



बैंक ऑफ़ बड़ौदा Bank of Baroda



Bank of Baroda
Regional Office (Kanpur Metro Region) 1st Floor,
118/330 Kaushalपुरी, Gumti No-5, Kanpur. Pin:
208012
E-mail ID- oa.kanpur@bankofbaroda.com
Phone No: 0512- 2215171, 2215172

Tender Document
For
Hiring of Generator Services

Bank of Baroda, Kanpur Metro Region invites sealed tenders for Hiring Generators for our following branches as mentioned below:

Sr. No	Branch	District	Branch Category	Capacity in KVA
1	Regional Office, Kanpur Metro Gumti No-5, Kaushalपुरी, Kanpur Nagar.	Kanpur Metro	Metro	100KVA

Notice to Contractors / Pre - Qualification

Dear Sir / Madam,

Bank of Baroda, Regional Office, Kanpur Metro invites sealed tenders for Hiring of Generators for our above mentioned branches.

Eligibility Criteria:

- He should be resident of the area (Proximity of the Branch) where branch is situated (In case of individual).
- Vendor should be able to provide manpower during the banking hours to look after the DG set.
- Vendor should possess the adequate technical/ operating skill for running the generator sets.
- Company/ Firm/ Individual should not be defaulter of bank's loan or any other government agency.
- The vendor should be financially sound i.e. capable of providing services at their own cost.
- Local office should be situated in Kanpur Nagar. (In case of Firm/ Company).
- Company / Firm should be of repute and not a defaulter of any bank/financial institution.
- The credit history of the vendor should be perused.
- The vendor should be financially sound i.e. capable of providing services at their own cost.
- Company / Firm should be of repute and not a defaulter of any bank/financial institution.
- The credit history of the vendor should be perused.
- The vendor should be capable of providing alternate arrangement in case of break-down at any point of time to ensure uninterrupted service of the branch/office.

***All the Individuals / Vendors should note that the space for Installation of DG Set will depend as per the availability with the branch (in case the space is not available for installation of the DG Set the vendor will have to take the responsibility and to place the generator on their own arrangement & cost.**

*** Bank will not pay any extra cost for making arrangement for safe keeping of generator.**

In accordance with double bid system, following information should be provided in two sealed envelopes.

Envelope no 1- Only technical information (As per format of technical bid) viz. capacity of generator, name and other information of the individual/firm/company and other related documents should be provided in “**Technical Bid**” super-scribed envelopes. An EMD (Upfront Charges- Non Refundable) amount of Rs. 1000/- (Rupees One Thousand Only) inclusive of GST is to be deposited in the form of Demand Draft issued by a Schedules commercial bank, in favor of “**Bank of Baroda, Regional Office, Kanpur Metro**”

It should be noted here that EMD (Upfront Charges- Non Refundable) amount of Rs. 1000/- will be considered against one/ per branch only. Without submitting EMD, bid will be rejected/ not considered.

“No indication as to price aspect to be given in “Technical Bid”.

Envelope no 2- Only financial information (As per format of financial bid) should be provided in “**Financial Bid**” super-scribed envelopes.

Super-scribe the Technical and Financial Bid envelopes as “**Application for hiring generator for (Name of Branch), District**” With name and full address of individual/firm/company and to keep both Technical and Financial Bid envelopes in one sealed envelope and shall be deposited at the address mentioned below **on or before 24.01.2025 up to 3.00 PM**.

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If “Technical Bid” and “Financial Bid” are kept in same envelopes, it will not be considered. The application/s which is/are received after due time are liable to be rejected.

Tender documents can be obtained from Bank’s website in Tenders Section :

www.bankofbaroda.in/tenders/zonal-regional-offices

Nothing in this tender shall be construed to create any legal obligation on issuer Bank or its respondents. The Bank reserves the right to reject any/all the applications without assigning any reason, thereof, at any stage. In no event shall issuer bank be liable.

