



**The Kangra Central Cooperative Bank Ltd
Dharamshala
H.P. 176 215**

RFP Number KCCB/IT/HW/2017/02

Document Cost Rs. 1,000/-

Last Date of Submission of bid documents :08.09.2017 upto 1:00 PM
Bid opening : 08.09.2017 at 3:00 PM

Supply & Installation of Batteries

Notice Inviting Tender

The Kangra Central Co-operative Bank Limited invites sealed tenders for the empanelment of vendors for the "Supply & Installation of UPS Batteries" from Original Equipment Manufactures (OEM) / Authorized Dealer/ Distributor of OEM/ Authorized Business Partner of OEM.

Quotation should be sealed and superscribed with tender number and due date of submission and addressed to "**The Managing Director, The Kangra Central Co-operative Bank Ltd (Head Office), Sehkar Jyoti Bhawan, Civil Lines, College Road, Dharamshala (HP) - 176215**"

The sealed quotations should reach at the address given above, latest by 08.09.2017 upto 1:00 PM and it will be opened on the 08.09.2017 at 3:00 PM in the Conference Hall at Head Office of the Bank at Dharamshala in the presence of the bidder(s) or their authorized representative(s), who wish to be present at the scheduled date and time.

1. **BID SUBMISSION PROCEDURE** : - Bids should be submitted in two sealed envelopes : -

Envelope 1 : - It shall contain cost of Tender, Earnest Money Deposit (**EMD**), Bid Covering Letter & Technical Bid. This cover should be super-scribed as "**Technical Bid for UPS Batteries**" and comprise of : -

- i. Valid demand draft in favour of the Managing Director, The Kangra Central Cooperative Bank Limited, payable at Dharamshala for Rs. 1000/- being the **cost of tender**.
- ii. Valid demand draft in favour of the Managing Director, The Kangra Central Cooperative Bank Limited, payable at Dharamshala for Rs. 50000/- being the **EMD**.
- iii. Neatly typed **Bid Covering Letter** on the letterhead of the Bidder and duly signed by the authorized signatory in the proforma given in Section 5 post i.e. "Bid Covering Letter".
- iv. Neatly typed and duly signed **Technical Bid** by the authorized signatory along-with relevant documentary proof in support of claim as per proforma given at Section 6 post.

Envelope 2 :- This cover should super-scribed as "**COMMERCIAL BID for UPS Batteries**" and contain neatly filled Commercially bid as per proforma given at Section 6 post.

2. **BID EVALUATION PROCESS**:- Bid evaluation process will be as follows:

1. **Opening of Technical Bid** : - Technical Bids will be opened on 08.09.2017 at 3:00 PM at conference Hall of "The Kangra Central Co-Operative bank Ltd., Head Office Dharamshala" in the presence of representatives bidder(s) who wish to be present.

2. **Opening and Evaluation of Commercial Bids** :

- i. Commercial Bids of only technically qualified bidders will be opened.
- ii. The Bidders shortlisted/evaluated for opening of the Commercial Bids will be informed of the Date/Time/Venue of opening of the commercial Bids.
- iii. L1 bidder of respective categories of batteries(12V/42AH/SMF, 12V/65AH/SMF & 12V/100AH/SMF) becomes eligible for empanelment.

3. TERMS & CONDITION:-

3.1 BIDDER'S QUALIFICATIONS (GENERAL)

Sr. No.	Criteria	Documents to be submitted
1.	The Bidder should not have been blacklisted / debarred by the Government of India or their undertakings, any State Governments or their undertakings previously. In such cases the bid will be summarily rejected and no correspondence in this matter shall be repoded by the Bank.	Undertakings from the Bidder in this regard should be enclosed as Annexure EG – 1 .

