



Gramin Bank of Aryavart

A-2/46, Vijay Khand, Gomtinagar, Lucknow.

Bid Document

For

Supply, Installation, Commissioning and AMC

Of

Security Alarm Systems

at

Various Branches / Offices of the Bank

HO/A&S/RZ/268/216-17

Invitation for tender offers

Gramin Bank of Aryavart is a leading Regional Rural Bank with **695** Branches and 12 Regional Offices geographically located in Uttar Pradesh with its **Head Office** at Lucknow and **Regional Offices** at **Hardoi, Unnao, Barabanki, Lucknow, Kannauj, Farrukhabad Mainpuri, Firozabad, Etah, Hathras, Aligarh** and **Agra** and it caters to the banking needs of 15 Districts of Uttar Pradesh.

Gramin Bank of Aryavart invites sealed tender offers (technical offer and financial offer) from eligible, reputed manufacturers and/or their authorized dealers for supply, installation, commissioning of **Security Alarm Systems**, and **AMC** offer for the same in its Various Branches / Offices as and when required.

Direct manufacturers / authorized dealers / companies empanelled with **Bank of India** and having good infrastructure will be given priority in selection of firms. Bank can engage more than one company simultaneously.

Instructions to the vendors in relation to the Technical/ financial /AMC offer are given in **Annexure I**.

The Terms & Conditions of the AMC offer are given in **Annexure II**. Vendor will have to furnish unconditional compliance for all terms and conditions of AMC offer. **Please note that the vendors having franchise arrangement for maintenance & support cannot quote.**

A complete set of tender document may be obtained from Bank 's Head office at following address

Gramin Bank of Aryavart
HEAD OFFICE
A – 2/46 VIJAY KHAND
GOMTINAGER
LUCKNOW

The details are given below:

Date of commencement of issue of tender document	30.08.2016
Last Date for down loading the tender Document	14.09.2016 1.00 p.m.
Last Date and Time for submission of tender Document	14.09.2016 3.00 p.m.
Date and Time for opening of technical bid	15.09.2009 3.00 p.m.
Date and Time for opening of Financial bid	Shall be informed to the qualified Firm evaluation of technical bid.
Address of Communication	Gramin Bank of Aryavart Head Office, A-2/46, Vijay Khand, Gomtinagar, Lucknow (U.P.)
Website	www. Aryavart -rrb.com
Contact Telephone Numbers	Phone: 7388800600,7388800788

Earnest Money Deposit of Rs. 25000.00 (Rs Twenty five Thousand only) must accompany **with technical bid as specified in this tender document.** The earnest money deposit of all the unsuccessful bidders will be returned within a period of 30- days from the date of opening of the tenders.

Terms and Conditions and various formats and proforma for submitting the tender offer are described in the tender document and its Annexure.

NO.....

Date :

(B.B.Nanda)

General Manager

SEAL OF BANK

ANNEXURE I

Instructions to vendors

1. Invitation Offer System

Only **vendors** who are empanelled with Bank of India may submit their Quotations. Other vendors and vendors having franchise arrangements should not quote.

Quotations must be submitted, **on or before 15.09.2016 hours on 3.00 P.M.**, giving full particulars in **sealed envelope** at the Bank's address given below :

<p>The General Manager Gramin Bank of Aryavart A-2/46, Vijay Khand, Gomtinagar, Lucknow -226010</p>
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All envelopes should be securely sealed and stamped. The unit rate / AMC amount for each security alarm system should be quoted. Any Quotation found to contain incomplete information is liable to be rejected outright.

All the envelopes (separate for technical & financial offer) must be super-scribed with the following information:

- Technical/Financial Offer for SUPPLY/ AMC of Security Alarm System
- Reference Number of Letter of Offer.....
- Due Date of Offer.....
- Name of Vendor.....

2. Eligibility of the Vendor

The Company should have **made profits in the last three financial years**, and should be in sound financial condition as judged by the Bank for this purpose. A copy of last three financial years' relevant audited balance sheets should be submitted with the technical offer.

The vendor should be doing business for at least five years in the same field. **The vendor should not have been appointed as consultant during the last one year in our Bank.**

The vendor should have support/ service centers in the state of Uttar Pradesh preferably in districts: **Lucknow, Kanpur, Aligarh and Agra** .

