



**PREMISES DEPARTMENT
ZONAL OFFICE DEHRADUN**

**REQUEST FOR QUOTATION FOR EMPANELMENT OF VENDOR FOR
SUPPLY, DELIVERY AND INSTALLATION OF INVERTORS ON NEED BASIS
FOR SELECTED BRANCHES/OFFICES UNDER ZONAL OFFICE DEHRADUN**

Ref. No : ZODDN:PRM:2023-24:01

Date: 23.01.2024

Last date for submission of Quotation	13.02.2024 upto 15:00 Hrs at Indian Bank, Zonal Office, Premises Department, 1 ST Floor, 1, Gandhi Road, Clock Tower, Dehradun -248001
Date of Opening of Quotation	15.02.2024 at 15:30 Hrs at Indian Bank, Zonal Office, Premises Department, 1 st Floor, 1, Gandhi Road, Clock Tower, Dehradun - 248001



ZONAL OFFICE – DEHRADUN

NOTICE INVITING QUOTATION

Indian Bank, Zonal Office DEHRADUN invites sealed quotations on item rate basis from the reputed OEM / Authorized Dealers / Authorized Suppliers for supply, installation, testing and commission of inverter with batteries in Branches under its jurisdiction on need based basis. The Quotation Documents can be downloaded from the Bank's website (www.indianbank.in) under Tender Column.

Name of Work - Supply, Installation, Testing and Commission of Inverter & Batteries in Branches under ZO DEHRADUN on need based basis.

Eligibility of Bidders:

S.No	Eligibility Criteria	Documents Required
1	The Bidder should be an OEM or Authorized Channel Partner / Dealer / Supplier of OEM	Manufacturer Authorized Form / Certificate Signed by the Authorized Signatory of OEM / Dealership Certificate or any other Valid Document.
2	The Bidder should have local office / Branch office / authorized dealer at DEHRADUN.	Copy of Requisite Document as proof of the local address.
3	The Bidder should have been operating in India for a minimum period of 3 years as on 31.03.2023	Copy of Certificate of Incorporation / Partnership Deed signed by Authorized Signatory to be Submitted
4	The Bidder should have carried out at least 03 works in the last 2 years of similar nature in any Public Sector Bank / Public Sector Enterprises / State Government Organizations / Central Government Organizations or reputed MNCs.	Copy of Purchase Order and Installation Report or Credential Letters from the concerned organization confirming supply, installation and maintenance of concerned items.
5	The Bidder should have valid GST Number	Copy of GST Certificate
6	The Bidder should be registered with Income Tax Authority	Copy of PAN Number and Last three financial year ITR

Scope of Work :

The scope of work includes following activities expected from the selected firm -

- Order for Inverter and Batteries will be placed on need based basis for Branches / Offices.**
- The inverter, tubular batteries along with stand and necessary wiring will be installed at appropriate place/s as per the directives of Zonal Office or Branch Manager from where it is easy to access and use. The specifications for inverter and batteries mentioned in the Price Bid
- Bidder should be capable of providing all the equipment and services thereon for which they have submitted their bids.



4. Bidders need to have a co-ordination with their OEM (if any) for integrating the items supplied by them for the Branches / Offices to function smoothly.
5. Telephonic, email, remote or onsite support during deployment activities and till Warranty support.
6. The bidder must provide a standby unit of equivalent capacity and specification on same day in case of any major break down during the warranty period.
7. Preventive Maintenance of complete setup of Inverter system for a period of two years to be undertaken.
8. Minimum 03 Numbers of Preventive maintenance shall be carried out in a year. Schedule for the same to be shared along with the proposal and attaining to any number of Breakdown calls within 4 hours from the time of call.

Validity of Rate Contract:

The price quoted should be valid for 1 year from the date of issuing first purchase order. However, after the completion of initial rate contract period of 1 (one) year, the contract may be extended/renewed for a further period of 3-6 months as would be decided by the Bank on the same terms and conditions as mentioned herein at mutual consent of both the bidder & the Bank.

