



Uttar Bihar Gramin Bank
Head Office, Kalambagh Chowk, Muzaffarpur

Tender reference no. HO/GAD/17/2024-25/357

Date: 12.07.2024

TENDER/RFP for Selection of Generator Service Provider of 50 KVA, 3-Phase Silent Generator for training Centre at Uttar Bihar Gramin Bank

Uttar Bihar Gramin Bank invites **sealed applications** from reputed Firm/Companies for Generator Services for its training center.

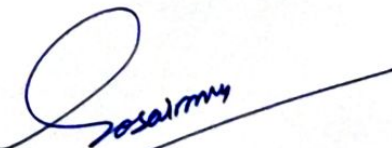
Name of the Applicant:

.....

Last date and time of submission
On 02.08.2024 up to 03:00 PM
Bid Open Date & Time
On 02.08.2024 up to 03:30 PM

Address for
communication

General Manager
Uttar Bihar Gramin Bank
Head Office, Sharma Complex
Kalambagh Chowk,
Muzaffarpur – 842001 (Bihar)


General Manager
Uttar Bihar Gramin Bank
Head Office: Muzaffarpur



Signature of Tenderer

RFP for selection of Generator Service Provider

INVITATION OF BID: -

- i. Uttar Bihar Gramin Bank (herein after referred to as 'UBGB/the Bank') having its Head Office at Kalambagh Chowk, Muzaffarpur. This request for proposal has been issued by the Bank on behalf of UBGB for hiring of Generator services for the use of training centre at Head Office Muzaffarpur.
- ii. In order to meet the Generator Service requirements, the Bank proposes to invite Bids from eligible Bidders as per details mentioned in this RFP.
- iii. Bidder/Contractor/Vendor shall mean any entity (i.e. juristic person) who meets the eligibility criteria given in this RFP and willing to provide this services as required in this RFP. The interested Bidders, who agree to all terms and condition contained in this RFP, may submit their bids with the information desired in this RFP.
- iv. Address for submission of bids, contact details including email address for sending communication are given in Schedule of Events of this RFP.
- v. The purpose of UBGB behind this RFP is to seek a detailed Technical and Commercial proposal for hiring of One Generator Set for UBGB "**Training Centre**" situated at Head Office Muzaffarpur.
- vi. This RFP document shall not be transferred, reproduced or used otherwise for a purpose other than for which it is specially issued.
- vii. Interested bidders are advised to go through the entire RFP before submission of bids to avoid any chance of elimination. The eligible bidders desirous of providing services to UBGB are invited to submit their Technical and Commercial proposal in response to this RFP. The criteria and the actual process of evaluation of the responses to this RFP and subsequent selection of the successful Bidder will be entirely at the Bank's discretion. This RFP seeks proposal from Bidders who have the necessary experience, capability & expertise to provide UBGB Head Office the proposed services adhering to Bank's requirements outlined in this RFP.

Signature of Tenderer

RFP for selection of Generator Service Provider

DISCLAIMER: -

- i. The information contained in this Request for Proposal (RFP) document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form/email by or on behalf of Uttar Bihar Gramin Bank, is subject to the terms and condition set out in this RFP document and all other terms and conditions subject to which such information is provided.
- ii. This RFP is not an offer by Uttar Bihar Gramin Bank, but an invitation to receive response from prospective Bidders.
- iii. The purpose of this RFP is to provide the Bidder(s) with information to assist preparation of their bid proposals. This RFP does not claim to contain all the information each bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information contained in this RFP and where necessary obtain independent advices/clarifications. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend and supplement the information in this RFP.
- iv. The Bank, its employees and advisors make no responsibility or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulation or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, , completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this bidding process. The bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.
- v. The Bidder is expected to examine all instructions, forms, terms and specifications in this RFP. Failure to furnish all information required under this RFP or to submit a Bid not substantially responsive to this RFP in all respect, will be at the Bidder's risk and may result in rejection of the Bid. No contractual obligation whatsoever shall arise from the RFP process unless a Purchase Order has been issued by duly authorized officers of the Bank with the selected Bidder.
- vi. The issue of this RFP does not imply that the Bank is bound to select a Bidder or to award the contract to the selected Bidder, as the case may be, for hiring of Generator and the Bank reserves the right to reject all or any of the Bids or Bidders without assigning any reason whatsoever before issuance of purchase order and/or its acceptance thereof by the successful Bidder.

