



## Jharkhand State Beverages Corporation Limited

(A Jharkhand Govt. Undertaking)

CIN :- U51228JH2010SGC014519

Ground Floor, Utpad Bhawan, Kanke Raod, Ranchi

E-mail :- jsbcl.jharkhand@gmail.com



### BID DOCUMENT

## E-TENDER FOR PROVIDING CASH COLLECTION SERVICES

E-T. No.: JSBCL/Tender/2022-23/15

Dated: - -12.05.2022

<u>Important dates</u>			
S.N.	Particulars	Date	Time
1	Date of Uploading of tender document on website.	12/05/2022	
2	Starting Date for submission of E-Tender	13/05/2022	
3	Last date/closing date for submission of E-Tender	20/05/2022	04:00 P.M.
4	Last date for submission of document (Hard copy) in the JSBCL office.	20/05/2022	06:00 P.M.
5	Online opening of Technical Bid.	21/05/2022	04:00 P.M.

Tender can be downloaded from <https://jharkhandtenders.gov.in> & <http://jsbcl.in> Tender downloaded should be submitted with tender cost of Rs 10,000/- (In words: - Ten thousands only) in the form of DD issued in the name of Jharkhand State Beverages Corporation Limited, Payable at Ranchi.

**NAME & ADDRESS OF Tenderer:**

**Sd/-**

**Managing Director,**  
**Jharkhand State Beverages Corporation Limited**  
Utpad Bhawan, Ground Floor  
Near-Naveen Police Kendra  
Kanke Road Ranchi-834008

**E-TENDER FOR PROVIDING CASH COLLECTION SERVICES**

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## **E-TENDER FOR PROVIDING CASH COLLECTION SERVICES**

### **Notice Inviting Tender**

**E-T. No.: JSBCL/Tender/2022-23/15**

**Dated: 12-05-2022**

E- Tenders are invited for providing cash collection services for retail vending shops of JSBCL in the state of Jharkhand by two bid system (Technical and Financial Bid) through e-tender process.

The Tender has to offer for whole State of Jharkhand as per details available in Annexure V. The costing and other details are as under:-

Work details	EMD (in Rupees)	Security Deposit in the form of Bank guarantee
Tender for providing Cash Collection Services for Retail Liquor shops in Jharkhand	₹50,00,000/-	₹5 Crores

1. The tender document can be downloaded from <https://jharkhandtenders.gov.in/> & <https://jsbcl.in/>.
2. The cost of tender document is Rs. 10,000/- (Rupees Ten thousand only). A Demand Draft drawn in favor of Jharkhand State Beverages Corporation Limited Ranchi, Jharkhand payable at Ranchi should be submitted along with tender as cost of tender document.
3. The tenders received after the due date and stipulated time due to any reason whatsoever including postal delay will not be considered.
4. The Managing Director, JSBCL, Ranchi, Jharkhand reserves the right to accept or reject any or all tenders without assigning any reason.

**Sd/-  
Managing Director,  
Jharkhand State Beverages Corporation Ltd  
Ranchi, Jharkhand.**

## **ELIGIBILITY CRITERIA**

The following documents must be submitted along with tender document, any tenderer submitting bid without documents those specified below, is liable to be summarily rejected.

- 1.1. Bidder must be a firm/ agency/ company that should be registered with appropriate authorities and Self Attested copy of registration may be attached.
- 1.2. The Bidders can form Joint Venture/Consortium. Following Bidder has to fulfill minimum 20% of the eligible criteria. The lead Bidder and following Bidder will be responsible for successful execution of work and agreement with JSBCL in minimum ratio of 80:20. The Joint Venture/Consortium will have to declare the lead Bidder.
- 1.3. The Bidder must have GST registration certificate issued by competent authority.
- 1.4. The Bidder should have EPF and ESI registration with competent authority. Also minimum average 500 employees EPF deposit should have been done in six months i.e. from 1/4/2021 to 30/9/2021 which will be verified from EPF organization website of Government of India.
- 1.5. Bidder should have valid labour License as per Contract Labour (Regulation & Abolition) Act.
- 1.6. Bidder should have average annual turnover of Manpower work of atleast Rs 50 Crores in last 3 consecutive financial years. A certificate from CA should be enclosed.
- 1.7. CA certified Balance sheet should be enclosed for last three consecutive Financial Years.
- 1.8. Bidder should have previous three financial year's income tax return certificates.
- 1.9. Bidder should have experience of supply of minimum 500 manpower for handling of cash in Retail shops in any financial year in the last 3 financial years from the date of advertisement.
- 1.10. Certificate of "No near relative" of the bidder firm to be executed on Rs.20/- Stamp paper & Self Attested by Public Notary/Executive Magistrate by the bidder.
- 1.11. Certificate of "BLACKLISTING & NON- BLACKLISTING "of bidder firm/company to be executed on Rs.20/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder.
- 1.12. Declaration towards Non-tampering of tender document.
- 1.13. Self-Attested copy of Partnership Deed or proprietorship deed / Memorandum of Association / Articles as applicable.
- 1.14. All the tender document pages are sealed and signed. Original "Power of Attorney" in case person other than the tenderer has signed the tender documents.

