

**TENDER DOCUMENT THE JIND CENTRAL CO-OP BANK LTD**



**Short Term E-Tender Document  
For  
Supply & Installation of Burglary and Fire Resistant Safes at various  
Branches  
Of  
“THE JIND CENTRAL CO-OPERATIVE BANK LTD”  
Situated in Jind District.**

<b>Date of Downloading Tender Form</b>	<b>:</b>	<b>27-09-2021 from 1700 Hrs to 12-10-2021 upto 1700 Hrs</b>
<b>Last Date for Online Submission of Tender</b>	<b>:</b>	<b>Upto 1700 Hrs on 12-10-2021</b>
<b>Date of Pre-Bid Meeting</b>	<b>:</b>	<b>11-10-2021 At 11:30 Hrs</b>
<b>Date of Opening of Technical Bid</b>	<b>:</b>	<b>13-10-2021 At 11:00 Hrs</b>
<b>Date of Opening of Financial Bid</b>	<b>:</b>	<b>13-10-2021 At 13:00 Hrs</b>
<b>Venue for Opening of Bid</b>	<b>:</b>	<b>Bays No.1-4, Distt. Shopping Centre, Huda Ground, Urban Estate, Jind-126102, Haryana</b>

**E-mail: [cbsjind.haryana@gmail.com](mailto:cbsjind.haryana@gmail.com)**

**Website: [www.jindccb.com](http://www.jindccb.com)**

### **Notice Inviting E-Tender**

#### **E-Tender Notice**

The Jind Central Co-operative Bank Ltd. invites online e-tendering under two bids system i.e. technical and financial from well-reputed firms / manufacturers / authorized suppliers for Supply & Installation of **Burglary and Fire Resistant Safes** at various Branches (**H.O Branch, Danoda Kalan and Sindhvi khera Branch**) of The Jind Central Co-operative Bank Ltd., Jind.

<b><u>Sr.No.</u></b>	<b><u>Particulars</u></b>	<b><u>Date &amp; Time</u></b>
1	<b>Downloading of Tender Document and online Bid preparation/ submission(date &amp; time)</b>	<b>27-09-2021 (17:00 Hrs) to 12-10-2021 (17:00 Hrs)</b>
2	<b>Submission of online payment(EMD and Tender document fee + E-service Fee)</b>	<b>12-10-2021 up to 17:00 Hrs</b>
3	<b>Date &amp; Time of Pre-Bid Meeting</b>	<b>11.10.2021 at 11:30 AM</b>
4	<b>Opening of Technical Bid(date &amp; time)</b>	<b>13-10-2021 at 11:00 Hrs</b>
5	<b>Opening of Financial /Price Bid(date &amp; time)</b>	<b>13-10-2021 at 13:00 Hrs</b>

\*Hard copies of Technical Bids and Financial Bids in sealed covers be also sent separately up to **12.10.2021** in the Head office of the bank situated in Bays No. 1-4, Distt. Shopping Centre, Urban Estate, Jind.

The Tender forms (non-transferable) containing terms & conditions and specifications/Job description of the above mentioned work may be downloaded from Website: <https://haryanaeprocurement.gov.in> and [www.jindccb.com](http://www.jindccb.com) .

All bidders are required to get register on e-tendering portal & obtain Digital Signature from Nextenders (India) Pvt. Ltd, Panchkula.

Technical & Financial bid will be opened at Head Office, Bays No. 1-4, Distt. Shopping Centre, Urban Estate, Jind, Haryana. Bank reserves the right to reject any/ all the tenders without assigning any reason.

**GENERAL MANAGER**

**OTHER DETAILS:**

**E-Tender** is invited for below mentioned work in single stage two cover system i.e. Request for Pre-Qualification/Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):

Sr.No	Name of Work	EMD to be deposited	Tender Estimated Value	Tender Document Fee and E-Services Fees	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission
1	Supply & Installation of Burglary and Fire Resistant Safes	Rs.10,000/- (Rs. Ten Thousand Only)	Rs.40,00,000/- (Rs. Fourty Lacs Only)	Rs.1000 + Rs.1000 = Rs.2000/- (Rs. Two Thousand Only)	27-09-2021 At 10:00 Hrs	12-10-2021 At 17:00 Hrs

Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards or Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to "Online Payment Guideline" available at the Single e-Procurement portal of GOH (Govt. of Haryana) and also mentioned under the Tender Document.
- SUBMISSION OF TENDER:-** Tenderer shall submit their offer in electronic format on the above mentioned website on or before the scheduled date and time as mentioned above. No offer in physical form will be accepted and any such offer, if received by The Jind Central Co-operative Bank Ltd; Jind will be out rightly rejected.
- No definite volume of work to be performed during the currency of the contract can be guaranteed by The Jind Central Co-operative Bank Ltd; Jind No claim shall lie against Bank on this account.
- The Jind Central Co-operative Bank Ltd; Jind reserves the right to accept / reject any/all the tenders without assigning any reason; the decision of the Bank shall be final and binding on tenderer.
- NIT is the part of Tender Document and therefore bidders are requested to read the complete tender document and complete all the conditions mentioned therein. Bidders are requested to go through the tender document carefully before submitting the online bid and can visit the

bank on any working day with prior intimation to inspect the specimen of the requisite items.

6. If the day fixed for opening of tender is subsequently declared a holiday, the tenders will be opened on the next working day following the Holiday but there will be no change in the time for opening indicated above.
7. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. The tenderer shall deposit a sum of **Rs. 10,000/- (Rupees ten thousand only)** as Earnest money and the receipt so obtained may be submitted alongwith the Technical Bid. The EMD of the successful bidder shall not carry any interest and be refunded after successful completion of tender period. The intended bidder who fails to pay EMD fee under the stipulated time frame shall not be allowed to submit his bids for the respective event / Tenders.
8. The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic payments gateway which is an online interface between bidders and online payment authorization networks.

