



# Uttar Bihar Gramin Bank

Head Office, Kalambagh Chowk, Muzaffarpur

## TENDER DOCUMENT

**RFP for Empanelment of vendors for Glow Sign Board, Retro Radium Board, Flex board, stickers, Hoarding, wall painting etc. and Annual Maintenance proposal for Branches/ Offices**

**Tender reference No:HO:GAD:14:2021-22/324 Dt. 27.07.2021**

Tender reference	HO/GAD/14/2021-22/ 324 Dt.27.07. 2021
Start date of tender	27.07.2021
Last date for Bids	17.08.2021 upto 3:00 PM
Date of opening of Tender	17.08.2021 upto 3:30 PM
Address for communication	General Manager Uttar Bihar Gramin Bank Head Office, Kalambagh Chowk, Muzaffarpur, Bihar – 842 001

### Invitation for tender

Uttar Bihar Gramin Bank, a Regional Rural Bank (hereinafter referred to as Bank) having its Head Office at Kalambagh Chowk, Muzaffarpur Bihar 842 001 invites proposals for empanelment of vendors for Glow Sign Board, Retro Radium Board, Flex Board, Stickers, Hoarding, Wall Painting etc. and Annual Maintenance proposal for its Branches/ Offices located in the operational districts (Araria, Kishanganj, Bettiah, Chapra, Darbhanga, Gopalganj, Hajipur, Madhubani, Motihari, Muzaffarpur, Purnea, Katihar, Saharsa, Supaul, Madhepura, Sitamarhi, Sheohar & Siwan) of North Bihar.

The offer should be in two different sealed envelopes comprising technical bid (including Tender Fee & EMD) and Financial bid. These should be sealed in another envelop and superscribed **“Tender documents for Glow Sign Board, Retro Radium Board, Flex board, stickers, Hoarding, wall painting etc. and Annual Maintenance proposal for Branches/ Offices”**.

### TERMS AND CONDITIONS

01	The tenderer must have at least 5 years experience of supply and installation of Board to Bank's branches /offices.
02	Rates quoted must be inclusive of all type of charges, transportation, supply, installation and fixing expenses, at the branches/ Offices .The rates will be exclusive of GST.
03	Please quote your competitive rate on enclosed formats (Annexure-III).
04	Each firm has to deposit <b>Tender fee of Rs.3500/- (Non-refundable) &amp; EMD of Rs 1,15,000.00</b> by way of <b>Demand draft/ Earnest Money Deposit from any scheduled Commercial favouring Uttar Bihar Garmin Bank, Muzaffarpur and payable at Muzaffarpur</b> . The quotation without Tender Fee & EMD will be treated as cancelled, conditional quotation will be treated as cancelled.
05	If it is found that the material used for above mentioned work is not the same as mentioned in quotation then the bank has the right to reject the work and the



06	If the rates quoted by the firm are accepted to the Bank then the required work is to be completed in given time, please note that if the work is not completed in given time then the Bank has the right to impose the penalty at the rate of 5.00% for the period of <b>each 07 days</b> .
07	Rates quoted will be valid for a period of one year and may be renewed for further 1 year based on satisfactory performance of the vendor. Bank reserves the right to place the order for any branch separately as and when the requirement arises.
08	After the work is completed it will be duly verified by the Branch Manager. Bills for the work is required to be verified by the Branch Manager and recommended by the Regional Manager.
09	Bank will not provide any advance against the work order however payment in full or in parts will be made only after the work completed and verified by the Branch Manager and recommended by the Regional Manager. Payment will be made by Head Office only.
10	The quotation in a closed envelope must be handed over at Head office positively on or before 17.08.2021 at 03:00 P.M.
11	Please note that merely quoting the lowest rate is not sufficient, considering the volume of work and limited time period bank may allot the work to 2 or more vendors on the lowest quoted rates. Decision in this regard will be taken on the basis of merit, capability and experience etc.
12	The firms are required to submit all the information and details of their firm in enclosed format named as Annexure - I, II
13	Turnover of the tendering firm should not less than 50 lac in last two financial years.
14	EMD will be forfeited if the tenderer fails to supply the board after receiving purchase order.
15	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.
16	Work will be allotted in 60:40 ratio after empanelment of firm. It may alter if required as per Bank's discretion.
17	Declaration on Company/ Firm's letter head regarding Blacklisting of the firm by any Government/ Public sector Bank.
18	All tender documents should be attested by the Authorized Signatory of the company with seal and signature.
19	Letter of Authorisation by Competent Authority of the Company/Firm must be enclosed.
20	Tenderer should have executed one single order of minimum 10 or 02 orders of minimum 5.00 Lac in the last 03 years to any banks or Govt. Institution across the country.
21	The manufacturer should have support centers/ infrastructure for providing service in North Bihar particularly in Uttar Bihar Gramin Bank operational area i.e. 18 districts

