



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 Tender fee of Rs.3500/- (Non-refundable) & EMD of Rs 1,15,000.00 by way of Demand draft/ Earnest Money Deposit from any scheduled Commercial favouring Uttar Bihar Garmin Bank, Muzaffarpur and payable at Muzaffarpur . 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 each 07 days .
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.