The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards or Internet Banking.

The interested bidders must remit the funds at least T+1 working day (Transaction + One working Day) in advance before the expiry date & time of the respective events. And make payment via RTGS/NEFT to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://haryanaeprocurement.gov.in>.

9. Details of the Branches are as follows :-
  - Head Office Branch
  - Danoda Branch
  - Sindhvi Khera Branch

Where the Safes will be installed.

**The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-**

**Key Dates**

Sr. No.	Details	Bidder's Stage	Start date and time	Expiry date and time
1.	Release of Tender	-	27-09-2021 (15:00 Hrs)	12.10.2021 (upto 17:00 Hrs)
2.	-	Downloading of Tender Document/Online Bid Preparation/Submission	27-09-2021 (17:00 Hrs)	12.10.2021 (upto 17:00 Hrs)
3.	Opening of Technical Bid Envelop	-	13.10.2021 (11:00 Hrs)	---
4.	Opening of Financial Bid		13.10.2021 (13:00 Hrs)	
5.	Date & Time of Pre-Bid Meeting		11.10.2021 (at 11:30 Hrs)	

**Important Note:**

- 1) The Applicants/bidders have to complete "Application / Bid Preparation & Submission" stage on scheduled time as mentioned above. If any Applicant / bidder remained fail to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as "Applications / bids not submitted".
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of "Application/Bid Preparation & submission stage" (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Application/Bidder Stage.

**GENERAL MANAGER**

**The Jind Central Cooperative Bank Ltd; Jind**

**TABLE OF CONTENTS**

Introduction.....	7
Instructions to Bidder on E-tender.....	9
Scope of Work .....	13
Eligibility Criteria for Bidders: .....	14
Price Bid.....	16
Bid Submission Process.....	17
Vendor Assessment methodology .....	18
Opening of Tender.....	20
Interview and Acceptance of Tender.....	20
Period of Validity.....	20
<b><i>Terms &amp; Conditions:</i></b>	
Warranty.....	21
Cancellation of Order.....	21
General Conditions for Contract.....	22
<b><i>Annexure 1</i></b>	
<i>Self-Declaration on not being blacklisted.....</i>	<i>24</i>
<b><i>Annexure 2</i></b>	
<i>Format of Net Worth and Annual Turnover.....</i>	<i>25</i>
<b><i>Annexure 3</i></b>	
<i>Technical Bid.....</i>	<i>26</i>
<b><i>Annexure 4</i></b>	
<i>Checklist to be enclosed with Technical bid (Eligibility Criteria).....</i>	<i>28</i>
<b><i>Annexure 5</i></b>	
<i>Financial Bid.....</i>	<i>30</i>

**1. INTRODUCTION**

The Jind Central Co-operative Bank Ltd; Jind came into existence after the re-organization of Haryana State on 1st November, 1966. Previously it was the branch of the Sangrur District Central Cooperative Bank Ltd, Sangrur in the Joint Punjab. The area of operations of this Bank is whole district of Jind. It undertakes/provides all banking activities/ facilities with some exceptions. The bank is governed by its members (Board of Directors) through the Bye-Laws according to the Haryana cooperative societies Act, 1984 and the Haryana cooperative societies Rules 1989. It has its independent Board of Directors.

**Important Information**

1.	Tender Inviting Authority Designation and Address	The Jind Central Co-operative Bank Ltd; Jind. Bays No. 1-4, Distt. Shopping Centre, Urban Estate, Jind, Haryana.
2.	a) Name of the Work	Supply & Installation of <b>Burglary and Fire Resistant Safes</b> at various Branches of The Jind Central Co-operative Bank Ltd., Jind situated in Jind District.
	b) Tender reference	e-Tender/ BurglaryFireRes.Safes/2021
	c)Place of Execution	Head office of The Jind Central Co-operative Bank Ltd; Jind .
3.	a) Tender document availability	Tender document is available at <a href="http://www.haryanaeprocurement.gov.in">http:// www.haryanaeprocurement.gov.in</a> & <a href="http://www.jindccb.com">http:// www.jindccb.com</a>
	b) Processing fee for tender.	The payment of Tender Document Fee INR <b>1000/-(One Thousand Rupees Only)</b> and eService Fee Rs. 1000/-(Rupees one thousand only) (Non-refundable) can be made by eligible bidders/ contractors online directly through debit cards or Internet Banking Accounts.
5.	Pre-bid meeting	<b>11.10.2021 at 11:30 AM</b>
6.	Email address for communication for any queries / clarification	<a href="mailto:cbsjind.haryana@gmail.com">cbsjind.haryana@gmail.com</a> , <a href="mailto:jindccb@yahoo.com">jindccb@yahoo.com</a>
7.	Earnest Money Deposit(EMD)	The Payment for EMD of Rs. <b>10,000 (Rs. Ten Thousand Only)</b> can be made online directly through RTGS/NEFT and the bidder would remit the funds at least T+1 working day (Transaction + One working day) in advance to the last day and make the

		payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.
8.	Last date and time for submission of e-Tender.	12.10.2021 at 17:00 Hrs
9.	Last date and time for submission of EMD Payment	12.10.2021 upto 17:00 Hrs
10.	Date and Time of Opening of Technical Bids.	13.10.2021 at 11:00 Hrs
11.	Date and Time of Opening of Commercial/ Financial Bids.	13.10.2021 at 13:00 Hrs
i.	Eligibility Criteria: Please refer to further of the Tender Document.	
ii.	Two Bid System i.e. Stage-1 Technical Bid; Stage-2 Commercial Bid. Bids are to be submitted in electronically on <a href="http://haryanaeprocurement.gov.in">haryanaeprocurement.gov.in</a> . However, a hard copy of technical bid should also be submitted to The Jind Central Co-operative Bank Ltd; Jind after successful submission of e-bid.	
iii.	Tenders received after due date and time will be summarily rejected.	
iv.	Any Bid not conforming to the format will be summarily rejected.	



