

**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: - [banking@pccbpanipat.org.in](mailto:banking@pccbpanipat.org.in) , [itcell@pccbpanipat.org.in](mailto:itcell@pccbpanipat.org.in)

**E-Tender**

**Document for work**

**Job of bank's counter with goods**

**of**

**The Panipat Central Co-operative Bank Ltd.,**

**Panipat for**

**NARAINA BRANCH**

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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. /2023-24/6
Description	E-Tender Document for work Job of bank's counter, Cashier Cabin and Branch Manager Cabin with goods of The Panipat Central Co-operative Bank Ltd., Panipat for NARAINA BRANCH
Estimated cost of the tender	Rs. 2,10,000/- (Approximately)
Earnest Money(EMD)	Rs 21,000/-
Tender Fee (Non -refundable)	Rs. 2,000/-
E-service Fees (Non -refundable)	Rs. 1,000/- + GST
Start date and time of Bid	13-12-2023 (10:00 AM)
Pre-bid meeting	16-12-2023 (11:30 PM)
Last date and time for Bid preparation & submission of bids.	20-12-2023 at 5:00 PM
Date & time of tender opening (Technical Bid)	21-12-2023 at 13:30 PM
Date & time of tender opening (Financial Bid)	To be decided later on.
Last date and time for Earnest Money Deposit (EMD) of Bid submission.	On or before 20-12-2023 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](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**

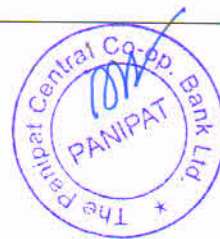
**The Panipat Central Cooperative Bank Ltd;  
Panipat**

### 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-3. Job Description of works for Naraina Branch with materials:**

S.No	Description of Jobs works and Goods Materials	Qty
1.	Cash Counter with Cabin inside out side with sunmica 4½ft. x 12½ft. 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 12ft. x 3ft. x 3½ft. with Glass inside and outside with sunmica included mica inside .8 or outside 1" thickness required on auto lock in drawer.	4
3.	Branch Manager Cabin inside and outside sunmica 10ft. x 12½ft. x 8ft. materials.	1
	<b>Total</b>	<b>6</b>
	<b>Materials Details:</b> 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. 21,000/-(Twenty One 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. 50.00 Lakhs ( FY2020-21, FY2021-22, FY2022-23)	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 ( FY2020-21, FY2021-22, FY2022-23)	Audited Balance sheet and Profit & Loss account statement of the Bidder for each of the last 3 audited financial years
6	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
7	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.
8	The Bidder should have currently valid GST Registration Certificate and PAN No.	Copies of GST & PAN No.



## INTRODUCTION

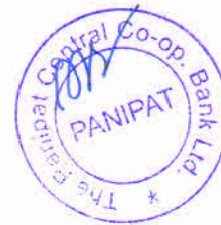
The Panipat Central Cooperative Bank Ltd; Panipat the area of operation of this Bank is whole district of Panipat. It undertakes/provides all banking activities/facilities with some exceptions. The Bank is governed by its members (Board of Directors) through the Bye-Laws according to the Haryana Cooperative 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, Cashier Cabin and Branch Manager Cabin with goods of The Panipat Central Co-operative Bank Ltd., Panipat for <b>NARAINA BRANCH</b>
	b) Tender reference	E-Tender Document for work Job of bank's counter with goods of The Panipat Central Co-operative Bank Ltd., Panipat for <b>NARAINA BRANCH</b>
	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. 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	13-12-2023 10:00 AM
5.	Pre-bid Meeting	16-12-2023 at 11:30 PM
6.	Email address for communication for any queries/clarifications	<a href="mailto:banking@pccbpanipat.org.in">banking@pccbpanipat.org.in</a> / <a href="mailto:itcell@pccbpanipat.org.in">itcell@pccbpanipat.org.in</a>
7.	Earnest Money Deposit (EMD)	The Payment for EMD of Rs. 21,000/- (Twenty One Thousand Rupees Only) can be made online payment.
8.	Last date and time for submission of e-Tender	20-12-2023 at 5:00 PM
9.	Last date and time for submission of EMD Payment	20-12-2023 at 4:30 PM



