



Uttar Bihar Gramin Bank

HO/GAD/14/2021-22/440

Date:- 04/09/2021

NOTICE INVITING TENDER FOR EMPANELMENT OF ELECTRICAL AUDITOR

Sealed Tenders are invited by Uttar Bihar Gramin Bank, Head Office, Muzaffarpur for carrying out Electrical audit of their Branch & offices in Two Bid System (Technical bid & Commercial Bid) meeting the Under-noted eligibility criteria for carrying out the work specified in the tender document In accordance with the Bank's general conditions of contract, special terms & conditions of Contract & Particular terms & conditions of Contract, Standard specifications, extent of work, Special instructions to bidders as appended on subsequent pages & Annexure.

Uttar Bihar Gramin Bank, Head Office, Muzaffarpur invites applications from reputed firms, satisfying the eligibility norms stipulated herein this tender document, for carrying out the electrical audit work at all the Branch offices/Regional Offices/Training Centers under 18 Operational Districts of North Bihar.

Description of Work	Carrying out Electrical Audit work at various offices
Place of work	As per Annexure -I
Cost of work	To be quoted as per the Commercial bid format
Tender Fee	Payment of Tender Fee (non-refundable) of Rs.5000/- to be made in the form of Demand Draft payable in the name of "Uttar Bihar Gramin Bank , payable at Muzaffarpur". Technical bids without Tender Fee amount/ MSME Certificate shall NOT be accepted.
Earnest Money Deposit	Payment of Rs.55000/- (refundable) to be made in the form of Demand Draft payable in the name of "Uttar Bihar Gramin Bank, payable at Muzaffarpur". Technical bids without EMD amount/ MSME certificate shall NOT be accepted & will be returned to the un-successful bidders after placing work order by Bank.
Tender Publish Date	04.09.2021
Last date for Submission of Bids	29.09.2021 at 3:00 PM
Date of Opening of Technical Bids	29.09.2021 at 3:30 PM
Contact person name	Mr. Arvind Kumar Tiwari, Senior Manager- GAD
Contact number	8102913036
Place of submission of Bids & opening of bids	Uttar Bihar Gramin Bank Head Office, Sharma Complex Kalambagh Chowk, Muzaffarpur Bihar- 842001
Date of Opening Financial B ids	Will be informed to short listed Bidders who qualify in Technical Bid stage
E-mail id for correspondence	smgad@ubgb.in


General Manager



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Annexure I

Invitation for Tender / Bids (Electrical Audit) —Terms & conditions

1. Uttar Bihar Gramin Bank invites sealed tenders / Bids from eligible Electrical Consultant / firms for Electrical Audit of Branches & Offices.
2. Interested eligible Bidders may submit their response to this tender document at our Head office located at Muzaffarpur before last date for submission of tender documents as mentioned in this tender document.
3. The response to the Tender document is to be submitted in two-bid system, separately in two sealed covers as per the formats given in this tender document super scribing — “Technical / Commercial Bid for the Electrical Audit :
 - a) Technical bid
 - b) Commercial bid.
4. Uttar Bihar Gramin Bank reserves the right to accept or reject in part or full any or all the offers without assigning any reasons there for at any stage of tender.
5. Date of opening of Commercial bids shall be intimated to technically qualified bidders.
6. The bids submitted late on account of any reasons, whatsoever, will NOT be entertained.
7. Tender document is non-transferable and the selected final bidder shall be executing the work order through their authorized employees only and cannot be given as sub-contract.
8. Rates should be quoted both in words and numbers in the financial bids. No alterations in these figures / words are expected. In case of any alterations / strike off, the amount mentioned in the words shall prevail. All the corrections are to be initialed by authorized signatory of the firm.
9. All the supporting documents submitted along with the tender document are to be signed by the authorized signatory.
10. Bank may negotiate with the L-1 price bidder for further reduction of rate quoted by bidder.
11. Any additions or a deletion in the list/number of branches/ office is as per the discretion of the Bank.
12. In case of any ambiguity or doubt as to meaning of any of the tender clauses / conditions or, if any further information is required, the matter should immediately be referred to smgad@ubgb.in.
13. Tender Fee of Rs.5000.00 and EMD of an amount of Rs.55000.00 shall be deposited in the form of Demand Draft issued in the name of “Uttar Bihar Gramin Bank”, payable at Muzaffarpur, not issued before the date of publication of this tender document. This Demand Draft is to be enclosed along with Technical Bid only. Failure to submit the Tender fee & EMD / MSME Certificate by the bidder shall make the document offered by Bidder as Invalid. The EMD shall be refundable to the bidder's post placement of work order with L-1 bidder. The EMD of the L-1 bidder shall be returned only after satisfactory completion of work as per the terms of the tender document.
14. It is the responsibility of the bidder to ensure that their firm participating in the bidding process meets all the eligibility criteria stipulated by the Bank and necessary documents are enclosed wherever required. During the course of evaluation of bids, if Bank requires any documentary evidence required for evaluation, the same shall be intimated and bidder has to submit the same within stipulated time period. In case the documentary evidence could not be



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submitted within stipulated time period, Bank may discard the proposal submitted by the Bidder. All participating Bidders are requested to check the documents wherever required and be included in the technical bid at the initial stage itself.

