



# 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/13/2020-21/932 dated: 30.10.2020

Start date of tender: 30.10.2020

Last date for submission: 23.11.2020 till 03:00 PM

Opening date of tender: 23.11.2020 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.)". Bid must accompany with supporting documents as required as per tender. The duly sealed bid may be submitted on 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 :: 30.10.2020

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. 1,000/- ( Rupees One Thousand 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' audited balance 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.01 Crore or 02 orders of minimum Rs. 50.00 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. Document evidence should be submitted in Technical Bid named as FY2017\_18, FY2018\_19 and FY2019\_20.
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.”**

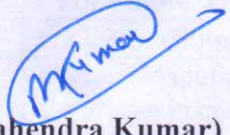
**BANK RESERVES IT'S RIGHT FOR FINALISATION OF THE VENDOR EVEN THROUGH L1 TENDERING, WITHOUT ANY INTIMATION & to reject all and / or any application without assigning any reason whatsoever at any point of time.**

**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.)”**

S.No.	Photocopies of following documents to be submitted with Technical Bid (duly stamped & signed)
1.	Signed Technical Bid 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 strength of staff.
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 two banks.

**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.)”**

Regards,

  
(Mahendra Kumar)  
General Manager

& h



To,  
**The General Manager**  
**Uttar Bihar Gramin Bank,**  
 Muzaffarpur, Bihar – 842001

### Supply of various Steel Furniture Items.

With Reference to your advertisement dated—  
 hereunder:

, we submit necessary information

S no.	Particulars	Description
1.	Name & address of the Company/ firm with direct phone numbers	
2	Name of Head/Chief of the company/ firm	
3	Registration No. and date of establishment Reg No. Dt.	
4	Website Address	http://www.
5	Email Address	
6	6 Present strength of the firm (a) Nos. of Staff Members	
7	Dealer/Offices at (in North Bihar) (Details regarding item 1 to 5 to be given in sequence in Profile)	Centre At Mo.
		Centre At Mo.
		Centre At Mo.
		Centre At Mo.
		Centre At Mo.
8	Tender Fees of Rs.1,000/- + Earnest Money Deposit of Rs.1,00,000/- (Demand Draft to be submitted)	Tender Cost: Rs.1000/- DDno. .... dated ..... EMD: Rs.1,00,000/- DD no. .... dated .....
9	Annual turnover as well as Net worth ( <b>Rs.In Lakh with two decimals</b> ) for last 3 Years providing similar services. ( <b>Copy should be submitted</b> )	F.Y. 2017-18 F.Y. 2018-19 F.Y. 2019-20
10	Income Tax PAN	
11	Vendors Bank Detail ( For Future Transactions)	
12	GST No. (Submit GST Certificate)	
13	M.A.F. (Manufacturer Authorization Form ) Certificate in case of authorized dealer	
14	List of satisfied clients to whom you have supplied various steel furniture items (Scanned image in Reference.pdf be attached)	



## DECLARATION :

1. I/We hereby declare that the terms and conditions of the tender stated herein and as may be modified/ mutually agreed upon are acceptable and binding to me/us.
2. I/We have read and understood the Press notice, Pre-qualification Notice & this Application form along with Annexure and my /our firm fulfills the ELIGIBILITY CRITERIA FOR all described tender documents.
3. I/We hereby confirm and certify that the information given above is correct and true and the enclosures annexed herewith are genuine to the best of my / our knowledge.
4. I/We are authorized to sign and submit these documents for pre-qualification.
5. I/We understand that if any stage it is found / noticed by the Bank that any information thus provided by us is untrue/incorrect partly or fully and in case of receipt of adverse /unsatisfactory report from other clients / Bankers, the Bank may not consider our application and / or may de-list us and / or may take any appropriate action against us.
6. I/We also understand that partly / wrongly filled application and / or applications not on prescribed pro-forma and / or applications not accompanying relevant documents / enclosures / annexure are liable to be summarily rejected by the Bank.
7. I/We understand that this is merely an application & does not entitles us to be necessarily prequalified by the Bank and **Bank reserves the right to reject all and / or any application without assigning any reason whatsoever at any point of time.**
8. Complaints of repairing will be solved immediately but not more than 2 days of receipt from branches/offices in warranty period of 3 years.
9. I/We will give support while Relocation/shifting of Steel Furniture, if required.
10. I/We hereby declare & confirm that we are not debarred from Any Institution / Organization/ Banks.