Signature of the tenderer

RFP for selection of Generator Service Provider

TENDER FORMAT ALONG WITH TERMS AND CONDITIONS

NAME OF OFFICE: - Uttar Bihar Gramin Bank, Head Office, Muzaffarpur

HIRING OF GENERATOR SET: -

Sealed tenders are hereby invited for hiring of one 50 KVA, 3-phase silent generator set with CPCB compliant acoustic canopy to cater to the power load at UBGB Head Office, Muzaffarpur. Given below are the terms and conditions of the tender which is to be submitted in sealed packets.

Cover-I

For 50 KVA Generator Set for Uttar Bihar Gramin Bank, Sharma Complex, Kalambagh Chowk, Muzaffarpur.

Cover-I should be super scribed as: **Cover-I Technical Bid and Hiring of 50 KVA Silent Generator Sets for Uttar Bihar Gramin Bank, Head Office, Muzaffarpur.**

Cover-I should contain: -

- i. Tender Fee Rs. 2500/- (Rupees Two thousand five hundred only) in the form of Demand Draft in favor of "Uttar Bihar Gramin Bank, Head Office" payable at Muzaffarpur which is Non-refundable.
- ii. Earnest Money Deposit of Rs. 30,000/- (Rupees Thirty thousand only) in the form of Demand Draft in favor of "Uttar Bihar Gramin Bank, Head Office" payable at Muzaffarpur which is Refundable for unsuccessful bidder.
- iii. Documentary proof like invoice/excise gate pass as evidence that DG set being offered is not more than 3 years old on the date of submission of tender. If old set is offered in such case a signed confirmation (undertaking) on a separate sheet of paper should be submitted to the Bank that new generator is offered to the Bank if order is placed by the bank.
- iv. Tender form including the page titled "Financial Bid", signed and stamped on each page as a token of acceptance of tender terms, conditions and specification.
- v. KYC documents including copy of PAN card of proprietor if firm is proprietary or copy of PAN card of the firm if it is partnership firm.
- vi. KYC documents including copy of PAN card of individual if individual is tendering for the work.
- vii. Bidder has to provide on the letter head of the firm/company the details if any employee of the Bank is related to him or the firm engaged in the Bid or a "NIL" statement of the same.

Signature of the tenderer

RFP for selection of Generator Service Provider

Cover-II Should contain: -

- Only Annexure-II.

Tenders are to be addressed to **General Manager, Uttar Bihar Gramin Bank**, Sharma Complex, Kalambagh Chowk, Head office having control of concerned Centre and submitted in the office by 02.08.2024 up to 3.00 PM, and the same will be opened at 3.30 PM on the same day or as per schedule of the events in Annexure-III.

Cover-I (Technical Bid) will be opened first and thereafter Bank shall at its sole discretion fix time and date of opening of Cover-II (Financial Bid), which shall be intimated to the bidders. One representative of the bidder can be present to witness the tender opening.

Tenders which are not submitted with all the required documents in two covers, i.e. Cover-I and Cover-II along with proper address and super scribed properly as detailed above may not be accepted. Bank reserves the sole right to cancel/withdraw the tender without citing any reason thereof.

Schedule of events is detailed in the Annexure-III of the RFP.

Technical Specifications

For three phase Generator (More than 50 KVA):-

- The Generator should be three phase, 4 wire in OEM/OEA, CPCB compliant acoustic canopy and make as under;
Engine: Cummins/Kirloskar/Greaves/Mahindra/Ashok Leyland/Eicher.
Alternator: Stamford/Crompton Greaves/Kirloskar.
- The generator should have hour meter, volt meter, ammeter, KWH meter, KW meter, frequency meter and RPM meter.
- The generator should be provided with suitable length, size and capacity armored aluminium cable for connection to fuse grip/MCCB/Switch Fuse.