10	Date & Time of Tender Opening (Technical Bid)	21-12-2023 at 12:30 pm
12	Date and Time of Opening of Commercial/ Financial Bids.	To be decided later on.
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 <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 20-12-2023 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>	



➤ **Vendor Assessment Methodology:**

➤ **Technical Assessment (70% weightage)**

- I. Full marks i.e. 100 (absolute value) will be awarded to the bidder scoring the highest marks as per Ranking methodology for Technical evaluation.
- II. Proportionate marks will be awarded to the other bidders as a percentage of the highest marks received in above.
- III. Full 70 marks will be awarded to the bidder getting the highest marks.
- IV. Similarly proportionate marks will be awarded to the other bidders. (as per calculation (i) shown under item A – Example)

➤ **Commercial Assessment (30% weightage)**

- I. Full marks i.e. 100 (absolute value) will be awarded to the bidder quoting the lowest price i.e. Total Contract Value as per Commercial bid.
- II. Proportionate marks will be awarded to the other bidders as a percentage (as per calculation (ii) shown under item B – Example) of the lowest quote.
- III. Full 30 marks (30% of 100=30) will be awarded to the bidder quoting the lowest price. Similarly proportionate marks will be awarded to absolute value quoted by other bidders (as per calculation (iii) shown under item B– Example)

**Overall Assessment for calculation of L1:**

- a) The maximum score in the technical evaluation is 100.
- b) Bidders scoring 60 or more marks will be short listed for opening of commercial Bid (Phase II).
- c) In case, three bidders get more than = 60 marks in the technical evaluation criteria, the top three bidders getting the maximum marks will be short listed, subject to their getting at least 60 marks.
- d) Marks scored in Technical Assessment and Commercial Assessment will be added.
- e) The bidder scoring the highest marks will be L1.

**Example:**

Bidder	X	Y	Z
<b>(A) Technical evaluation Marks</b>	60	100	80
Base is 100% of the highest scoring Bidder	60	100	80
Calculation(i)	$(60/100) \times 70$ =42.00	$(100/100) \times 70$ =70	$(80/100) \times 70$ =56
<b>Marks (A) Out of 70</b>	<b>42</b>	<b>70</b>	<b>56</b>
<b>(B) Commercial evaluation Price in `.</b>	1000	1100	1200
Calculation (ii)	$(1000/1000) \times 100$ =100	$(1000/1100) \times 100$ = 90.90	$(1000/1200) \times 100$ = 83.33
Base is 100% of the lowest bidder	100	90.90	83.33
Calculation (iii)	$(100/100) \times 30$ =30	$(90.90/100) \times 30$ =27.27	$(83.33/100) \times 30$ =24.99
<b>Marks (B) Out of 30</b>	<b>30</b>	<b>27.27</b>	<b>24.99</b>
<b>Total Marks (A+B) Out of 100</b>	<b>72</b>	<b>97.27</b>	<b>80.99</b>
<b>Ranking of Bidder</b>	<b>L3</b>	<b>L1</b>	<b>L2</b>

Y is the L1 bidder with highest cumulative marks.





SERVICE AGREEMENT

This agreement of **Job Works of Bank's Counter with Goods** 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 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**

**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 (2020-21, 2021-22 & 2022-23).

Financial Information			
Financial Year	2020-21	2021-22	2022-23
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- 2020-21, 2021-22, 2022-23 (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)



**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. 21,000 (Twenty One 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. 50.00 Lakhs (FY2020-21, FY2021-22 & FY2022-23)	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 (FY2020-21, FY2021-22 & FY2022-23)	Audited Balance sheet and Profit & Loss account statement of the Bidder for each of the last 3 audited financial years.	
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.	



8	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.	
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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)



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	QUANTITY REQUIRED	RATE (IN RS.)	GST	GROSS AMOUNT
<b>NARAINA</b>	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			
	3. Branch Manager Cabin inside and outside sunmica 10ft. x 12½ft. x 8ft. materials.	1			

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 and Sign:

