



**PREMISES DEPARTMENT
ZONAL OFFICE KANPUR**

**REQUEST FOR QUOTATION
SUPPLY & INSTALLATION OF STRONG ROOM DOOR WITH GRILLED GATE
& STRONG ROOM AIR VENTILATOR AT NEW PREMISES OF RURA
BRANCH, DISTRICT – KANNAUJ**

Reference No: ZOK: PRM: 2021-22:06
Date: 18/12/2021

Issued to:

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Last date of Submission of Quotation	24/12/2021 upto 15:00 HRS at Indian Bank, Zonal Office, Premises Department, 15/287, Civil Lines, Mall Road, Bada Chauraha, Near Z-Square Mall, Kanpur - 208001
Date of Quotation Opening	24/12/2021 at 16:00 HRS Indian Bank, Zonal Office, Premises Department, 15/287, Civil Lines, Mall Road, Bada Chauraha, Near Z-Square Mall, Kanpur - 208001



INDIAN BANK
ZONAL OFFICE - KANPUR

NOTICE INVITING QUOTATION

Indian Bank, Zonal Office Kanpur invites competitive sealed quotations from Original Equipment Manufacturers (OEM) / Authorized Dealers empanelled with our Bank for Supply & Installation of Strong Room Door with Grilled Gate & Air Ventilator at Indian Bank – Rura Branch (District – Kannauj) (M/s Godrej & Boyce Mfg. Co. Ltd And M/s Gunnebo India Pvt Ltd). The quotation documents can be downloaded from the Bank’s website (www.indianbank.in) under Tender Column.

Name of work	Supply & Installation of Strong Room Door with Grilled Gate & Strong Room Air Ventilator at Indian Bank – Rura Branch, District – Kannauj
Period of completion	10 days from the date of issue of the Purchase Order
Validity of Quotation	90 Days from the date of opening
Payment	No advance payment shall be given. Statutory deductions towards Income tax, GST-TDS, Labour Welfare Fund etc shall be made from the amount payable to the successful vendor. Payment will be made after successful supply and installation of cabinets at the site.
Liquidated Damages	If the supplier fails to deliver the Goods or does not perform the services within the time period specified in the contract, the contractor will be levied liquidated damages @ ½ % per week of delay subject to a maximum of 5% of the contract amount. Further, Bank will be at liberty to terminate the Contract and firm may be barred from participating in future bids.
Quotation Documents	Quotation documents can be obtained from our website : www.indianbank.in/tenders or may be obtained from our Zonal Office Kanpur in working hours from 18/12/2021 to 24/12/2021
Last date of submission of quotations	24/12/2021 upto 15:00 HRS at Indian Bank, Zonal Office, Premises Department, 15/287, Civil Lines, Mall Road, Bada Chauraha, Near Z-Square Mall, Kanpur - 208001
Date of opening of Quotations	24/12/2021 at 16:00 HRS Indian Bank, Zonal Office, Premises Department, 15/287, Civil Lines, Mall Road, Bada Chauraha, Near Z-Square Mall, Kanpur – 208001. Representatives of Bidder may be present during opening of Bids. However Bids would be opened even in the absence of any or all the bidder’s representatives.
Bidder Contact Details.	Bidder to provide following information. 1) Name of Company. 2) Contact Person. 3) Mailing address with Pin Code. 4) Telephone number, Mobile Number and E- Mail ID. 5) GST No. of the Company.

Note:

1. The bank reserves the right to reject any bid without assigning any reason whatsoever.
2. The rates quoted by the Firm shall be based only on the specifications and conditions of the schedule of quantities (SOQ).

ZONAL MANAGER



LETTER SUBMITTING QUOTATION

The Zonal Manager
Indian Bank
Zonal Office Kanpur
15/287, Civil Lines, Mall Road,
Bada Chauraha, Kanpur – 208001

Dear Sir,

**SUB: Invitation of Quotation for Supply & Installation of Strong Room Door with Grilled Gate
& Air Ventilator at Rura Branch, District – Kannauj
RFQ – ZOK:PRM : 2021-22 :06 dated 18/12/2021**

Having examined the specifications, conditions and schedule of quantities prepared by you, and satisfying ourselves as to the location of the site and working conditions, I/We hereby offer to execute the above works at the respective rates which I/We have quoted for the items in the Schedule of Quantities.