3.2 BIDDER'S QUALIFICATIONS (TECHNICAL)

Sr. No.	Criteria	Documents to be submitted
1.	The Bidder Company should be in existence for minimum Three years.	Copy of the Certificate of Incorporation should be enclosed as Annexure ET – 1 .
2.	Original Equipment Manufactures (OEM) / Authorized Dealer/ Distributor of OEM/ Authorized Business Partner of OEM.	Manufacturer Authorization Certificate from OEM for the supply and support & service for the Bank should be enclosed as Annexure ET – 2 .
3.	The Bidder should be in UPS Batteries sales and service business for at least last three (3) years.	At least Copy of the one Purchase Order of older than three years from the date of bid submission should be enclosed as Annexure ET – 3 .
4	The bidder should have successfully executed at least two contracts of similar nature (supply and installation of minimum 200 batteries) with different Banks within the past three years from bid submission date.	Copy of the two Purchase Orders for past three years from the date of bid submission from different Banks as Annexure ET – 4 .
5	The Bidder should have a turnover of more than 50 lakhs per annum for last three financial years on the average.	Copies of the Audited Balance sheets and Profit and Loss account for last 3 Financial years should be enclosed as Annexure ET – 5 .
6	All the bidders should ensure that they are GST compliant and their quoted tax Structure/Rates are as per GST Law.	Copies of GST registration to be enclosed As Annexure ET – 6 .

3.3 The Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender document.

3.4 The Bidder shall deposit Rs. 1,000/- (Rupees One Thousand Only) in the form of a Demand Draft favoring The Kangra Central Cooperative Bank Limited payable at Dharamshala being

the cost of the tender document along with Bid in the manner as prescribed above.

- 3.5 **Earnest Money Deposit** :- The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 50,000/- (Rupees Fifty Thousand only) by way of demand draft favoring "The Kangra Central Cooperative Bank Limited " payable at Dharamshala only.
- 3.6 EMD of empanelled Bidders will be retained as Performance Guarantee and will be returned at the end of empanelment period. No interest will be paid on Performance Guarantee/EMD amount.
- 3.7 The empanelment is for the supply of batteries during empanelled period against the requirement which may occur during this period. There is no binding on the Bank to procure batteries of any type during the empanelled period in case no requirement occur. Purchase order will be issued based on the actual requirement of the Bank during the next one year.
- 3.8 Bid(s) received without EMD, Tender Cost and not complying with above terms and conditions shall be liable for rejection.
- 3.9 Incomplete and Conditional bid will be treated as unresponsive and shall be rejected.
- 3.10 Unsuccessful Bidders' EMD will be returned as promptly as possible after bid evaluation.
- 3.11 Number of bidders to be empaneled by Bank will be decided dynamically and will depend upon the response of bidders.
- 3.12 Bidders, who becomes eligible for empanelment, has to submit an undertaking that they will supply the batteries as per the requirement of Bank on the offered price and terms & conditions for next one year from the date of empanelment.
- 3.13 The Bank reserves the right to accept or reject any bid partially or fully or annul the bidding process and reject all bids at any time prior to award of Purchase Order without assigning any reason, thereby incurring no liability to the affected Bidder(s). The Bank is under no obligation to inform the affected Bidder(s) of the ground for its action.
- 3.14 **Rates** :- The rates quoted shall remain firm throughout the period of contract and this contract will remain valid up to one year from the date of empanelment.
- 3.15 **Taxes** :- **The rates quoted should be inclusive of the GST component. No GST would be paid if valid registration is not produced. All other taxes, fee, levy, insurance charges etc. would be borne by the Agency/Firm.**
- 3.16 **Validity** :- The quoted rates must be valid for period of 90 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quotes the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
- 3.17 Bidders should note that if the last date of submitting bids is declared a closed holiday by the Govt., the bids will then be submitted till 1.00 PM on next working date and will subsequently be opened on same day at 3.00 PM at designated place.
- 3.18 **Delivery** :- The delivery and installation period of the supplies should be within 30 days from the date of confirmed order from The Kangra Central Co – Operative Bank Ltd.
- 3.19 **F.O.R Destination**:- At any Offices of the Bank with in the operational area i.e. Kangra, Una, Hamirpur, Kullu and Lauhal & Spiti districts of Himachal Pradesh.
- 3.20 Buy back price for 12V/120AH/SMF batteries will not account for commercial comparison. The Bank will however accept the maximum buy back price offered amongst the empaneled bidders for 12V/120AH/SMF batteries.
- 3.21 **Warranty**: This contract will include supply & installation of batteries with 2 years on-site

comprehensive warranty and support as per OEM from date of installation. It will also include service parts. The bidder will produce documentary proof of having 2 years warranty.

