



# Uttar Bihar Gramin Bank

Head Office, Kalambagh Chowk, Muzaffarpur

## RFP for Empanelment of vendors for Various Steel Furniture For UTTAR BIHAR GRAMIN BANK

### TENDER DOCUMENT

Tender reference No.: HO/GAD/13/2020-21/1477 dated: 11.03.2021

Start date of tender: 11.03.2021


Last date for submission: 05.04.2021 till 03:00 PM

Opening date of tender: 05.04.2021 at 3:30 PM

The interested agencies are required to submit the technical and financial bid separately. The bids in sealed cover-1 containing "Technical Bid and DD of Tender cost & EMD" superscripted "TECHNICAL BID FOR STEEL FURNITURE, (Agency name & contact no.)" and sealed cover-2 containing "Financial Bid" superscripted "FINANCIAL BID FOR STEEL FURNITURE, (Agency name & contact no. & Email address)". Bid must accompany with supporting documents as required as per tender. The duly sealed bid may be submitted in following address:

*The General Manager  
Uttar Bihar Gramin Bank,  
Head Office, Sharma Complex,  
Kalambagh Chowk, Muzaffarpur,  
Bihar 842 001*

Terms and conditions and various formats and proforma for submitting the tender offer are described in the tender documents and it's Annexure.

  
General Manager  
Date :: 11.03.2021  
Place :: Muzaffarpur



## Notice inviting tender for Empanelment of vendors for supply of various Steel Furniture

**Uttar Bihar Gramin Bank invites** tender from vendors fulfilling following criteria in two bid systems (Technical Bid & Financial Bid) for empanelment of vendors for purchase/ supply of various steel furniture as per the specifications provided in Annexure-B. General terms & conditions, prequalification criteria & tender document are given in bank's website [www.ubgb.in](http://www.ubgb.in). The offer should be submitted in two sealed cover.

### ❖ Pre-qualification criteria (Technical Bid):

1. Technical bid as per Annexure-A with Annexure-B accepting terms and conditions must be submitted.
2. The Tender Cost of Rs. 3,500/- ( Rupees Three Thousand Five Hundred only) & Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One lakh only) must accompany all tender offers as specified in this tender document. DD must be in favour of Uttar Bihar Gramin Bank payable at Muzaffarpur.
3. The tenderer should be profit making in last three financial years and should be in sound financial position as judged by UBGB for this purpose. A copy of last three financial years (2017-18, 2018-19 & 2019-20) audited balance sheet & PL sheet and income tax returns should be submitted with the offer.
4. The vendors should have minimum Five years of experience in selling of different type of steel furniture.
5. The tenderer should have executed one single order of minimum Rs.50 Lakh or 02 orders of minimum Rs. 25.00 lakh in last 03 years to any banks or Govt. institution across the country.
6. The annual turnover should be more than Rs. 10 lakh during last 3 years. Net worth of the vendors should be positive.
7. Copy of Income Tax, PAN, GST Certificate should be attached in Technical Bid Documents.
8. Any existing empanelment with Govt., SBI or any other public sector/ private bank/other banks should be provided. The list of clients with the satisfactory performance certificate should be submitted.
9. The vendors should have support centres/ infrastructure for providing service all over North Bihar particularly in Uttar Bihar Gramin Bank operational area; i.e, 18 districts with sufficient staff strength.

10. All attachments must be in A4 Page Setup & Prescribed Format only (Like Annexure – A, B & C)

11. All Vendors will be informed by bank and they shall participate during opening of Technical Bid. The Price Bid should not be accepted by any other mean other than tender.

12. Only technically qualified vendors will be allowed to participate in Financial Bid opening.

**Prices are to be quoted most competitive. The prices will be inclusive of all taxes, duties and transportation but excluding GST, Delay in supply beyond 15 days of getting the work order shall attract penalty of Rs.100/- per day to a maximum of 5% of the total value of the work order shall be imposed for the delay period.**

**The L1 criteria will be decided by the Bank: “Financial Bids of those parties which fulfils Technical requirements will be taken into consideration and those vendors financial bid will be opened and based on that L1 price will be decided. From Financial bid L-1 rates will be offered to all technically qualified vendors & we will empanel all vendors who will give us acceptance letter. i.e. we will declare those vendors list as empanelment with bank for supply of Steel Furniture for three years and equal distribution of work order will be placed based on satisfactory performance of vendors.”**

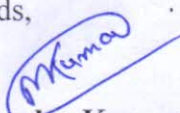
**BANK RESERVES IT'S RIGHT FOR FINALISATION OF THE VENDOR EVEN THROUGH L1 TENDERING, WITHOUT ANY INTIMATION & to reject all and / or any application without assigning any reason whatsoever at any point of time.**

**Cover: 1** In separate cover with following documents must be submitted with Technical Bid & heading on the cover should be **“TECHNICAL BID FOR STEEL FURNITURE EMPANELMENT (Vendor name / Address with Mobile No. and email address)”**

S.No.	Photocopies of following documents to be submitted with Technical Bid (duly stamped & signed)
1.	Signed Technical Bid by Authorised Signatory accepting terms and conditions in Annexure A & Annexure B
2.	Profile of company / firm registration certificate / Partnership deed /Memorandum of Association / Article of Association and forwarding letter including staff strength.
3.	Demand Draft of Tender Cost & EMD in favour of Uttar Bihar Gramin Bank, Muzaffarpur
4.	Financial Accounts covering Turnover, Audited Balance Sheet, Profit & Loss A/c and Net Worth for last 3 years
5.	PAN, GST certificate, etc
6.	MAF (Manufacturer Authorization Form) certificate in case of authorized dealer
7.	Reference letters from 3 satisfied clients or 3 existing work order of which preferably three banks/ PSUs.

**Cover: 2** Financial Bid (Annexure – C) should be submitted in Separate Cover with heading on Cover **“FINANCIAL BID FOR STEEL FURNITURE EMPANELMENT (vendor name / Address with Mobile No. & email address)”**

Regards,

  
(Mahendra Kumar)  
General Manager