## 1. SCOPE OF EMPANELMENT

**1.1** For Empanelment of vendors for Glow Sign Board, Retro Radium Board, Flex board, Stickers, Hoarding, Wall Painting etc. and Annual Maintenance proposal for Offices /Branches Offices/Branches in the operational districts of North Bihar.

**1.2** The vendors will be empaneled for a period of 3 years and will remain valid till the completion of fresh/next empanelment. However, Bank reserves the right to reduce and/or increase the validity of period of empanelment.

**1.3** The bank reserves the right to shift the equipment to a suitable location depending upon the need at no extra cost. The vendor will arrange to shift the equipment and install, commission & maintain the same at the new location.



**1.4** Vendor should provide prompt services support on site during the arrangement period. Vendor has to do required replacement/ maintenance/repairing of Glow Sign Board, Retro Radium Board Flex board, Stickers, Hoarding, Wall Painting etc. immediately within the maximum within 2 days from the date of such complaint received from the Branches / Offices of the Bank." Bank reserve the right to change the penalty clause on case to case basis for each procurement. Vendor should undertake to provide maintenance support to equipment.

**1.5** Bank is empaneling vendor only for reducing the procurement process time. During empanelment period, Bank reserves the right to include new vendors, de-empanel any vendor, issues open tenders, issue limited tenders to other vendors, may not issue tenders to empaneled vendors etc. Bank's decision will be final in this regard

## **2. EMPANELMENT PROCEDURE**

The vendor will be empaneled as per the following process:

**2.1** 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 & Bank will empanel all vendors who will give acceptance letter. i.e. Bank will declare those vendors list as empanelment with bank for Glow Sign Board, Retro Radium Board Flex board, Stickers, Hoarding, Wall Painting etc. and Annual Maintenance."

**2.2** Bank reserves its 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.

**2.3** Tenders would be issued to empaneled vendors based on Terms and Conditions mentioned above.

## **3. COST OF BIDDING**

The Bidder shall bear all the costs associated with the preparation and submission of its bid and Uttar Bihar Gramin Bank, will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

## **4. BIDDING DOCUMENT**

The Bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidders' risk and may result in the rejection of its bid. Bidder should strictly submit the bid as per RFP failing which bid will be rejected as non-responsive.

## **5. AMENDMENT OF BIDDING DOCUMENTS**

At any time prior to the deadline for submission of bids, the Bank may, for any reason, modify the Bidding Documents through amendments at the sole discretion of the Bank. Amendment will be conveyed through Website of Bank, who have received the bidding documents and the amendments will be binding on them. In order to provide prospective Bidders a reasonable time to take the amendments into account in preparing their bid, the Bank may, at its discretion, extend the deadline for submission of bids.

## **6. BIDDING PROCESS**

The bidder will have to submit their response in the format of TECHNICAL BID & FINANCIAL BID (i.e. Annexure I, II, III & IV) after properly filling, stamping and signing all the forms annexed with the RFP. TECHNICAL BID & FINANCIAL BID will contain duly filled formats and information.



## **7. SUBMISSION OF BIDS**

The bidders shall duly complete the bid and submit the Bank on or before the final date & time of bid submission. The bid should be duly sealed.

