



**CHANDIGARH
HOUSING BOARD**
A CHANDIGARH ADMINISTRATION UNDERTAKING

8, Jan Marg, Sector 9-D, Chandigarh-160009
TEL: 0172-4601816

No CHB/CAO/SO-II/2019/11493

Dated: 09.05.2019

To

The Branch Manager,

Subject: Appointment as Principal Bankers for the Management of Allottees Accounts.

This in continuation to this office Memo No 1653 dated 10.01.2019, on the subject cited above, kindly find enclosed herewith modified Terms & Conditions for the proposed work.

You are requested to go through the enclosed modified Terms and conditions and send your proposal/ consent with respect to the appointment as Principal Bankers **latest by 25 May 2019 positively**. While submitting the proposal, you may specifically mention about following:

- The number of branches in the Chandigarh city.
- The project implementation plan

Here it is mentioned that any proposal, submitted earlier with reference to above referred office memo no. 1653 dated 10.01.2019 will not be considered in view of modified Terms & Conditions.

Chief Accounts Officer,
Chandigarh Housing Board,
Chandigarh.

Subject: Appointment as Principal Bankers for the Management of Allottees Accounts in Chandigarh Housing Board

GENERAL TERMS AND CONDITIONS

1. Then Principal Bank will be responsible for :
 - a) Collection of earnest money, registration money, possession amount, EMI, half yearly installments and ground rent and interest due thereon as per allotment letter.
 - b) Monthly collection of Licence Fee from allottees of Flats under Slum Rehabilitation Scheme of Chandigarh Administration at various locations spread over Chandigarh.
 - c) Lump sum payment demand showing the balance amount payable by the allottees on a particular day/month/year end.
 - d) Collection of Earnest Money from applicants in a new Housing Scheme and issue of cheques for refund thereof to unsuccessful applicants. However for new housing scheme, CHB is also at liberty to entrust any bank as principal bank for the same and may also entrust the same to any number of banks.
2. That the money received on behalf of Chandigarh Housing Board will be kept in the shape of FDRs on the same day exceeding Rs 1.00 lakh for a period of 90 to 120 days which will be due on the 1st day of the month. After the expiry of period of FDRs, the amount will be transferred into CHB account and the CHB will take appropriate decision about further investment of such amount. In case of exceptional circumstances, the CHB may withdraw the FDR prematurely and no penalty will be imposed by the principal bank on the premature withdrawal.
3. The Principal Bank will not levy any transaction charges either on the CHB or on the Allottees. To be more specific, no charges will be levied on the payments made through cash, debit cards, credit card, net banking or any other mode.
4. The Principal Bank shall issue the computerized receipts as per the fields prescribed by the CHB and send instant auto acknowledgement of payment through SMS on the mobile phones of the person making payment.
5. The Principal Bank will have to maintain allottees accounts once full and final payments for acquiring the dwelling unit is made or recover annual lease/ground rent till it gets converted into freehold.
6. The Principal Bank should provide online facility to CHB to generate cashbook and PLA anytime and simultaneously the soft copies of bank scrolls of daily receipt as well as monthly receipts showing the dwelling unit number, amount deposited and name of the allottees etc. The Principal Bank should supply a soft copy of cash book and PLA on weekly basis while a hard copy as and when requested by CHB.
7. The Principal Bank shall ensure that the scrolls are updated on daily basis into the database and the same is available online for CHB simultaneously. The Principal Bank should supply one soft copy of scrolls of daily receipts by the end of the day for CHB's records.

8. In case of mis-match while porting the data a report should be generated with reasons for mis-match to facilitate reconciliation of errors.
9. Cost of all the consumable stores, Technical support etc shall be borne by the Principal Bank itself i.e. Consumable includes stationery, printer cartridge, and any back up devices.
10. The Principal Bank will have to assist Chandigarh Housing Board, Chandigarh or its appointed agency in integration of the application by providing detailed Technical Architecture of the existing system or system devised subsequently. .
11. In addition to branches of the Principal Bank, the allottees may also deposit their dues at various Sampark centers of the Chandigarh Administration and these centers will deposit their daily collection, soft copy of the relevant data to the Principal Bank who will prepare necessary software at its own cost and expenditure so that the relevant data is synchronized with the main data being maintained by the Principal Bank.
12. The Principal Bank will appoint a nodal officer to interface with the Chandigarh Housing Board and to resolve various issues.
13. The Principal Bank may be entrusted with any other work related to above by the CHB, as per future requirement
14. In case of violation of any term and conditions by the bank, CHB shall have a right to terminate the agreement/contract without assigning any reason and may impose penalty as deemed fit.

Specific Term & Conditions

1. The Principal Bank should before giving their proposals, be aware about the data centre of CHB with IT infrastructure, architecture of existing Oracle data base applications, PLA software etc. The bank should be able to provide compatible data processing requirements related reconciliation of all allottees accounts, and other data processing requirements related to maintenance of Chandigarh Housing Board allottees accounts.
2. The Principal Bank and all its branches across Chandigarh city should be high-tech, well maintained architecture of database and secured network system. The bank should have atleast 15 branches within the Chandigarh City and should be able to provide services in all of its branches spread across Chandigarh city considering the huge number of allottees of the CHB.
3. The bank is required to provide a project implementation plan.
4. The agreement will be initially for 3 years which will be further extended upto 2 years on yearly basis on the basis of work performance.
5. Chandigarh Housing Board is as at a liberty to increase or decrease the scope of work
6. The venue of arbitration shall be in the Chandigarh jurisdiction.

Preferred Conditions:-

1. The bank has experience in carrying out similar projects especially in some Government Department/ Government Undertaking/Government Companies.
2. The bank may take initiatives like developing of payment apps etc to make online payment to CHB as easy & convenient as possible.