Note: –

1. Any bid received after the specified date and time of the receipt of bids as mentioned above will not be accepted by Bank.
2. Indian Bank is not responsible for non-receipt of response to Quotation within the specified date and time due to any reason including postal holidays or delays. In case the specified date of submission and opening of bids is declared a holiday in Uttarakhand under NI Act, the quotations will be received till the specified time on next working day and quotation will be opened at specified time on that day.
3. If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from taking up the work in Indian Bank.
4. In submitting a proposal, Bidder understands that Bank will determine at its sole discretion which proposal, if any, is accepted. Bidder waives any right to claim damages of any nature whatsoever based on the selection process, final selection, and any communications associated with the selection.
Bank reserves the right to award the Contract to the Bidder(s) whose proposal is deemed to be the most advantageous in meeting the specifications of the RFQ. In addition, Bank reserves the right to add or waive any requirements contained in this RFQ at its sole discretion with regard to proposals submitted. Bank's decision on award of Contract shall be final and binding on all the Bidders. Bank shall be at liberty to cancel the RFQ/ Reverse auction process at any time, before ordering, without assigning any reason. Bank is not bound to accept the Lowest (L1) bidder and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.



5. The Bank reserves the right to verify the particulars furnished by the applicant independently.
6. Each and every page of the quotation document and correspondences accompanying the quotation shall have to be duly signed and stamped by the Bidder / Authorized Signatory before submission.
7. The rates quoted by the bidder shall be based only on the specifications and conditions of the tender documents.
8. The selected bidders are required to supply and install the inverter and batteries in the Branches based on the requirement within 7 days from the date of purchase order. If the Vendor fails to deliver or install the batteries within the mentioned timeline i.e 7 days, Bank will have the discretion to cancel or nullify the purchase order issued to L1 Vendor and the same may be awarded to other Vendor who agreed to supply and install the material at L1 rates.

ZONAL MANAGER



1. **Purpose :-**

The purpose of this RFQ is to inform potential Bidders/ OEM'S/ partner of a business opportunity and to fix item rate for Supply, Installation and Commissioning of Inverter& Battery set-up on need based basis in the Branches / Offices under ZO DEHRADUN. Based upon the review and evaluation of proposals offered in response to this RFQ, Bank may at its sole discretion negotiate and enter into contracts with one or more successful Bidders.

Notwithstanding any other provision herein, Bidder participation in this process is voluntary and at Bidder's sole discretion. Price will be a consideration but will not be the sole factor in Bank's decision to award a contractual relationship. Bank reserves the right to accept or reject any or all bids from a specific or multiple Bidders for any reason at any time. Bank also reserves the right at its sole discretion to select or reject any or all Bidder(s) in this process and will not be responsible for any direct or indirect costs incurred by the Bidders in this process.

2. **Confidentiality Provision:-**

The terms of this RFQ, the information provided by Bank herein and all other information provided by Bidder in connection with the services offered to be provided by the Bidder pursuant to this RFQ, are to be treated by Bidder as strictly confidential and proprietary. Such materials are to be used solely for the purpose of responding to this request. Access shall not be granted to third parties except upon prior consent of Bank and upon the written agreement of the intended recipient to treat the same as confidential.

3. **Submission of Quotation:-**

The Quotation must be submitted in Original or as per details given here under. The rates shall be filled in the schedule given in Price Bid section attached with this document .Quotation should be placed in sealed envelope duly super scribed as "Quotation for Supply, Installation, Testing and Commission of Inverter and Batteries in Branches under ZO DEHRADUN" and addressed to "**The Zonal Manager, Indian Bank, Zonal Office, Premises Department, 1ST Floor, 1, Gandhi Road, Clock Tower, Dehradun -248001, UK**"

4. **RFQ Schedule:-**

Bidder's deadline for submitting any queries, if any – 12.02.2024

Bidder's deadline for submitting response to RFQ – 12.02.2024

5. **Acceptance of Proposal :-**

Bank reserves the right to modify the terms of the RFQ at any time at its sole discretion and the same will be uploaded on the website <https://indianbank.in/tenders/>. The bidders have to remain updated about the same from the website and Bank will not be responsible for such information not



being downloaded by the bidder. Subsequent to the submission of proposals, interviews and negotiations may be conducted with one or more Bidders, but there will be no obligation to receive further information, whether written or oral, from any Bidder not to disclose the nature of any proposal received.

