

Bank of Baroda, Regional Office

**Meerut**

**Tender Document for**

**Hiring of Generator Services**

Bank of Baroda, Regional Office Meerut invites sealed tenders for Hiring Generators on monthly rental (Including all expense) for our following Branches.

क्रम. सं/ Sl. No	शाखा का नाम/ Branch Name	शाखा अल्फा/ Branch Alpha	क्षमता/ Capacity in KVA	जिला/ District	श्रेणी/ Category
1	Vardhman Academy	VARDHM	25	Meerut	Metro
2	Maliyana Baghpat Road		25	Meerut	Metro
3	Jagriti Vihar Meerut		25	Meerut	Metro
4	Delhi Road Saharanpur	DELSAH	25	Saharanpur	Urban
5	Phaphunda	DBPAPH	15	Meerut	Rural
6	Sherkot	SHERBS	15	Bijnor	Semi Urban
7	Hakikatnagar	HAKIKT	35	Saharanpur	Urban
8	Kurali	VJKURA	15	Meerut	Rural
9	Bamanheri	BAMANH	15	Muzaffarnagar	Rural
10	Sardhana	SARDHA	15	Meerut	Semi Urban
11	Pallavpuram	PALLAV	25	Meerut	Metro

## **Notice to Contractors / Pre - Qualification**

Dear Sir,

**Bank of Baroda, Regional Office Meerut invites sealed tenders for Hiring of Generators on monthly rental (Including all expense) for our above mentioned branches.**

### **Eligibility Criteria**

#### **For Rural and Semi Urban Branches**

- A.** In case of Individual or small firm which may cater the requirement of Rural and Semi Urban branches and load factor of the branch is up to 15 KVA.
- He should be resident of the area (Proximity of the Branch) where branch is situated.
  - He should be able to provide manpower during the banking hours to look after the DG set.
  - He should possess the adequate technical/ operating skill for running the generator sets.
  - He should not be defaulter of bank's loan or any other government agency.
- B.** In case of other vendors or where load requirement is more than 15 KVA In addition to above
- The vendor should be financially sound i.e. capable of providing services at their own cost.
  - Local office should be situated in respective District for the Branch applied.
  - 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.

**For Urban and Metro Branches**

- C.** In case of Individual or small firm which may cater the requirement of Metro and Urban branches and load factor of the branch is up to 25 KVA.
- He should be resident of the area (Proximity of the Branch) where branch is situated.
  - He should be able to provide manpower during the banking hours to look after the DG set.
  - He should possess the adequate technical/ operating skill for running the generator sets.
  - He should not be defaulter of bank's loan or any other government agency.
- D.** In case of other vendors or where load requirement is more than 25 KVA In addition to above
- The vendor should be financially sound i.e. capable of providing services at their own cost.
  - Local office should be situated in respective District for the Branch applied.
  - 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.

**Note- It is pertinent to mention that, no inverter/ Stand by supply will be accepted other than Diesel Gen Set.**

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

**Envelope no 1-** Only technical information 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 with **Tender Fee of Rs 500/- (Non-Refundable)** .The tender fee is to be deposited through Demand draft/Bankers cheque issued by a Schedules commercial bank, in favor of “**Bank of Baroda, Regional Office, Meerut**”

**It should be noted here that Demand Draft / Bankers Cheque of Rs 500/- (Rupees Five Hundred Only) in favor of “Bank of Baroda, Regional Office, Meerut” as Tender Fee will be considered against one branch only.**

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 05.07.2024 up to 3.00 PM**. Eligible individual/firm (after vetting of technical bid) shall be called for participation in financial bid opening on 06.07.2024.

**After selection of L-1 based on financial bid. Selected vendor has to provide security deposit of Rs.10000/-(Ten thousand only) to Bank till the installation and commencement of DG service to allotted branch. In case of back out this amount shall be forfeited. On successful provision of DG services by vendor, on Bank’s agreed terms and conditions this deposit amount shall be refunded.**

***“Bank of Baroda, Regional Office,407-409, Scheme No. 1, Mangal Pandey Nagar, Meerut- 250004”***

**If “Technical Bid” and “Financial Bid” will not be kept in two separate 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 given below

[www.bankofbaroda.com/zonal-regional-offices-tenders.htm](http://www.bankofbaroda.com/zonal-regional-offices-tenders.htm)