## **2. SCOPE OF SERVICES**

- 2.1. Jharkhand State Beverages Corporation Ltd. is engaged in retails Sale of Liquor in the State of Jharkhand. The Corporation expects a total annual sale of Rs 4000 Crores and this expected sale will come from about 1564 Retail Liquor shops located in various districts /zones of Jharkhand. The list of Shops located in various divisions is placed at **Annexure-V**.
- 2.2. The cash collection activities are to be performed strictly as per prevailing guidelines issued by Government/RBI and as applicable.
- 2.3. The cash is to be collected from the pick-up locations on day to day basis on all days of the month, and should be deposited in Bank latest by 3:30 PM afternoon on next working day, excluding bank holidays.

- 2.4. The collection agency will be allotted Cash Chest which will be required to be installed at the safe premises finalised in consultation with District Excise Officer / District Manager of JSBCL.
- 2.5. The cash collection agency will deploy Pickup personal, vehicle and gunman as demanded by Excise Officer / District Manager for safe movement of the cash.
- 2.6. The tentative requirement of pickup manpower/gunman should be 500 and approximate 100 vehicles for cash collection.
- 2.7. The Cash collection agency will be required to get the cash insured during transit as per amount being collected from shop.
- 2.8. The Service provider agency shall provide services of picking up cash from the Retail Outlet of Jharkhand State Beverages Corporation Ltd. (**here-in-after referred as JSBCL**) or from collection point for depositing the same at Collection Account of particular Retail Outlet maintained with Bank. The agency shall be liable for any act or omission for their non-performance.
- 2.9. Security measures as per prevailing norms of Government/RBI should be deployed by the Service Provider agency.
- 2.10. JSBCL will also give the agency an authorized Address for Pick-up of cash. The cash is to be counted at the handing over location. The cash collection agency will arrange cash counting machine required for counting of cash.
- 2.11. The Negative difference between cash collected from shop and that deposited in bank will be recovered from the Cash Collection Service Provider Agency as per server cash shortage report.
- 2.12. 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 and credited to JSBCL account within 3 day time limit by Cash collection Service Provider agency. In case of failure in doing so then cash shortage or loss amount will be forfeited from the security deposit.
- 2.13. The bank acknowledged deposit slip will be in three copies and one copy is to be delivered to the Cash collection centre for audit and other copy to District Office.
- 2.14. JSBCL 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 JSBCL.
- 2.15. The service provider agency representative may reserve the right to disallow cash pick-up of those currency note(s) which are not bundled and/or does not bear the JSBCL paper seal and signature of JSBCL concerned employee who has counted and verified the cash and made the bundles
- 2.16. The service provider agency will count the entire collection of currency notes and wherever deems fit take the assistance of the note counting machine(s) installed in JSBCL shops.

Cash Pick-up Process	
I.	The process of Cash pick-ups shall be applicable for 100% cash available at retail outlets of JSBCL.
II.	JSBCL shall merge all the cash (denomination wise) into bundles and prepare the summary slip for entire cash to be picked up. The bundles should be counted and then lifted.
III.	The cash will be counted at the pickup point before lifting. In case of dispute the decision of District manager of concerned district will be final and binding for the