This RFQ should not be construed as an agreement to purchase products or services. Indian Bank does not bind itself to accept the lowest bid or any bid and reserves to itself the right of accepting the whole or any part of the bid and the bidder shall be bound to perform the same at the rate quoted.

6. While Bank has used considerable efforts to ensure an accurate representation of information in this RFQ as per its current understanding of the requirements, the information contained in this RFQ is supplied as a guideline for Bidders. The information is not guaranteed or warranted accurate by Bank, nor is it necessarily comprehensive or exhaustive. Nothing in this RFQ is intended to relieve Bidders from forming their own opinions and conclusions with respect to the matters addressed in this RFQ. In the event, Indian Bank finds that the objectives of the intended system is better achieved by processes/procedures other than those mentioned in this document, Bank shall have the right irrespective of the fact whether it has already received proposals from intending bidders or not, to effect such changes and enter into negotiations with one or more Bidders at its sole discretion for such changed/modified processes.
7. The bidder shall give a list of his relatives working with the Indian Bank along with their designations and addresses.
8. No employee of the Indian Bank is allowed to work as a contractor for a period of two years of his retirement from Indian Bank service, without the previous permission of the Indian Bank. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Indian Bank as aforesaid before submission of the bid.
9. **The price should be valid for 1 year from the date of issuing first purchase order.** However, after the completion of initial rate contract period of 1 (one) year, the contract may be extended/renewed for a further period of 3-6 months as would be decided by the Bank on the same terms and conditions as mentioned herein at mutual consent of both the bidder & the Bank.

The performance of the selected bidder shall be reviewed every quarter and the Bank reserves the right to terminate the contract at its sole discretion by giving 30 days notice without assigning any reasons and without any cost or compensation thereof. Any offer falling short of the contract validity period is liable for rejection.

10. The acceptance of a bid will rest with the Indian Bank and the Indian Bank reserves to itself the authority to reject any or all of the bids received without the assignment of a reason. Bids in which any of the prescribed conditions are not fulfilled (or) are incomplete in any respect are liable to be rejected. The Indian Bank



reserves the right to accept the bid in full or in part and the bidder shall have no claim for revision of rates or other conditions if his bid is accepted in parts.

11. Canvassing in connection with bids is strictly prohibited and the bids submitted by the bidders who resort to canvassing will be liable to rejection.
12. All rates shall be quoted on the proper form. All the entries to be made legibly in ink only. Rates written in pencil or any other mode shall not be considered for evaluation and will be rejected.
13. On acceptance of the bid the name of the accredited representative(s) of the firm who would be responsible for taking instructions from the Indian Bank shall be communicated to the Indian Bank.
14. Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that interpolation is not possible. The total amount should be written both in words and in figures.
15. During evaluation of bids, the Bank may, at its discretion ask the bidders for clarification of its bid. The request for clarification shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of the bidder shall be entertained.
16. The firm shall be required to maintain the site in a neat and clean condition at all times to the satisfaction of the Employer.
17. Employer reserves the right to insist on selection of material, workmanship, detailing and finishes, which they consider, is appropriate, and suitable for the intended use. The contractor is not eligible to claim extra on this account.
18. Employer will require the contractor to produce, samples of all the materials, accessories/ finishes prior to procurement/ manufacture. The samples of the materials for the work shall be got approved from the Employer. Failure to comply with these instructions can result in rejection of the work/materials.
19. The Bidder should note that he should execute his part of work without causing any damage to any component of the building and also without disturbing the occupants. Any damage so caused shall be made good at the cost & risk of the bidder.
20. The bidder is required to guarantee that exchange rate fluctuations, changes in import duty & other applicable taxes (if any) will not affect the Rupee value of the commercial bid over the price validity period.
21. The bidder shall not quote for the products, whose End of Sale/ End of Support/ End of Life have been declared by the OEM. The Bidder has to ensure that any equipment supplied as part of this TENDER should not reach end of support or end of life for at least 5 years postdate of acceptance of such equipment by the Bank.
22. This RFQ is Item Rate Contract. Bank does not guarantee any minimum or maximum quantity of procurement. Purchase Order shall be placed by ZO only. Delivery locations shall be any Branch / Offices located in Urrarakhand, based on the need and requirement of Bank. **Conditional tenders shall not be accepted on any ground and shall be summarily rejected.**



23. **The Bid is liable to be rejected if:**

- The document doesn't bear signature of authorized person.
- It is received through E-mail.
- It is received after expiry of the due date and time stipulated for Bid submission.
- The bidder submits Incomplete Bids, including non-submission or non- furnishing of requisite documents / Conditional Bids / Bids not conforming to the terms and conditions stipulated in this RFQ.

