

BANK OF BARODA
REGIONAL OFFICE
ALIGARH REGION

TENDER DOCUMENT

FOR

HIRING OF GENERATOR SERVICES
FOR BRANCH OF **ALIGARH REGION**

NOTICE TO CONTRACTORS / PRE - QUALIFICATION

Dear Sir,

Bank of Baroda, Regional Office, Aligarh invites sealed tenders for Hiring of 15 KVA Generator for our KOSI KALAN BRANCH Dist. MATHURA from established/approved contractors (from local center only) who are successfully rendering the same services to Govt./Semi-Govt./Public undertaking need only to apply along with required information and supporting documents as under:–

In case of individual or small firm which may cater the requirement of Rural/Semi-Urban branches and load factor is upto 15 KVA:

1. He should be resident of the area (proximity of the branch) where the branch is situated.
2. He should be able to provide manpower during the banking hours for look after of DG sets.
3. He should possess the adequate technical skill for running the generator sets.
4. He should not be defaulter of bank's loan/Government agency.

In case of vendors where load requirement is more than 15 KVA, in addition to above :

1. The firm should be at least three years standing in market.
2. The prime job of the firm should be related to automobile/Generator/ electrical (excluding the lighting part of electrical)
3. Certificate of the client/owner regarding satisfactory performance of previous works related to above work.
4. The Company/Firm should be of repute and should be financially sound i.e. capable of providing services at their own cost.
5. PAN No. of Partners / Firm.

Bank of Baroda (herein after called as BOB) takes the pleasure in inviting you to tender for the above said work. Sealed tenders should be addressed to the **REGIONAL MANAGER, Regional Office, BANK OF BARODA, 1st floor, Opposite Deendayal Hospital, Ramghat Road, Aligarh Pin Code: 202001 and super-scribed for the proposed tenders for Hiring of 15 KVA Generator for KOSI KALAN BRANCH Dist. MATHURA and deposited at the same address mentioned above.**

Tender documents can be obtained from Bank's address given Above. Also documents can be downloaded from Bank's website www.bankofbaroda.com/tenders. For detailed information please refer to bank's tender notice on above website.

NOW IT IS HEREBY AGREED AS FOLLOWS:

- 1) 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.
- 2) Each of the tender documents is required to be signed by the person or persons submitting the tender in 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 renderers 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.
- 3) 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.
- 4) 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 day/days.
- 5) The services will be provided even on Sundays and Holidays, if so required, by the Bank.
- 6) The generator service will be provided at the monthly rent which includes all other charges such as cost of fuel, labour charges, maintenance charges etc.
- 7) If the voltage remains less than 220 volts/49 Hertz 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.
- 8) No enhancement in rent will be allowed during first year from the date of commencement of generator service. However, after expiry of one year, enhancement in rent may be considered provided there has been hike of 20% in the price of diesel from the date of commencement of generator service.
- 9) All the taxes i.e. Sales Tax, TDS etc., as applicable will be borne by the generator owner. Tax at source will be deducted by Bank on such rent paid.
- 10) If the service of supply of electricity through generator is not upto 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.
- 11) This agreement will be in force for two years from the date of agreement and after expiry of the same a fresh agreement will be entered into on non-judicial stamp of rupees one hundred only with same terms and conditions.
- 12) 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 will have to be kept ready to ensure uninterrupted service. Repairs charges are to be borne by contractor

- 13) **Three month's rent** shall be deposited with Bank by the generator owner as Security Money for three years for due performance of obligations under this contract which will be in the form of Fixed Deposit with Bank and in favour of **Bank of Baroda , Regional Office, Aligarh** and the same will be under lien to Bank. 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.
- 14) Bank reserves the right to rescind this contract at any point of time during currency of this contract without assigning any reason, by giving one month's prior notice.
- 15) In any case the DG Set should be of ISO certified/ISI mark.
- 16) DG Set should be sound proof and weather proof enclosure should be there and should confirm the statutory Government noise level norms.
- 17) The vendor should have license/ No Objection Certificate from the local bodies to install the generator set outside the branch premises wherever applicable.
- 18) The DG set should be efficient and in working condition, preferably new DG set should be installed.
- 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) Contract will be on monthly rental basis with all cost (maintenance cost, diesel cost etc.) included. Hiring rate shall be fixed for two years and may be reviewed after two years depending on performance and fuel cost rise.
- 22) TDS applicable will be deducted from payment made as per extant IT Rules.
- 23) Payment will be made through direct credit to account/ NEFT only. No cash/cheque payment will be allowed.
- 24) Load of Generator will be for exclusive use of the branch.
- 25) Fixed cost will be linked to the contract period and will not be increased during the contract period.
- 26) 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.
- 27) Pollution norms in the area must be complied with by vendor
- 28) In order to ensure performance of the vendor, performance security deposit equal to three month's rent may be obtained. If vendor is not in position to pay the same it can be recovered in six equal installments from the monthly rent payable. The deposit will be interest free and will be paid back on termination of contract.