I/We further agree to complete the work within the stipulated time as specified in the Quotation Document.

I / We understand that Indian Bank is not bound to accept the lowest quotation or bound to assign any reasons for rejecting our quotation.

I / We understand that Indian Bank may award the work to more than one Contractor and I / we shall make no claims whatsoever if Indian Bank accept only a part of my / our Quotation.

I / We unconditionally agree to Indian Bank's conditions as stipulated in the Documents.

I/We agree to keep our tender open for **90 (Ninety) days** from the date of opening of quotation.

I / We agree that in case of my / our failure to execute the work in accordance with the specifications and instructions received from the Bank during the course of the work, Bank reserves the right to terminate my work order and recover all the dues to the Bank from the payment receivable by me. Further, I may also be barred from participating in any type of bid invited by Bank or its subsidiaries in future.

Thanking you,

Yours faithfully,

[To be signed by the Authorized Representative of
Firm who has the Power to do so]

Place:

Date :

Name:

Address:

Seal:



GENERAL TERMS & CONDITIONS

1. All papers connected with the bid, including these instructions, schedule of items, etc should be signed and returned by the Bidder to the Bank while submitting the bid. Incomplete bids are liable for rejection.
2. No alteration shall be made on Bid Document including Schedule of Items by the Bidders. Any discrepancies noticed in the Tender Documents shall be brought to the notice of the concerned official of the Bank and any written instructions received from the Bank, as reply will be deemed to have been incorporated herein. **Overwriting of the figures is not permitted.**
3. Sealed quotations should be addressed to **The Zonal Manager , Indian Bank, Zonal Office, 15/287, M.G Road, The Mall, Bada Chauraha, Kanpur** and should reach the Bank before 1600 hrs on **24/12/2021**
4. Late/delayed offer shall not be accepted after due date and time of submission of tender.
5. The firms should quote the rate in figures as well as in words and where there is a difference between the two; the rates given in words will be taken as authentic. If there is any discrepancy between the rate and amount, the unit rate will be considered as correct one. All arithmetical mistakes noticed during verification of the Tender shall be corrected.
6. Before quoting the price, the bidder should visit the work site and ascertain himself on all factors pertaining to the scope of works, facilities available, etc.
7. The work is to be completed within a period of 10 days from the date of issuance of work order.
8. The rate quoted will comprise of unit price plus GST as applicable including installation charge. No other taxes and duties (Shipment, packing, freight from factory to the destination site, insurance, handling and clearing charges, etc.) will be entertained by Bank.
9. The bill will invariably contain product serial number along with a certificate that the product complies with latest BIS standard. BIS certification by way of a metallic label on the product with serial number will be mandatory requirement for supply of strong room door. Labeling of such specification is mandatory and no other self declaration will substitute this provision.

10. Payment Terms :

- (a) No advance payment will be made.
 - (b) Payment of 95% of the cost of equipment shall be made by the Branch to the supplier on receipt of specified goods at the site and successful installation of the equipment and proper Tax Invoice.
 - (c) Payment of balance amount shall be made by the Branch after 2 months from the date of installation provided no defects is observed during this period which will be duly certified by the Branch Manager / Officer – In – Charge of Zonal Office.
 - (d) The Contractor has to furnish proof for the following, before release of payment.
 - a. PAN
 - b. GST
 - c. Name of the Account holder, Account Number, Branch Name, IFSC Code of the BankBranch
 - (e) All payment will be made to the Vendor in Indian Rupees through IOI/NEFT/RTGS.
11. No escalation in the rates will be allowed under any circumstances.
 12. The successful bidder is bound to carry out the entire work within the stipulated period in the appendix. If the work not completed up to the satisfaction of the Bank within the stipulated period of 10 days, the supplier shall be bound to pay the employer a sum equivalent to ½ % of the accepted sum per week subjected to maximum deduction of 5% of the accepted tender amount by the way of liquidated damage. Once the maximum is reached, Bank may consider termination of contract and shall be entitled to terminate it. Further, the firm will be barred by Bank from participating in any bid / tender in future.
 13. Extension of time in days will be granted by the Bank if proved that Vendor is not at fault for extending the work beyond stipulated date of completion.
 14. The firm shall acquaint himself with the site conditions, making his own arrangement for storing of material at site, lift, cartage, etc.