3. Earnest Money Deposit :

Vendors are required to submit a Demand Draft from a Nationalized Bank favoring "**GRAMIN BANK of ARYAVART**" for **Rs. 25000.00 (Rupees Twenty Five thousand only)** as **Earnest Money Deposit (EMD)** payable at **Lucknow** along with their technical

offer. Offer made without EMD will be rejected. **No interest will be paid by the Bank on the Earnest Money Deposit** The earnest money deposit of all the unsuccessful bidders will be returned within a period of 30- days from the date of opening of the tenders.

4. Quotations :

The vendor must ensure that all the items as specified in this offer are quoted for Unit-wise rates with one year warranty. The vendor must also ensure that the firm is in a position to undertake the work specified. **The evaluation of L1 vendor will be on the basis of unit price with one year warranty + three years AMC**. Other vendors will be required to match the rates offered by L1 vendor, in case Bank needs more than one vendor for valid reasons. The Bank reserves the right to appoint more than one vendor. It also reserves right to reject one or all vendors. The decision of the Bank in this regard will be final and binding.

5. Non-transferable Offer

This Offer document is not transferable. **Only the Direct manufacturers / authorized dealers / companies, is entitled to quote.**

6 Validity of Offer

The offer should be valid for a minimum period of 180 days from the date of submission.

7 Address of Communication

Any communication in this regard should be made to the following mobile numbers:

7388899723 and 7388800788

8 Modification and Withdrawal of Offers

The Bank has a right to modify / alter the Offer and the terms and conditions thereon, before the closure of the Offer. The vendor may modify or withdraw it's offer after its submission, provided that written notice of the modification or withdrawal is received by the Bank prior to the closing date and time prescribed for submission of offers. No offer can be modified by the vendor, subsequent to the closing date and time for submission of offers.

9. Opening of Offers

Offers received within the prescribed closing date and time, will be opened by Bank's Committee appointed for the same.

10. Preliminary Scrutiny

The Bank will scrutinize the offers to determine whether they are complete, whether any errors have been made, whether the documents have been properly signed and whether items are quoted as specified. The Bank may, at its discretion, waive any minor non-conformity or any minor irregularity in an offer. This shall be binding on all vendors and the Bank reserves the right for such waivers.

11. Clarification of Offers

To assist in the scrutiny, evaluation and comparison of offers, the Bank may, at its discretion, ask some or all vendors for clarification of their offer. The request for such clarifications and the response will necessarily be in writing. The Bank has the right to disqualify the vendor whose clarification is found not suitable to the Bank.

12. No Commitment to Accept Lowest or Any Other Offer

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this offer notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever. The Bank reserves the right to make any changes in the terms and conditions of contract. The Bank will not be obliged to meet and have discussions with any vendor and/or to listen to any representations.

13. Make and Models of the equipment

The details of the equipments are mentioned in the respective **Annexures**. The brief details given about the configuration are only indicative. A vendor must quote unit rate for each item.

14. Details of Spread

Offices / Branches are in Uttar Pradesh and spread over in districts namely -
1.Hardoi 2.Unnao 3.Barabanki 4.Kannouj 5.Farrukhabad 6.Lucknow 7.Faizabad
8,Mainpuri 9 , Etah 10. Kasganj 11.Aligarh,12. Hathras 13 Firozabad .14
Firozabad 15. Mthura.

15. Format for Offer

The offer must be submitted in suggested format as per Annexure III &.IV.

15. Erasures or Alterations

The offers containing in the Format other than specified will not be considered. There should be no corrections or alterations in the offer. The Bank may treat offers not adhering to these guidelines as unacceptable.

16. Costs & Currency

The offer must be made in Indian Rupees only and should include all types of taxes and levies, charges i.e. FOR at Branches.

17. No Negotiation

It is absolutely essential for the vendors to quote the ***lowest price*** at the time of making the offer in their own interest, as the Bank will not enter into **any price negotiations**.

18. Technical Support Staff

The vendor will be required to station at site, at least one maintenance staff / engineer on full time basis for a bunch of 100 nos. equipments/ machines approximately.