## **8. COST OF RFP**

Each Bidder has to deposit Tender fee of Rs. 3500/- (Non-refundable) and EMD of Rs 1,15,000/- by way of Demand draft/ Earnest Money Deposit from any scheduled Commercial Bank in favour of Uttar Bihar Garmin Bank payable at Muzaffarpur. The quotation without Tender Fee & EMD will be treated as cancelled, conditional quotation will be treated as cancelled.

### **The EMD may be forfeited**

- a) if a Bidder withdraws its tender during the period of tender validity specified by the Bidder; or
- b) if the Bidder does not accept the correction of its Tender Price; or
- c) if the successful Bidder fails within the specified time to:
  - (i) sign the Contract; or
  - (ii) furnish the required security deposit.

## **9. DEADLINE FOR SUBMISSION OF BIDS**

Bids must be submitted not later than the specified date and time mentioned in the Bid Document. If the specified date of submission of bids being declared a holiday for the Bank, the bids will be received up to the specified time in the next working day. The Bank may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of the Bank and bidders, previously subject to the deadline, will thereafter be subject to the deadline extended. All the correspondence/bid should be addressed to Bank at the following address.

**The General Manager  
Uttar Bihar Gramin Bank,  
Head Office, Sharma Complex,  
Kalambagh Chowk, Muzaffarpur,  
Bihar 842001**

## **10. 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.

## **11. 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 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.

## **12. DOCUMENTS TO BE SUBMITTED BY BIDDER**

The bidder shall submit the documents as mentioned above in Terms and Condition and required in Annexure I, II, III & IV.

## **13. BID OPENING AND EVALUATION**

In the event of the specified date of bid opening being declared a holiday for Bank, the bids shall be opened at the specified time and place on next working day. Those bidders satisfying



the technical requirements as determined by the Bank and accepting the terms and conditions of this document shall be empaneled and will be eligible for subsequent limited tendering process unless they are declared ineligible by the Bank due to any subsequent reason. The Bank reserves the right to accept or reject any technology proposed by the bidder without assigning any reason thereof. Decision of the Bank in this regard shall be final and binding on the bidders.

#### **14. CLARIFICATIONS OF BIDS**

To assist in the examination, evaluation and comparison of bids the Bank may, at its discretion, ask the bidder for clarification. The response should be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

#### **15. PRELIMINARY EXAMINATION**

The Bank will examine the Technical and Financial bids along with documents submitted by Bidders to determine whether they are complete; whether any computational errors have been made; whether required information has been provided as underlined in the bid document; whether the documents have been properly signed, and whether bids are generally in order. Bids from agents without proper authorization from the manufacturer as per the authorization form, shall be treated as non-responsive and will be out rightly rejected. Arithmetic errors will be rectified on the following basis. If there is a discrepancy between unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is discrepancy between words and figures, the amount in the words will prevail. The bid determined as not substantially responsive will be rejected by the Bank.

#### **16. RATE QUOTE & PENALTY**

Rates quoted must be inclusive of all types of charges, transportation, supply, installation and fixing expenses, at the branches/ Offices. The rates quoted will be exclusive of GST. The rates quoted will be valid for a period of One year and may be renewed for further One-year subject to satisfactory performance of the vendor. Bank reserves the right to place the order for any branch separately as and when the requirement arises.

If the rates quoted by the firm are accepted to the Bank, then the required work is to be completed in given time. Further, it is clarified that if the work is not completed in given time then the Penalty of (Five) 5 % of purchase order per week or part thereof. However, Penalty will not be levied for reasons solely attributable to the Bank. In case of site is not ready, Bank will not charge penalty for that period.

#### **17. PAYMENT TERMS.**

After the work is completed it will be duly verified by the Branch Manager. Bills for the work is required to be verified by the Branch Manager and recommended by the Regional Manager. Bank will not provide any advance against the work order however payment in full or in parts will be made only after the work completed and verified by the Branch Manager and recommended by the Regional Manager. Payment will be made by Head Office of the Bank only.

#### **18. 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 60 days prior written notice to the Bank.

#### **19. GOVERNING LAWS, RESOLUTION AND DISPUTES.**



**19.1** "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".

**19.2** 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.

## **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. USE OF CONTRACT DOCUMENTS AND INFORMATION**

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

## **22. ASSIGNMENT**

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

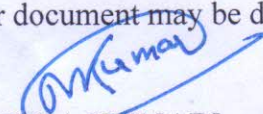
## **23. INDEMNITY**

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.