## **2. INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM**

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

### **2.1 Registration of bidders on e-Procurement Portal:-**

All the bidders intending to participate in the tenders process online are required to get them registered on the centralized e-Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

### **2.2 Obtaining a Digital Certificate:**

2.2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates should be issued by an Approved Certifying Authority, approved by the Controller of Certifying Authorities, Government of India.

2.2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website - <https://haryanaeprocurement.gov.in>.

2.2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from:

2.2.4 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during of bid preparation stage. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.2.5 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.2.6 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.2.7 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

### **2.3 Opening of an Electronic Payment Account:**

For purchasing the tender documents online, bidders are required to pay the tender documents fees online using the electronic payments gateway service shall be integrated with the system. For online payments guidelines, please refer to the Home page of the e-tendering Portal <https://haryanaeprocurement.gov.in>.

**2.4 Pre-requisites for online bidding:**

In order to bid online on the portal <https://haryanaeprocurement.gov.in> , the user machine must be updated with the latest Java & DC setup. The link for downloading latest java applet & DC setup are available on the Home page of the e-tendering Portal.

**2.5 Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://haryanaeprocurement.gov.in>

**2.6 Download of Tender Documents:**

The tender documents can be downloaded free of cost from the e-Procurement portal <https://haryanaeprocurement.gov.in>

**2.7 Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

**2.8 Bid Preparation (Qualification & Financial) Online Payment of Tender Document Fee, eService fee, EMD fees of online Bids:**

2.8.1 The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/ contractors online directly through Debit Cards or Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT.

2.8.2 The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

2.8.3 The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries, and all other terms and conditions except the rates (price bid).

2.8.4 The bidders shall quote the prices in price bid format.

2.8.5 If bidder fails to complete the Online Bid Preparation & Submission stage on the stipulated date and time, his/her bid will be considered as bid not submitted, and hence not appear during tender opening stage.

2.8.6 Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.

2.8.7 For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'How to .. ?' to download the file.

**2.9 Guideline for Online Payments in e-tendering**

2.9.1 Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- i. Debit Card
- ii. Net Banking
- iii. RTGS/NEFT

## **2.9.2 Operative Procedures for Bidder Payments**

### **A) Debit Card**

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on “Continue” button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with “successful” or “failure” message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as “successful” in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

### **B) Net Banking**

The procedure for paying through Net Banking will be as follows:

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on “Continue” button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as “successful” in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same.
- (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

- I. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.
- ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.
- iii. Each challan shall therefore include the following details that will be pre-populated:
  - Beneficiary account no: (unique alphanumeric code for e-tendering)
  - Beneficiary IFSC Code:

- Amount:
  - Beneficiary bank branch:
  - Beneficiary name:
- iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.
  - v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.
  - vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

**2.10 ASSISTANCE TO THE BIDDERS:**

For any query or training bidders can contact the help desk of Single e-Procurement portal ( <https://haryanaeprocurement.gov.in>) at address mentioned below:-

M/s Nextenders (India) Pvt. Ltd. O/o  
dS&D Haryana,  
SCO-09, 2<sup>nd</sup> Floor, Sector-16, Panchkula-134108(Haryana)  
E-mail: [Chandigarh@nextenders.com](mailto:Chandigarh@nextenders.com)

**Help Desk Nos.:- 0172–2582008-09, 2618292 and 1800-180-2097 (Toll Free Number)**

**Timing:-**

Technical Support Assistance will be available over telephone (*Helpdesk support team shall not be contacted for online bidding on behalf of the Contractors*).

Monday to Friday (10:00 am. to 6:00 pm) & Saturday (11:00 am to 2:00 pm) for Training workshop - On working days only.

### **3. SCOPE OF WORK:**

The Jind Central Co-operative Bank Ltd; Jind invites online E-tendering bids for engaging a **Firm / Manufacturers / Authorized Suppliers** who is already engaged in having Supply & Installation of Burglary and Fire Resistant Safes at various Branches of The Jind Central Co-operative Bank Ltd., Jind from the date of placement of work order. Details of the Branches where the Safes will be installed, shall be discussed at the time of placement of order.

#### **Technical Specifications:-**

1. The safe dimensions and specifications shall Strictly adhering to IS 550 (Part 1): 2014
2. The safe shall be marked with IS 550 listing mark as per BIS Rules.
3. Size of Safes should be **61 inches** and all the Safes should be of **Godrej Class "AA" Safe**.
4. The Bidder/OEM must possess valid BIS Licence to manufacture and supply the aforementioned Burglary and Fire Resistant Safes (Class AA).
5. All the surfaces of the Safe before painting shall be thoroughly degreased and cleaned of rust and scales preferably by 12 tank pickling process and treated chemically to prevent from rusting.
6. The Safe shall be painted inside and outside with an anti-corrosive primer followed by two undercoats of paints and finally painted with quick drying paint, resulting into minimum 300 hrs of salt spray resistance. (Attach certificate/declaration).
7. The Lock shall be dual control type and have at least 8 active levers of brass of minimum 1.2mm thickness. There should not be any dummy (False) Levers.
8. The Bidder/OEM must be the Original Equipment Manufacturer of the Locks used in the aforementioned Safe. (OEM must give a written undertaking on Letterhead and must also give an NOC to the bank for plant visit if needed).
9. The Safe should have the two-stepped lock case construction and in the closed position the gap at any place between the door edge and the frame shall not more than 1mm and in locked position it shall not play of more than 1mm in the direction in which the door opens.
10. The outer and inner body of the safe should be made of Mild Steel with Ultimate Tensile Strength (UTS) of at least 270 Mega Pascal (MPa). The Total Steel thickness across the walls of the Safe shall be minimum 7mm out of which the outer body plate shall be of minimum 5mm thick.
11. The thickness of door over the Bold should be minimum 120mm.
12. The Safe shall have automatic relocking device for each key lock fitted in the door which being always on guard shall come into operation if lock is dislodged by explosives or by other means.  
**Additional relocking device on primary lock apart from above relocking device shall also be provides for extra protection.**
13. The thickness of the Torch and Tool resistant material in the body of the safe as well as in the door shall be minimum 100mm each.
14. The body shall be manufactured in multi-bend construction. The body shall be made so as to provide rebate on four sides. The Construction of body shall be such that the resultant force of pull on the door is resisted by a member that is either an integral part of the body or is welded to the inner part of the body and not by any component part that is screwed or riveted.
15. The Safe shall have locking bolts of at least 32mm diameter on the front as well as rear edge of the door. In addition to this, the Safe shall also have locking bolts on the top and

bottom edges of the door.