**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**

**Date: 20.06.2024**

**Regional Manager  
Meerut 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 with manufacturer's fitted acoustic canopy and makes Kirlosker/ Cummins/ Mahindra etc. confirming to CPCB norms with maximum noise level ranging 50 to 65 db.-A (Decibel).**
- 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. 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. The vendor will make arrangement for obtaining the permission of all statutory authorities towards installation of D.G.sets.at his own cost.
- 3) DG set should be installed with a fuel gage meter and all electrical work should be done under the supervision of a valid "A"Class Electrical License holder Contractor.
- 4) The vendor should have license/No objection certificate from the local bodies to install the generator set outside the branch premises, wherever applicable.
- 5) The DG Set should be efficient and in working condition, preferably new DG set should be installed.
- 6) 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.
- 7) 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.
- 8) 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.
- 9) 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.
- 10) 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.
- 11) The services will be provided even on Sundays and Holidays, if so required, by the Bank.
- 12) 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 pro-rata basis for such period as per log book to be maintained for the purpose.
- 13) 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.
- 14) All the taxes/municipal charges i.e. Sales Tax, TDS etc., as applicable will be borne by the generator owner.
- 15) 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.
- 16) 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.
- 17) In order to ensure performance of the vendor, performance security deposit equal to three months to be deposited. If vendor is not in position to pay the same will be recovered in 6 equal installments from the monthly rent payable. The deposit will be interest free and will be paid back on termination of contract.

- 18) 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.
- 19) 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.
- 20) Meter shall be installed for measuring timings for which generator actually run. (The cost of meter will be borne by the vendor)
- 21) Bank will not provide any security for the generator set.
- 22) No payment will be made until the agreement is executed and the performance security deposit is furnished. The performance security deposit will be refunded to the contractor within the reasonable period after the closure of contract.
- 23) TDS applicable will be deducted from payment made as per extant IT Rules.
- 24) Payment will be made through direct credit to account/ NEFT only. No cash/ cheque payment will be allowed.
- 25) The cost of diesel consumed during the month should be paid on the basis of rate per liter on last day of each month.
- 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. In case of any causality 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.
- 27) Pollution norms in the area must be complied with by vendor. 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 property arising due to faulty installation etc. on the vendor's part.
- 28) 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.
- 29) 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 contract period.
- 30) 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, and Copy of last three years Balance Sheet, GST Registration Certificate, and Performance Certificate.
- 31) Any other conditions may be added as per requirement.
- 32) To compare quoted rate for arriving L1 contractor, 100 hours of run in one month shall be taken into consideration to be applied on quoted fuel cost plus quoted rental.
- 33) Firms on whom orders are placed will have to submit Rs 100 non judicial stamp paper for drawing up contract.
- 34) Applicants are also advised to keep on checking our website till last date of tender for any change or corrigendum in Tender Document.
- 35) 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.
- 36) All quotes should be given below the ceiling rate fixed in both category i.e. rent and diesel consumption. Any quote above the ceiling rate in any of the category will be summarily rejected.

36) If a bidder/firm is qualified technically, bidder/firm shall be asked to make the security deposit of **Rs.10000/-**(Ten thousand) to participate for financial bidding. In case of bidder is selected and decline the service, amount of security deposit will be forfeited.

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)**

## 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).	Applicable, If Vendor has applied for more than one branch
	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).	Applicable, If Vendor has applied for more than one branch
11.	Balance Sheet for the last three Years (Enclose attested copies).	Applicable, If Vendor has applied for more than one branch
12.	License/No objection certificate from local bodies to install Gen-set outside the branch premises. (Enclose attested copies).	

Place:

Date:

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

## Financial Bid

(To be submitted in the separate envelope)

Monthly rent of DG set inclusive of all costs:

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.	Period of agreement	3 years
6.	Security of DG set	By the vendor
7.	Insurance of DG set	By the vendor
8.	Cost incurred on execution of agreement between bank and applicant for hiring of generator	By the vendor
9.	Average monthly requirement as per average power cut of the branch in hours(...hrs x 25 days per month)	..... hours
10.	Average monthly diesel to be consumed	.....Liters/month
11.	Total cost of diesel to be consumed (Rs_____x_____ per month.)	Rs.....
12.	Average Operational Expense (operator (Rs. _____ Mobil, Maintenance Etc. (Rs._____/-) (estimated)	Rs.....
13.	Vendor's profit (estimated)	Rs.....
14.	Total of National monthly rent	Rs..... Say Rs.....

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

**Place:**

**Date:**

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