Name of person authorized to sign.	
Mobile / Phone No.	
Email	

## GENERAL TERMS & CONDITIONS

- 1) Tender fees of Rs.1,000/- (non-refundable) and EMD of Rs. 1,00,000/-, separately should be submitted in form of Demand Draft in favour of Uttar Bihar Gramin Bank, Muzaffarpur. **The tender offer without aforesaid fees will not be entertained.**
- 2) No Interest will be payable on EMD or Performance Guarantee.



3) Earnest Money Deposit (EMD) of Rs.1,00,000/- shall be returned to non-successful bidders within a month of financial bid while successful bidders will be refunded EMD after completion of 3 year period which may be retained with Bank as Performance Bank Guarantee in case any dispute arises with vendor. EMD of successful bidders will be converted and retained as Security Deposit and will be returned on expiry of contract, unsatisfied performance EMD will be forfeited.

4) Penalty Beyond 15 days of getting the work order shall attract Rs.100/- per day to a maximum of 5% of the total value of the work order shall be imposed for the delay period. This will cater for penalty for the delay in supply at the branches/offices.

5) Performance Guarantee of Rs. 1,00,000/- (Rupees Twenty Five Thousand only) shall be kept in OPR Department, HO towards non- supply of the equipment by the firm in any of the branch in allotted Region. The performance Guarantee is liable to be forfeited if the firm fails to supply the equipment's within the stipulated time.

6) In case of Supply of substandard material/acts, contrary to the laid down norms, or on detection of any tendency to cheat the Bank, the contract with the company will be cancelled without prior notice and firms will be delisted or blacklisted from the Bank.

7) Rates quoted shall be valid up to **3 YEARS**. The same rates can be extended for additional one year period as per the mutual understanding between Bank and respective vendor(s) based on cost viability of the project and vendor service support.

**8) The Bank, however, reserves the right to call for fresh quotes at any time during the period, if considered necessary.**

9) The "Financial Bid" should contain prices in detail as per Annexure-C.

**10) As to derive L1 vendor (as per L1 criteria), it is compulsory for bidder to quote the price for all items mentioned in Annexure-C as well as product should be comply with Annexure – B else their whole bid will be rejected.**

**11) Please quote most competitive unit price for all items including 3 years warranty period.** Prices to be quoted must be **inclusive of all expenses even transportation but excluding GST. Please indicate the rate of GST and expenses included in the prices.** Supply to be done by vendors at location suggested by UBGB.

12) The vendor should invariably attached Product, Brochures and technical literature. Technical specification in Annexure-B at least 95% complied with brochures. The vendor must quote prices for the brands mentioned in the Annexure-C.

**13) Delivery & Installation of the Steel Furniture thereof to be made at our different location of branches/offices. Delivery & installation shall be made within 15-Days from date of purchase order.** In event of delay in installation, the bank reserves the right to cancel the work order and forfeit the security money deposit. In the event of such cancellation the vendor will not entitled to any compensation. Any delay will be penalized and amount of penalty so calculated will be deducted at the time of making final payment.

14) The vendor will be responsible for arranging and procuring all relevant permission/ Road permits etc. if required for transportation of the items to the location where supply is to be done. The bank would only provide necessary letters for enabling procurement of the same.



