 इंडियन बैंक Indian Bank इलाहाबाद ALLAHABAD आपका अपना बैंक .Your own Bank.	Security Dept सतअर्का विभाग	अंचल कार्यालय/Zonal Office प्रथम तल, देवदूत कोम्प्लेक्स, राधा रानी सिन्हा रोड, भागलपुर-812001 Devdoot complex, Radha Rani Sinha Road, Bhagalpur, 812001 Phone No:-0641-2301184 E-mail: zobhagalpur@indianbank.co.in
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1. ELIGIBILITY CRITERIA


Tenders may be submitted by an individual, proprietorship firm, partnership firm, limited liability partnership & company which satisfies the eligibility criteria stipulated in this tender document.

- A> The Tenderer must be a citizen of India and competent to contract under Indian Contract Act, 1872.
- B> The Tenderer should not have been declared insolvent, bankrupt or unable to pay his debts, by any court of law and shall have no insolvency or similar proceedings pending before any court of law.
- C> The Tenderer should not be a defaulter to any bank/ financial institution or any non-banking financial company.
- D> The Tenderer should not have been penalized for any criminal offence by any court and shall have no criminal action or proceedings pending before any court.
- E> The Tenderer must have in its name, as a prime contractor/agency experience of having successfully executed assignments similar to the scope of work and must have successfully completed at least one single job anywhere in India in the past three years.
- F> For substantiating work experience, Tenderers are required to furnish the following information:
 - (i) Copy of work order and completion certificate from a client of the tenderer.
 - (ii) Start date and End date of each qualifying experience.
- G> The Tenderer should have valid and currently subsisting permissions, licenses, authorizations required under applicable law to undertake its business.
- H> The Tenderer should possess a Permanent Account Number ("PAN"), Tax Deduction Account Number ("TAN") & GST NUMBER issued by the relevant tax department of the Government of India.

2. TEST TO BE CONDUCTED/SCOPE OF WORK FOR AUDITORS

- A> Study of lay out plan/ Electrical drawings wherever, provided by the Bank
- B> Detailed visual inspection of the Electrical System.
- C> Floor-wise assessment of Luminaries, AC System, UPS, Electrical Panel, Transformer, Elevator, Pump, Earthing System, cables & switches etc.
- D> Meter Calibration & calculation of electrical load connected to it.
- E> Megger test of entire electrical system.
- F> Making single line diagram of total electrical system, wherever not available.
- G> Any other test considered necessary after visual inspection or Meggar test.
- H> Preparation of comprehensive report on prescribed format rectifying deficiencies shown in test reports conducted to assess the Electrical Safety of the Electrical installations of the Branches including ATM/Office. The report is to be submitted in two sets in hard copy as well as in soft



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copy along with necessary postcard size coloured photographs. One set shall be submitted to Branch and other to Zonal Office.

3. PROCEDURE TO BE ADOPTED FOR SUBMISSION OF TENDER


- A> Tenderers must review this Tender document as a whole and ensure that their Tenders are as per the terms hereof. The Bank retains the right to modify the terms of this Tender document and/ or any of the sections/attachments/formats at any time prior to the Tender Due Date.
- B> Tenderers are expected to examine this Tender document, including all instructions, forms, specifications, conditions and other documents required hereof. Failure to furnish any or all of the information required by this Tender document or submission of a Tender not responsive to this Tender document in every aspect may result in rejection of the Tender. Tenderers shall be deemed to have understood and taken into account all the terms and conditions prescribed in this Tender document.
- C> Tenderers must apply to the Bank in the prescribed proformas as provided in this Tender document.
- D> The Tender should contain the following:

(i) **The Technical Bid-** Tenderers must submit the Technical Bid in the format set out in the **Annexure A** of this Tender document, duly filled up, in an envelope super scribing **"TECHNICAL BID FOR ENGAGEMENT OF AGENCY FOR ELECTRICAL SAFETY & ENERGY AUDIT"** on the top of the envelope. The format of the Technical Bid shall be typed out and printed on the Tenderer's letter head and signed by the Tenderer or an authorized signatory tendering with authorization from the Tenderer. The content of the Technical Bid submitted by a Tenderer must be same as the format set out herein and should not contain any other information. If there is any change in the contents of the Technical Bid submitted by the Tenderer as compared to the format set out herein, then the Tender shall be rejected. Self attested copies of the following documents are to be submitted along with the Technical Bid:

- * In case, the Tenderer is firm, limited liability partnership or a body corporate, details of constitution of firm, limited liability partnership or body corporate;
- * KYC documents like Aadhar, PAN, Driving License, Passport & etc. If the Tenderer is firm, limited liability partnership or body corporate, the person who has been authorized to submit and sign the Tender has to submit his/her KYC documents;
- * In case of body corporate, are solution duly signed by the authorized persons of that body corporate authorizing therein a person to submit and sign the Tender;
- * An affidavit confirming therein that Tenderer has not been declared insolvent or no insolvency proceedings are going on in any court of law nor he has been a defaulter to any



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Bank, Financial Institution or any non-banking financial company or have been punished for any criminal act by any court;

* Latest income tax return;

* Information on qualifying criteria as set out in the above paragraph including necessary documents;

* EMD by way of a demand draft for Rs. 2000/- (Rupees Two thousand only) favouring "Indian Bank" payable at Bhagalpur; and

* Audited balance sheet for last 3 (three) financial years and solvency certificate from its Bankers.