Eligible Vendors may apply, submitting their detailed quotations in two BID System i.e. Technical Bid as well as Financial Bid. Technical Bid should contain all information as above. Financial Bid should clearly indicate the rates including supply of man power etc. for the maintenance of generator. The Technical Bid as well as Financial Bid should be sealed in two different envelopes super scribed Technical Bid as well as Financial Bid on respective envelope. Thereafter both the sealed envelopes should be kept in one big envelope and then detailed quotation in the form of a hard copy should be addressed to and be sent to The

REGIONAL MANAGER,
BANK OF BARODA, Regional Office,
1st floor, Opposite Deendayal Hospital, Ramghat Road, Aligarh Pin Code:202001

Super scribed as "QUOTATION for Hiring of 15 KVA Generator for KOSI KALAN BRANCH, MATHURA

Tenders should reach us on or before 31.01.2025 latest by 17:00 hours.

TECHNICAL BID

(To be submitted in separate envelope)

| S. No. | Description | Remarks |
|--------|---|--|
| 1. | Branch Name (Applied For) | KOSI KALAN, MATHURA |
| 2. | Name of the Vendor/Firm/Agency. | |
| 3. | Complete Address & Phone No. | |
| | FAX No. | |
| | e-mail ID. | |
| 4. | Name of the contact person. | |
| | Phone No. | |
| 5. | Name of the Proprietors/Partners. | |
| 6. | PAN Card (Enclose attested copy). | |
| 7. | Capacity of DG Set (Sound Proof & Weather Proof) | -----KVA |
| 8. | Make of DG Set to be installed (Should be ISO certified/ISI marked) | |
| 9. | Whether vendor is the owner of the DG Set | Yes/No |
| 10. | Whether Fuel gage meter is available or not | Yes/No |
| 11. | Timing of operation of Gen Set | During 9.30 a.m. to 7.00 p.m. in case of power cuts/power failure |
| 12. | Maintenance of DG Set | By the Contractor/Vendor |
| 13. | All expenses including cost of diesel, lubricant, operator's cost etc. | To be borne by Contractor/Vendor |
| 14. | Technical faults in DG Set (if any) | To be rectified by Contractor/Vendor |
| 25. | Security of DG Set | By the Contractor/Vendor |
| 16. | Insurance of DG Set | By the Contractor/Vendor |
| 17. | Whether the Contractor/Vendor is providing this service to other Bank/Institution in that area | Yes/No; if Yes, please provide details |
| 18. | Whether the Contractor is resident of the area where the branch is situated (proximity from the Branch) Distance from Branch in Kms. | ----- Kms |
| 19. | Are you having Licence/No Objection Certificate from local bodies to install the DG Set outside the Branch premises | Yes/No; if Yes, please enclose copies |
| 20. | Are you a defaulter of any Bank's Loan/Govt. Agency | Yes/No |
| 21. | Service Tax Registration Certificate (Enclose attested copy). | |
| 22. | Service Tax on rent | To be borne by Bank |
| 23. | Are you financially sound i.e. capable of providing DG Set services at your own cost | Yes/No; if Yes, enclose Income Tax Return for the last three years |
| 24. | Whether the Contractor/Vendor possess adequate technical skills for running the DG Sets | Yes/No; if Yes please attach the proof |

Care: * No indication as to price aspect be given in Technical Bid

* Technical Bid & Financial Bid are to be submitted in separate sealed covers marked as TB & FB superscribing advertisement reference, name & address of the applicant.

*Both the sealed covers (TB & FB) be put in one sealed cover marked as GEN-SET application for

Bank of Baroda, -----Branch.

FINANCIAL BID

(To be submitted in the separate envelope)

The rate shall be quoted in the format given as under-

| Sr. No. | Conditions | Remarks |
|---------|---|--------------------------|
| 1. | Branch Name (Applied For) | |
| 2. | Name of Vendor Contractor | |
| 3. | Mobile No./Telephone No. | |
| 4. | Capacity of DG Set (Sound Proof & Weather Proof) | _____ KVA |
| 5. | Rent of DG set taken on lease/rent on monthly rental basis in which all expenses such as lubricants, operator's cost, taxes, Diesel cost etc. are included. | Rent @ Rs..... / Month |
| 6. | Period of Agreement | -2- Years |
| 7. | Security of DG Set | By the Contractor/Vendor |
| 8. | Insurance of DG Set | By the Contractor/Vendor |
| 9. | Performance Security (Equivalent to -3-month's rent) | |
| 10. | Any Other Conditions, if any | |

The rates quoted for above item shall be calculated on the format given below and the format shall be attached to the financial bid.

I/We hereby agree to abide all terms and conditions stipulated by Bank for taking Generator –Set on Lease.

(Signature & Seal of the Contractor)

Procedure for calculation of Rent/Diesel expenses
(to be deposited along with financial bid)

1. Rent of DG Set inclusive of all costs but excluding cost of diesel:

| Ref. no. | Particular | Calculated figure |
|-----------------|---|--------------------------|
| 1 | Average monthly requirement as per average power out of the branch in hours(...hrs x 25 days per month) | hours |
| 2 | Average Operational Expense (operator (Rs. ____ Mobil, Maintenance Etc. (Rs.____/-) (estimated) | Rs. |
| 3 | Vendor's profit (estimated) | Rs. |
| 4 | Any other cost to be added | Rs. |
| | Total of Notional monthly rent | Rs._____ Say Rs._____ |
| | | |

(Signature & Seal of the Contractor)