

**PREMISES DEPARTMENT
ZONAL OFFICE KANPUR**

QUOTATION DOCUMENT
**HIRING OF 15 KVA SILENT DIESEL GENERATOR SET ALONG WITH
FUEL EXPENSES, OPERATION AND MAINTENANCE EXPENSES FOR
INDIAN BANK RURA BRANCH, DISTRICT - KANNAUJ**

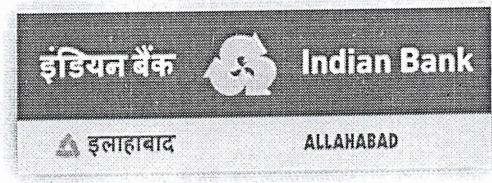
Ref.No : ZOK:PRM:2022-23:08
Date : 12/07/2022

Issued to:

.....
.....
.....

Last date for submission of Quotation	18/07/2022 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 Quotation	18/07/2022 at 16:00 HRS Indian Bank, Zonal Office, Premises Department, 15/287, Civil Lines, Mall Road, Bada Chauraha, Near Z-Square Mall, Kanpur - 208001





ZONAL OFFICE - KANPUR
NOTICE INVITING QUOTATION

Indian Bank, Zonal Office Kanpur invites sealed quotations from bonafide & resourceful Owners and Contractors of Diesel Generator Sets for "Hiring of 15 kVA DG Set along with fuel, requisite operation and maintenance services for Indian Bank - Rura Branch , District – Kannauj". The Quotation Documents can be downloaded from the Bank's website (www.indianbank.in) under Tender Column or can be obtained from Indian Bank Zonal Office – Kanpur or Rura Branch.

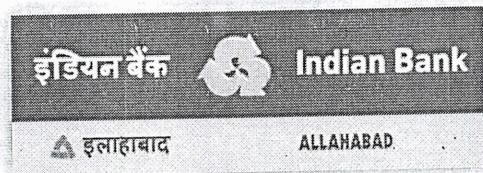
1	Name of work	Hiring of 15 kVA DG Set along with fuel, operation and maintenance service in new premises of Indian Bank – Rura Branch
2	Period of completion	7 days to be reckoned from 2 nd day from the date of issue of the Work Order or handing over of site whichever is later
3	Earnest Money Deposit	Rs.2,500 /- (Rupees Two Thousand Five Hundred Only) by way of DD in favour of Indian Bank payable at Kanpur (to be submitted in a sealed envelope) <i>Name of the Vendor & Branch for which generator is being offered should be written on the backside of DD</i>
4	Security Deposit	3% of Contract Value. The L1 bidder has to deposit 3% of Annual Contract Value for 3 years as Security Deposit in the form of DD favoring "Indian Bank" payable at Rura that will be retained by the Bank for the entire Contract Period.
5	Availability of Quotation Documents	Quotation Documents can be downloaded from Bank's website www.indianbank.in under Tender Column or can be obtained from Zonal Office – Kanpur / Rura Branch upto 18/07/2022 ; 1500 Hrs
6	Last date for the submission of Quotations	18/07/2022 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
7	Date of opening of Quotations	18/07/2022 at 16:00 HRS Indian Bank, Zonal Office, Premises Department, 15/287, Civil Lines, Mall Road, Bada Chauraha, Near Z-Square Mall, Kanpur - 208001

Note:

1. Conditional quotations, late quotations, quotations without EMD or EMD not enclosed with Quotations will be summarily rejected. Any quotation received open, late or not meeting all the conditions / Bids not filled up in Pen are liable to be rejected.
2. Earnest money will not carry any interest.
3. The Bank reserves the right to verify the particulars furnished by the applicant independently.
4. Bank is not bound to accept the Lowest (L1) bidder and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
5. Bank is not liable to make any payment to bidders for preparation to submit the bid.
6. Clarifications, if any, pertaining to this bids may be referred to Indian Bank, Premises Department, Zonal Office Kanpur through E-mail Id – zokanpur@indianbank.co.in