(ii) The Financial Bid: Tenderers must submit the Financial Bid in the format set out in Annexure-B of this Tender document, duly filled up, in separate sealed envelope super scribing "FINANCIAL BID FOR ENGAGEMENT OF AGENCY FOR ELECTRICAL SAFETY & ENERGY AUDIT" on top of the envelope. The Financial Bid shall not include any conditions attached to it. All unit rates and prices in the Financial Bid shall be quoted by the Tenderers in Indian Rupees only. Any such Tenderers shall be liable for rejection.

E> These two separate sealed envelopes should be put together in a third envelope duly sealed and super scribing "TENDER FOR ENGAGEMENT OF AGENCY FOR ELECTRICAL SAFETY & ENERGY AUDIT".

F> No Tenderer shall submit more than one Tender. A Tenderer who submits or participates in submitting more than one Tender shall be liable for rejection for all Tenders in which such Tenderer has participated.

G> The Tender as well as all related correspondence exchanged by the Tenderer with the Bank shall be written in Hindi or English language. The Tender form. Complete in all respect should reach the following addressee through any mode of delivery before the Tender Due Date:


THE ZONAL MANAGER
 INDIAN BANK
 ZONAL OFFICE BHAGALPUR
 DEVDOOT COMPLEX
 RADHA RANI SINHA ROAD, ADAMPUR
 BHAGALPUR (BIHAR- 812001)

H> The Bank may at its sole discretion, extend the Tender Due Date by amending the Tender Due Date, in which case all rights and obligations of the Bank and the Tenderers will be subject to the Tender Due Date as extended.

I> The Bank is not responsible for non-receipt of Tender within the Tender Due Date due to any reason including postal delays or holidays.



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J> The Financial Bids of the Tenderers whose Technical Bid is not accompanied with EMD, will not be opened.


K> All pages of this Tender document should be sealed and signed by the Tenderer (in case of an individual) or the authorized signatory of the Tenderer, in other cases.

4. **TERMS AND CONDITIONS**

1. The successful Bidder will be engaged for "Electrical Safety and Energy Audit" of Banks office/Branch Premises/ATM/Currency Chest located at different location under Zonal Office Bhagalpur.
2. The work is to be started in consultation with Security Department, Indian Bank, Zonal Office, Bhagalpur. **M-8011091598**
3. The successful Bidder will have to carry out the work without making hindrances to other agencies, whose works are likely to be carried out simultaneously at the same site during working period.
4. The Successful Bidder will take all measure on the site of the work to protect the public as well as workmen from accidents and shall be bound to bear the expenses of defense of every suit, action or other proceedings at law that may be brought by any persons for injury sustained owing to neglect of the above precautions from their end and to pay compensation to any such persons as per law.
5. The Successful Bidder will have to inform the names of their authorized representatives to be deployed at the site during the work, and their working hours and availability at site.
6. There will be no escalation of rate during the period of rate contract.
7. Canvassing in connection with tender is strictly prohibited and the tenders submitted by the applicants who resort to canvassing will be liable to rejection.
8. No employee of the Bank is allowed to work as a contractor for a period of two years of his retirement from Bank service, without the previous permission of the Bank. This contract is liable to be cancelled if either the contractor or any of his employees found at any time to be such a person who had not obtained the permission of the Bank as aforesaid before submission of the tender or engagement in the contractor's service.
9. No payment will be made towards expenses related to transportation, accommodation, food, site office, labour camps and storage.
10. The Tender shall remain valid for a period of 45 (forty five) days from the Tender Due Date. In exceptional circumstances, prior to expiry of the original validity period, the Bank may extend the period of validity. In such an event, the period of withholding the EMD shall be extended proportionately.
11. The selected Tenderer/ Agency shall provide professional, objective & impartial advice, and at all times hold the Bank's interest as paramount, strictly avoid conflict with other



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- assignment/job(s) or their own corporate interests, and act without any expectation/consideration for award of any future assignment(s) from the Bank.
12. The Bank intends to complete the process of completing Electrical & Energy Audit and submission of report within 30 days from placing order with the agency.
 13. Payment of total Agreed Fee will be made by the Bank in full after satisfactory completion of Electrical & Energy Audit work and submission of reports.
 14. The Financial Bid should clearly indicate the total fee quoted by the Tenderer for the scope of work, both in figure and words, in Indian Rupees. In the event of any difference between figures and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the total shown in the Financial Bid, the lower of the two shall prevail.
 15. The selected Agency will remain associated with the Bank till the completion of the Scope of Work to the satisfaction of the Bank, in accordance with this Tender document.
 16. The Bank does not bind itself to accept the lowest price Tender and reserves the right to reject any or all of the Tenders without assigning any reasons whatsoever without incurring any liability to the Tenderers.
 17. The Bank may elect to take an undertaking from employees/ associates of the Tenderer to maintain confidentiality of the Bank's information/documents, etc. In this regard, the Bank may seek details/ confirmation on background verification of the Tenderer's Personnel. The Agency shall promptly furnish all such information and documents sought by the Bank.
 18. If Chief Technical Examiner of the Central Vigilance Commission, Government of India, examines the work performed by the Agency pursuant to the Scope of Work and points out any defects or irregularities therein, the Agency shall take necessary steps to get those rectified promptly at no additional cost to the Bank, shall also assist the Bank in providing responses/representations to the observations made by the Chief Technical Examiner.



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