

# Tender for Supply of UPS Batteries at branches and offices of the Punjab Gramin Bank.

Date: 26-10-2018

Ref: PGB/HO/IT/2018/Tender-03

## Important Dates:

S.No.	Particulars	Timeline
1	Tender Issuance Date	26-10-2018
2	Last Date of Submission Bids	12-11-2018, 11:00 AM
3	Technical Bid Opening Date	12-11-2018, 12:00 PM at Head Office, PGB

**Punjab Gramin Bank** (hereinafter called the BANK) invites bids on prescribed format from the reputed companies/vendors for UPS Batteries of Reputed brands like Panasonic, Amron, Exide etc. The Bidders may submit their offer strictly in accordance with the enclosed formats only. BANK reserves the right to reject any or all the offers without assigning any reason thereof.

The two sealed separate envelopes one containing the Earnest Money Deposit (EMD) and Technical Bid and the other envelope containing Financial Bid respectively should be put in *one big envelope* duly sealed and superscribed as **Tender for Supply of UPS Batteries at branches and offices of the Punjab Gramin Bank**. The sealed tenders duly filled in and complete in all respects shall be addressed to General Manager of the BANK, either by Post/Courier/by Hand on or before 11:00 AM of 12-11-2018.

Offers on original printed sheets of company's letter head will only be considered. Offers submitted by fax or in any manner other than specified above shall not be considered. The bids shall exactly be according to the prescribed formats. Modifications or rewording of formats shall not be acceptable:

a) The bid in respect of the indicated items shall be submitted under two-bid system:

- (i) **EMD & Technical Bid**
- (ii) **Financial Bid**

b) In separate sealed covers superscribed accordingly, the two envelopes shall be put in a bigger envelope and sealed and be addressed to:

**General Manager-IT,  
Head Office,  
Punjab Gramin Bank,  
Jalandhar Road, Kapurthala  
Punjab-144601**

c) Bid should be filled with neat legible and correct entries. Indistinct figures and alterations are not permitted in the bid.

d) In the event of space in any particular schedule being insufficient for the required purpose, additional pages may be added. All such additional pages in each schedule must be numbered consecutively, and duly signed (with full signature on each page) by the bidder. In such cases, reference to the additional pages must be made at appropriate places.

1. BANK shall not be responsible for any delays and will not entertain the bids received after due date and time mentioned above. The bids which are received by BANK after the expiry of the prescribed period shall not be considered.
2. The Technical Bids will be opened on 12-11-2018 at 12 P.M. at our Head Office, Kapurthala.

3. Technical Bid shall be as per format given with tender and all documents as per check list should be attached. The Technical Bid shall be evaluated by a Committee of the Bank. The financial bids of only those bidders who qualify in evaluation of Technical Bid shall be opened.
4. The Bank reserves the right to award the contract to one or more than one companies.

## 5. EARNEST MONEY DEPOSIT

**5.1** The Bidders are required to furnish Earnest Money Deposit (EMD) along with their offer. The EMD, in the form of Demand Draft/Pay Order drawn on any Nationalized Bank favoring Punjab Gramin Bank, payable at Kapurthala (Punjab) for amount of **Rs 25,000/- (Rs. Twenty Five Thousand only)**, shall be submitted along with the Bid.

**5.2** The EMD of the bidder shall be forfeited if the bidder furnish any wrong information, misleads BANK during the course of evaluation of the bid by providing false or misleading information. EMD shall also be forfeited, if the bidder does not accept the offer on being asked to do so.

**5.3** The EMD of the unsuccessful Bidders shall be released only after the selection of the successful bidder or two months whichever is earlier. The EMD of the successful bidder shall be released after signing of agreement.

## 6. **Qualifying Criteria:**

- a) Company/Vendor should be supplying batteries of reputed Brands like Panasonic, Amron, Exide etc.
- b) Annual turnover of the company/vendor should be at least 100 Lakhs.
- c) The company must have their supply network in whole Punjab.

## 7. **Financial Bid:**

The Financial Bid should be in a separate sealed envelope and shall contain **nothing but prices** as per the *format* enclosed herewith.