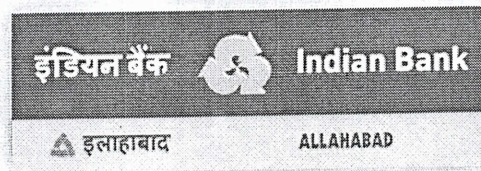
ZONAL MANAGER



QUOTATION FORMAT ALONG WITH TERMS & CONDITIONS

1. Sealed Quotations are hereby invited for hiring of one 15 kVA DG Set with CPCB compliant acoustic canopy to cater to the Electrical / Air Conditioning / UPS / Other Loads at new premises of Indian Bank – Rura Branch, District – Kannauj.
2. Eligibility Criteria –
 1. The bidder should be a resident of the village or tehsil in which Branch is located.
 2. The bidder should be able to provide manpower during the banking hours to after the Generator Set Operation, Maintenance, Services, etc to ensure uninterrupted supply of electricity.
 3. The bidder should be financially sound and not a defaulter of Bank's loan or any other Government Agency.
 4. The DG set being offered is not more than 3 years old on date of submission of tender if old set is being offered or signed confirmation on a separate sheet of paper that new genset will be provided if order is placed by the Bank. Please provide documentary proof like self-attested copy of invoice, etc.
 5. The DG set offered must be of 3-Phase 15 kVA CPCB compliant acoustic canopy of make as under :
Cummins India / Kirloskar Green / Greaves / Mahindra / Eicher / Ashok Leyland
 6. Copy of Registration Certificate of Firm if quotation offered is from a Firm.
 7. Copy of PAN Card of Proprietor if firm is proprietary or PAN card of Firm if it is Partnership Firm. If the bidder is individual, the PAN card copy of the individual must be attached.
 8. Copy of GST Registration Certificate, if applicable.
 9. Proper Earnest Money Deposit of Rs.2500/-.
3. Terms and Conditions :
 - The vendors are requested to acquaint themselves with the site conditions, terms & conditions, schedule of items and technical specifications of the Quotation Documents and should seek requisite clarifications, if required, from concerned Office before quoting the rates.
 - The successful bidder should be in a position to install and commission of Silent DG set in Bank's Premises within 7 days from the date of award of work. If the successful bidder fails to perform the job within the specified time period or installation of generator not as per specifications, the earnest money(if any) deposited by the bidder will be forfeited including blacklisting of defaulter Vendor and the Bank will be at liberty to entrust the job to any other vendor within its sole discretion.
 - The required DG Set should be capable of supplying continuous power of at least 90% of rated output at the frequency of 50 Hz to Bank's installations & equipments during power failure or load shedding at any point of time as per requirement of the Bank.
 - The bidder should be agreeable to provide Silent DG set on hire basis and must quote the rate in Price Bid of the Document on per month basis which includes rental, operating cost, maintenance cost, cost of consumables / spares, lubricants and diesel cost. GST shall be admitted additionally, if applicable.
The Silent DG set should be 3-Phase of 15 kVA of reputed make / Brand : Cummins India / Kirloskar Green / Greaves / Mahindra / Eicher / Ashok Leyland
The load of the generator will be for exclusive use of the Branch and should not be shared with any other agency.
 - The generator should have hour meter, volt meter, ammeter, KWH meter, KW meter, frequency meter, RPM meter and a MCCB of suitable rating.
 - The Vendor shall have to provide proper connection of DG set with Change Over Switch installed in the Branch. However, as a one time measure, suitable length, size and capacity of Armored Aluminium Cable will be provided by Bank. In case of any damage to the cable or any need to replace the cable in future, the generator owner will bear the entire expenses.





- The generator will have to be placed in the premises or near the premises of the Branch as per Bank's instructions.
- The vendor shall not assign the contract to anyone else. He shall not sublet any portion of the contract.
- The rates quoted by the vendor shall be firm & fixed and no variation will be allowed in individual rates on any account. The rate quoted should be inclusive of all taxes, duties, levies etc. imposed by the Central, State Govt. or local administration and as applicable or become applicable during the contract period.
- The D.G sets offered on hire basis should be of approved makes with original sound proof canopy manufactured by the manufacturer of the DG set.
- The DG set should comply with CPCB (Central Pollution Control Board) Norms.
- The vendor will make arrangement for obtaining any permission of statutory authorities for installation of D.G set, at his own cost.
- Earnest Money Deposit :

The bidders are requested to submit Earnest Money Deposit of Rs.2500/- in the form of DD in favour of "Indian Bank" payable at Kanpur. EMD in any other form other than as specified above will not be accepted. Quotation not accompanied by the EMD shall be rejected. Please note that no interest will be paid on the EMD.

EMD of unsuccessful bidder will be refunded / returned within 15 days of opening of bid.

However, EMD shall stand forfeited if the bidder revokes his bid at any time during the period when he is required to keep his bid open for acceptance by the Bank or after it is accepted, the bidder fails to execute the job within the stipulated time or enter into a formal agreement or fails to pay the security deposit as mentioned in the Notice.

- Security Deposit :

Total Security Deposit shall be 3% of the Contract Value. After acceptance of bid, the L-1 bidder shall have to submit the security deposit of 3% of contract value in the form of DD in favour of "Indian Bank" payable at "Rura". On successful submission of Security Deposit and execution of agreement, EMD shall be returned to the bidder. The security deposit shall be held for the period of 3 years from the Contract Execution Date.