#### 4. **Eligibility Criteria for Bidders:**

##### 4.1 Bidders General Qualifications:

- i. This tender is open to all firms/companies within India, who are eligible to do business under relevant Indian laws as in force at the time of bidding.
- ii. Firm/company declared by GoH to be ineligible to participate for corrupt, fraudulent or any other unethical business practices shall not be eligible during the period for which such ineligibility is declared.
- iii. Breach of general or specific instructions for bidding, general and special conditions of contract with GoH may attract a proceeding to declare a firm/company ineligible for a certain period or certain number of consecutive tender calls.
- iv. Eligibility Criteria is given as under and compliance must be filled by the bidders in the technical envelope as per **Annexure-4:-**

##### 4.2 Minimum Eligibility Criteria:

S.No.	Clause	Documents required
1.	Processing fee for Tender should have been submitted.	The payment of Tender Document Fee INR <b>1000/-(One Thousand Rupees Only)</b> and eService Fee Rs. 1000/-(Rupees one thousand only (Non-refundable) can be made by eligible bidders/ contractors online directly through debit cards or Internet Banking Accounts.
2.	Earnest Money Deposit(EMD)	The Payment for EMD of Rs. <b>10,000</b> (Rs. Ten Thousand Only) can be made online directly through RTGS/NEFT and the bidder would remit the funds at least T+1 working day (Transaction + One working day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.
3.	The Bidder should be a private/ public limited Company registered in India under the Indian Companies Act, 1956/ Partnership firm/sole proprietorship firm/Co-operative Society existing for the past 5 years.	The bidder shall provide the Certificate of Incorporation for Registered Companies, Partnership Deed for Partnership Firms/VAT or GST Registration Certificate for Sole Proprietorship Firms.
4.	The minimum Turn-over of the bidding company during last three audited financial years should be minimum <b>Rs.10.00 Lac</b> per year.	Audited Balance sheet of the Bidder for each of the last 3 financial years.
5.	The Bidder should have positive net worth (measured as paid-up capital plus free reserves) and	Audited Balance sheet and Profit & Loss account statement of the Bidder for each of the last 3 audited financial years.

	should be profit making company for at least two years out of the last three audited financial years(FY2018-19, FY2019-20 & FY2020-21)	
6.	Bidder must have Experience of <b>minimum 5(Five) years</b> dealing with manufacture and supply of Burglary and Fire Resistant Safes as on date of submission of the proposal.	Copy of Performance Certificates, Purchase Order issued/Agreement in the name of bidder.
7.	Should not have been black listed by any central/State Government Department/ Organization for breach of any applicable law or violation of regulatory prescriptions or breach of agreement as on date of submission of Bid.	An affidavit as per the <b>Annexure-1</b> to be submitted by bidder.
8.	The Bidder should have supplied at least <b>three orders of Class AA Burglary and Fire Resistant Safes</b> in any Government Department/PSUs/Nationalised Banks/ Cooperative Banks of value not less than Rs. <b>40.00 Lac</b> as on date of submission of financial offer during <b>last 3 years.</b>	Copy of the contract order/a certified letter from the concerned client confirming the date of engagement and successful completion of order.
9.	The Bidder shall have ISO-9000/9001 and ISO 14001 series certifications for manufacturing process. The Bidder should have valid Bureau of Indian Standards (BIS) License for all the Product/Equipments (especially Safes) which they intent to supply and should also meet the minimum fire rating criteria specified by BIS.	Copy of valid ISO-9000/9001 and ISO 14001 Certificates.  Copy of valid BIS Certificate.
10.	The Bidder must be an Authorised Dealer of Godrej Company.	Proof of Dealership to be attached.
11.	The Bidder should have valid GST and PAN No.	Copies of GST & PAN No.

**Any Bid failing to meet the above stated Qualification criteria shall be summarily rejected and will not be considered for Financial Evaluation.**

**5. Price Bid:**

1. The prices bid is to be filled by the bidder in price bid sheet (.xls format) of e-tender and pdf copy of same is also to be uploaded in price bid envelope.
2. Prices should be quoted in Indian Rupees and indicated in figures only.
3. Quoting incredibly low value of items with a view to subverting the tender process shall be rejected straight away and EMD of such vendor will be forfeited.
4. Prices will be fixed and it includes all the applicable taxes (GST etc.)
5. The rates quoted by the selected firm and approved by the Bank shall remain valid throughout the period of contract and requests to increase the rates during the currency of the contract shall not be considered.
6. Hard copies of Technical Bids and Financial Bids in sealed covers be also sent separately up to **12.10.2021** in the Head office of the bank situated in Bays No. 1-4, Distt. Shopping Centre, Urban Estate, Jind.