General Manager
Uttar Bihar Gramin Bank
Head Office: Muzaffarpur



Signature of the tenderer

RFP for selection of Generator Service Provider

GENERAL TERMS AND CONDITIONS FOR DG SET HIRING

1. Operating time of Diesel Generator set shall be for 24 hours of having 50 KVA capacity at Uttar Bihar Gramin Bank, Head Office, Muzaffarpur. On each & every day, qualified operator(s) shall be provided by the contractor including on Sundays and holidays.
2. Operation also includes topping of fuel, changeover operations etc., Wherever Auto Main Failure (AMF) is provided, the contractor to monitor on regular basis, the fuel level, topping if required and provide a operator in case of AMF failure. No additional charges will be paid for the same.
3. No additional rent or operator charges will be paid for operation on any holidays and weekends, as & when required by Bank.
4. Minimum wages as prescribed by the Labour act shall be payable to the operator(s) by the contractor as the case may be. The Contractor shall bind himself and shall indemnify the Bank against any claim/loss which may arise due to the non-payment/disputes of the payment to be made to the operator/workmen by the contractor.
5. The Contractor will comply with all the applicable labour laws, rules and regulations relating to P.F. Act including the payment of P.F. contribution, Payment of Bonus Act, Minimum Wages Act, Workmen's Compensation Act, ESI, CL(R&A) Act, Essential Commodities Act, Migrant Labour Act and or such other Acts or Laws or regulations passed by the Central & State, Municipal and Local Government agency or authority, including T.D.S. as per Income Tax Act, applicable from time to time. The Contractor shall be responsible for maintaining record pertaining to payment of Wages Act and also for depositing the P.F. contributions, if required, with authorities concerned.
6. The Contractor shall be responsible for proper maintenance of Registers, log books etc. as required under the applicable laws / statutory provisions and or Rules and Regulations framed there under.
7. The Contractor shall be responsible for all the claims of the employees of the Contractor and shall not make and claim whatsoever against the Bank. The Contractor's workmen will not have any right whatsoever to get absorbed in the Bank. The Contractor shall be responsible for all statutory requirements e.g. ESI, PF, labour registrations, Insurance coverage etc. The operator is responsible for all compliance of all the rules & safety regulations etc.
8. The Contractor shall engage fully trained and adequately experienced workmen, who are medically fit. They should be free from any contagious diseases. The Insurance for the workmen shall be arranged by the contractor and ensure that the operator shall be well mannered and properly dressed with shoes etc.
9. The Contractor shall obtain adequate insurance policy / policies in respect of his workmen to be engaged for the week, towards meeting the liability of compensation arising out of death / injury / disablement at work etc.
10. The Contractor shall bear all the costs and expenses in respect of all charges, including stamp duty etc. for agreement and/or any other documents/agreements, which are required to be executed.

Signature of the tenderer

11. All necessary tools like clamp meter, drilling machines and pliers and other essential tools for effective maintenance of the Diesel Generator equipment shall be provided by the contractor.
12. Contractor shall arrange for comprehensive maintenance for their Diesel Generator set as advised by the supplier for reducing the breakdowns to the minimum and for uninterrupted operation of Diesel Generator set.
13. All the maintenance expenses including replacement of spares for the Diesel Generator set along with periodic replacement of lube oil shall be borne by the contractor.
14. The Contractor / owner of the Diesel Generator set has to arrange at their own cost all necessary approval from Government of AP / APPCB or any other Statutory body including environmental clearance, if required, for installation and running of Diesel Generator set at respective sites.
15. Owner / Contractor of Diesel Generator set has to keep the diesel in safe custody under proper care at the site and has to ensure the safety of the location.
16. Owner / Contractor of the Diesel Generator set has to bear the installation / transportation charges of Diesel Generator set.
17. Owner / Contractor of the Diesel Generator set has to maintain a log book at the site to record the following:
 - i) Hour meter reading.
 - ii) Time for which the generator was operational (generator off and on timings).
 - iii) No. of Units Generated through DG Set.
18. The generator downtime shall be kept to all care shall be taken so that the downtime of DG Set is kept minimum. During the currency of the Contract, Maximum permissible frequency of failures in a month: (a) Once for approximately one hour (b) Four times for approximately half hour In case of major break downs; standby arrangement shall be made within 01 hours from the time of breakdown. In case of poor performance / non-performance of DG set taken on hire, the Bank will be entitled to deduct from the bill the penalty twice the pro-rata monthly rental for the period during which the DG Set was required to operate but did not operate.
19. 5% of annual contract value shall be kept as retention money (Performance Guarantee) during the contract period, which will be forfeited in case of poor performance or non-performance. Any of the deliverables not being delivered for more than 2 days in a quarter would mean "poor performance".
20. The contractor / firm shall be held responsible for any misdeeds / misbehaviour of their employees within the premises.
21. Self- start Battery condition shall be well maintained for trouble free operation.
22. In respect of all labour employed directly or indirectly on the work for the performance of the contractor's part of work, the contractor at his own expense, will arrange for the safety provisions as per the statutory provisions, B.I.S recommendations, factory act, workman's compensation act, CPWD code and instructions issued from time to time.

