

THE PANIPAT CENTRAL CO-OP BANK LTD., PANIPAT

Near Railway Overbridge Gohana Road, Panipat

Panipat - 132103, Haryana

Telephone: 0180-2650138

Website: - www.pccbpanipat.org.in

Email: - banking@pccbpanipat.org.in , itcell@pccbpanipat.org.in

E-Tender

Document for work

Job of bank's counter with goods

For Shera Branch and

Sanouli Branch

of

The Panipat Central Co-operative Bank Ltd.,

Panipat.

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NOTICE INVITING TENDERS

The E-Tenders are hereby invited on behalf of **The Panipat Central Co- operative Bank Ltd;** Panipat under Two Bid System (Technical Bid and Financial Bid) for the following works to be carried out from the eligible parties as per details given below:-

Tender Ref. No.	Estt. /2021-22/5
Description	E-Tender document for work job of bank's counter with goods for Shera Branch and Sanouli Branch of The Panipat Central Cooperative Bank Ltd.
Estimated cost of the tender	Rs. 2,50,000/- (Approximately Both Branches)
Earnest Money(EMD)	Rs 10,000/-
Tender Fee (Non -refundable)	Rs. 2,000/-
E-service Fees (Non –refundable)	Rs. 1,000/- + GST
Start date and time of Bid	10-03-2022 (10:00 AM)
Pre-bid meeting	21-03-2022 (11:30 AM)
Last date and time for Bid preparation & submission of bids.	04-04-2022 at 5:00 PM
Date & time of tender opening (Technical Bid)	06-04-2022 at 11:30 AM
Date & time of tender opening (Financial Bid)	06-04-2022 at 12:30 PM
Last date and time for Earnest Money Deposit (EMD) of Bid submission.	On or before 04-04-2022 at 4:30 PM.

The complete bidding documents, fee details, technical specifications and key dates can be viewed / downloaded from the websites <https://etenders.hry.nic.in> and www.pccbpanipat.org.in Bid through any other mode shall not be entertained. The General Manager, The Panipat Central Cooperative Bank Ltd; Panipat reserves the right to accept or reject the tendering process at any stage without assigning any reason whatsoever.

Important Note:

- 1) The Applicants/bidders have to complete “Application / Bid Preparation & Submission” stage on scheduled time as mentioned above. If any Applicant / bidder remained fail to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as “Applications / bids not submitted”.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of “Application/Bid Preparation & submission stage” (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Application/Bidder Stage.

GENERAL MANAGER
The Panipat Central Cooperative Bank
Ltd; Panipat

OTHER DETAILS:

E-Tender is invited for below mentioned work in single stage two cover system i.e. Request for Pre-Qualification/Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):

A-1. Job Description of works for Shera Branch with materials:

Sr. No.	Description of Jobs works and Goods Materials	Qty
1.	Cash Counter with Cabin inside out side with sunmica 6ft. x 8ft. x 8ft. materials include 18" ply base. Top Glass 10mm thickness, Front Glass partition 12mm, mica inside .8 or outside 1mm thickness required on auto lock in drawer.	1
2.	Service table 13ft. x 3ft. x 2½ft. with Glass inside and outside with sunmica included mica inside .8 or outside 1" thickness required on auto lock in drawer.	4
Total		5
Materials Details: 6 MM Ply Virgo or GL 18 MM Ply Virgo or GL 1 MM Mica outside Virgo or GL 08 MM inside mica Virgo or GL Plane Glass Top & Partition 10 MM, 12 MM thickness Saintgobain or ModiGuard Auto lock drawer ABKO or LINK Adhesive PDILITE or JIVANJOR All fitting hinges & handle SS		

A-2. Job Description of works for Sanouli Branch with materials:

S.No	Description of Jobs works and Goods Materials	Qty
1.	Cash Counter with Cabin inside out side with sunmica 6ft. x 5ft. x 8ft. materials include 18" ply base. Top Glass 10mm thickness, Front Glass partition 12mm, mica inside .8 or outside 1mm thickness required on auto lock in drawer.	1
2.	Service table 16ft. x 3ft. x 2½ft. with Glass inside and outside with sunmica included mica inside .8 or outside 1" thickness required on auto lock in drawer.	4
Total		5
Materials Details: 6 MM Ply Virgo or GL 18 MM Ply Virgo or GL 1 MM Mica outside Virgo or GL 08 MM inside mica Virgo or GL Plane Glass Top & Partition 10 MM, 12 MM thickness Saintgobain or ModiGuard Auto lock drawer ABKO or LINK Adhesive PDILITE or JIVANJOR All fitting hinges & handle SS		

