



# Uttar Bihar Gramin Bank

Head Office, Kalambagh Chowk, Muzaffarpur

## Tender Document for Supply, Installation and AMC Of Fire Extinguisher at Various Branches / Offices of UTTAR BIHAR GRAMIN BANK

### TENDER DOCUMENT

### for Fire Extinguisher

Tender reference No.HO:GAD:2018-19/449 dt.06.08.18

Start date of tender :: 07.08.18

Last date for submission :: 20.08.18

Opening date of tender :: 20.08.18

Address of communication ::

General Manager

Uttar Bihar Gramin Bank, Head Office,  
Kalambagh Chowk, Sharma Complex, Muzaffarpur

### Invitation for tender

Uttar Bihar Gramin Bank invites sealed tender offers (technical offer and commercial offer) from eligible, reputed manufacturers and/or their authorized dealers for supply, installation, commissioning Fire Extinguishers and AMC of **Fire Extinguishers like Water CO2, DCP, CO2 and ABC** in Various Branches / Offices of Uttar Bihar Gramin Bank.

Our Bank consists of 1032 branches (Rural, Semi-urban & Urban ) is spread over North Bihar and covers 18 districts, out of which 161 branches are required to install Fire Extinguishers.

Direct manufacturers / authorized dealers / companies having good infrastructure for providing annual maintenance service, will be given priority in selection of firms. Bank reserves the right to engage more than one company simultaneously.

Instructions to the vendors in relation to the installation & AMC offer are given in **Annexure I**.

E/RAO/GAD/Tender/F Exting.

The Terms & Conditions of the AMC offer are given in **Annexure II**. Vendor will have to furnish unconditional compliance for all terms and conditions of AMC offer.

The copy of tender document may be obtained from this Office on all working days in person or it can be downloaded from Bank's website – [www.ubgb.in](http://www.ubgb.in)

**The details are given below:**

Earnest Money Deposit of Rs. 25000.00 (Rs Twenty Five Thousand ) only must accompany all tender offers as specified in this tender document. DD must be in favour of Uttar Bihar Gramin Bank payable at Muzaffarpur.

The cost of tender is Rs.500/- (Five Hundred) only must accompany all tender in form of DD in favour of Uttar Bihar Gramin bank payable at Muzaffarpur.

GENERAL MANAGER

## Instructions to vendors

Tenders must be submitted, **on or before 17.08.2018** giving full particulars in **sealed envelope** at the Bank's address given below and the same will be opened on 18.08.2018 at 3.00 PM. The bidder may attend at the time of opening of bids.

**General Manager  
Uttar Bihar Gramin Bank  
Head Office, Kalambagh Chowk,  
Sharma Complex, Muzaffarpur, Bihar - 842001**

All envelopes should be sealed and superscribed "**TENDER FOR SUPPLY OF FIRE EXTINGUISHERS**". Only one Tender should be submitted. The unit rate / AMC amount for each and every item should be quoted. Any Quotation found to contain incomplete information is liable to be rejected.

### **Eligibility of the Vendor ::**

The Company should be **profits making in the last two financial years**, and should be in sound financial condition as judged by UBGB for this purpose. A copy of last two financial years' relevant audited balance sheets and income tax returns should be submitted with the offer.

The vendor should be doing business for at least three years in the same field.

**The vendor should have support centers/ infrastructure for providing service in the State of Bihar at least one centre should be under command area of Uttar Bihar Gramin Bank.**

The vendor must ensure that all the items as specified in this offer are quoted for. Unit-wise rates should be quoted for each item. The vendor must also ensure that it is in a position to undertake the work specified. The evaluation of L1 vendor will be on the basis of unit price. Other vendors will be required to match the rates offered by L1 vendor, in case Bank needs more than one vendor for considering volume of work and limited time period.

The Bank reserves the right to appoint more than one vendor. It also reserves right to reject one or all vendors. The decision of the Bank in this regard will be final and binding.

The offer should be valid for a minimum period of one year from the date of submission.

Offers received within the prescribed closing date and time, will be opened by Bank's Committee appointed for the same.

### **Preliminary Scrutiny ::**

The Bank will scrutinize the offers to determine whether they are complete, whether any errors have been made, whether the documents have been properly signed and whether items are quoted as specified. The Bank may, at its discretion, waive any minor non-conformity or any minor irregularity in an offer. This shall be binding on all vendors and the Bank reserves the right for such waivers.