**Price Bid/ Financial Bid :-**

Sr.No.	Name of Item	Specification	Quantity	Rate (in Rs)			
				Unit Price	Total Price	GST	Gross Amount
1.	Burglary and Fire Resistant Safes	Godrej Class AA	3				

**Note:**

The rates include all applicable taxes (GST etc.), packing, forwarding, freight, insurance, installation, commissioning, warranty or any other charges. **(All fields in the financial bid are MANDATORY).**

**Authorized Signatory****Name:****Seal:****Place:****Date:**



## 6. **Bid Submission Process:**

6.1 The Bids should be submitted in two parts i.e. **Pre-Qualification cum Technical Bid and Commercial Bid.**

- a) **Pre-Qualification cum Technical bid (stage 1):-** The evaluation of the Technical Proposals will be carried out in the following manner:
- The Bidders' technical proposal will be evaluated as per **Annexure 3**. The Bidders are required to submit all required documentation in support of the evaluation criteria specified as required for technical evaluation.
  - At any time during the bid evaluation process, the Bid Evaluation Committee (BEC) may seek written clarifications from the Bidders.
- b) **Price Bid /Financial Bid (Stage 2):-** Price bid must be submitted as per format given at **Annexure-5**. All the Price items as asked in the Tender shall be filled in the Price Bid Format as given in the Tender. The Prices quoted shall be only in INDIAN RUPEES (INR). The tender is liable for rejection if Price Bid contains conditional offers.

1. Tender bid must contain the name, office and after office hours addresses including telephone number(s) of the person who are authorized to submit the bid with their signatures. A certificate from bidder's HR/ legal department must enclosed with the bid certifying that the person who signed the bid is a authorized person on behalf of company.
2. Un-signed, un-stamped and without certificate of authorized person from bidder's HR /legal department bid shall not be accepted.
3. All pages of the bid being submitted must be signed and sequentially numbered by the bidder irrespective of the nature of content of the documents.
4. Bids NOT submitted as per the specified format and nomenclature will be out rightly rejected.
5. Ambiguous bids will be out rightly rejected.
6. The Bank will NOT be responsible for any delay on the part of the vendor in obtaining the terms and conditions of the tender notice or submission of the tender bids.
7. The offers submitted by telegram/ fax/ E-mail etc. shall NOT be considered. No correspondence will be entertained on this matter.
8. Bidders shall indicate their rates in clear/visible figures.
9. The earnest money deposit (EMD) of **Rs. Ten Thousand Only (Rs. 10,000/-)** which will be paid as per e-tendering process. Tender without the Earnest Money & tender cost will not be considered. The Earnest money of successful bidder shall be refundable after the successful completion of work.No interest shall be payable on EMD.

**The Earnest money deposit of bidder who withdraws at any time before successful completion of his service contract shall be terminated and the Earnest money deposit shall be forfeited.**

10. Any alteration / overwriting / cutting in the bid duly countersigned else will be out rightly rejected.
11. Conditional tenders shall NOT be accepted on any ground and shall be rejected straightway.
12. If any clarification about Specification & Installation of Safes all are discussed in Pre-Bid meeting.
13. Tender process will be over after the issue of Purchase order/empanelment letter(s) to the selected vendor(s). Thereafter, information submitted by the participating bidders before and during the bidding process may be put by the Bank in the public domain. Competent Authority MAY NOT exercise the privilege given under Right to Information Act Section 8(1) (d) which says "there shall be no obligation to give any citizen information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless competent authority is satisfied that larger public interest warrants the disclosure of such information".

14. Tender Process Section will return all the un-opened bid to the bidder who failed to qualify for the next stage of bid processing starting from opening of EMD to Eligibility Criteria to Technical Bid to Financial Bid, as the case may be. Such bidder will acknowledge the receipt of the same to the Tender Process Section.
15. Bids not quoted as per the format given in the tender will be rejected straightway.

**7. Vendor Assessment Methodology:**

**(1) Technical Assessment (70% weightage)**

- i. Full marks i.e. 100 (absolute value) will be awarded to the bidder scoring the highest marks as per Ranking methodology for Technical evaluation.
- ii. Proportionate marks will be awarded to the other bidders as a percentage of the highest marks received in above.
- iii. Full 70 marks will be awarded to the bidder getting the highest marks.
- iv. Similarly proportionate marks will be awarded to the other bidders. (as per calculation (i) shown under item A - Example)

**(2) Commercial Assessment (30% weightage)**

- i. Full marks i.e. 100 (absolute value) will be awarded to the bidder quoting the lowest price i.e. Total Contract Value as per Commercial bid.
- ii. Proportionate marks will be awarded to the other bidders as a percentage (as per calculation (ii) shown under item B - Example) of the lowest quote.
- iii. Full 30 marks (30% of 100=30) will be awarded to the bidder quoting the lowest price. Similarly proportionate marks will be awarded to absolute value quoted by other bidders (as per calculation (iii) shown under item B- Example)

**Overall Assessment for calculation of L1:**

- a) The maximum score in the technical evaluation is 100.
- b) Bidders scoring 70 or more marks will be short listed for opening of commercial Bid (Phase II).
- c) In case, less than three bidders get more than 70 marks in the technical evaluation criteria, the top three bidders getting the maximum marks will be short listed, subject to their getting at least 60 marks.
- d) Marks scored in Technical Assessment and Commercial Assessment will be added.
- e) The bidder scoring the highest marks will be L1.

**Example:**

Bidder	X	Y	Z
<b>(A) Technical evaluation Marks</b>	85	100	95
Base is 100% of the highest scoring Bidder	85	100	95
Calculation(i)	$(85/100) \times 70$ =59.50	$(100/100) \times 70$ =70	$(95/100) \times 70$ =66.50
<b>Marks (A) Out of 70</b>	<b>59.50</b>	<b>70</b>	<b>66.50</b>
<b>(B) Commercial evaluation Price in `.</b>	1000	1100	1200
Calculation (ii)	$(1000/1000) \times 100$ =100	$(1000/1100) \times 100$ = 90.90	$(1000/1200) \times 100$ = 83.33
Base is 100% of the lowest bidder	100	90.90	83.33
Calculation (iii)	$(100/100) \times 30$ =30	$(90.90/100) \times 30$ =27.27	$(83.33/100) \times 30$ =24.99
<b>Marks (B) Out of 30</b>	<b>30</b>	<b>27.27</b>	<b>24.99</b>
<b>Total Marks (A+B) Out of 100</b>	<b>89.50</b>	<b>97.27</b>	<b>91.49</b>
<b>Ranking of Bidder</b>	<b>L3</b>	<b>L1</b>	<b>L2</b>
Y is the L1 bidder with highest cumulative marks.			