Minimum Eligibility Criteria:-

S.NO.	Clause	Documents Required
1	Processing fee for Tender Document should have been submitted	The payment for tender document cost INR Rs. 2,000/ (Two Thousand Rupees Only) and E-Service Fee Rs. 1,000/ (One Thousand Rupees Only) (Non-refundable) with GST can be made by eligible bidders/contractors online directly through online payment.
2	Earnest Money Deposit (EMD)	The Payment for EMD of Rs. 10,000/- (Ten Thousand Rupees only)
3	The Bidder should be registered in India under the Indian Companies Act, 1956/ Partnership firm/sole proprietorship firm and existing for the past 3 years	The bidder shall provide the Certificate of Incorporation for Registered Companies, Partnership Deed for Partnership Firms/VAT Or GST Registration Certificate for Sole Proprietorship Firms.
4	The minimum cumulative Turn-over of the bidding Company during last three audited financial years should be minimum Rs. 100.00 Lakhs (FY2018-19, FY2019-20, FY2020-21)	Audited Balance sheet of the Bidder for each of the last 3 financial years
5	The Bidder should have positive net worth (measured as paid-up capital plus free reserves) and should be a profit making company for at least two years out of the last three audited financial years (FY2018-19, FY2019-20, FY2020-21)	Audited Balance sheet and Profit & Loss account statement of the Bidder for each of the last 3 audited financial years
6	The bidding company must be in the business of providing/supply godrej safe locker in Banks. For the last three years as on date of submission of e-bid.	Copy of Purchase Order/Agreement issued in the name of bidder by any Bank.
7	Should not have been black listed by any central/State Govt. Department/ Organization for breach of any applicable law or violation of regulatory prescriptions or breach of agreement as on date of submission Of Bid.	An affidavit as per the Annexure-2 to be submitted by bidder
8	The Bidder must have successfully executed Orders of minimum Rs. 5Lac in any Govt. Departments/Banks in last 3years as on the date of submission of bid.	Copy of the purchase order/a certified Letter/agreement from the concerned Client confirming the date of engagement and successful Completion of order.
9	The bidder shall have minimum one service centre in Haryana.	In case of bidder's Own Service Centre, copies of the landline telephone bills or valid rent agreement as on tender opening date shall be submitted as a proof for availability of the service centres.
10	The Bidder should have all necessary licenses, Permissions, consents, NOCs, approvals as required under law for carrying Out its business. The Bidder should have currently valid GST Registration Certificate and PAN No.	Copies of GST & PAN No.

INTRODUCTION

The Panipat Central Cooperative Bank Ltd; Panipat the area of operation of this Bank is whole district of Panipat. It undertakes/provides all banking activities/facilities with some exceptions. The Bank is governed by its members (Board of Directors) through the Bye-Laws according to the Haryana Cooperative Societies Act, 1984 and The Haryana cooperative societies Rules 1989. It has its independent Board of Directors.

Important Information

1.	Tender Inviting Authority Designation and Address	General Manager, The Panipat Central Co-operative Bank Ltd; Panipat, Head Office, Gohana Road, Near Sugar Mill, Panipat-132103. Haryana
2.	a) Name of the Work	E-Tender document for work job of bank's counter with goods of The Panipat Central Cooperative Bank Ltd, Shera Branch and Sanouli Branch.
	b) Tender reference	E-Tender document for work job of bank's counter with goods of The Panipat Central Cooperative Bank Ltd , Shera Branch and Sanouli Branch.
	c) Place of Execution	Head Office of The Panipat Central Co-operative Bank Ltd; Panipat
3.	a) Tender document availability	Tender document is available at https://etenders.hry.nic.in and www.pccbpanipat.org.in
	b) Processing Fee for Tender	The Payment for Tender Document Fee INR Rs. 2,000/- (Two Thousand Rupees Only) and e-Service Fee (Non refundable) Rs. 1,000/- + GST (One Thousand Rupees Only) can be made by eligible bidders / contractors online payment.
4.	Publication of Tender Notice	10-03-2022 10:00 AM
5.	Pre-bid Meeting	21-03-2022 at 11:30 AM
6.	Email address for communication for any queries/clarifications	banking@pccbpanipat.org.in / itcell@pccbpanipat.org.in
7.	Earnest Money Deposit (EMD)	The Payment for EMD of Rs. 10,000/- (Ten Thousand Rupees Only) can be made online payment.
8.	Last date and time for submission of e-Tender	04-04-2022 at 5:00 PM
9.	Last date and time for submission of EMD Payment	04-04-2022 at 4:30 PM