24. **Price:-**

- **The Price Bid must include GST and other applicable taxes (if any).**
- **The bidder shall keep the price valid for a period of 1 year from the date of issue of first Purchase Order.** The Bank further reserves the right to reject any or all offers based on its own evaluation of the offers received, or on the basis of stability, capabilities, track records, reputation among users and other similar features of a bidder.
- Prices quoted by the Bidder shall be in Indian Rupees and not subject to any price escalation, if the order is placed within the validity period.

25. **Payment :-**

1. 97% of the order value along with GST and other applicable taxes (if any) on actual basis will be paid on delivery, installation and acceptance of ordered items, after realizing penalty charges for late delivery and / or late installation, if any. The claim for payment should contain proof of delivery, installation note & User Acceptance Report signed by an authorized official of the Bank / Branch at the respective sites etc.
 2. The balance 3% of the invoice amount will be kept as retention money and will be released on submission of performance security of 3% of order value valid upto minimum period of 3 years from the date of installation of batteries.
 3. Payment will be made by respective Branch within 15 days from the date of installation of inverter and batteries subject to submission of proper tax invoice by the Vendor along with the copy of that invoice to Zonal Office.
 4. The selected bidder in presence of the Bank's authorized officials may conduct acceptance test at the site. No additional charges shall be payable by the Bank for carrying out these acceptance tests.
26. Indian Bank, if deemed fit, may inspect any or all of the hardware items at Vendor's manufacturing site before shipment to respective Branches/Office of the Bank, to verify that the items shipped are as per the specification specified in the item rate price bid.
27. The Bank reserves the right to shift the equipments to other locations in case of exigencies. In such cases the vendor has to arrange shifting of the equipments and install the same at the new location. In case of shifting of the hardware the vendor will arrange for shifting at mutually agreed shifting charges. Cost for obtaining



necessary road permits and other related permits will be the responsibility of selected bidder.

28. At the destination site, the cartons will be opened only in the presence of Bank Officials and Vendor representative. A sticker mentioning the date of installation and the period of warranty along with the Name of the Vendor and the Service Support Call Centre Number must be pasted on each equipment. This is mandatory at the time of installation of the system, the compliance of which must be reported in the installation report.
29. The vendor must provide 2 years on-site comprehensive warranty for Inverter covering all spare parts & service from the date of acceptance of the systems by Indian Bank at the respective locations & 3+2 years Warranty for Batteries to be supplied with Inverters. The request for support shall have to be attended by the Vendor/OEM even if the request is made over telephone/ SMS or by e- mail by the respective sites, within 4 hours at all other places (Response time). The entire equipment should be repaired within 48 hours (Resolution time). The Vendor shall be fully responsible for the manufacturer's warranty for all equipment, accessories, spare parts etc. against any defects arising from design, material, manufacturing, workmanship, or any act or omission of the manufacturer / Vendor or any defect that may develop under normal use of supplied equipment during the warranty period.

During the warranty period, the bidder, shall conduct preventive maintenance checks for topping of Batteries for the supplied once in every 4 months basis or as required and no charges shall be payable for such maintenance. In case the successful bidder is not ready to provide the support during the warranty, support will be provided by OEM directly or their other authorized partners for warranty period of the product without any additional cost to the Bank.