19. Price Variations and Supply of Spares

The price quoted by the vendor should be valid for a minimum period of 180 days. The vendor must give an undertaking along with the quotes that he gives service commitment along with availability of spares for a minimum period of one years warranty and three years AMC.

20. ANNUAL MAINTENANCE CONTRACT:

The vendor should quote separately for AMC (Post Warranty) rate. The quoted AMC rate should be applicable for all working days with a response time of 24 hours plus journey time from the nearest service centre to the place of installation. However, it will be solely at the discretion of the Bank whether to give AMC to the Vendor or to a 3rd Party Delayed AMC services will attract penalty. . The Terms & Conditions of the AMC offer are given in **Annexure II**.

Terms and Conditions of the AMC Offer.

1. SCOPE:

- 1.1 Company will supply only ISI marked or other related certified products.
- 1.2 The warranty of machine is to one year and the A.M.C. will be for three year.
- 1.3 Rates approved will be valid for one year and it will be binding on company to supply/replace/repair the products on contracted rates.
- 1.4 Payment for security alarm system will be made at Bank "s Head office after satisfactory installation report from the Branches and recommendation from the Regional Manager .
- 1.5 No advance payment will be made for any work.
- 1.6 Besides routine visits, branches can call the company for any related problem/work as & when required.
- 1.7 Bank reserves the right to terminate/cancel the contract at any stage if the services of company are not found as per the agreed terms & conditions or otherwise.
- 1.8 In case of any complaint, company must visit the concerned branch within 24 hours plus journey time from the nearest service centre..
- 1.9 Company should have proper communication system and the complaints from branches should be attended immediately.
- 1.10 Changes in the terms & condition can only be made with written agreement between the Bank and the company.
- 1.11 Company should provide the copies of Trade Tax / VAT/ Service Tax registration and must have Government permission to run this business.

2. DAYS OF SERVICE:

- 2.1 The provision, by the vendor, of maintenance service will be confined to the Banks normal working days.
- 2.2 No work will be undertaken on Sundays and holidays except by prior arrangement.

3. DURATION OF CONTRACT:

- 3.1 The contract shall initially be valid for a period of **one year warranty + three years AMC** and may be extended for further period depending on satisfactory service.
- 3.2 Upon expiry of the period of contract (one year warranty + three years AMC), the same may be renewed for a further period of 12 months and upon such terms and conditions as may be mutually acceptable to the Bank and the Vendor, and also subject to the Para 3.3 mentioned hereunder.
- 3.3 If the vendor desires to renew the period of existing contract, he shall express his desire to renew the contract, by giving two months prior notice before the expiry of the contract.

4. CARE OF THE EQUIPMENT:

- 4.1 The Bank shall give the vendor full access to the equipments to enable the vendor to provide comprehensive maintenance service.
- 4.2 The vendor shall ensure that the Systems being maintained are kept in proper working conditions all the time.

5. PAYMENT OF CHARGES :

- 5.1 All payments of AMC will be made by Head Office on half yearly basis after the work and the satisfactory performance report from branch and Regional Manager..
- 5.2 No penalty or interest etc., shall be payable by the Bank for any overdue maintenance charges.
- 5.3 The vendor shall draw invoices for payment on the Head Office.
- 5.4 Maintenance charges payable by the Bank will be inclusive of all duties, taxes etc.

6. ASSIGNMENT :

All rights, liabilities and obligations are non-transferable and any transfer/assignment of the same can be done only mutually.

7. TERMINATION :

The bank may terminate the contract by giving 15 days notice. Maintenance charges payable, shall be proportionately reduced for the remaining period and Bank will be obliged to pay only for the actual period for which the vendor has provided the maintenance service.

8. GENERAL :

The vendor shall be required to sign a Agreement as per Bank's Standard Format incorporating various terms & conditions.

Check list

(This checklist to be enclosed with Technical Bid at the top of the documents)

Vendors are requested to check and submit their bids in the following order :

A) Technical Bid (Cover No.1)

1. Technical Bid Form (ANNEXURE- III)
2. Details of previous work orders & empanelment letters etc.(Photocopies)
3. Copy of Registration for VAT/Service Tax.
4. Copy of PAN and Income Tax Return/Clearance certificate.
5. Earnest Money Deposit i.e. **Rs. 25000/-** (DD/Banker's Cheque).
6. Solvency Certificate issued by Banker.
7. Copies of Audited Balance Sheet for last three years.
8. Information brochures & leaflets etc. for the quoted items.
9. Instructions to Vendors (ANNEXURE- I).
10. Terms & Conditions of AMC offer (ANNEXURE- II).