10.	Date & Time of Tender Opening (Technical Bid)	06-04-2022 at 11:30 AM
12.	Date and Time of Opening of Commercial/ Financial Bids.	06-04-2022 at 12:30 AM
14.	<p>A. Eligibility Criteria: Please refer to further of the Tender Document.</p> <p>B. Two Bid System i.e. Stage-1 Technical Bid; Stage-2 Financial Bid. Bids are to be Submitted in electronically on https://etenders.hry.nic.in. However, a duplicate of Technical bid should also be submitted to The Panipat Central Co-operative Bank Ltd; Panipat with successful submission of e-bid upto 04-04-2022 time 05:00pm</p> <p>C. Tenders received after due date and time will be summarily rejected.</p> <p>D. Any Bid not conforming to the format will be summarily rejected.</p>	

Annexure 1

SERVICE AGREEMENT

This agreement of **Job Works of Bank's Counter with Goods** made on.....between M/shaving its office at through its Director/Proprietor.....(Who is authorized to sign the agreement) herein after called 1st party i.e. company and The Panipat Central co-op Bank Ltd., Panipat through its General Manager authorized representative herein after called the 2nd party.

The Panipat Central Co-operative Bank Ltd., Panipat, acting through the General Manager, herein after referred to as the other part whereas the said contractor has agreed with the Bank, for supply of required items in conformity with the requirements & specifications.

Now this indenture witness that in consideration of the promise, it is mutually agreed and declared between parties hereto as follows:-

1. Both the parties are competent to sign this agreement.
2. The supplier agrees to undertake to supply the job work items as referred in Tender No. **E-Tender/Job work of bank's counter with goods** as per the requirement. This is in respect to their bid letter no. dated_____at the rates quoted by contractor. The prices are inclusive of all the levies taxes like excise duty freight and Labour etc., but exclusive of GST.
3. The supply of the goods Items which are not in conformity with the requirements are liable to be rejected.
4. In consideration of the payments to be made to the supplier as hereinafter provided the supplier shall upon and subject to the said conditions execute the works as mentioned in "Description of Items list" and according to the conditions described in the said tender specifications and the said price schedule of quantities with due care and attention
5. Payment would be made after each successful execution of order.
6. The Security deposit is liable to be forfeited by the Bank without any prejudice to any other rights and remedies of the Bank in case the supplier fails to supply the item , as per the item orders and as per the terms and conditions given in tender schedule during the term of the contract including the extended period if any.
7. Not with standing what are stated in the tender specifications and conditions here in abovestated, the Bank reserves to itself the right to place the order for quantity of material to be supplied, of adding to or omitting any quantity of materials and variations shall be carried out without prejudice to this contract.
8. If any loss is caused to the Bank by negligence on the part of the supplier, then the loss would be indemnified by the supplier.
9. The said conditions shall be read and be treated as forming part of this agreement and the parties hereto will respectively be bound hereby and to abide by and submit.

10. That the above terms and conditions can be amended / modified with the consent of both parties at any time.
11. That if terms and conditions mentioned above are breached by any of the party the agreement shall stand cancelled and the loss will be borne by the party who breaches the contract.
12. Any dispute arising under this agreement shall be referred to a sole arbitrator appointed as per the provisions of Arbitration and Conciliation Act, 1996 with consent of the Bank and the supplier. The award of the arbitration shall be final and binding on both parties.
13. All disputes shall be settled within District Panipat jurisdiction.

(Signature of the authorized person of the bidders)

General Manager

.....

The Panipat Central Co-Operative Bank Ltd.

(Name and address of the bidders)

(Second Party)

.....

(Seal of the bidders)

(First Party)

Self-Declaration on not being blacklisted

(To be submitted on letter head of the bidders along with Technical Bid)

DATE:- _____

From:- _____

To
The General Manager,
The Panipat Central Cooperative Bank Ltd.,
Near Railway Overbridge Road, Gohana Road,
Panipat, Haryana. Pin - 132103.