- 15) The bidder after obtaining offer letter should preferably collect branch information from the bank, where Steel Furniture's are to be supply. No claim of any nature on any ground on inadequate site information or knowledge or misunderstanding or otherwise in such respects will be admissible later on. Interested parties may contact GAD Dept., UBGB, HO, for any further clarifications.
- 16) Bank reserves the right to accept the offer of only one vendor in full or more than one vendor(s) or reject any or all quotations, without assigning any reason thereof and irrespective of L1 criteria, at any stage.
- 17) The rates quoted once will be treated as final. No alteration either in rates or in tender documents will be entertained.
- 18) The successful bidder(s) to whom the work is awarded will be under direct liaison with GAD Dept., HO Muzaffarpur and has to follow their instructions from time to time.
- 19) In case of dispute, decision of UBGB authority shall be final and abiding to the vendor(s).
- 20) Dispute, if any will be subject to Muzaffarpur jurisdiction only.
- 21) The bidder(s) will not be permitted to assign or give subcontract of the work awarded to him/them without prior permission from The General Manager, UBGB, Muzaffarpur. The decision of UBGB authorities in these regard shall be final and binding to the vendors/bidders.
- 22) The vendor(s) must meet necessary statutory and legal compliances. UBGB will not be responsible for any legal action arising out of non-compliance to statutory & other similar legal compliances.
- 23) Any loss or damage caused to the UBGB property by the personnel deputed by the vendor will be recovered from the bill of payment of the vendor and the decision of UBGB authority in this matter will be treated as final and abiding to the vendor.
- 24) While deciding upon the empanelment of Firms/ Contractors, great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with Bank.
- 25) Decision of the Bank in regard to selection of Firms/ Contractors will be final. The Bank is not bound to assign any reason for acceptance/ rejection of any applications.
- 26) If the space in the pro forma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the pre forma and serial number. Separate sheets shall be used for each part. However, the format shall be as per Performa.
- 27) Canvassing in any form in connection with selection is strictly prohibited and the application of such persons /organizations that resort to canvassing will be liable to rejection.
- 28) No advance payment will be made by the Bank. Payment will be made against supply and installation of material.
- 29) The necessary TDS will be deducted as per Central Government norms.



30) Bills/Invoices should be detailed/annexed branch-wise separately mentioning GST no. as "24AAHAS2116H1ZS" on Tax Invoice, HSN Codes are to be mentioned separately.

31) *In case of Supply of substandard material/ goods, contrary to the laid down norms, or on detection of any tendency to cheat the Bank, the contract with the company will be cancelled without prior notice and firms will be delisted or blacklisted from the Bank.*

Date:

Place:

Official Stamp:

SIGNATURE OF AUTHORISED SIGNATORY



## Technical Specification for Steel Furniture

FOR Branches /Offices location

SN	Items	Specification	Dimension
01	Steel Almirah	Steel Almirah with 4 adjustable Shelves made from Prime quality CRCA Sheet and all the sheet metals are given anti Rust Treatment prior to Painting. painting should be Superior Quality Oven baked Paint for long lasting Finish.	1980 mm (H) x 915mm(W) x 488mm(D)
02	4 DFC	4 drawer Filing Cabinet made from Prime quality CRCA Sheet and all the sheet metals are given anti Rust Treatment prior to Painting. painting should be Superior Quality Oven baked Paint for long lasting Finish. Channels/Sliders should be made of thick CRCA sheet	1320 mm ( H ) x 470 mm( W ) x 620 mm( D )
03	Steel Table	Pre-laminated 25 mm thick Board with PVC Bidding fitted on Powder coated Steel frame of 16 G Pipe with Height Adjuster. Drawers should be from prime quality CRCA sheet confirming to IS 513-1986. All the Sheet Component should be given anti rust treatment prior to painting.	1365 mm ( L ) x 680 mm ( W ) x 735 mm (H)
04	Steel Table	Pre-laminated 18 mm thick Board with PVC Bidding fitted on Powder coated Steel frame of 16 G Pipe with Height Adjuster. One Drawer on R.H.S. should be from prime quality CRCA sheet confirming to IS 513-1986. All the Sheet Component should be given anti rust treatment prior to painting.	1199 mm ( L ) x 590 mm ( W ) x 735 mm (H)
05	Steel Table	Pre-laminated 18 mm thick Board with PVC Bidding fitted on Powder coated Steel frame of 16 G Pipe with Height Adjuster. Drawers should be from prime quality CRCA sheet confirming to IS 513-1986. All the Sheet Component should be given anti rust treatment prior to painting.	1665 mm ( L ) x 900 mm ( W ) x 755 mm (H)
06	Premium Executive Chair	High back ergonomically designed contoured Back rest & P.U. Arm Rest ,Synchro Tilt mechanism with extra strong pneumatic Gas Cylinder, Centre Tilt with Locking, PU Moulded Cushion with Steel inserted	1200mm(H)x 680mm(W)x680mm(D)
07	Premium Executive Chair	Medium back ergonomically designed contoured Back rest & P.U. Arm Rest ,Synchro Tilt mechanism with extra strong pneumatic Gas Cylinder, Centre Tilt with Locking, PU Moulded Cushion with Steel inserted Base	940 mm(H)x 680mm(W)x680mm(D)
08	Premium Visitor Chair	Fixed Back, Round Steel Pipe, Cushioned seat & back with ergonomically designe contoured PU Arm rest	925 mm(H)x 600mm(W)x 550mm(D)