Signature of the tenderer

The contractor shall provide necessary barriers, warning signals and other provide all insurance including third party insurance as may be necessary to cover the risk. safety measures while executing the work wherever necessary so as to avoid accident. The Bank shall not be responsible for any accident occurred or damage incurred or claims arising there from during the execution of work. The contractor shall also provide all insurance including third party insurance as may be necessary to cover the risk.

23. As per the prevailing guidelines of the State/ Central Govt. (e. g. Pollution Control Board, Electrical Inspector and Power Distribution Company etc.), the permission for installation of DG sets should be obtained by the contractor and kept with the Bank. The statutory fees shall be paid by the Bank but the arrangement and liaising with the concerned Govt. Departments shall be under the scope of the Contractor. Wherever applicable, the Electricity tax for Generation of Energy based on number of Units Generated, should be paid to the Concerned Energy Dept./ Electrical Inspectorate, Electrical safety Dept. by the contractor. If any penalty or whatsoever levy on the Bank due to the non-adherence of Rules, Guidelines, by laws, provisions & Act by the contractor then same should be paid by the contractor himself.

24. LOCAL REGULATIONS, BYE-LAWS, IER, ETC.: The approval / clearance for installation of DG Set as required from regulatory bodies including but not limited to Central Pollution Control Board/ State Pollution Control Board / Local Bodies/ State Electricity Board/ other Licensing Authorities will be obtained by the supplier/ Contractor. The Diesel Generator installation is generally governed by the following regulations: a) Indian Electricity Rules 1956 as amended upto date b) Local Regulations c) Pollution control rules (State /Union Govt. Rules) d) Electricity board (State / Union Govt. Rules) The supplier/ contractor shall be responsible for preparation of all applications, submission of applications, follow-up, inspection and obtaining & delivering NOC from various authorities concerned. The payment of demand notices of the various statutory bodies shall be made by the Uttar Bihar Gramin Bank. The original payment receipt shall be logged with Uttar Bihar Gramin Bank. Uttar Bihar Gramin Bank, will only affix signatures and furnish fees to be paid for local authorities' inspection, etc. It must be clearly understood that the installation will not be taken over by Uttar Bihar Gramin Bank even after commissioning unless approval/ clearance from concerned authorities are furnished.

25. The Hire charges quoted shall be inclusive of all taxes including all taxes and duties, operator charges, night duty allowance, Overtime charges etc. Bank will pay the hiring charges at monthly intervals. However, rates quoted for monthly fixed charges should be exclusive of GST which if applicable shall be reimbursed to the contractors after being paid by them to GST authorities at prevailing rates.

26. The initial period of contract is for 3 years' period and renewable for further period of maximum 3 years, subject to satisfactory services.

27. Bank reserves the right to terminate the contract with one-month prior notice. The contractor will have to remove the D.G. sets from the Bank's premise within 3 (three) days from the date of termination or closure of the contract, at his cost, else demur rage charges @ Rs. 2000/- (Rupees Two thousand only) per day will be levied by the bank on the contractor. Mending of any damage caused to the Bank's property during installation or taking the generators out of the Bank's premises will be done by the contractor to original finish at his cost.

Signature of the tenderer

28. The rates quoted by the vendor shall be firm & fixed and no variation will be allowed in individual rates on any account till contract period.
29. The firm to whom the contract is awarded will have to submit non judicial stamp paper (Rs.1000/- or stamp duty as per the Stamps Act requirements).
30. The vendors are requested to acquaint themselves with the site conditions, terms & conditions, schedule of items and technical specifications of the Tender and should seek requisite clarifications, if required, from UBGB Muzaffarpur before quoting the rates. Address and contact Details of contact is as under:

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

31. The vendor shall not assign or sublet the contract wholly or partially to any other party or individual.
32. It is essential on the part of contractors to quote their rates as per format provided in Annexure-II.
33. If the successful bidder fails to perform after the commencement of the contract within the specified time period, the earnest money deposited by the bidder will be forfeited including blacklisting of defaulter vendor and the bank will be at liberty to entrust the job to the next successful / any other vendor within its sole discretion.
34. Any violation in the terms and conditions of tender document and contract shall be treated as breach of contract on the vendor's part for which Bank will be at liberty to cancel the tender / terminate the agreement.
35. All kinds of maintenance including periodical servicing of the Generator sets / AMF system and arrangement of Diesel required for daily running of the generator sets etc. shall be the responsibility of the Vendor/Contractor.
36. It shall be sole responsibility of the vendor to extend all necessary help to the Bank authorities including follow up and Liaisoning and arrange to obtain necessary permission from the North Bihar Power Distribution Company Ltd. & Directorate of Electrical Safety, required if any.
37. It will be sole responsibility of the vendor to ensure proper distribution of load on all the phase. The Generator sets should however, be capable to sustain 30% unbalanced loading conditions on all the phases. However, the Bank shall bear no responsibility for any kind of failure in the Generator sets on account of unbalanced load on the different phases etc. The vendor shall keep daily check over the loads on all the phase and will initiate corrective steps under the supervision of their valid "A" Class License holder electrical contractor with the approval of the Bank's authorities.
38. The vendor will provide suitable Batteries for the operation of "Self-Starter" and will maintain the same at his own cost in good working conditions.

Signature of the tenderer

39. The vendor should put their signature on each page of the tender document (Both on Part-I containing Technical specifications terms & condition and Part-II containing Financial Bid) without the signature the tender shall be liable for rejection without any notice.
40. Conditional and non-complete Tenders are liable for rejection.
41. Bidder shall visit Banks's website www.ubgb.co.in for tender details and any corrigendum/addendum/update etc. before submission of the tender and arrange accordingly.
42. Bank reserves the absolute right to accept / reject any or all the offers / tenders received without assigning any reason whatsoever.

Declaration:

I / We have read and understood all the above terms and conditions carefully and undertake to abide by all of them.

Address:
Date:
Phone no:
Mobile no:

Signature and seal of vendor

Annexure -I

TO
The General Manager
Uttar Bihar Gramin Bank
Head Office-Muzaffarour

Sr. No	Description	Details of the Bidder
1	Name of the Company /Firm/Proprietor	
2	Registered Address	
3	Landline/Mobile No	
4	Email ID	
5	Contact person & Mobile No	
6	Name of the Directors/proprietor	
7	Year of establishment	
8	GST Registration details	
9	PAN Details	
10	If services provided in other Bank/institutions, Please give detail	
11	DD Details	
12	EMD details	

"It is confirmed that new generator as per tender specifications, terms and conditions shall be provided, in case our tender is accepted by the bank for placement of order".

Date:

Signature of the tenderer

RFP for selection of Generator Service Provider

Annexure-II

Financial Bid (Price)

(To be Submitted in Sealed Envelope Clearly Marked as Financial Bid for 50 KVA Silent Generator Set for 'Uttar Bihar Gramin Bank' on Envelope with Name of Firm/Company.)

Hiring of 50 KVA Silent Generator Set with AMF facility for Training Centre of Uttar Bihar Gramin Bank, Head Office, Muzaffarpur.

Rent Per Month.....

Date:

Place:

Signature of the tenderer

Annexure-III

Schedule of Events:

S. no.	Particulars	Remarks
1	RFP issued/ Bid Document Availability including changes/amendments, if any be issued	30-07-2024 Available on the Bank's website https://www.ubgb.in
2	Last date for requesting clarification	30-07-2024 up to 3:00 p.m.
3	Clarifications to queries raised will be provided by the bank	On or before 30-07-2024
4	Last date and time for Bid submission	30-07-2024 up to 3:00 PM
5	Date and time of opening of Technical Bids	30-07-2024 at 3.30 PM
6	Opening of Financial Bids	Shall be communicated to such bidders who qualify in the Technical bid.
7	Earnest Money Deposit	Rs. 30,000/- only. EMD should be in the form of Demand Draft in Favor of Uttar Bihar Gramin Bank Head Office, Muzaffarpur
8	Contact details of issuing department (Name, Designation, Mobile NO., Email address for sending any kind of correspondence regarding this RFP)	General Manager Uttar Bihar Gramin Bank Head Office, Sharma Complex Kalambagh Chowk Muzaffarpur - 842001 (Bihar)

Signature of the tenderer