I, _____ son of Sh. _____
Resident of _____ Sole Proprietor/Partner/Director of M/s _____
_____ do hereby solemnly affirm and declare as under:-

That we M/s _____ hereby confirm that we M/s _____ has not been blacklisted by any State Government/ Central Government/ Public Sector Undertakings during the last three years and further confirm that our EMD/SD/Performance bank guarantee has not been forfeited by any State Government / Central Government / Public Sector Undertakings during the last three years due to our non-performance, non-compliance with the tender conditions etc.

That we M/s _____ hereby declare that all the particulars furnished by us in this Tender are true to the best of my/our knowledge and I/We understand and accept that if at any stage, the information furnished is found to be incorrect or false, I/We am/ are liable for disqualification from this tender and also are liable for any penal action that may arise due to the above.

That we M/s _____ certify that no refurbished components are used in the manufacturing and supply of Quoted Items and its related accessories / tendered items.

That in case of violation of any of the conditions above, We M/s _____ understand that we M/s _____ are liable to be blacklisted by the Bank for a period of three years from participating any tender published by Haryana Government.

DEPONENT

Verification:

Verified that the contents of the above affidavit of mine are true and correct to the best of my knowledge and nothing has been concealed therein.

DEPONENT

Annexure 3

Format of Net Worth and Annual Turnover

The Net Worth of Mr./Ms./M/s..... for last Financial Year
.....is Rs..... lakhs as per
His's/her's/their's books of Accounts.

(Note: Net Worth means sum total of paid up share capital plus free reserves. Further any debit balance of Profit and Loss Account and Misc. Expenses to the extent not adjusted/or written off, if any, shall be reduced from Reserves and Surpluses).

Requirements: The Average Annual Turnover to be provided in the following format for the last 3 Financial Years (2018-19, 2019-20 & 2020-21).

Financial Information			
Financial Year	2018-19	2019-20	2020-21
Annual Turnover (in INR)			
AVERAGE ANNUAL TURNOVER			
Note: Annual turnover should be certified by CA/Statutory Auditors.			

Signature of Chartered Accountant:-

Name:-

Membership:

No.:-

Seal:-

Technical Bid**(BIDDERS PROFILE FOR PROVIDING JOB WORKS OF BANK'S COUNTER WITH GOODS)**

S.No.	BIDDER INFORMATION	DETAILS
1	Name of the Organization/PSA & Year of Establishment	
2	Address, Contact Number of Head office	
3	Email	
4	Status of Firm (whether Pvt. Ltd. Company/Public Ltd Company/Partnership firm(Attach Proof)	
5	Name of Directors/Partners	
6	Details of EMD	
7	Details of cost of Tender document	
8	Whether assessee of Income Tax. Mention PAN Number, furnish copy of income tax return for last three years.(Attach)	
9	GST Registration(Attach Proof)	
10	Affidavit of Non-blacklisting during last three financial years (Attach Proof)	
11	Certificate of at least 3 years' Experience in Business.(Attach Proof)	
12	Audited Balance Sheet/ P&L Statement for last 3 years(Attach Proof)	
13	Income Tax Return: Proof of payment of Income Tax for the last 3 years- Income Tax	
14	Similar Work Experience (Provide copy of work order of any Govt./Co-operative department)	
15	Annual Turnover for last three Years FY- 2018-19, 2019-20, 2020-21 (Attach Proof)	

Note: Visible Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

(Signature of the bidder)

Name and Address (with seal)

Annexure - 5

Eligibility Criteria for Technical Bid (Checklist to be enclosed with Technical bid)

We M/s _____ has enclosed documentary evidence for fulfilling the Eligibility in the Technical Bid and other requirement laid in the tender document.