The manufacturing date of battery should not be older than three months from the date of delivery. Serial Number printed on warranty card should match with embossed serial number on battery supplied and during warranty period, the replacement of malfunctioning batteries should be done with new batteries not be older than three months from the date of delivery.

- 3.22 **Penalty** : - If the supplier fails to supply and install on or before the stipulated time period, then a penalty at the rate of 1% per week of the total order value shall be levied subject to maximum of 10% of the total order value. The purchase order will be canceled and EMD (Performance Guarantee) will be forfeited.
- 3.23 **INSURANCE** :-The Bank will not pay for any insurance charges against loss or damage and it shall be purchased by the Bidder, in an amount equal to the exact value of the goods up to the delivery site on all risks basis, including war Risks and strike clauses etc.
- 3.24 **ARBITRATION** : - All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator to be appointed by the Managing Director, The Kangra Central Cooperative Bank Limited, Dharamshala, H.P. The award of the sole arbitrator shall be final and binding on both the parties under the provisions of the Arbitration and Conciliation Act, 1966 or by statutory modification/re-enactment thereof for the time being in force. Such arbitration shall be held at Dharamshala.
- 3.25 **CONFIDENTIALITY** : The Bidder shall not, and without the Bank's prior written consent, disclose the contract or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Bank in connection therewith to any person other than a person employed by the Bidder in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 3.26 **Payment Terms** :- 100% Payment will be released with in 30 days on submission of : -
- Invoice/Bill duly completed in all respect and accompanied with Installation report duly signed and stamped by the concerned office Incharge of The Kangra Central Co – Operative Bank Ltd.
 - Documentary proof or on OEM website of having 2 years warranty.
- 3.27 **Applicable Law & JURISDICTION OF COURTS:**
- The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.
 - Any disputes are subject jurisdiction of Competent Court and Forum in Dharamshala, Himachal Pradesh, India.
- 3.28 **Force Majeure:-** Any delay due to Force Majeure will not be attributable to the supplier.

4 BID COVERING LETTER

To:
The Managing Director,
The Kangra Central Cooperative Bank Limited, (Head Office),
Sehkar Jyoti Bhawan,
Civil Lines, College Road,
Dharamshala. H.P.
176 215.

Dear Sir,

Supply & Installation of UPS Batteries

1 Terms & Conditions

- 1.1 I / We, the undersigned Bidder(s), having read and examined in detail the specifications and all bidding documents in respect of this Request for Proposal do hereby propose to provide goods and services as specified in the bidding document for the next one year from the date of empanelment.
- 1.2 I / We, the undersigned Bidder(s) having submitted the qualifying data as required in your Request for Proposal, do hereby bind ourselves to the conditions of your Request for Proposal. In case any further information/documentary proof in this regard before evaluation of our bid is required, I / We agree to furnish the same on demand to your satisfaction.

2 Rates & Validity

- 2.1 All the rates mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the rates and other terms and conditions of this proposal are valid for a period of one years from the date of empanelment.
- 2.2 I / We have studied the Clauses relating to Indian Income Tax Act and hereby declare that if any Income Tax, surcharge on Income Tax and any other Corporate Tax is altered under the law, I / we shall pay the same.

3 Deviations

I / We declare that all the goods and services shall be delivered strictly in accordance with the Technical specification, Time Schedule and other terms of the Request for Proposal Document.

4 Bid Pricing

I / We further declare that the rates stated in our proposal are in accordance with your terms and conditions in the bidding document.

5 Earnest Money

I / We have enclosed the earnest money as required under Section 4.5 of the Request for Proposal Document. In case of default it is liable to be forfeited in accordance with the provisions enumerated therein.

6 Details of cost of RFP Document:

Value	1,000/- (Rupees one Thousand Only)
Demand Draft Number with Date	
Name and Branch of the Bank	

7 Details of Earnest Money Deposit:

Value	50,000/- (Rupees Fifty Thousand Only)
Demand Draft Number with Date	
Name and Branch of the Bank	

8 Performance Guarantee

I / We shall submit a Performance Guarantee as required under Section 4.6 of the Request for Proposal Document.