	agency.
IV.	Cash collection agency will develop an IT platform for verification of genuity of the personal deployed for cash collection.
V.	The pickup personal after visiting the designated shop for cash collection will initiate cash collection in the app of its mobile. On initiation the Shop supervisor will receive OTP for verification. The OTP will be entered by the pickup personal; on acceptance of the OTP the APP will allow cash collection.
VI.	The pickup personal will enter the amount received from Shop and will upload.
VII.	The deposit slip will be handed over to the Pickup personal.
VIII.	The pickup personal will deposit the cash in Cash Chest provided by JSBCL to the cash collection agency and installed at premises hired by Cash Collection Agency.
IX.	The cash collection agency will keep record of the cash collection and will produce the cash collection report as when desired by JSBCL or any agency authorized by JSBCL
<b>Cash Deposit Process</b>	
X.	Service provider agency shall deposit the cash on the next Bank Working Day, the cash along with summary slip and all copies of triplicate Cash deposit slip at specified bank branch.
XI.	The entire cash verification process shall be done under continuous video recording which will be ensured by Cash Collection agency.
XII.	Service provider agency shall retain one copy of deposit slip & hand over the remaining one acknowledged copy to JSBCL and one at Cash Collection center for audit.
XIII.	The entire cash collection will be executed in Bags for each shop.
<b><i>Note: Shortages / fake notes in the sealed bag will be the responsibility of Service provider.</i></b>	

- 2.17. The cash pickups will be accepted in denominations of Rs10/- , Rs 20/- , Rs 50/- , Rs100/-, 200/-, Rs 500/- and Rs 2000/- or any other note in circulation. Coins will be accepted.

### 3. **Penalty Clause:**

- 3.1 The collection agency has to collect cash from each shop on all days. In case the cash is not collected and deposited as per terms and condition on any day from any shop the collection agency will have to pay a penalty @ 18% per annum of the amount not deposited as per delay in deposit.
- 3.2 The formula for imposing above Penalty will be as below:  
Penalty for non-collection/deposition of Cash (for every single instance) = **(Amount of cash not deposited X No. of days of delay X 18 percent)/365**
- 3.3 Amount of penalty is to be deposited and credited to JSBCL account within 3 day time limit by Cash collection Service Provider agency. In case of failure in doing so then Penalty amount will be forfeited from the security deposit.

### 4. **MODE OF DISPATCH**

Tenders (both Technical and Financial bids) should be addressed to the Managing Director, M/s Jharkhand State Beverages Corporation Ltd., 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.

**5. TECHNICAL AND PRICED BIDS**

Tenders should be sent in 2 separate sealed covers, Cover 'A' should contain Technical Bid and the cover 'B' Financial Bid. The bids (both Technical and Financial) 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, Jharkhand State Beverages Corporation Ltd, on or before the due date and time.

**TECHNICAL BID**

The Technical Bid should consist of BID form (Annexure – I) along with following documents:-

- (i) Tender Cost of Rs 10,000/-
- (ii) Bid Security (EMD) in accordance to Clause No. 8
- (iii) Qualifying Bid document in original, duly filled in and signed by tenderer or his authorized representative along with seal on each page. All corrections and overwriting must be initialed with date by the tenderer or his authorized representative.
- (iv) Attested copy of registration of the firm with Registrar of Firms and / or welfare labour commission officer if applicable and sufficient labour forces to carry out the supply of Security Guards for Corporation & establishments in various districts under the jurisdiction of Managing Director, Jharkhand.
- (v) Bid Form, duly filled.
- (vi) Tenderer's profile duly filled in as per the tender document.
- (vii) Tender document duly sealed and signed.

**FINANCIAL BID**

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

**6. Termination of Contract**

- 6.1 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.
- 6.2 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.
- 6.3 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.

**7. Agreement**

The successful Service provider agency has to execute an agreement with corporation as per proforma annexed at Annexure-IV

**8. Bid security:**

- 8.1 EARNEST MONEY DEPOSIT (EMD) amount as mentioned in Notice Inviting Tender should accompany the tender in the form of a Crossed Demand Draft or pay Order, drawn in favour of the Jharkhand State Beverages Corporation Limited payable at Ranchi. Any tender which is not accompanied by Earnest Money, will be rejected at the time of opening of the

tender. Payment of Earnest Money by Cheque or any other form except by Demand Draft/pay order will not be acceptable. No interest will be paid on the Earnest Money Deposit.

**9. Details of shops:**

9.1 The details of total Number of Retail Liquor shops division and district wise is enclosed at **Annexure-V**.

**10. SUPERSCRPTION**

Both the covers (Cover 'A' – Technical Bid and Cover 'B' Financial Bid) should be superscribed as “**Tender for providing Cash Collection Services**”. The Covers received without such superscription will be rejected summarily.

**11. OPENING OF TENDERS**

11.1 The bid received will be opened by the Tender Committee, on behalf at the Office of JHARKHAND STATE BEVERAGES CORPORATION LIMITED 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.

11.2 Financial bids will be opened in the presence of the tenders short listed after the evaluation of the Technical Bids. Short listing will be done based on the Eligibility Criteria.

**12 BID Evaluation**

12.1 The Technical Bid submitted by the bidders will be evaluated by the tender committee as per eligibility criteria and other conditions framed as per tender document.

12.2 The Bidder so declared technical qualified by the Tender committee will be intimated for opening of financial bid.

12.3 The Technical Bid of the technically qualified bidders will be opened on specified date as intimated to technically qualified bidders.

12.4 The technically qualified bidder whose rate is lowest will be declared L1 as per rates quoted in Financial Bid.

12.5 The agency will be liable and responsible for all terms and conditions as mentioned in the Bid Document. The Authorized representative of the agency 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.

**13 SUBMISSION OF OFFER**

13.1 The tender documents should be submitted online through <https://jharkhandtenders.gov.in> and Physically at JSBCL HO. The postal address for submitting the tenders is:



**Jharkhand State Beverages Corporation Limited**

Utpad Bhawan, Ground Floor

Near-Naveen Police Kendra

Kanke Road Ranchi-834008

**14 Award of Contract :**

- 14.1 The party declared L1 as per rate quoted in Financial Bid will be declared L1.
- 14.2 The L1 party quoted rate if found justified as per prevailing rates will be awarded the work.
- 14.3 The Agency shall not assign, sub contract without approval of Managing Director

**15 Security Deposit:**

- 15.1 A security deposit (SD) of Rs 5 Crores in the form of Bank Guarantee for a period of not less than 3 years is to be submitted within 7 days of award of work.
- 15.2 The security deposit will be refunded after 6 months after satisfactory completion of work at the end of the tender period as the case may be and after deducting the dues from the supplier if any. No interest to be paid by the purchaser on the security deposit. In case of premature termination of contract the SD will be refunded after six months from the date of termination.
- 15.3 The Earnest Money Deposit of the successful tenderer will be refunded after deposit of security deposit.
- 15.4 The Security Deposit (SD) shall stand forfeited, appropriately adjusted in full in the event of:
  - i) The services in part or in full are not affected in accordance with the scope of work.
  - ii) In the event of deliberate loss to JSBCL due to any type of unethical practice of the agency or its employees.
  - iii) 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 and credited to JSBCL account within 3 day time limit by Cash collection Service Provider agency. In case of failure in doing so then cash shortage or loss amount will be forfeited from the security deposit
  - iv) Amount of penalty is to be deposited and credited to JSBCL account within 3 day time limit by Cash collection Service Provider agency. In case of failure in doing so then Penalty amount will be forfeited from the security deposit.
  - v) Any act of breach of trust.

**16 Duration of tender:**

- 16.1 The work will be awarded for total period of 3 years on same rates and conditions as laid down in tender. Annual renewal of Contract is subject to fulfillment of all the terms and conditions and satisfactory performance of the responsibility.

16.2 The tender can be short closed if so required in JSBCL interest. The approved agency will not have any right of claim in case of short closure

**17 Payment Terms**

17.1 The Service Provider Agency shall prepare monthly bills in triplicate and submit on or before by 10th of each month for works done in previous month. Agency shall be responsible to submit the bills, which are prepared accurately, and giving all details to facilitate early payment as below.

17.2 The detail MIS of shops in which cash collection done in the concerned month is to be enclosed along with Bill.

17.3 The details of Collection in shops on daily basis and details of deposit in bank with proof.

17.4 GST will be paid extra.

**18 Arbitration**

18.1 In respect of all the tender conditions, the decision of the Managing Director shall be final and binding. Any dispute which may arise during the execution of the contract shall be referred to the arbitrator appointed by the Secretary Excise, Govt of Jharkhand, Ranchi.

**19 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 monthly basis on submission of our claims to Jharkhand State Beverages Corporation 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 Jharkhand State Beverages Corporation 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 \_\_\_\_\_ Service provider agency 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 Service provider agency would stand disqualified from allotment.

that the Service provider agency has not been debarred or cautioned by RBI during the last three years, (if debarred or Cautioned, give details);

(Seal & Signature of the Agency)

Place:

Date:

**E-TENDER FOR PROVIDING CASH COLLECTION SERVICES**

**BID FORM**

**E-T. No.: JSBCL/Tender/2022-23/06**

**Dated: 01-04-2022**

(Name & Address of the Agency)

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.