**Evaluation process as decided by the Bank will be binding to the bidders.**

The Jind Central Co-operative Bank Ltd; Jind in its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the proposal submitted by the respondents. The Bank may reject any / all proposal(s) at any stage without assigning any reason thereof.

- (a) The bids of such tenderers who do not pay the cost of tenders and / or do not pay the Earnest Money Deposit shall not be taken cognizance of.
- (b) The technical bid shall be opened on the due date and time as specified in tender. The price bid of only such tenderers, whose technical bid is found to be qualified, shall be opened. The time and date of opening of price bid shall be fixed and intimated to the qualified parties only.

**8. Evaluation of Financial Bids**

- 8.1 The Financial Bids of only those Bidders who short listed from the Technical Bids will be opened in the presence of their representatives on a specified date and time to be intimated to the respective Bidders by Tender Process Section.
- 8.2 Lowest Quoting Bidder will be selected.
- 6.3 No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid, till final decision is conveyed to the successful bidder(s). However, the Bank can make any enquiry/seek clarification from the bidders, which the bidders must furnish within the stipulated time else bid of such defaulting bidders will be rejected.

**9. Opening of tenders :**

The tenders will be opened in the The Jind Central Co-operative Bank Ltd., Bays No.1-4, Distt. Shopping Centre, Huda Ground, Urban Estate, Jind, Haryana on the scheduled time and date. In the event of the specified date of Bid opening being declared a holiday for the Authority, the bids shall be opened at the same time and location on the next working day.

- Total transparency shall be observed and ensured while opening the Bids. All Bids shall be opened in the presence of the bidder's representatives who choose to attend the bid opening sessions on the specified date, time and address.
- The Authority reserves the rights at all times to postpone or cancel a scheduled Bid opening.

**10. Corrupt Practices :** Any bribe, commission and advantage offered or promised by the tenderer or on his behalf to any officer or servant of the Bank shall (in addition to any criminal liability which the tenderer may incur) debar his tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his tender liable to rejection.

**11. Interviews and Acceptance of tender:-** The tenderer should be prepared to proceed to The Jind Central Co-operative Bank Ltd; Head Office, Jind or at designated place at their own expenses and without any obligation, if called upon to do so for interview by the General Manager or an officer authorized to act on his behalf as the case may be.

General Manager, The Jind Central Co-operative Bank Ltd., Jind or an officer acting on his behalf reserves the right to reject any or all the tenders without assigning any reason and does not bind himself to accept the lowest or any tender. The successful tenderer will be informed about the acceptance of his tender through a letter/Mail. The agency shall submit the joining report within ten days of the acceptance of tender.

**12. Delivery Period:** The delivery of Burglary and Fire Resistant Safes shall be made by the bidder in accordance with the terms specified by the Bank in the Scope of Work of this Contract. The delivery of Safes should be made **within 1(one) month** from the date of issue of Purchase Order.

The supplier shall warrant that all the Burglary and Fire Resistant Safes to be supplied shall be in full conformity with specifications. In case the Safes are not as per specifications, the same will not be accepted. The Bidder will have to replace the Safes as per the actual specifications and requirement. Bank will not be responsible for any loss occurred for this to the firm/ Manufacturer.

**13. Period of Validity:** The bid shall be valid from the scheduled date of opening of the bids. If any bidder withdraws his tender before the scheduled time or makes any modifications in the terms & conditions of the tenders which are not acceptable to Bank, without prejudice to any other right or remedies, Bank shall be at liberty to forfeit the entire Earnest Money Deposit. Tender shall be valid for our acceptance without any change in rates for a period upto the completion of work order.

**14. Terms and Conditions:**

- 13.1 Financial Bid: As per **Annexure-5.**
- 13.2 Services period by the vendor: This contract will remain valid upto the completion of work order.
- 13.3 Technical Bid:-As per **Annexure-3** and Checklist to be submit along with as per **Annexure-4.**
- 13.4 Forfeiture of Earnest Money:
  - i) If the Bidder withdraws his bid before the expiry of validity or after the acceptance of the bid, the Earnest Money Deposited by the bidder will be forfeited.
  - ii) If the Bidder fails to comply with any of the terms, conditions or requirement of order and the technical specifications of the tender document. The Earnest Money deposited by the Bidder will be forfeited.
  - iii) In case successful bidder fails to comply with the delivery period as specified the earnest money deposit will be forfeited.

**Warranty:** All the Burglary and Fire Resistant Safes delivered by the Supplier to the Bank should be brand new. The supplier should also guarantee that all the Safes supplied by the supplier is licensed and legally obtained. Supplier shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of all the Safes covered in this Contract. The supplier must warrant all the Burglary and Fire Resistant Safes against any manufacturing defects during the warranty period.