9 Declaration

I / We hereby declare that my / our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of my / our knowledge and belief and nothing has been concealed therefrom.

Thanking you,
Yours faithfully,

(Signatures)

Date:

Place:

Name:

Designation:

Seal

5. PROFORMA TECHNICAL BID

1	Bidder's Proposal Reference No & Date	
2	Bidder's Name and Address	
3	Contact Person Designation Telephone Number Fax Number e-mail Address	
4	Please enclose Company's PAN Card copy and the latest Income-tax Clearance letter	
5	Please enclose printed leaflets / specification sheets of the products being offered.	
6	Please enclose an undertaking on the letterhead of the Bidder that they have not been blacklisted / debarred by the Government of India or their undertakings, any State Governments or their undertakings.	Annexure EG-1
7	The Bidder Company should be in existence for minimum three years, please enclose relevant certificate of Incorporation.	Annexure ET-1
8	If the Bidder is not OEM for any particular goods or services, please enclose relevant Authorization Certificates from OEM.	Annexure ET-2
9	Please enclose copy of at least one Purchase Order three year older from the date of bid submission for UPS batteries.	Annexure ET-3
10	Please enclose two Purchase Order for UPS Batteries sales and service business along-with successful execution certificate of two contracts of similar nature (supply and installation of minimum 200 batteries) with different Banks within the past three years as on date of bid submission	Annexure ET-4
11	Please enclose financial accounts (Profit and Loss account and Balance sheet for last three financial years)	Annexure ET-5
12	Please enclose GSTIN registration copy	Annexure ET-6

(Signatures)

Date:

Place:

Name:

Designation:

Seal

6. PROFORMA COMMERCIAL BID

Please note that this proforma should tally the relevant rate schedules and should reflect the amount to be paid by the bank inclusive of GST. In case of any mistake or discrepancy is noted in this proforma and the relevant rate schedule, the Bank reserves its absolute right to reject the bid without assigning any reasons.

Make: _____

A. Rate Schedule:-

Sr. No.	Item Description	12V/42AH/SMF Batteries (Catagory I)	12V/65AH/SMF Batteries (Catagory II)	12V/100AH/SMF Batteries (Catagory III)
1	Rate per Battery(Exide/Quanta/Panasonic)			
2	GST(.....%)			
3	Rate per Battery incl. GST			

B. Buy Back Rate of 12V/42AH/SMF Batteries:-

Sr. No.	Item Description	12V/42AH/SMF Batteries (Catagory I)
1	Buy Back Price Per Battery (of any Make) For 12V/42AH/SMF Batteries	
2	GST(18%)	
3	Net Buy Back Incl. GST	

C. Buy Back Rate of 12V/65AH/SMF Batteries:-

Sr. No.	Item Description	12V/65AH/SMF Batteries (Catagory II)
1	Buy Back Price Per Battery (of any Make) For 12V/65AH/SMF Batteries	
2	GST(18%)	
3	Net Buy Back Incl. GST	

D. Buy Back Rate of 12V/100AH/SMF Batteries:-

Sr. No	Item Description	12V/100AH/SMF Batteries (Catagory II)
1	Buy Back Price Per Battery (of any Make) For 12V/100AH/SMF Batteries	
2	GST(18%)	
3	Net Buy Back Incl. GST	

Note:-

1. Comparison will be made on the Net value of respective category of batteries & Less buy back price of corresponding category of batteries.
2. Please mention the make (Exide/Quanta/Panasonic) otherwise bid will be rejected.
3. Bidder quoting bids for any category of Batteries shall compulsory submit quote/bid for buy back of batteries in that category otherwise bids will be rejected.
4. Buy Back Make : - Any make as installed in the Bank.

E. Buy Back Rate of 12V/120AH/SMF Batteries:-

Sr. No.	Item Description	Base Price	GST (18%)	Net Buy Back Incl. GST
1	Buy Back Price Per Battery (of any Make) For 12V/120AH/SMF Batteries			

Commercial Bid not in conformity with the above format or incomplete in any respect will be rejected / disqualified by the bank.

(Signatures)

Date:

Place:

Name:

Designation:

Seal