- The bidder shall arrange for maintenance of their DG set as prescribed by the OEM for reducing breakdowns to the minimum and for uninterrupted operation of DG Set.
- **The initial period of the Contract shall be for a period of three years and renewable for a further period of maximum three years, subject to satisfactory services.**
- The services of the generator will be given to the Branch from 9:30 am to 6:30 pm on monthly rental basis and even beyond 6:30 pm, if it is required by the Bank on exigency basis on any day.

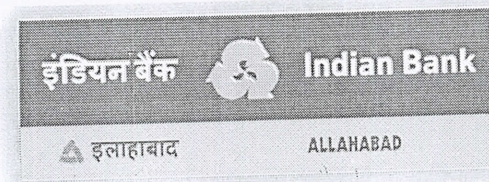
The services will be provided even on 2nd or 4th Saturday or Sunday or Any Other Holiday, if so required by the Bank.

If the services of the generator will be taken by Bank before and after the agreed time i.e 9:30 am to 6:30 pm and on Holidays, the Bank will pay only the cost of diesel on prorata basis for such period as per log book to be maintained for the purpose.

- The bidder shall not make any correction / alteration on these documents. All rates shall be quoted in figures and words inclusive of taxes, freight, insurance, octroi, loading and unloading charges, etc.
- Any addition and alterations made while filling the Quotation must be attested by initials of the bidder. Over-writing of figures is not permitted. Failure to comply with either of these conditions will make the quotation void. No advice or any change in rates or conditions after submission of Quotation shall be entertained.



- Payment will be made on monthly basis through direct credit to Bank Account only. No cash / cheque payment will be allowed. All taxes / municipal charges, TDS, etc as applicable will be borne by Generator Owner. TDS applicable will be deducted from payment as per extant IT rules.
- If the service of supply of electricity through generator is not up to the mark or to the satisfaction of the Bank, the Contract will liable to be terminated on issuance of one month notice by Bank.
- In case of break-down of D.G. set, alternative interim arrangement will have to be made by the vendor immediately by providing substitute generators(s) of adequate capacity at no extra cost. In case vendor fails to make alternative, interim genset arrangement, Bank will impose penalty at double the pro-rata rate to be deducted from monthly bill of the generators for the period the generating set remains non-functional.
- Bank reserves the right to rescind this Contract at any point of time during currency of Contract without assigning any reason, by giving one month prior notice.
- The charges for transportation, loading and unloading of Silent DG Set for installation of the same in Bank's Premises will be borne by the Genset Owner. If any damage is caused to the Bank's property during loading, unloading, installation and commissioning of DG Set, it will be done by the Vendor to original finish at their cost.
- The successful bidder will have to execute an agreement with the bank in non-judicial stamp paper of requisite value before commencement of the contract.
- The vendor will have to provide recommended Generator Body Safety Earthing & Other required earthing to ensure proper safety and security of the Genset. The contractors shall be entirely responsible for any accident or injury to any personnel including the Gen Sets operator due to installation / operation of the generators and shall completely and totally indemnify the Bank of any responsibility by entering into the contract for the work.
- The Vendor will indemnify the Bank for all consequences either financial or non-financial in nature, which accrued to the Bank for whatsoever reason or due to any act, omission, commission of offence and breach of regulatory guidelines by the Vendor or their representative or employee, if any related to or during providing the aforesaid service to the Bank under this Contract.
- The deployment of Operator for running generator set should comply with the Labour Legislation Act and Minimum Wage Act of Govt. Of India. The Vendor will have to arrange for workmen compensation insurance cover for their operating personnel.
- It shall be entirely the Genset Owner's responsibility to ensure compliance / conformity to any related statutory obligations like those pertaining to pollution or electrical safety.
- The Vendor will have to remove the Silent DG Set from the Bank's Premises within 3 days from the date of termination or closure of the Contract at his cost, else demurrage charges @ Rs.1000/- per day will be levied by Bank on the Vendor. Mending of any damage caused to the Bank's property during taking the generator out of Bank's premises will be done by the Vendor to Original Finish at his cost.
- The vendor shall strictly comply with the provisions of safety code including obtaining necessary insurance cover / policy to protect Bank's interest on account of loss to any person(s) and or property arising due to faulty installation etc. on the vendor's part.
- It shall be sole responsibility of the vendor to extend all necessary help to the Bank authorities including follow up and Liaisoning in order to obtain necessary permission from the UPPCL & Directorate of Electrical Safety, required if any.
- The vendor should note that workmen assigned with operational, maintenance or any other duty for the hired DG set shall in all circumstances continue to be the employee of the vendor. No relationship of the employee and employer between the operator and the Bank shall be deemed to have established.
- In case of 3 phase D.G. sets, it will be sole responsibility of the Vendor to ensure proper distribution of load on all the phases.