15. Eligibility criteria of the bidder:

The bidder / consultant / firm / company have to fulfill the following criteria:

- a) Preferably Proper infrastructure/ office in Muzaffarpur or at any other location within 100 kilometer from Muzaffarpur
- b) The bidder should be a 'A' class contractor and have 5 years experience in execution of similar works to be (supporting documents annexed in technical bid).
- c) The bidder should be an income tax assessee and should have filed income tax return for the last 3 years (Supporting documents to be annexed in technical bid)
- d) The bidder should be profit making in the last 3 years.
- e) Average financial turnover for the last 3 financial years should be minimum Rs.10 lakh per year.
- f) Bidders are required to submit their full bio-data giving details in the enclosed preforma about their organization, experience, technical personnel in their organization, pan card, Aadhar card, address proof, competence etc.
- g) The minimum educational qualification of electrical auditor / consultant should be a diploma holder in electrical engineering (DEE) or BEE certification by Ministry of Energy and Power. Bachelor degree in electrical engineering will be considered as advantage to firm.
- h) Bidder should have experience of minimum 5 years of electrical audit in Government / PSU / Nationalized Banks. Copy of work order should be attached with the tender.
- i) The bidder should submit the copy of registration of the firm.
 - A) The bidder should have valid sale tax / TIN number / GST number whichever is applicable.
 - B) The details of employees deputed to Branches should carry ID proof at all times along with copy of the work order
- j) Preference will be given to the vendors whose office with full infrastructure is available at 18 operational Districts of North Bihar.

16. All relevant precautions are to be taken by the bidder / electrical auditor while executing the audit work at all locations. The bidder shall be responsible for all injuries to the work or workmen, to persons, animals or things and for all damages to the structural and /or decorative part of property which may arise from the operations or negligence of himself / their employees.

17. Rate Contract/ Agreement will be valid for Two Years or till the completion of next Rate Contract process, whichever is earlier.

18. CONTACTING THE BANK

Any effort by a bidder to influence the Bank in evaluation of the Bank's bid, bid comparison or contract award decision may result in the rejection of the Bidders' bid. Bank's decision will be final and without prejudice and will be binding on all parties.

19. BANKS RIGHT TO ACCEPT OR REJECT ANY BID OR ALL BIDS

The Bank reserves the right to accept or reject any bid and annul the bidding process or even reject all bids at any time



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prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or without any obligation to inform the affected bidder or bidders about the grounds for the Bank's action. The Bank reserves the right to accept or reject any technology proposed by the vendor. The Bank reserves the right to select more than one vendor keeping in view its large requirements.

20. SIGNING OF CONTRACT

The successful bidder(s) shall be required to enter into an empanelment contract with UBGB, within 7 days of the notification of empanelment or within such extended period as may be specified by Uttar Bihar Gramin Bank, Head Office, Sharma Complex, Kalambagh Chowk, Muzaffarpur, Bihar, 842001, on the basis of the Tender Documents, the Tender of the successful bidder, the letter of acceptance and such other terms and conditions as may be determined by the Bank to be necessary for the due performance of the work in accordance with the Bid and the acceptance thereof, with terms and conditions shall be contained in a Memorandum of Understanding to be signed at the time of execution of the Form of Contract.

21. GOVERNING LAWS, RESOLUTION AND DISPUTES.

a. "All questions, disputes or differences arising under and out of, or in connection with the contract, shall be referred to the Sole Arbitrator to be appointed by Uttar Bihar Gramin Bank, upon after issuance of 15 (fifteen) days notice in writing to the other party clearly stated therein the specific dispute/s. The Arbitration proceedings conducted in accordance with the provisions of The Arbitration & Conciliation Act, 1996, as amended up to date or any other legislation for the time being in force. The place and seat of Arbitration shall be in Muzaffarpur and shall be conducted in English language. Further, parties shall equally bear the costs, fee, etc. of Sole Arbitrator".

b. This Agreement shall be governed and interpreted by, and construed in accordance with the laws of India and shall be subject to the exclusive jurisdiction of courts in Muzaffarpur.

22. USE OF CONTRACT DOCUMENTS AND INFORMATION

The vendor shall not, without the Bank's prior written consent, make use of any document or information provided by vendor in Bid document or otherwise except for purposes of performing contract.

23. ASSIGNMENT

The vendor shall not assign, in whole or in part, its obligations to perform under the contract, except with the Bank's prior written consent.

24. INDEMNITY

Vendor agrees to indemnify and hereby keep the Bank indemnified against all claims, losses, damages, cost, expenses which Bank may suffer or incur on account of any acts of omission or commission, negligence, fraud, default or misconduct, breach of duties and obligations, breach of covenants, breach of representations and warranties, breach of confidentiality, on the part of vendor or on the part of its employees, agents, constituents for their respective duties or obligations in terms of this Arrangement.

25. CONFIDENTIALITY

The vendor agrees to maintain confidentiality and secrecy of all information received by them and / or their personnel, employees, staff, agents, representatives, tangible or intangible, either directly or in the course of dealing with each other and or its employees and / or its clients. The Vendor further undertake to utilize such information only for the normal course of business purposes of this Agreement/tender and not for any other purpose, or which may prove detrimental to the interest of the Parties and /or its employees and / or its clients.

26. PAYMENT TERMS.

Should be as per submission of bills and certification & satisfaction of Branch/ Office.



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27. TERMINATION CLAUSE.

The Bank shall have the right to terminate the agreement by issuing a notice without assigning reason thereof and also in the case of breach of contractual obligation by the selected vendor. The selected vendor shall not terminate the agreement for its convenience and without giving a 90 days prior written notice to the Bank.

General Manager



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Annexure — Compliance of terms and conditions -in Technical Bid

I / we have read and understood the instructions and the terms and conditions contained in the tender Document.

I do hereby declare that the information furnished in the response to tender document and other supplementary sheets is correct to the best of my / our knowledge and belief.

In case of selection of my / our bid for Electrical Audit work, we shall be carrying out the electrical audit work in accordance with the terms and conditions thereof.

Signature of Authorized Signatory:

Name of Authorized Signatory:

Designation :

Address of firm:

Place:

Date:



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Annexure- TECHNICAL BID

Basic Information about the Firm / Organization:

Sl No	Details	विवरण Details	दस्तावेज संलग्न? Documents Enclosed?
1.	Name of the firm / Company Along with Address		
2.	Contact Details 1. Name of person 2. Mobile no : 3. Email Id : 4. ID & Address details : 5. GST no. (if any)		
	Date and year of establishment (Enclose relevant documents)		
4	Type of organization (Sole proprietor /partnership / private ltd/ co-operative body etc)		
5.	Details of registration (Documentary evidence to be enclosed)		
6.	Details of electrical audit work order's executed with Govt / PSU / Nationalized Banks etc. (Documentary evidence to be enclosed)		
7.	Financial Details of the firm (enclose documentary evidence)		
8.	No. of years of experience in electrical audit works (Certificate to be enclosed)		
9.	Income tax returns & balance sheet of the last 3 years (documentary evidence to be enclosed)		
10.	Name of electrical auditors / engineer / inspector (full details along with qualifications) (enclose documents)		



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11.	Whether electrical auditor / engineer / inspector is having valid BEE certification (enclose certificate)		
12.	Income tax PAN number		
13.	GST number (if any)		
14.	Whether any of the engineer /electrical auditor is having EA Registration from Bureau of Energy Efficiency? If yes, enclose documentary evidence.		

(Signature of Bidder with Seal of Firm)

Date :

Place :



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Annexure -Commercial Bid/Financial Bid

To
General Manager,
Uttar Bihar Gramin Bank
Head Office, Sharma Complex,
Kalambagh Chowk Muzaffarpur
Bihar - 842001

Reg: Commercial Bid for Electrical Audit

With reference to tender document for electrical audit for various branches /offices located as per Annexure – I, we are pleased to offer our best quote for carrying out the work as mentioned in scope of work.

We confirm that the electrical audit reports shall be submitted to concerned branches / Office in prescribed Format as per the scope of work.

Sl.N o.	Description of work	Rate (Rs.)	GST & other applicable taxes	Total amount (Rs.)
1	Electrical Audit of Branches/ Offices as per Annx – I and as per the details mentioned in the tender notification. The rate shall include labour cost, travelling, equipment handling etc.			
TOTAL:Rupees -----				
-----Only				

We understand that in case of difference of amount mentioned in words and numbers, the value mentioned in words shall prevail to decide on the L- 1 Bidder.

All terms and conditions mentioned in the tender document are acceptable to us and shall be binding on us.

(Signature of Bidder with Seal of Firm)

Date :

Place :

Bidders are requested to check the enclosures mentioned below. The list is only indicative and not exhaustive.

Details of Firm:

1. Contact details
2. Checking for experience details as per requirements mentioned in Tender document



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3. Income Tax Assessment returns for last 3 years
4. Balance Sheet statement
5. Details of PAN card , GST provided
6. Tender Fee of Rs 5000.00 in form of DD to be enclosed in Technical Bid
7. EMD of Rs.55000.00 in form of DD to be enclosed
8. Commercial Bid in prescribed format without any alterations / corrections
9. Compliance letter to Bank on tender document on Company's letter head
10. Copies of Previous work orders executed by the bidder
11. Two separate sealed envelopes – Technical Bid & Commercial Bid prepared
12. Supporting documents, certification of employees , firm etc are enclosed
13. Financial turnover of the bidder is exceeding Rs 10 lakh for last 3 years and is profit making
14. Other relevant documents.