

# **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](http://www.pccbpanipat.org.in)

Email: - [cspanipat.haryana@gmail.com](mailto:cspanipat.haryana@gmail.com) , [itcell@pccbpanipat.org.in](mailto:itcell@pccbpanipat.org.in)

**E-Tender**

**for**

**Supply and installation of Godrej 61 AA**

**Defender plus (Class AA) Safe for three**

**various branches**

**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:-

<b>Tender Ref. No.</b>	<b>Estt. /2023-24/1</b>
<b>Description</b>	<b>E-Tender for Supply and installation of Godrej 61 AA Defender plus (Class AA) Safe for three various branches</b>
<b>Estimated cost of the tender</b>	<b>Rs. 33,00,000/- (Approximately)</b>
<b>Earnest Money(EMD)</b>	<b>Rs 66,000/-</b>
<b>Tender Fee (Non -refundable)</b>	<b>Rs. 1,000/-</b>
<b>E-service Fees (Non –refundable)</b>	<b>Rs. 1,000/- + GST</b>
<b>Start date and time of Bid</b>	<b>17-05-2023 (10:00 AM)</b>
<b>Pre-bid meeting</b>	<b>22-05-2023 (11:30 AM)</b>
<b>Last date and time for Bid preparation &amp; submission of bids.</b>	<b>31-05-2023 at 5:00 PM</b>
<b>Date &amp; time of tender opening (Technical Bid)</b>	<b>01-06-2023 at 11:30 AM</b>
<b>Date &amp; time of tender opening (Financial Bid)</b>	<b>To be decided later on.</b>
<b>Last date and time for Earnest Money Deposit (EMD) of Bid submission.</b>	<b>On or before 31-05-2023 at 4:30 PM.</b>

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](http://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**

### **Minimum Eligibility Criteria:-**

<b>S.NO.</b>	<b>Clause</b>	<b>Documents Required</b>
<b>1</b>	Processing fee for Tender Document should have been submitted	The payment for tender document cost INR Rs. 1,000/ (One 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.
<b>2</b>	Earnest Money Deposit (EMD)	The Payment for EMD of Rs.66,000/-(Sixty Six Thousand Rupees only)
<b>3</b>	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.
<b>4</b>	The minimum cumulative Turn-over of the bidding Company during last financial years should be minimum Rs.70.00 Lakhs	Balance sheet of the Bidder for each of the last financial years
<b>5</b>	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.
<b>6</b>	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
<b>7</b>	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.
<b>8</b>	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.
<b>9</b>	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.
<b>10</b>	The Bidder must possess authorization letter to participate in this Bid from Godrej Company.	Proof of current authorization letter from Godrej Company to participate in this bid to be attached.

**ORDER DETAILS:**

E-Tender is invited for Supply and installation of Godrej 61 AA Defender plus (Class AA) Safe for three various branches request for Pre-Qualification/Technical Bid and request for Financial Bid.

Sr. No	Name of Items	EMD to be deposited up to 31-05-2023	Tender Estimated Value	Tender Document Fee and E-Services Fees deposited upto 31-05-2023	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission
1.	<b>Supply and installation of Godrej 61 AA Defender plus (Class AA) Safe for three various branches</b>	Rs.66,000/-  (Rs. Sixty Six Thousand Only)	Rs.33,00,000/-  (Rs. Thirty Three Lac Only)	Rs.1,000 and Rs.1,000 + GST  = Rs.2,000/- (Rs. Two Thousand Only) +GST	17-05-2023  At 10:00 A.M	31-05-2023  At 05:00 P.M

Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

1. The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards or Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to "Online Payment Guideline" available at the Single e-Procurement portal of GOH (Govt. of Haryana) and also mentioned under the Tender Document.
2. **SUBMISSION OF TENDER:** - Tenderer shall submit their offer in electronic format on the above mentioned website on or before the scheduled date and time as mentioned above. No offer in physical form will be accepted and any such offer, if received by **The Panipat Central Co-operative Bank Ltd; Panipat** will be out rightly rejected.
3. No definite volume of work to be performed during the currency of the contract can be guaranteed by **The Panipat Central Co-operative Bank Ltd; Panipat** Noclaim shall lie against Bank on this account.
4. **The Panipat Central Co-operative Bank Ltd; Panipat** reserves the right to accept / reject any/all the tenders without assigning any reason; the decision of the Bank shall be final and binding on tenderer.
5. NIT is the part of Tender Document and therefore bidders are requested to read the complete tender document and complete all the conditions mentioned therein. Bidders are requested to go through the tender document carefully before submitting the online bid.

