
14.	What are your lines of activities? Mention the fields on preference basis.	(i) (ii) (iii)
15.	Whether willing to work in Chhattisgarh Rajya Gramin Bank branches and ready to provide cash remittance arrangement services to bank branches in any regional office.	
16.	(i) Detailed description and value of contracts for others in the past. (ii) Detailed description and value of contracts for the banks.	
17.	Specify the maximum value of Contracts in a year and also maximum value of single contract in a year.	
18.	Furnish the names of three responsible persons/bodies that will be in a position to certify about the quality/services as well as past performance of your organization.	(i) (ii) (iii)
19.	List of cash dispense van (not older than two years) with their model /manufacturing details held with agency/company (Please enclose all the details)	
20.	Names and addresses of the principal customers (Enclose certified copies of the latest contracts).	

**Note:** Where copies are required to be furnished these are to be certified preferably by the concerned agencies or a Government Officer.



**OFFICES/BRANCHES DETAILS OF APPLICANT**

Location (Address of agency/ working place)	Land Area	Ownership (Owned/ Rented)	Type of Structure	Facility available in premises

**DETAIL OF THE CONTRACTS**

Name of Agency with address	Short Name and description Address of work owner executed	Value of contract executed	Tenure of Contract	Contract Nature	Remarks
1	2	3	4	5	6

**OTHER RELEVANT INFORMATION**

1.	Whether Outsourcing Agency had worked for any Gramin banks, if yes, since when & for which Gramin Bank.	
2.	Capacity to execute one time order (Please mentioned the total amount and delivery period required).	
3.	Any other information.	

**WORK FORCE  
KEY PERSONNEL PERMANENTLY EMPLOYED**

S. No.	Name of Permanent Employee	Mobile Number	Since when in the Employment	Remark or Role of Employee
1				
2				
3				
4				
5				
6				
7				

**Application Fee Detail**

Demand Draft Number and Date	Amount	Payable at	Issuing Bank - Branch
	1,000.00 (Rupees One Thousand Only)	<u>RAIPUR</u> <u>(C.G.)</u>	



(On Rs.50 Non- Judicial Stamp paper)

**Declaration**

I/We declare that the particulars furnished above are true and correct and I shall abide by all the terms and conditions of the empanelment. In case any information/particular is found incorrect at a later date, the application/empanelment is liable to be cancelled. All the conditions of the Bank will be binding on me/us.

(Name \_\_\_\_\_)

**Date:**

**Signature of the Applicant.**

**Place:**

**(With Rubber Stamp)**

(On letter head)

**Undertaking of non Blacklisting**

We hereby irrevocably undertake that our firm or company or associate or sister concerns is/are not blacklisted by any of the Government Departments / PSU's / Public Sector Banks / Public Sector Financial Institutions during the last three years as on the date of submission of this application.

(Authorized Signatory)

Name:

Designation:

Seal of Company