## **24. CONFIDENTIALITY**

The vendor agree 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/RFP 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.

The tender document may be downloaded from Bank's website [www.ubgb.in](http://www.ubgb.in)

  
[ MAHENDRA KUMAR ]  
GENERAL MANAGER



**Technical Bid (with Tender Fee & EMD)**

Annexure – I

**EMPANELMENT OF FIRMS - 2021**

01.	Name of Firm /Organisation	
02.	Address with Telephone No. and email ID	
03.	Nature of constitution	
04.	Date of establishment	
05.	Name of the Proprietor /Partners /Directors with Residential address and Telephone No.	(i) (ii)
06.	Whether as MSME unit if so, Reg. No. and date. Also enclose copy of certificate.	
07.	Whether the premises ( Press /Office/Shop/Factory) is/are owned or hired.	
08.	Name and address of the Bank with account no. and IFSC.	
09.	Whether registered for Trade –Tax Purposes. If so, mention No. and date. Please also furnish GST No.	
10.	Whether an assessee of Income Tax if so, mention permanent account number. Please also furnish photocopy of Income Tax return for the last three years.	
11.	Enclose copy of PAN and GST.	
12.	Copies of Audited Balance Sheets and Profit & Loss Account statement for the last 03 years to be furnished.	
13.	If registered in the panel of other organizations. Statutory bodies furnish their names, category and date of registration.	i. ii. iii.
14.	i) Detailed description and value of works done for others in the past. (Please enclose photocopy of work orders) ii) Detailed description and value of works done for the Banks. (Please enclose photocopy of work orders)	
15.	Specify the maximum value of works executed in a year.	
16.	Names and addresses of the principal customers ( enclose certified copies of the latest orders )	

Signature of the Applicant.  
(With Rubber Stamp)Date ::  
Place ::



**Technical Bid (with Tender Fee & EMD)****ANNEXURE – II****PARTICULARS IN RESPECT OF THE WORK EXECUTED**

Name of work /project with address	Short name and description address of work owner executed	Value of work executed	Stipulated time of completion	Actual time of completion
1	2	3	4	5

**Other relevant information ::**

01.	Whether the firm had worked for Gramin Banks, Commercial Banks if yes, since when & which Gramin bank and Commercial Bank. (please mention the name )	
02.	Capacity to execute one time order ( Please mention the total amount and delivery period required )	
03.	Any other information.	

I/We declare that the particulars furnished above are true and correct and I shall abide by all the terms and conditions of the tender. In case any information/particular is found incorrect at a later date, the application/tender offer is liable to be cancelled. All the conditions of the Bank will be binding on me/us.

Signature of the Applicant.  
(With Rubber Stamp)

Date ::  
Place ::



## TENDER FORM

Glow sign boards, Retro Radium Board, Flex Board and, stickers  
 NAME OF FIRM.....

SN	Item	Specification	Rate per Sq. Feet
01	Glow signboard	24 Gauge G.I. sheet, galvanize sheet back and top, bottom ,right left 8 inch depth box size covered to pre coated sheet, iron frame one square pipe double iron paint coated. Electrical fitting of Philips/Havels make LED. Flex to be used must be of LG/Star gold of 18 onz thickness for backlit.	
02	Glow signboard	24 Gauge G.I. sheet, galvanize sheet back and top, bottom ,right left 8 inch depth box size covered to pre coated sheet, iron frame one square pipe double iron paint coated. Electrical fitting of Philips/Havels make LED. Vinyl cutting with Backlight Pasting.	
03	Glow signboard	24 Gauge G.I. sheet, galvanize sheet back and top, bottom ,right left 8 inch depth box size covered to pre coated sheet, iron frame one square pipe double iron paint coated. Electrical fitting of Philips/Havels make LED. Vinyl cutting Pasting on Poly carbonate sheet.	
04	Retro radium board one side	3M make (HIP) retro vinyl as per bank approved colour, aluminum sheet of 3mm endalco make, iron frame 1.5 square inch pipe frame with paint.	
05	Retro radium board both side	3M make (HIP) retro vinyl as per bank approved colour, aluminum sheet of 3mm endalco make, iron frame 1.5 square inch pipe frame with paint, fitted with iron angle of 1.5 inch. The height of angle frame must be 10 feet ( 3 feet in earth)	
06	Flex banner	Four colour printing on star gold media of 320 GSM (as per bank design and colour), with eye lids on four corners.	
07	Stickers for branches	Multicolour printing on Vinyl make L.G / Star (120 micron) eco solvent glossy printing with 3MM signboard as per bank requirement	
08	Vinyl Board for branches	As per Bank approved colour and logo printing on vinyl make LG/Avery 120 micron with pasting 24 gauge G.I. Sheet 1"X1" heavy weight pipe 3/4" aluminum	



		biting for all four sides.	
09	Vinyl Board for branches	As per Bank approved colour and logo printing on vinyl cutting with pasting 24 gauge G.I. Sheet 1"X1" heavy weight pipe 3/4" aluminum biting for all four sides.	
10	Flex Board	As Per Bank colour and logo printing on flex/SRF star media 1"x1" heavy weight pipe.	
11	Plywood with Sunmica sheet, Star Media Vinyl Printing, Aluminium biting	MDF board 12 mm Green Reddy, printing on vinyl make LG/Avery 120 micron with pasting, Aluminium biting for all four sides	
12	Flex banner with steel rod frame	Four colour printing on star gold media of 320 GSM (as per bank design and colour). Iron frame of 1" x 1" as per bank requirement.	
13	Sunboard with Vinyl Printing	Make- Olive Sunboard 5 mm with printing on vinyl make LG/Avery 120 micron with pasting	
14	Hoarding	Creation of Outdoor advertisement materials (art work) for Hoardings at prominent places in urban area, semi-urban, block Headquarter and rural place. Rate to be specified in sqft.	Flex printing and mounting charge:-  Monthly Rent:-  Yearly Rent:-
15	Wall Painting	Rate to be specified in sqft.	

I/We confirm that rates quoted are inclusive of all type of charges (Transportation, fitting, labour charges, etc) excluding taxes, at branches located under the area of Uttar Bihar Gramin Bank.

Date :: .....

**Signature and seal of the firm**



(On letter head of Bidder)

Ref No.

Date:

To  
General Manager  
Uttar Bihar Gramin Bank  
Muzaffarpur

Dear Sir,

With reference to Tender notice published by Bank for Empanelment of vendors for Glow Sign Board, Retro Radium Board, Flex board, stickers, Hoarding, wall painting etc. and Annual Maintenance proposal for Branches/ Offices, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for the supply of the Glow Sign Board, Retro Radium Board, Flex board, stickers, Hoarding, wall painting etc. and Annual Maintenance proposal for Branches/ Offices as detailed in your above referred RFP.

We are aware that the empanelment does not guarantee of any work order. In the event of getting a contract, we agree to honor the obligation with due diligence and efficiency as required by the Bank.

We confirm that **we have not been disqualified / blacklisted by any Govt. Dept. / RBI / PSU bank** or any other organization for supply and maintenance of Glow Sign Board, Retro Radium Board, Flex board, stickers, Hoarding, wall painting etc. We also agree that in case of receipt of an unsatisfactory performance report from any of our clients, our Bid will be rejected / disqualified.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP. Our candidature will be liable to be cancelled / rejected at any stage, if the bank finds anything that does not conform to the required terms of eligibility.

We understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has the right to reject the offer in full or in part without assigning any reason whatsoever.

We certify that our company ..... (Name of Bidder) is not owned or controlled by any Director or serving Officer/Employees of Uttar Bihar Gramin Bank or their relatives having the same meaning as assigned under section 6 of the Companies Act, 1956.

We agree to provide required performance guarantee in case of being qualified technically.

I/We agree to all the terms and conditions of the RFP which we understand will form part of the contract with the bank if awarded.

Yours faithfully,

Authorized Signatories  
(Name & Designation, seal of the firm)