8. The successful bidder shall be required to enter into a performance contract agreement with BANK, containing detailed terms and conditions of the agreement and shall be responsible for supplying batteries as terms conditions given below:
  - A. Prices should be valid upto 31-10-2019.
  - B. Warranty should be atleast 24 Months from date of installation.
  - C. Delivery should be within 1 week of receipt of PO from bank.
  - D. For delivery later than 1 Week, Penalty of 1% of PO amount for each day in excess of 1 week will be deducted.
  - E. Delivery & Installation should be Free of Cost.
  - F. Payment will be made after installation and submission of invoices with installation certificate.
9. Cost involved in submitting the bids, attending the tender opening meeting, arrangements for the demonstration/presentation, etc. shall be borne by the bidder/ company.
10. It is the responsibility of bidders to read all terms & conditions of this tender carefully before filling the tender document. Incomplete tender documents or bids not in accordance with the terms and conditions of tender document shall be rejected. BANK reserves the right to split or reject any or all the bids at the discretion of the Bank without assigning any reason.
10. The bidder must ensure that they meet all the qualifying criteria as per the tender document.

- 11.** Providing wrong information will lead to rejection of bid.
- 12.** All the queries and communication must be addressed to the following officer of the Bank:  
Manager (IT), Tel – 01822-230234, Email – [hoitdpgb@pgb.co.in](mailto:hoitdpgb@pgb.co.in)
- 13.** No correspondence/ enquiry after submission of bid will be entertained.

-sd-  
**General Manager**

## TECHNICAL BID FORMAT

1.	Name of the Company/Organization	
2.	Name(s) of the proprietors/Directors	
3.	Registered Address of Company	
4.	Telephone no. and Fax no.	
5.	Registration no. of the company	
6.	PAN no. of the company	
7.	TIN No of the company	
8.	GST No. of the Company	
9.	Turnover of the Company	
10.	Total experience of the company in the field	
11.	Name(s) of the Banks to whom similar services were rendered in past	
12.	Whether company is having Audited balance sheet of preceding Financial year	
13.	Whether company is blacklisted by any Govt. Department or any criminal case is registered against the company/its owners/ partners anywhere in India (If no, a certificate is to be attached in this regard).	

**Authorized Signatory)**

(Company Seal)

Name:

Designation:

Mobile/Tel:

Date:

## FINANCIAL BID FORMAT

(This financial bid should be submitted in a separate sealed envelope)

S.N.	Battery Capacity	Basic Price	Price Inclusive of GST (B)	Buyback Price (C)	Net Price (B-C)	Warranty
1	12V 42Ah					
2	12V 65Ah					
3	12V 100 Ah					
4	12V 120 Ah					
5	12V 130 Ah					

**Note :**

- (1) *The Financial Bid shall contain **nothing but prices** only.*
- (2) *Bidders are requested to ensure that after quoting the prices this Annexure is duly signed with company seal. **Financial bid submitted without sign and company seal will not be accepted / considered.***

Authorized Signatory

(Company Seal)

Name

Designation

Date

**ANNEXURE- A**

**UNDERTAKING FROM THE BIDDER**

(On the firms/company's letter pad)

We hereby accept all terms and conditions (tender document as a whole) of **Tender for Supply of UPS Batteries at branches and offices of the Punjab Gramin Bank.**

**(Authorized Signatory)**

(Company Seal)

Name:

Designation:

Mobile/Tel:

Date:

**ANNEXURE-B****CHECK – LIST**

<b>Particulars</b>	<b>Y/N</b>
1. Tender document signed with company seal in all pages:	
1.1 Tender Document	
1.2 Technical Bid	
1.3 Financial Bid	
1.4 Annexure-A – Undertaking for the bidder	
1.5 Annexure-B - Check-list	
2. EMD in the mode of Bank Draft/Pay Order drawn in favour of BANK.	
3. Brief Profile of the company	
4. Copies of following documents duly certified:	
(a) PAN Card of company	
(b) TIN No of company	
(c) GST Registration certificate	
(d) Registration Certificate of company	
(e) Experience certificates from clients	
(g) Audited/Unaudited Balance Sheet of Preceding year of company	
(h) ITR of preceding three financial years	
5. A certificate, certifying that company is not blacklisted by any Govt. Department and no criminal case is registered against the company/its owners/ partners anywhere in India.	

Authorized Signatory(ies)

(Name with Designation.....)

Place & Date .....

Seal of the company