### **Clarification of Offers ::**

To assist in the scrutiny, evaluation and comparison of offers, the Bank may, at its discretion, ask some or all vendors for clarification of their offer. The request for such clarifications and the response will necessarily be in writing. The Bank has the right to disqualify the vendor whose clarification is found not suitable to the Bank.

### **No Commitment to Accept Lowest or Any Other Offer ::**

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this offer notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever. The Bank reserves the right to make any changes in the terms and conditions of contract. The Bank will not be obliged to meet and have discussions with any vendor and/or to listen to any representations.

### **Make and Models of the equipment ::**

The details of the equipments are mentioned in **Annexure- 3**. It is mandatory to quote for all items. The brief details given about the configuration are only indicative. A vendor must quote unit rate for each item.

### **No Negotiation ::**

It is absolutely essential for the vendors to quote the lowest price at the time of making the offer in their own interest, as the Bank will not enter into any price negotiations.

### **Quantities ::**

The Vendor will have to install fire extinguishers in the Branches as and when requirement for the same arises and as such the requirement cannot be quantified. The Bank also reserves the right to add or delete one or more items from the list of items specified in offer.

The price quoted by the vendor should be valid for a minimum period of one year. The vendor must give an undertaking along with the quotes that he gives service commitment along with availability of spares for a minimum period of one year.

## Terms and Conditions of the AMC Offer.

### 1. SCOPE:

- 1.1 Company will supply only ISI marked products.
- 1.2 A.M.C. will be made for one year and it can be extended for a period of another one year at the discretion of the Bank.
- 1.3 Rates approved will be valid for one year and it will be binding on company to supply the products on contracted rates.
- 1.4 Payment for all kind of works will be made by Head office.
- 1.5 No advance payment will be made for any work.
- 1.6 Besides yearly refilling work, branches can call the company for any related problem/work as & when required.
- 1.7 Bank reserves the right to terminate/cancel the contract at any stage if the services of company are not found as per the agreed terms & conditions or otherwise.
- 1.8 The refilling work must be completed compulsorily on due dates.
- 1.9 Company should have proper communication system and the complaints from branches should be attended immediately
- 1.10 Changes in the terms & condition can only be made with written agreement between the Bank and the company
- 1.11 Company should provide the copies of GST registration and must have Government permission to run this business
- 2.1 The provision, by the vendor, of maintenance service will be confined to the Banks normal working days.
- 3.1 The contract shall initially be valid for a period of one year and may be extended for further twelve months depending on satisfactory service.
- 3.2 Upon expiry of the period of contract, the same may be renewed for a further period of 12 months and upon such terms and conditions as may be mutually acceptable to the Bank and the Vendor, and also subject to the Para 3.3 mentioned hereunder.
- 3.3 If the vendor desires to renew the period of existing contract, he shall express his desire to renew the contract, by giving two months prior notice before the expiry of the contract. The Bank shall give the vendor full access to the Fire Extinguishers to enable the vendor to provide comprehensive maintenance service.  
The vendor shall ensure that the Systems being maintained are kept in proper working conditions all the time.

All payments will be made by Head Office on satisfactory completion of the work. No penalty or interest etc., shall be payable by the Bank for any overdue maintenance charges.

The vendor shall draw branch-wise invoices for payment after completion of work. The invoices and the copy of challan duly signed by the Branch Manager with completion certificate will be submitted to Head Office.

Maintenance charges payable by the Bank are exclusive of GST  
E/RAO/GAD/Tender/F Exting.

**ANNEXURE -3**

**FORMAT OF QUOTATION FOR FIRE EXTINGUISHERS AND REFILLING CHARGES**

Type of fire equipments	Make	Basic cost New equipments	Refilling charges	GST	Total Cost	Contact Person's Name Tel. / Fax No. Address
DCP 2 kgs						
DCP 5kgs						
CO <sub>2</sub> - 3.5 Kgs						
CO <sub>2</sub> - 4.5 Kgs						
CO <sub>2</sub> 6.5 kgs <b>Trolley Mounted</b>						
ABC -5 Kgs						
ABC -2 Kgs						
ABC -1 Kg						
Mechanical Foam – 9 Litres						
Modular 5 Kgs Gas Based						
Modular -5 Kgs ABC Powder Based						
Installation Charge (if any)						
Other charges (if any)						

**(IN CASE THE RATES ARE DIFFERENT FOR DIFFERENT AREAS, SEPARATE RATES MAY BE QUOTED FOR THE SAME IN THE PRESCRIBED FORMAT)**

**Date:**

**( SIGNATURE )**

**PLACE:**

**Name & Address:  
(of the Vendor)**