**Cancellation of Order:**

1. In the event of the successful bidder failing duly and properly to fulfil the order or committing breach of any of the terms and conditions of this order or repeatedly supplying goods liable to rejection here under or failing, declining, neglecting or delay to comply with any demand or requisition or otherwise not executing the same in accordance with terms of this contract or if the bidder or his agent or servants being guilty of fraud in respect of this contract or any of his partners or representatives found directing, giving, promising or offering any bribes, gratuity, gift loan, perquisite, reward or advantage pecuniary or otherwise to any person in the employment Bank in any way relating to such officers or person or persons, officer or employment or if the bidder or any of his partners become insolvent or apply for relief as insolvent debtor or commence any insolvency proceedings or make any composition with his/their creditors or attempts to do so, then without prejudice shall be entitled to cancellation of order forth with and to blacklist the bidder and may claim back all or part of the money already paid to the bidder.
2. If during the currency of execution of order, the successful bidder becomes bankrupt or otherwise insolvent or is likely to become insolvent or bankrupt, the Bank at any time, cancel the order by giving written notice to the successful bidder. Notwithstanding the above, such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to Bank.
3. Cancellation of order shall not affect any continuing obligations of the successful bidder under the Contract Agreement, which, either expressly or by necessary implication, are to survive its expiry or termination such as confidentiality obligations of the successful bidder.
4. Upon cancellation of order for whatsoever, the Bank shall have the right to perform the following penalties:-
  - Forfeiture of earnest money
  - Imposition of liquidated damage.
  - Black listing of the successful bidder.

**General Conditions for Contract**

- No interest shall be payable for the Earnest Money Deposit and the No deviations from these terms and conditions will be accepted. Any violation there off will lead to rejection of the bid.
- The Earnest Money Deposit without any interest accrued, shall be released only after the expiry of the warranty period of the systems successfully.
- The decision of the Bank arrived during the various stages of the evaluation of the bids will final & binding on all vendors.
- In case the empanelled vendor is found in-breach of any condition(s) of tender or supply order at any stage, the legal action as per rules/laws will be taken.
- Any attempt by vendor to bring pressure towards Bank's decision making process, such vendors shall be disqualified for participation in the present tender and those vendor may be liable to be debarred from bidding for this bank tenders in future for a period of three years.
- Prices shall remain fixed and valid during the period of contract.
- TDS shall be deducted on bill amount as per Central Govt. instructions.
- All the tender bids should be attested properly by the vendor, failing which, the tender will be rejected. The tenderer should sign (not initials) at each page of the tender and all its Annexures. No page should be removed/ detached from the tender document.
- The person signing the tender form or any document forming part of the contract on behalf of another or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour, stating that he has the authority to bind such other person or the firm, as the case may be, in all matters pertaining to the contract including the arbitration clause.
- Upon verification, evaluation / assessment, if in case any information furnished by the vendor is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.
- No deviations from tender terms and conditions will be accepted. Any violation thereof will lead to the rejection of the bid.
- **Termination for Insolvency:** The Bank may at any time terminate the purchase order / contract by giving written notice of four weeks to the Supplier, without any compensation to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent.
- The Bank will not be responsible for any misinterpretation or wrong assumption by the vendor, while responding to this tender.
- Bidders price quoted should be inclusive of all taxes, Installation, cesses, labour, Service Tax, GST etc. Bank would deduct all applicable taxes from final payment as per Government rules and deposit the same with respective Government Departments.

# **Annexures**

**Annexure 1**

**Self-Declaration on not being blacklisted**

Date: \_\_\_\_\_

From

\_\_\_\_\_

\_\_\_\_\_

To  
The General Manager,  
The Jind Central Co-op Bank Ltd.,  
Bays No 1-4, Distt. Shopping Centre,  
Jind-126102, Haryana

I, \_\_\_\_\_ son of Sh. \_\_\_\_\_  
resident of \_\_\_\_\_ Sole  
Proprietor/Partner/Director of M/s \_\_\_\_\_ do hereby solemnly  
affirm and declare as under:-

That we M/s \_\_\_\_\_ hereby confirm  
that we M/s \_\_\_\_\_ do not stand blacklisted  
& has not been blacklisted by any State Government/ Central Government/ Public Sector  
Undertakings during the last three years and further confirm that our EMD/SD/Performance bank  
guarantee has not been forfeited by any State Government / Central Government / Public Sector  
Undertakings during the last three years due to our non-performance, non-compliance with the  
tender conditions etc.

That we M/s \_\_\_\_\_ hereby declare  
that all the particulars furnished by us in this Tender are true to the best of my/our knowledge  
and I/We understand and accept that if at any stage, the information furnished is found to be  
incorrect or false, I/We am/ are liable for disqualification from this tender and also are liable  
for any penal action that may arise due to the above.

That we M/s \_\_\_\_\_ certify that no  
refurbished components are used in the manufacturing and supply of Quoted Items and its related  
accessories / tendered items.

That in case of violation of any of the conditions above, We M/s \_\_\_\_\_ understand  
that We M/s \_\_\_\_\_ are liable to be blacklisted by the Bank for a period of three  
years from participating any tender published by Haryana Government.

DEPONENT

**Verification:**

Verified that the contents of the above affidavit of mine are true and correct to the best of my  
knowledge and nothing has been concealed therein.

DEPONENT



**Annexure 2**

**Format of Net Worth and Annual Turnover**

The Net Worth of Mr./Ms./M/s..... for last Financial Year .....is Rs.....Lacs as per his/her/their books of Accounts.

(Note: Net Worth means sum total of paid up share capital plus free reserves. Further any debit balance of Profit and Loss Account and Misc. Expenses to the extent not adjusted/or written off, if any, shall be reduced from Reserves and Surpluses).

**Requirements:** The Annual Turnover to be provided in the following format for the last 3 Financial Years (FY2018-19, FY2019-20 & FY2020-21).