B) Financial Bid (Cover No.2)

1. Financial Bid as per ANNEXURE- IV (Whichever is applicable)

Vendors are advised to sign & stamp all the pages of the bid.

Note: Both the **Cover No.1 & 2** mentioning **Technical Bid & Financial Bid** should be properly sealed and kept in one big sealed cover superscribed as Bid for **"Supply, installation of Security Alarm System "**

Gramin Bank of Aryavart

A-2/46, Vijay Khand, Gomtinagar, Lucknow.

FORMAT FOR TECHNICAL BID

Annexure III

Supply and Installation of Security Alarm System.

Sr.	Particulars	Description
1	Name of the Firm/Company with Address and Telephone Nos. Year of establishment	
2	Name of the Proprietor with Telephone Nos. (Office, Residence and Mobile)	
3	Local Office Address with Telephone Nos.	
4	Solvency Certificate : Issued by : Bank name Date of Issue : Amt. of Solvency Certificate :	
5	Details of work executed during past five years 1. Number of works executed Rs. 5 lac or more but less than Rs. 10 lacs. 2. Number of works executed Rs. 10 lacs or more but less than Rs. 15 lacs. 3. Number of works executed Rs. 15 lacs or more.	
6	Are you in the panel of approved vendors/contractors of R.B.I./Govt./Semi-Govt./PSUs/Financial Institutions/Banks' etc.; if so: give name of the organizations, year from which you are in the approved panel etc. Empanelled with Bank of India for last five years (please enclose the latest empanelment letter.)	Yes/No

7	Give name and address of two responsible persons in the organizations/institution etc. for whom you had undertaken the above works and who will certify that the work entrusted to you by them had been successfully completed to their satisfaction as per their terms of contract.	Yes/No
8	PAN No. (Please enclose proof)	
9	Sales/Trade Tax No. (Please enclose copy of regn. cert.)	
10	Service Tax Reg. No. (Please enclose copy of regn. cert.)	
11	Whether any member of the staff of the Bank is related to your proprietor, partner, director. If yes, name/names of the employee with relationship, working since when, position held, and present place of posting to be furnished.	

Note: The above information must be supported by documentary proof/photo copies, wherever required (Attested by a Chartered Accountant/Notary Public.)

Enclosures:-

1. EMD DD No. Dated for Rs.25000/- in favour of "AryavartGramin Bank"
Payable at LUCKNOW.

2. (Other documents)

3.

4.

5.

6.

7.

Signature of Vendor/Authorised Signatory

of Firm

Stamp

Date:

Place:

Details of Previous Work order

Sr	Name of Client with address & Telephone Nos.	No of Security alarm systems supplied	Period of Supply	Value
1				
2				
3				
4				
5				
6				
7				
8				

Note:

- 1 Details should be provided in proforma only.
- 2 If space is found to be insufficient, then use additional sheet but format should be same.
- 3 Photocopy of abovementioned work orders must be enclosed.

DECLARATION :

- 1 I/We hereby certify that the information given by me/us in your prescribed Proforma are true and hereby undertake that if the information is found to be false at a later date, the contract if any, made between ourselves and Aryavart Gramin Bank, will be treated as invalid and Bank shall be at liberty to take appropriate action as deemed fit against us and claim damages.
- 2 Bank is authorised to verify all the information provided by us.
- 3 Originals of all supporting documents shall be provided by us in authenticity of the information furnished, whenever called upon us by the Bank.
- 4 We undertake to abide by the general terms and conditions of the Bank with regard to guarantee/warranty of materials/workmanship/security deposit etc., in case the work contract is awarded in our favour.

Stamp

Date:

Place:

Signature of Vendor/Authorised Signatory of Firm

Name :

Designation:.....

Gramin Bank of Aryavart

A-2/46, Vijay Khand, Gomtinagar, Lucknow.