***Technical bids will be open on 24.01.2025 at 04:00PM.**

Date: 03.01.2025

**Regional Manager
Kanpur Metro Region**

(To be submitted with technical bid)

Terms and conditions for the applicant:

- 1) In any case the **DG set should be ISO certified/ISI mark.**
- 2) Contract will be in two parts, one for reimbursement of diesel expenses and other for hiring generator set. For hiring, rate will be fixed for two years and may be reviewed after two years depending on the performance.
- 3) As far as possible it should be sound proof and weather proof enclosure should be there and should confirm the statutory government noise level norms.
- 4) If DG set is taken on Rent/Lease with fuel plus rent basis, fuel gage meter should be available with the DG Set.
- 5) The vendor should have license/No objection certificate from the local bodies to install the generator set outside the branch premises, wherever applicable.
- 6) The DG Set should be efficient and in working condition, preferably new DG set should be installed.
- 7) DG Set will have to be placed in the premises or near the premises of the branch as per its requirement. The load of generator will be for exclusive use of the branch and should not be shared with any other agency.
- 8) The tenderer shall not make any correction/alteration on these documents. All rates shall be quoted (in figures and words) inclusive of taxes, freight, and insurance, octroi, loading and unloading charges except GST.
- 9) Any additions and alterations made while filling the tender must be attested by initials of the tenderer. Over writing of figures is not permitted. Failure to comply with either of these conditions will render the tender void. No advice or any change in rates or conditions after submission of the tender will be entertained.
- 10) Each of the tender documents is required to be signed by the person or persons submitting the tendering token of his having acquainted himself with all the conditions/ specifications as may be laid down. Any tender with any such document / paper not signed or with details marked as applied for shall be out rightly rejected. It will be obligatory on the part of tenderer to sign on all the pages of the tender. Conditional tenders shall be rejected. If any of the documents are missing or unsigned the tender shall be considered as invalid also rates not filled up in any item or marked as actual plus percentages shall make the tender as invalid and shall be rejected.
- 11) The services of generator will be given to the office from **9.00 a.m. to 7.00 p.m.** on monthly rental basis and even beyond **7.00 p.m.** if it is required by the bank on exigency basis on any/days.
- 12) The services will be provided even on Sundays and Holidays, if so required, by the Bank.
- 13) If the service of generator will be taken by the bank before and after the agreed time i.e. **9.00 a.m. to 7.00 p.m.** and on Sunday or 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.
- 14) If the voltage remains less than 220 volts through supply of electricity, it will be essential to provide the generator services for smooth functioning of the office with extra charges of cost of diesel.
- 15) All the taxes/municipal charges i.e. Sales Tax, TDS etc., as applicable will be borne by the generator owner.
- 16) 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 be liable to be terminated on issuance of one month notice by Bank.
- 17) If the contractor fails to provide the generator supply as per agreement, penalty by way of proportionate rent shall be levied and will be recoverable from the monthly rent. In case the generator provided by the contractor breaks down at any point of time, alternate arrangement



बैंक ऑफ़ बड़ौदा *Bank of Baroda*



will have to be kept ready to ensure uninterrupted service. Repairs charges are to be borne by contractor.