30. The Contractor shall take all precautionary measures to ensure the safety of the workmen employed by it. The contractor shall be fully responsible for the any injury or damage caused to the workmen deployed by him at site for carrying out the work and Bank has nothing to do with such happenings and in no way shall be held responsible for the same.
31. The time allowed for completing the works at each site is 7 days to be reckoned from the date of supply of inverter and batteries at the site.
32. If the Contractor fails to complete any or all the works by the date/s named in Clause 31(Date of Completion) or within any extended time (permitted by Bank) then the Contractor shall pay or allow the Employer the sum to be worked out at 0.5% of contract value per week to be recovered as Liquidated Damages (and not by way of penalty) for the delay, beyond the said date or extended time, as the case may be, during which the works shall remain unfinished and such damages may be deducted from any moneys due or which may become due to the Contractor. The maximum amount of Liquidated damages shall be 10% of contract value.



33. **Extension of time:** If in the opinion of the Employer, the works be delayed (a) by reason of any exceptionally inclement weather or (b) by reason of instructions from the employer in consequence of proceedings taken or threatened by or disputes, with adjoining or neighbouring owners or (c) by the works, or delay of other contractors nominated by the employer and not referred to in the specification or (d) by the reason of authorized extra and additions or (e) by reason or any combination or works men or strikes or lock-out affecting any of the building trade or (f) from other causes which the employer may consider are beyond the control of the contractor, the employer at the completion of the time allowed for the contract shall make fair and reasonable extension of time for completion in respect therefore. In the event of the employer failing to give possession of the site upon the day specified above, the time of completion shall be extended suitably.

In case of such strikes or lockouts as are referred to above, the contractor shall, immediately give the employer, written notice thereof. Nevertheless he shall use his best endeavours to prevent delay, and shall do all that may be reasonably required, to the satisfaction of the employer for any extension of time for completion hereunder (which shall be final and binding on the contractor) shall be promulgated at the conclusion of such strike or lock-out and the employer shall then, in the event of an extension being, granted, determine, and declare the final completion date. The provision in clause 32 with respect to payments of liquidated damages shall be construed as if the extended date fixed by the employer was substituted for and the damages shall be deducted accordingly. The contractor /vendor failed to carry out the works as per schedule/Quality, the same shall be carryout with different agencies and the actual amount will be deducted from the contractor bills.

34. Payment to the contractor shall be made as per actual work done of site.
35. The contractor agency shall keep particular vigil on his workers to maintain very good workmanship of all items, failing which no payment shall be made and no claim of material/labour used shall be made to him in any case, and the same work shall be executed by him again without charging any extra cost.

DECLARATION:

I / We hereby declare that I / We read and understood the above terms and conditions and that we shall abide by them if the work is awarded to us.

Signature & Seal of the Bidder



GENERAL INFORMATION OF THE FIRM

<u>S.N</u> <u>O</u>	<u>PARTICULARS</u>	<u>DETAILS</u>
1	Name of Organization / Firm / Company	
2	Year of Establishment	
3	Registered Address (Please provide the address proof)	
4	Email Id	
5	Mobile Number of Authorized Person	
6	Whether the tenderer is an Individual / Proprietary Firm / Partnership Firm / Limited Company / Corporation. Please attach requisite documents as proof	
7	Whether registered with the registrar of companies /registrar of firms. If so, mention number and date.	
8	Name & Mobile Numbers of Directors / Partners / Proprietor	1. 2.
9	Whether registered as MSME Organization? If so, provide the date of registration, validity & License No	
10	Banker's Details – (Please attach copy of cancelled cheque as proof) (i) Banker's Name : (ii) Account No. : (iii) Type of Account : (iv) IFSC :
11	Registration with Government Authorities	
	1.PAN No (Attach Copy of PAN No)	
	2.GSTIN No. (Attach Copy of GSTIN)	

12	Whether last three years IT returns filed (Enclose Self Attested Copy of ITR Return) FY 2020-21 (AY 2021-22) FY 2021-22 (AY 2022-23) FY 2022-23 (AY 2023-24)	
13	Turn Over of the following years :	
	FY 2020-21	
	FY 2021-22	
	FY 2022-23	
14	Please attach copy of Audited Balance Sheet and Profit Loss Statement as proof	
15	Was the applicant ever required to suspend works for a period of more than six months continuously after commencement of work? If so, give the name of the project and give reasons thereof.	
16	Has the applicant or any constituent partner in case of partnership firm, any director in case of private ltd company ever abandoned the awarded work before its completion? If so, give the name of the project and give reasons thereof.	
17	Has the applicant or any constituent partner in case of partnership firm, any director in case of private limited company ever been debarred / black listed for tendering in any organization at any time? If so, give details	
18	Detailed Description and Value of Similar Works Executed in the last three years. Please attach copy of Purchase Order and Installation Report or Credential Letters from the concerned organization confirming supply, installation and maintenance of concerned items.	
19	Any other information which the Bidder seems necessary to provide about their Firm in order to satisfy the minimum eligibility criteria	