S.No.	Clause	Documents required	Documents Submitted (yes/No)
1	Processing fee for Tender should have been submitted.	The payment of Tender Document Fee INR 2,000/- (Two Thousand Rupees Only) (Non-refundable) and eService Fee Rs. 1,000/- (Rupees one thousand only) (Non-refundable) can be made by Banking Accounts. Eligible bidders/ contractors online directly through debit cards or Internet	
2	Earnest Money Deposit(EMD)	The Payment for EMD of Rs. 10,000 (Ten Thousand Rupees) can be made online directly through RTGS/NEFT and the bidder would remit the funds at least T+1 working day (Transaction + One working day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challans.	
3	The Bidder should be a private/ public limited Company registered in India under the Indian Companies Act, 1956/ Partnership firm/sole proprietorship firm/Co-operative society existing for the past 3 years.	The bidder shall provide the Certificate of Incorporation for Registered Companies, Partnership Deed for Partnership Firms/VAT or GST Registration Certificate for Sole Proprietorship Firms.	
4	The minimum cumulative Turn-over of the bidding company during last three audited financial years should be minimum Rs.10.00 Lakhs (FY2017-18, FY2018-19 & FY2019-20)	Audited Balance sheet of the Bidder for each of the last 3 financial years.	
5	The Bidder should have positive net worth (measured as paid-up capital plus free reserves) and should be profit making company for at least two years out of the last three audited financial years(FY2017-18, FY2018-19 & FY2019-20)	Audited Balance sheet and Profit & Loss account statement of the Bidder for each of the last 3 audited financial years.	
6	Bidder should be in the business of supply and delivery of Godrej Items for a minimum period of 03 (Three) year in India as on date of submission of the proposal.	Copy of Purchase Order issued/Agreement in the name of bidder.	
7	Should not have been black listed by any central/State Government Department/ Organization for breach of any applicable law or violation of regulatory prescriptions or breach of agreement as on date of submission of Bid.	An affidavit as per the Annexure-2 to be submitted by bidder.	

8	<p>The Bidder must have Satisfactorily completed at least three orders for supply and delivery of Items in any Government Department/PSUs/Nationalized Banks/Private Bank/Cooperative Banks of value not less than Rs. 5.00 Lakhs as on date of submission of financial offer during last 3 years.</p>	<p>Copy of the contract order/a certified letter from the concerned client confirming the date of engagement and successful completion of order.</p>	
9	<p>The Bidder should have valid Trading License issued by Municipal/ Local District Council Authorities, all necessary permissions, consents, NOCs, approvals as required under law for carrying out its business. The Bidder should have currently valid GST/Service Tax Registration Certificate and PAN No.</p>	<p>Copy of valid Trading License. Copies of GST/Service Tax Certificate & PAN No.</p>	

Any Bid failing to meet the above stated Qualification criteria shall be summarily rejected and will not be considered for Financial Evaluation

Yours faithfully,

Authorized Signatory (ies) [In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____ *(Affix the Official Seal of the Bidding Company)*

Annexure 6

Financial Bid

It is mandatory for the bidders to quote rates for each items for the unit indicated in the below list. No item needs to be kept blank. The rates include all applicable taxes (but exclusive of GST), insurance, transportation & labour etc. Estimated quantity of items required mentioned in the **Description of Items List** however it should be clearly noted that Bank shall place the order as per the requirements of the Bank.

Description of Items List:-

SR. NO	NAME OF ITEMS (Sr. No. 1 TO 2 for Shera Branch and Sr. No. 3 to 4 for Sanouli Branch)	QUANTITY REQUIRED	RATE (IN RS.)	GST	GROSS AMOUNT
1.	Cash Counter with Cabin inside out side with sunmica 6ft. x 8ft. x 8ft. materials include 18" ply base. Top Glass 10mm thickness, Front Glass partition 12mm, mica inside .8 or outside 1mm thickness required on auto lock in drawer.	1			
2.	Service table 13ft. x 3ft. x 2½ft. with Glass inside and outside with sunmica included mica inside .8 or outside 1" thickness required on auto lock in drawer.	4			
3.	Cash Counter with Cabin inside out side with sunmica 6ft. x 5ft. x 8ft. materials include 18" ply base. Top Glass 10mm thickness, Front Glass partition 12mm, mica inside .8 or outside 1mm thickness required on auto lock in drawer.	1			
4.	Service table 16ft. x 3ft. x 2½ft. with Glass inside and outside with sunmica included mica inside .8 or outside 1" thickness required on auto lock in drawer.	4			

In words :(Rupees.....Only)

I have gone through the quotation paper thoroughly and clearly understood the specifications, terms and conditions mentioned in the Description of Items List. My quoted price is inclusive of all taxes, expenses freight, Labour etc. but exclusive of GST.

Signature: (Name of the Authorized Person)

Designation:

Seal of the firm: