



Uttar Bihar Gramin Bank

HO/GIAD/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 Bids	Will be informed to short listed Bidders who qualify in Technical Bid stage
E-mail id for correspondence	smgad@ubgb.in

General Manager



Uttar Bihar Gramin Bank

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