Page No.

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

We undertake, if our bid is accepted, to services specified in the contract within the specified timeframe as calculated from the date of issue of your Work 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 Agreement 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.....2022.

Signature of In capacity, of

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

Witness

Address

Signature

**E-TENDER FOR PROVIDING CASH COLLECTION SERVICES****Financial Bid**

E-T. No.: JSBCL/Tender/2022-23/06

Dated: -01-04-2022

TO:

**The Managing Director,  
Jharkhand State Beverages Corporation Ltd,  
Ranchi.**

Sir,

After having carefully read the tender documents, I hereby offer tender for Cash collection services for retail liquor vending shops 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 agency for assignment of Collection of Cash from retail shops of JHARKHAND STATE BEVERAGES CORPORATION LIMITED

ITEMS	Rate offered	
(1)	(2)	(3)
Collection Charges	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 means MD, JSBCL and District offices of JSBCL./ Excise Sup. / AC -Excise
4. A party will be declared L1 bidder who has quoted lowest rate.
5. 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 JSBCL, Ranchi for appointment of Agency to undertake collection of Cash from Retail Shops of JSBCL 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
---------------------	------	--------------------

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.

## **Annexure-IV**

### **FORMAT OF AGREEMENT**

The agreement made on this .....day 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, the executors, administrative representative and assignee) of the one part & Jharkhand State Beverages Corporation Ltd, hereinafter referred to as Managing Director on behalf of Jharkhand State Beverages Corporation Ltd, on other part.

Whereas the cash collection agency has offered to enter into contract with Managing Director for cash collection services in various districts under the jurisdiction of Managing Director, Jharkhand State Beverages Corporation 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:

1. Jharkhand State Beverages Corporation is engaged in retails Sale of Liquor in the State of Jharkhand. The Corporation expects a total annual sale of Rs 4000 Crores and this expected sale will come from about 1564 Retail Liquor shops located in various Districts of Jharkhand. The list of Shops located in various districts are placed at Annexure-V.
2. The cash collection activities are to be performed strictly as per prevailing guidelines issued by Government/RBI and as applicable.
3. The cash is to be collected from the pick-up locations on day to day basis on all days of the month, and should be deposited in Bank latest by 3:30 PM afternoon on next working day, excluding bank holidays.
4. The Service provider agency shall provide services of picking up cash from the Retail Outlet of Jharkhand State Beverages Corporation Ltd (***here-in-after referred as JSBCL***) for depositing the same at Collection Account of particular Retail Outlet maintained with Bank. The agency shall be liable for any act or omission for their non-performance.
5. Security measures as per prevailing norms of Government/RBI should be deployed by the Service Provider agency.
6. JSBCL will also give the agency an authorized Address for Pick-up of cash. The cash is to be counted at the handing over location. The agency will also provide receipt of the cash collected to Shop In charge and one copy to District Excise Office / District Manager concerned.
7. The difference between cash collected from shop and that deposited in bank will be recovered from the Service Provider agency as per server cash shortage report.
8. 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 and credited to the JSBCL account within 3 day time limit by Cash collection Service Provider agency. In case of failure in doing so then cash shortage or loss amount will be forfeited from the security deposit
9. The bank acknowledged deposit slip will be delivered at the office address as designated by JSBCL.

10. The deposit slips should be signed by officials authorized by JSBCL and will be updated in Server for future reconciliation on day to day basis.
11. JSBCL 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 JSBCL.
12. The service provider agency representative may reserve the right to disallow cash pick-up of those currency note(s) which are not bundled and/or does not bear the JSBCL paper seal and signature of JSBCL concerned employee who has counted and verified the cash and made the bundles
13. The service provider agency will count the entire collection of currency notes and wherever deems fit take the assistance of the note counting machine(s) installed in JSBCL shops.