Financial Information			
Financial Year	2018 - 19	2019 - 20	2020 - 21
Annual Turnover (in INR)			
<b>Note: Annual turnover should be certified by CA/Statutory Auditors.</b>			

**Signature of Chartered Accountant:-**

**Name:-**

**Membership No.:-**

**Seal:-**

**Annexure 3****Technical Bid****BIDDERS PROFILE FOR SUPPLY & INSTALLATION OF BURGLARY AND FIRE RESISTANT AT VARIOUS BRANCHES (i.e. SAFIDON BRANCH,) OF THE JIND CENTRAL CO-OPERATIVE BANK LTD., JIND**

Sr.No.	BIDDER INFORMATION	SCORE CRITERIA	MAXIMUM SCORE	DETAILS	REMARK (YES/NO)
1	Name of the Organization/PSA	---	---		
2	Year of Establishment	---	---		
3	Address	---	---		
4	Contact Number & Email of Head office	---	---		
5	Status of Firm (whether Pvt. Ltd. Company/Public Ltd Company/Partnership firm(Attach Proof)	---	---		
6	Name of Directors/Partners	---	---		
7	<i>Details of EMD</i>	---	---		
8	<i>Details of cost of Tender document</i>	---	---		
9	Whether assessee of Income Tax. Mention PAN Number, furnish copy of income tax return for last three years.(Attach)	5 marks	5 marks		
10	<i>GST Registration(Attach Proof)</i>	5 marks	5 marks		
11	<i>Authorised Dealership of Godrej company (Attach Proof)</i>	10 marks	10 marks		
12	<i>Affidavit of Non-blacklisting during last three financial years (Attach Proof)</i>	10 marks	10 marks		
13	<i>Certificate of at least 5 years' Experience in Business.(Attach Proof)</i>	4 mark for each completed year	20 marks		

14	<i>Audited Balance Sheet/ P&amp;L Statement for last 3 years(Attach Proof)</i>	10 marks	10 marks		
15	<i>Similar Work Experience (Provide copy of work order of any Govt./Co-operative department)</i>	10 marks	10 marks		
16	<i>Annual Turnover for last three Years FY2018-19, FY2019-20 &amp; FY2020-21 (Attach Proof)</i>	1 mark each for each 10 Lac of turnover for the last three Financial Years	30 marks		

**Note:** Visible Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

**(Signature of the bidder)**

**Name and Address (with seal)**

**Annexure 4****Eligibility Criteria for Technical Bid****(Checklist to be enclosed with Technical bid)**

We M/s \_\_\_\_\_ have enclosed documentary evidence for fulfilling the Eligibility in the Technical Bid and other requirement laid in the tender document.

S. No.	Clause	Documents required	Documents Submitted (Yes/No)
1.	Processing fee for Tender should have been submitted.	The payment of Tender Document Fee INR 1000/- (One Thousand Rupees Only) and eService Fee Rs. 1000/- (Rupees one thousand only (Non-refundable) can be made by eligible bidders/ contractors online directly through debit cards or Internet Banking Accounts.	
2.	Earnest Money Deposit(EMD)	The Payment for EMD of Rs. 10,000 (Rs. Ten Thousand Only) can be made online directly through RTGS/NEFT and the bidder would remit the funds at least T+1 working day (Transaction + One working day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.	
3.	The Bidder should be a private/ public limited Company registered in India under the Indian Companies Act, 1956/ Partnership firm/sole proprietorship firm/Co-operative Society existing for the past 5 years.	The bidder shall provide the Certificate of Incorporation for Registered Companies, Partnership Deed for Partnership Firms/VAT or GST Registration Certificate for Sole Proprietorship Firms.	
4.	The minimum Turn-over of the bidding company during last three audited financial years should be minimum Rs.10.00 Lac per year.	Audited Balance sheet of the Bidder for each of the last 3 financial years.	
5.	The Bidder should have positive net worth (measured as paid-up capital plus free reserves) and should be profit making company for at least two years out of the last three audited financial years (FY2018-19, FY2019-20 & FY2020-21)	Audited Balance sheet and Profit & Loss account statement of the Bidder for each of the last 3 audited financial years.	
6.	Bidder must have Experience of minimum <b>5(Five) years</b> dealing with manufacture and supply of safes as on date of submission of the proposal.	Copy of Performance Certificates, Purchase Order issued/Agreement in the name of bidder.	

7.	Should not have been black listed by any central/State Government Department/ Organization for breach of any applicable law or violation of regulatory prescriptions or breach of agreement as on date of submission of Bid.	An affidavit as per the Annexure-2 to be submitted by bidder.	
8.	The Bidder should have supplied at least three orders of class AA Burglary and Fire Resistant Safes in any Government Department/PSUs/Nationalised Banks/ Cooperative Banks of value not less than Rs.40.00 Lac as on date of submission of financial offer during last 3(Three) years.	Copy of the contract order/a certified letter from the concerned client confirming the date of engagement and successful completion of order.	
9.	The Bidder shall have ISO-9000/9001 and ISO 14001 series certifications for manufacturing process. The Bidder should have valid Bureau of Indian Standards (BIS) License for all the Product/Equipments (especially Safes) which they intent to supply and should also meet the minimum fire rating criteria specified by BIS.	Copy of valid ISO-9000/9001 and ISO 14001 Certificates.  Copy of valid BIS Certificate.	
10.	The Bidder must be an Authorized Dealer of Godrej company.	Proof of Dealership to be attached.	
11.	The Bidder should have valid GST and PAN No.	Copies of GST & PAN No.	

**Any Bid failing to meet the above stated Qualification criteria shall be summarily rejected and will not be considered for Financial Evaluation**

Yours faithfully,

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Bidding Company/Firm: \_\_\_\_\_

Address: \_\_\_\_\_ (Affix the Official Seal of the Bidding Company)

**Annexure 5****Financial Bid**

It is mandatory for the bidders to quote rates for each items for the unit mentioned in the Price Bid. No item needs to be kept blank. The rates include all applicable taxes (GST etc.).

Sr. No.	Name of Item	Specification	Quantity	Rate (in Rs)			
				Unit Price	Total Price	GST	Gross Amount
1.	Burglary and Fire Resistant Safes	Godrej Class AA	3				

**In words :( Rupees.....only)**

I have gone through the quotation paper thoroughly and clearly understood the specifications, terms and conditions mentioned in the **Financial Bid**. My quoted price is inclusive of all taxes (GST etc.), transportation charges, Installation & commissioning charges, Labour charges etc.

**Signature: Name of the Authorized Person**

**Designation:**

**Seal of the firm:**