6. If the day fixed for opening of tender is subsequently declared a holiday, the tenders will be opened on the next working day following the Holiday but there will be no change in the time for opening indicated above.
7. The interested bidders shall have to pay mandatory e-Service fee (under document fee – Non refundable) of Rs. 1,000/- (Rupee One Thousand Only) online by using the service of secure electronic payments gateway is an online interface between bidders and online payment authorization networks.
8. The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards or Internet Banking. The interested bidders must remit the funds at least T+1 working day (Transaction + One working Day) in advance before the expiry date & time of the respective events. And make payment via RTGS/NEFT to the beneficiary account number specified under the online generated challans. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://etender.hry.nic.in>.

## 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	The 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	Supply and installation of Godrej 61 AA Defender plus (Class AA) Safe for three various branches Panipat Branch of The Panipat Central Co-operative Bank Ltd; situated in Panipat district.
	b) Tender reference	E-Tender/ Godrej 61 AA Defender plus (Class AA) Safe
	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 <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a> and <a href="http://www.pccbpanipat.org.in">www.pccbpanipat.org.in</a>
	b) Processing Fee for Tender	The Payment for Tender Document Fee INR Rs. 1,000/-(One 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	17-05-2023 10:00 AM
5.	Pre-bid Meeting	22-05-2023 at 11:30 AM
6.	Email address for communication for any queries/clarifications	<a href="mailto:cbspanipat.haryana@gmail.com">cbspanipat.haryana@gmail.com</a> / <a href="mailto:itcell@pccbpanipat.org.in">itcell@pccbpanipat.org.in</a>
7.	Earnest Money Deposit (EMD)	The Payment for EMD of Rs. 66,000/- (Sixty Six Thousand Rupees Only) can be made online payment.
8.	Last date and time for submission of e-Tender	31-05-2023 at 5:00 PM
9.	Last date and time for submission of EMD Payment	31-05-2023 at 4:30 PM

<b>10.</b>	Date & Time of Tender Opening (Technical Bid)	01-06-2023 at 11:30 AM
<b>12.</b>	Date and Time of Opening of Commercial/ Financial Bids.	To be decided later on.
<b>14.</b>	<p><b>A.</b> Eligibility Criteria: Please refer to further of the Tender Document.</p> <p><b>B.</b> Two Bid System i.e. Stage-1 Technical Bid; Stage-2 Financial Bid. Bids are to be Submitted in electronically on <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a>. 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 31-05-2023 time 05:00pm</p> <p><b>C.</b> Tenders received after due date and time will be summarily rejected.</p> <p><b>D.</b> Any Bid not conforming to the format will be summarily rejected.</p>	



## Annexure 1

### SERVICE AGREEMENT

This agreement of **Supply of Godrej Items** made on.....between M/s  
.....having its office at  
..... through its Director/Proprietor.....(Who is authorized  
to sign the agreement) herein after called 1<sup>st</sup> party i.e. company and The Panipat Central co-op Bank Ltd.,  
Panipat through its General Manager authorized representative herein after called the 2<sup>nd</sup> 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 Godrej items as referred in Tender No. **E-Tender/Godrej Items** 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 Godrej 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. Notwithstanding what are stated in the tender specifications and conditions hereinabovestated, 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)**

**Annexure 2**

**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**

**Technical Bid****(BIDDERS PROFILE FOR PROVIDING SUPPLY & DELIVERY OF GODREJ ITEMS)**

<b>S.No.</b>	<b>BIDDER INFORMATION</b>	<b>DETAILS</b>
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	Proof of current authorization letter from Godrej Company	

**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)**

**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 1,000/-(One 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. 66,000 (Sixty Six 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 financial years should be minimum Rs.70 Lakhs	Balance sheet of the Bidder for each of the last financial years.	
5	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.	
6	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.	
7	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 Lakh as on date of submission of financial offer during last 3 years.	Copy of the contract order/a certified letter from the concerned client confirming the date of engagement and successful completion of order.	

8	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.	Copy of valid Trading License. Copies of GST/Service Tax Certificate & PAN No.	
9	The Bidder must possess authorization letter to participate in this Bid from Godrej Company.	Proof of current authorization letter from Godrej Company to participate in this bid to be attached.	

**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 5

### 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:-**

S.No.	Name of Items	Quantity Required	Rate (in Rs)		
			Per Unit	GST	Gross Amount
1.	Godrej 61 AA Defender plus (Class AA) Safe	3			

**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 takes expenses freight, Labour etc. but exclusive of GST.

**Signature: Name of the Authorized Person**

**Designation:**

**Seal of the firm:**