09	3 Seater Lounge Perforated	Fixed Back, Perforated Steel . Painting should be Superior Quality Oven baked Paint in Black for long lasting Finish.	850 mm(H)x 1650mm(W)x 590mm(D)
10	3 Seater Lounge	Fixed Back, Perforated Steel . Powder coated superior quality Paint for long lasting Finish.	800 mm(H)x 1800mm(W)x 600mm(D)
11	Rack	6' Rack with 5 selves with powder coating	6' with 5 selves.
12	Premium Lounge	<p>Side Frame Assembly : The side frame assembly is fitted to the two ends of the connecting beam assembly to form the leg cum armrest assembly. It is made of MS ERW tube and powder coated. The ends are fitted with ABS moulded end caps.</p> <p>Seatrest Assembly : The seat rest assembly consists of a fabricated inner frame assembly insitu-moulded High Resilience Polyurethane foam having density 45kg/cu.m with hardness 25kgf as per IS:7888 for 25% compression of the foam.</p> <p>Backrest Assembly: The backrest assembly is flexing type and consists of a fabricated inner frame assembly insitu with HR Polyurethane foam having density = 45kg/cu.m with hardness 14kgf.</p>	3 Seater.
13	Training Chair	P/S Training Room chairs in 16 gauge, 18 mm dia, powder coated (Black) MS pipes, 4" thick high density foam, PVC moulded back, Tray below seat, 18 mm thick BWP (IS-303) (IS-303) Ply for writing top resting on both the arms, finished with 1 mm the laminate on both sides, as per the image etc complete.	1 Seater

**Signature and seal of tenderer**

**Mobile No. ::**

**Email ::**



**(FINANCIAL BID DOCUMENT) ( Rate for Proposal)**

S no.	Particular of Items	Make & Model no.	Per unit Rate
1	Steel Almirah		
2	4 Drawer Filing Cabinet		
3	Steel Table {1365 mm (L ) x 680 mm (W) x 735 mm (H)}		
4	Steel Table {1199 mm ( L ) x 590 mm ( W ) x 735 mm (H)}		
5	Steel Table {1665 mm (L ) x 900 mm (W) x 755 mm (H)}		
6	Premium Executive Chair {1200mm(H)x 680mm(W)x680mm(D)}		
7	Premium Executive Chair {940 mm(H)x 680mm(W)x680mm(D)}		
8	Premium Visitor Chair {925 mm(H)x 600mm(W)x 550mm(D)}		
9	3 Seater Lounge Perforated		
10	3 Seater Lounge		
11	Rack		
12	Premium Lounge		
13	Training Chair		
<b>Grand Total Rs. (Inclusive all but excluding GST)</b>			

\* Unit prices to be quoted in compliance with this specification as well as Make & model for item wise steel furniture specification are given in Annexure-B.

*Bidders have to compulsorily quote the unit price for all the items of above table as the L1 criteria decided by reverse auction:* "Financial Bids of those parties which fulfils Technical requirements will be taken into consideration and those vendors financial bid will be open and based on that L1 price will be decided from Financial bid. L-1 rates will be offer 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 the three year"

Date:

Place:

Official Stamp:

SIGNATURE OF AUTHORISED SIGNATORY