<b>Cash Pick-up Process</b>	
I.	The process of Cash pick-ups shall be applicable for 100% cash available at retail outlets of JSBCL.
II.	JSBCL shall merge all the cash (denomination wise) into bundles and prepare the summary slip for entire cash to be picked up. The bundles should be counted and then lifted.
III.	The cash will be counted at the pickup point before lifting. In case of dispute the decision of District manager of concerned district will be final and binding for the agency.
IV.	Cash collection agency will develop an IT platform for verification of genuity of the personal deployed for cash collection.
V.	The pickup personal after visiting the designated shop for cash collection will initiate cash collection in the app of his mobile. On initiation the Shop supervisor will receive OTP for verification. The OTP will be entered by the pickup personal; on acceptance of the OTP the APP will allow cash collection.
VI.	The pickup personal will enter the amount received from Shop and will upload.
VII.	The deposit slip will be handed over to the Pickup personal.
VIII.	The pickup personal will deposit the cash into the Bank details provided by JSBCL.
IX.	The cash collection agency will keep record of the cash collection and will produce the cash collection report as and when desired by JSBCL or any agency authorized by JSBCL.
X.	In case of Composite the Country Liquor and Foreign Liquor counter will treated as 2 separate pick-up points.
<b>Cash Deposit Process</b>	
XI.	Service provider agency shall deposit the cash on the next Bank Working Day, the cash along with summary slip and all copies of triplicate Cash deposit slip at specified bank branch.
XII.	The entire cash verification process shall be done under continuous video recording which will be ensured by Cash Collection agency.
XIII.	Service provider agency shall retain one copy of deposit slip & hand over the remaining one acknowledged copy to JSBCL and one at Cash Collection center for audit.
XIV.	The entire cash collection will be executed in Bags for each shop.
<b>Note: Shortages / fake notes in the sealed bag will be the responsibility of Service provider.</b>	

14. The cash pickups will be accepted in denominations of Rs 10/- , Rs 20/- , Rs 50/- , Rs 100/-, 200/-, Rs 500/- and Rs 2000/- or any other note in circulation. Coins will be accepted.



- 14.1 The collection agency has to collect cash from each shop on all days. In case the cash is not collected and deposited as per terms and condition on any day from any shop the collection agency will have to pay a penalty @ 18% per annum of the amount not deposited as per delay in deposit.
- 14.2 The formula for imposing above Penalty will be as below:  
Penalty for non-collection/deposition of Cash (for every single instance) = *(Amount of cash not deposited X No. of days of delay X 18 percent)/365*
- 14.3 Amount of Penalty is to be deposited and credited to JSBCL account within 3 day time limit by Cash collection Service Provider agency. In case of failure in doing so then cash Penalty amount will be forfeited from the security deposit.
15. The cash collected at Cash collected point by Service provider agency will be treated as final amount and any reduction in the collected amount at the time of deposit will be responsibility of the Service provider agency
16. JSBCL will also give the agency an authorized Address for Pick-up of cash. The cash is to be counted at the handing over location and should be updated in JSBCL server and the same amount is to be deposited in the collection account of the shop in Bank. The agency will also provide receipt of the cash collected to Shop Incharge and one copy to District Manager concerned.
17. The negative difference between cash collected from shop and that deposited in bank will be recovered from the agency as per server cash shortage report.
18. 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 and credited to the customer's account.
19. 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.
20. The Bank will maintain daily MIS of collected Cash shop-wise as per format decided by JSBCL and will produce along with bill.
21. The work awarded of Cash Collections Agency will for total three years.
22. The work can be extended as per terms and conditions mentioned in agreement.
23. MD, JSBCL can terminate the contract at any point of time in the interest of JSBCL.
24. The tender document will be part and parcel of the agreement.

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

Above written:

Signed sealed & delivered by  
the above-named Agency in  
the presence of.

Witness:

1.

2.

Signed & delivered on behalf  
of the Managing Director, JSBCL.

Witness:

1.

2.

<b><u>Annexure-V</u></b>		
<b>Composite Liquor Shop + Foreign Liquor Shop + Country Liquor Shop</b>		
<b>Sl. No.</b>	<b>District</b>	<b>No of Shops</b>
1	BOKARO	83
2	CHATRA	43
3	DEOGHAR	90
4	DHANBAD	140
5	DUMKA	82
6	East Singhbhum	110
7	Garhwa	54
8	Giridih	100
9	Godda	48
10	GUMLA	20
11	Hazaribag	79
12	Jamtara	36
13	KHUNTI	26
14	Koderma	53
15	Latehar	28
16	Lohardaga	15
17	Pakur	38
18	PALAMU	95
19	Ramgarh	43
20	Ranchi	180
21	Sahebganj	62
22	Seraikella kharsawan	64
23	SIMDEGA	15
24	WEST SINGHBHUM	60
<b>Grand Total</b>		<b>1564</b>