15. The firm will attend to all defects noticed during the warranty period. If the firm fails to attend the defects, these defects will be rectified by the Bank the expenditure incurred on this account will be recovered from the firm.
16. The firms shall be responsible for application of labour laws compensation for injury and accident to person, whether employed by him or by his sub-contractor.
17. The firm will take necessary precautions for carrying out the work avoiding any damage to structure/decorative part of the property. The firm will rectify the damage at its own cost.
18. The contractor shall ensure that workman employed by him for execution of work are suitably covered against Workmen's Compensation Act and that all liabilities arising out of Workmen's Compensation Act, ESIS and other legislative enactment applicable to such works and workmen shall be to contractor's account.
19. The final rate quoted by the contractor will be inclusive of GST and no extra amount will be paid on this account.
20. Income tax as applicable, if any, will be deducted at source from the contractors bill and will be deposited with the ITO as per rules.
21. The Bank may delay the progress of work without, in any way, violating the contract and grant such extension of time for the commencement of the contract as it may think proper and sufficient in consequences of such delay and the contractor shall not make claim for compensation or damage in relation thereof.
22. Conditional quotations shall not be accepted by the Bank.
23. This is an item rate tender. The quantities given in the Schedule of Items are approximate and payment shall be made only for the quantities executed, as per actual measurements. The Contractor is not entitled for any sort of compensation towards materials procured/ stored in excess of the actual requirement, if any.
24. The Bank has right to terminate the contract, if the contractor abandons the work, or fails to commence and complete the work on time or fails to abide by the contract conditions.
- 25. The supplier / dealer should submit the certificate of dealership of any of the said companies.**
26. The period of warranty shall start from the date of installation of above said items.
- 27. Product shall be delivered to site covered with Bubble Sheet to avoid any breakage, etc. However, in case of any damage arising out of transportation, etc, the same shall be replaced immediately by the supplier without any extra cost.**
- 28. The firm should submit their proof of GST Identification Number along with the quotation.**
29. The Bank reserves the right to accept or reject any or all the quotations, accept part of any quotation or entrust the entire work to any contractor or divide the work to more than one contractor(item wise) without assigning any reasons whatsoever.
30. Arbitration: In case of any dispute between Bank & contractor, the decision taken by the Arbitrator who will be appointed by the Bank shall be final and binding to Contractor / Firm.

(Signature of Dealer / Supplier along with Seal of Firm)



ANNEXURE - A

APPLICATION FORMAT

1	Name of Original Equipment Manufacturer (OEM) / Supplier	
2	Registered Address of the Applicant with Telephone No & Email ID	
3	Mention the GST Registration No. Furnish the copy of such registration certificate	
4	Dealership Certificate of the Company	
5	Total Distance in kilometers of Outlets / Service Centers from Zonal Office	

(Signature of Supplier along with the seal)



ANNEXURE - B

Price Bid for Supply and Installation of Strong Room Door with Grilled Gate & Air Ventilator at Rura Branch, District – Kannauj under ZO Kanpur

S.No	Description of Item	Unit	Qty	Amount (Rs.)
1	Supplying & Installation/ fixing of Strong Room Door with Grilled Gate conforming to IS 11188 (Part 1, 2 & 3) or its latest version as applicable including unpacking, erecting and placing in position with necessary supports including all ancillary works, loading, unloading, other incidental expenses etc complete. Product must be BIS Certified ; The BIS plate must contain all the mandatory details along with manufacturers name / Brand Name, Class & Rating of Door, Year of manufacturing, CML No allotted by BIS to the manufacturer, etc.			
A	Cost of Strong Room Door Class – B / Class - II (TRTL 30, FR 30) with BIS Labeled & Year of Manufacturing. The cost includes grill gate + clenching mechanism + air exhaust fan + air ventilator + ventilator cage + limit switch + installation and other expenses	SET	1	
B	GST (___ %)			
C	Grand Total			
D	Amount in Words :			

WARRANTY PERIOD - _____

Note:

- 1. The Supplier may visit the site to understand the conditions before submitting the quotation.**
- 2. It is must for the vendors / suppliers to enclose the relevant documents of the product.**
- 3. The rate includes all applicable Taxes and levies, transportation, loading & unloading, labour charges, installation charges, all other incidental charges etc complete.**

DATE :

PLACE :

MOBILE NO. :

EMAIL ID :

(Signature of Supplier along with Seal of Firm)