- The Bank reserves the absolute right to accept / reject any or all the Offers without assigning any reason whatsoever.

4. The bidders are requested to submit sealed quotations in sealed envelope super-scribed with "Application for Hiring of Generator for Indian Bank – Rura Branch, District – Kannauj" with details of name and full address of individual / firm / company and the same shall be deposited to the below mentioned address on or before 18/07/2022 up to 3:00 pm :

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

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.

Place :

Date :

Signature of Applicant

(Firm / Company to put Stamp / Seal)

Address of the Bidder :

Mobile No :



ANNEXURE - I

The Zonal Manager
Indian Bank
Zonal Office – Kanpur

Sub : Invitation of Quotation for Hiring of Silent DG Set of 15 kVA for new premises of Indian Bank – Rura Branch

Dear Sir,

With reference to above Notice, having gone through and understood the scope of services and terms and conditions, we hereby enclose the following details in relation to providing generator set on hire basis:

S.NO	DESCRIPTION	REMARKS
1	Name of Vendor / Contractor	
2	Address	
	Mobile No	
	E-mail Id	
3	Name of Proprietor / Partner (In case of Non – Individual) (Copy of Partnership Deed, LLP, MOA & AOA of Company / Firm as the case may be enclosed)	
4	Aadhar Card / Voter ID Card / Passport (Enclose Attested Copy)	
5	PAN Card (Enclose Attested Copy)	
6	GST Registration Certificate (If Applicable) (Enclose Attested Copy)	
7	Generator Details (Please enclose the copy of Brochure of the proposed Silent DG Set)	
	Name of Company of Generator (Silent with Canopy)	
	Model No	
	Date of Purchase of Generator	
	Capacity of Generator in kVA	
8	Copy of Work Order or Experience Certificate (if present)	
9	Details of EMD Details	



It is certified that details mentioned above are true and in case any mismatch found by the Bank in details provided above and in actual with generator condition / detail, during any time of selection process and thereon, I will be fully liable and understood that my application will be cancelled by Bank and I will put no objection in this regard.

We confirm that our Offer is in conformity with scope of services and terms & conditions, as given in the quotation documents. We further confirm that the generator sets offered by us conform to the relevant IS specification and Bank will not be liable in case any mis happening / burglary with generator, taking consideration of security issue or any other issue.

Further, all the present and future taxes, if any, on installation of generator will be borne by the Generator Owner. In case the owner of Generator does not want to provide the facility of generator, he should have to intimate the Bank in writing giving the notice period of atleast one month.

The generator rent is fixed for three years and in no case increase in rate will be considered. However, Bank may consider the increase of generator rent at the time of renewal after three years but the increase in rent will be sole authority of Bank.

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

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

Yours faithfully,

Signature of Applicant

Name :

Address :

Mobile No :

Date :



ANNEXURE- II

(PRICE BID)

(To be submitted in separate envelope)

**HIRING OF 15 KVA SILENT DG SET (WITH CANOPY) FOR INDIAN BANK – RURA BRANCH,
DISTRICT - KANNAUJ**

NAME OF APPLICANT	
MOBILE NO	
CAPACITY OF DG SET (SOUND PROOF & WEATHER PROOF)	15 kVA (3-phase)
PERIOD OF AGREEMENT	3 YEARS
SECURITY OF DG SET	BY VENDOR
INSURANCE OF DG SET & OPERATOR	BY VENDOR
COST INCURRED ON EXECUTION OF AGREEMENT BETWEEN BANK & APPLICANT FOR HIRING OF GENERATOR	BY VENDOR
Total Cost of hiring the generator on per month basis. <i>The rate is inclusive of diesel cost (fuel expenses), lubricant cost, operator expenses, maintenance expenses, cost of consumables / spares, etc including all expenses.</i>	Rs...../- per month In Words : Rupees

Note –

- The rate quoted shall include all other duties, taxes, levies, octroi, transport, loading and unloading charges, etc but exclusive of GST. GST shall be payable additionally, if applicable.
- The services of the generator will be given to the Branch from 9:30 am to 6:30 pm on monthly rental basis and even beyond 6:30 pm, it is required by the Bank on exigency basis on any day.

The services will be provided even on 2nd or 4th Saturday or Sunday or Any Other Holiday, if so required by the Bank.

If the services of the generator will be taken by Bank before and after the agreed time i.e 9:30 am to 6:30 pm and on Holidays, the Bank will pay only the cost of diesel on prorata basis for such period as per log book to be maintained for the purpose.

Place :
Date :

Signature of Applicant
(Firm / Company to put Stamp / Seal)