Declaration:

1. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
2. I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/annexure.
3. I/We agree that the decision of Indian Bank in selection of tenderers will be final and binding to me/ us.
4. I/We hereby confirm that our firm/agency/company has not been disqualified/debarred /blacklisted by any Governments, Semi-governments, PSUs, Banks including any of the Offices / Branch of Indian Bank Pan India during last 5 year from the date of application.
5. I/We hereby confirm that all information, particulars, copies of certificate and testimonials in connection with my/our empanelment are correct and genuine. I am / We are ,therefore, liable to face appropriate actions as deemed fit by the Indian Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine. I/We have read the instructions appended to the Performa and I/we understand that if any false information is detected at a later date, the empanelment shall be cancelled at the discretion of the Indian Bank.

PLACE –

DATE –

SIGNATURE OF CONTRACTOR

NAME & DESIGNATION –

SEAL OF ORGANISATION -



PRICE BID

The Bidder is required to furnish the price bid in the format provided below on the Firm's Letter Head duly signed and stamped.

S.No	Particulars	Unit	Rate (Rs.) Inclusive of GST (Within Dehradun)	Rate (Rs.) Inclusive of GST (Outside Dehradun)
1.	Supply of Heavy Duty Inverter equipped with Sine Wave technology and advanced micro-controller design having LED / LCD Display Indications with protections like Short Circuit Trip, Overload Trip, Battery Low & Over Charge Protection, Over Temperature Protection, MCB Trip Protection and Phase Reverse Protection, wide mains input voltage range, controlled output voltage, bypass switch. The inverter should support minimum 24 Months Warranty. Preferred Brand – Luminous / Exide / Microtek			
1.1	2.5 KVA / 24V INVERTER Make – _____ Model - _____ Capacity - _____KVA/_____ V Warranty - _____	1 UNIT		
1.2	3.5KVA / 24V INVERTER Make – _____ Model - _____ Capacity - _____KVA/_____ V Warranty - _____	1 UNIT		
2.	Supply of Heavy Duty Tall Tubular Batteries designed to support heavy load of electrical appliances like lights , fan, etc of capacity 150AH / 12V with 6Nos Float Indicator and having minimum 36 Months Flat Warranty + 24 Months (Pro-Rata) Preferred Brand – EXIDE / LUMINOUS Make – _____			



2.1	150AH / 12V Tubular Battery Rate per Battery (Including GST) – Rs.			
3	Supply and Installation of Battery Stand with tray (Made up of Iron) for keeping :			
3.1	4 Batteries with 1 Inverter			
3.2	2 Batteries with 1 Inverter			
4	Installation & Commissioning Charges with necessary electrical wiring depending on the site condition. This includes 1 No Input 40A DP MCB, 1 No 32A Output SP MCB , 4 Way MCB Box, 40A Automatic Static Changeover , Rotary Switch 63A with enclosure and wiring with 1.5 / 2.5 sq mm enclosed in proper PVC Casing / Pipe as necessary depending on site condition. This includes complete work from Installation, testing and Commission of Inverter and Battery system with necessary accessories and wiring	1 Job		

Note –

1. The above price is inclusive of all taxes, duties, local levies, transportation, loading - unloading charges, etc.
2. Break-up of GST shall be indicated by the Firm while raising invoice / bill after completion of work.
3. No reimbursement over and above the price quoted above will be entertained by Bank.
4. The period of delivery, installation and commission of inverter system shall be the essence of contract and it must be completed within 7 days from the date of issue of purchase order.

Signature & Seal of Bidder

PLACE –

DATE -