- 18) Bank reserves the right to rescind this contract at any point of time during period of this contract without assigning any reason, by giving one month's prior notice.
 - 19) Meter shall be installed for measuring timings for which generator actually run. (The cost of meter will be borne by the vendor)
 - 20) Bank will not provide any security for the generator set.
 - 21) TDS applicable will be deducted from payment made as per extant IT Rules.
 - 22) Payment will be made through direct credit to account/ NEFT only. No cash/cheque payment will be allowed.
 - 23) The cost of diesel consumed during the quarter should be paid on average cost calculated on the basis of rate per liter on last day of each month of previous quarter.
 - 24) The DG Set will be provided at owner's risk and necessary security will be provided by the owner himself and not by the bank. In case of any causality or loss is caused to the bank or third party from the generator or otherwise, the bank shall not be liable for any loss, damage whatsoever. The contractor shall be liable solely for the same and bear all the consequences including indemnify or compensate the same.
 - 25) Pollution norms in the area must be complied with by vendor.
 - 26) In order to ensure performance of the vendor, performance security deposit equal to three month's rent may be obtained. The Bank shall have absolute right to forfeit the security deposit and/or to rescind the contract in case of any loss of service to bank for which the decision of the Bank shall be final, with further right to Bank to recover the remaining amount of loss, if any, after forfeiture of the security. The deposit will be interest free and will be paid back on termination of contract. (3 * point no. 5 of Financial Bid)
 - 27) Fixed cost will be linked to the contract period and will not be increased during the contract period. Also no increase of rent request will be entertained during the contact period.
 - 28) The applicant must enclose all the relevant document
 - In case of Individual: Aadhar Card, PAN Card, Performance Certificate.
 - In case of Firm: Aadhar Card of Proprietor/Partner, PAN Card of Proprietor/Firm, Partnership deed (In case of firm) , Article / Memorandum (in case of company), or as the case may, Copy of last three years Balance Sheet, GST Registration Certificate and Performance Certificate.
 - 29) Any other conditions may be added as per requirement.
 - 30) Applicants are also advised to keep on checking our website till last date of tender for any change or corrigendum in Tender Document.
 - 31) Nothing in this tender shall be construed to create any legal obligation on issuer Bank or its respondents. The Bank reserves the right to reject any/all the applications without assigning any reason, thereof, at any stage. In no event shall issuer bank be liable.
- I/We hereby agree to abide by all the terms and conditions mentioned above for providing DG set on lease to bank.

Place:

Date:

Signature of Applicant
(Firm/company to put stamp/seal)



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Technical Bid

(To be submitted in separate envelope with supporting documents)

Branch Name (Applied for):

Sr. No.	Description	Remarks
1.	Name of the Vendor / Contractor	
2.	Address	
	Phone No.	
	E-mail ID.	
3.	Name of the Proprietors/Partners. (In case of Non Individual)	
4.	ID of Vendor/ Proprietors/Partners (Enclose attested copy).	
5.	PAN Card (Enclose attested copy).	
6.	Goods & Service Tax Registration Certificate (Enclose attested copy).	
7.	List of clients with D.G. Set supplied on hire basis with date and location of installation during last three years (Enclose copies).	
8.	List of contracts in hand (Enclose copies).	
9.	Copies of work order (Enclose copies).	
10.	Income Tax return for the last three years (Enclose attested copies).	
11.	Balance Sheet for the last three Years (Enclose attested copies).	
12.	License/No objection certificate from local bodies to install Gen-set outside the branch premises. (Enclose attested copies).	
16.	Tender Fees Detail	DD No: Date: Amount: Issuing Bank

Place:

Date:

Signature of Applicant
(Firm/company to put stamp/seal)



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Financial Bid

(To be submitted in the separate envelope)

Sr. No	Particulars	Remark / Calculated figure
1.	Branch name (applied for)	
2.	Name of applicant	
3.	Mob No	
4.	Capacity of DG set(Sound proof & weather proof)	
5.	DG sets taken on lease/rent on monthly rental basis wherein all expenses including fuel, lubricants, operator cost etc., are to be borne by the vendor.	Rs... / Month (GST EXTRA AS APPLICABLE)
6.	DG set is taken on monthly rent with lubricants / operator expenses etc. including all expenses but excluding consumption of diesel for running the generator cost of diesel consumed will be reimbursed on monthly basis. (*Per hour consumption of DG Set as per load factor (i.e loadc applied/power of DG set X100) should be confirmed from the brochure of DG Set & is to be mentioned separately.)	Not Applicable
7.	Period of agreement	2 years
8.	Security of DG set	By the vendor
9.	Insurance of DG set	By the vendor
10.	Cost incurred on execution of agreement between bank and applicant for hiring of generator	By the vendor

**** All rates shall be quoted (in figures and words) inclusive of taxes, freight, and insurance, octroi, loading and unloading charges except GST.**

Place:

Date:

**Signature of Applicant
(Firm/company to put stamp/seal)**