FORMAT FOR FINANCIAL BID

Annexure IV

Supply and Installation of Security Alarm Systems

Sr.	Item	Specification	Basic Cost of New machine with one year warranty	Taxes/VAT/ Octroi etc.	Total Cost per unit
1	Security Alarm System (Package)	Alarm system with Micro controller based technology and with 3 panic, 2 intruder and 1 emergency fire zone, self diagnostic audio visual indication for fault, built-in speaker and 2 channel amplifier, auto isolation of defective zone, auto timer off, attention signal & silent delay with aux relay for attachment of Audio Dialler inclusive of Control Panel with one in-built speaker and one external speaker 40W, Three panic switches, one PIR sensor and one Magnetic sensor and with one RMF Battery 12V 7AH(Exide) inclusive of installation charges at branches.			
		Wiring : 2 Core(single) wire in PVC Conduit pipe per Mtr			
		2 Core(single) wire in PVC Channel per Mtr			
Extra Operational Switches(if required)					
		Hand Switch			
		Foot Switch			

Please enclose information brochures etc for the quoted items.

Warranty: 12 Months from the date of installation

AMC (comprehensive) Charges (per unit)

We confirm that the rates quoted above are Net Rates inclusive of Excise Duty, Sales Tax VAT and all other levies and also inclusive of installation/transportation charges, cost of material i.e. brackets, screws and any other material are FOR at Branches i.e. the site of installation.

Stamp
Firm
Date:

Signature of Vendor/Authorised Signatory of

Name:.....

Place:

Designation:.....

FININCIAL BID

SECURITY ALARM SYSTEM

S. No.	Cost with one year warranty	All type of taxes and charges	AMC cost for three years	Total cost with one year warranty and three years AMC
(1)	(2)	(3)	(4)	(5)

Total cost per unit

Rs.....only.

(Total cost means 2+3+4)

NOTE :-

1. The AMC cost will be paid after warranty and it will be on half yearly basis.
2. The minimum cost will be calculated on the total cost with one year warranty and three year AMC cost.

Stamp
Date:

Signature of Vendor/Authorised Signatory of Firm
Name:.....

Place:

Designation:.....

Annexure-III
Evaluation Criteria for Security alarm system .

The evaluation will be done on the following two parameters:

1. Financial parameters: 25 Marks) documentary evidence
2. Technical parameters: 75 Marks) should be submitted

Financial Parameters:

Parameters	Max. Marks	Marks	Self Assessment Marks
Average Annual Turnover (TO) during last 3 years	5	To Rs. 1.00 Crore To upto Rs2.00 Crore To above Rs5.00 Crore	3 4 5
Net worth (NW) of the Company as per latest Balance Sheet	5	NW Rs. 50.00 Lacs NW above Rs. 100.00 lacs	4 5
Profit of the last Financial year	5	Profit upto Rs 25.00 lacs Profit above Rs. 50.00 lacs	4 5
Sales volume of the security alarm system for last financial year.	5	Sales Rs1.00 Crore Sales above Rs 2.00 Crore	4 5
Work executed in last one year. (Give the order value and machines in nos.)	5	Upto 100 machines for PSUs/Banks/RBI/reputed Organization 200 Machines 500 Machines & Above	3 4 5

Technical Parameters:

Parameters	Max. Marks	Marks	Self Assessment Marks
No. of years in manufacturing and sale of security alarm system	15	Minimum 5years Above 5 years (one marks for additional year)	10
Location for Support services	15	Minimum 4 service support centre in Banks area of operation or at Kanpur, Lucknow Agra	10

		and Aligarh (One marks for every additional centre)		
Reference site	15	Minimum 100 Sites Above 100 sites (three marks for additional 50 site)	12	
Whether Company ISO 9001 certified for security alarm system	15	ISO Certified Not Certified	15 0	
No. of qualified engineers on all	15	Minimum 5 qualified engineers (One mark for additional engineer)	10	

Note: -

In order to assist the process of evaluation, vendors are required to submit documentary evidences in support of their claims of these parameters. If the vendor does not provide any of these details no marks will be given to the vendor in evaluation process. **Minimum qualifying marks is 60.**

Stamp
Date:

Signature of Vendor/Authorised Signatory of Firm
Name:.....

Place:

Designation:.....

