

Ref: BKR/CSD/TEND/SS/20-21/ 280

Date:- 22/10/2020

**Applications are invited from Vendors for rate contract of  
Earthing for branches & offices of Bank of India Bokaro Zone**



*Relationship beyond banking*

**BANK OF INDIA**

**BOKARO ZONAL OFFICE**

**E- 17, CITY CENTER, SECTOR -4, B.S.CITY,**

**BOKARO JHARKHAND**

**PIN - 827004**

Website: [www.bankofindia.co.in](http://www.bankofindia.co.in)

**Cost of Document : Rs. 500/- (Nonrefundable)**

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**Notice Inviting Tender – Rate Contract for supply and installation of GlowSign Board for Branches /Offices of Bank of India Bokaro Zone.**

1. Bank of India Bokaro Zone invites sealed applications in prescribed format from eligible reputed vendors for doing earthing at different branches of Bokaro Zone for period of **12 months** under rate contract agreement.

The interested applicant may obtain forms from our office address mentioned below from **23/10/2020 to 12/11/2020** on all working days during working hours between 11:00 AM to 03:00 PM against payment of a **non-refundable fee of Rs. 500/-** in the form of a Demand Draft/Banker's cheque in favour of **Bank of India, payable at Bokaro Steel CITY**. Interested applicant may also download prescribed forms from our website. However, they have to enclose a Pay Order / Demand Draft for Rs.500/- in favor of Bank of India, **payable at Bokaro Steel CITY** while submitting the application form duly filled in, in all respects, failing which, their applications will be liable for rejection.

Price of Bidding Document	<b>Rs.500/-</b>
Date of commencement of sale of bid document	<b>23/10/2020</b>
Last Date for sale of Bid Document	<b>12/11/2020</b>
Last Date and Time for receipts of bid	<b>12/11/2020 at 3.00 pm</b>
Address of Communication	THE ZONAL MANAGER, E-17, CITY CENTER, SECTOR – 4, B.S.CITY, BOKARO, PIN - 827004
Contact Person BOKARO Zonal office	1. Sh. Ashok Kumar (Chief Manager) 9967621921 2. Sh. Sahil Singh (GOD Officer) 6203777084
Date of opening of Bids/Tender	<b>17/11/2020 at 3:00 PM</b>
Period of rate contract	12 months from date of contract

Dy. Zonal Manager  
Bokaro Zone

**Submission of Bids :**

The bidder should submit the bid in one sealed main cover containing two separate sealed covers and these two covers shall be superscribed as "**Cover-I**" (**Technical Bid**) and "**Cover-II**" (**Financial Bid**) respectively. The bidder should clearly write on cover – I the words "Technical Bid for Rate Contract for Chemical Earthing". **The said cover shall contain Technical bid and conditions/clarifications etc. if any, which the tenderer may put in relation to the tender.** BID amount of Rs. 500/- (Five Hundred only )in form of Bank Demand Draft/Pay order should be kept in cover-I of the tender . No other mode of payment will be accepted.

- II. The bidder should clearly write on cover – II the words "Financial Bid for Rate Contract of office chairs". **The said cover shall contain Annexure "I"**. Any condition mentioned in the cover shall be taken as Nil and it will not be taken into consideration for evaluation of the tender.
- III. The two covers should be sealed in main cover. The bidder should clearly write on main cover the words "Bid for Rate contract for Chemical Earthing".
- IV. All the covers shall be addressed to

The Zonal Manager  
Bank of India,  
General operation Department,  
E-17, 1<sup>st</sup> floor , Sector-IV  
Bokaro Steel City  
Jharkhand - 827004

- V. If the envelopes are not sealed and not marked as mentioned above, Bank of India shall assume no responsibility for the misplacement or premature opening of the bid.

Dy. Zonal Manager  
Bokaro Zone

**To:**

**The Dy.Zonal Manager  
Bokaro Zonal Office  
Bokaro Zone  
Bokaro**

Dear Sir,

**Sub: Rate Contract for Chemical Earthing for  
branches of Bokaro zone**

I/We have read and understood the press notice and instructions to the Applicants. I/We do hereby declare that the information furnished in the proforma from pages 5 to 12 and in the supplementary sheets is correct to the best of my/our knowledge and belief. I/We have read all terms and condition and accept all of them .

Encl: Supplementary sheets Nos.:

Yours faithfully,

Signature of the applicant:

Name:

Designation:

Address:

//Seal//

INSTRUCTIONS TO APPLICANTS

1. Intending Applicants are required to submit their applications in the prescribed format and with full particulars giving details about their organization, experience which will be kept confidential.
2. While deciding upon the vendor, emphasis will be given on the ability and competence of applicants to complete works within the specified time schedule.
3. Each page of the application shall be signed by the Applicant. The application shall be signed by person/persons on behalf of the organization having necessary authorization / Power of Attorney to do so.
4. If the space in this form is insufficient for furnishing full details, such information may be continued on separate sheets of paper, stating therein the part of the form and serial number. Separate sheets shall be used for each part and a proper reference with page number must be indicated in the main form of application. The applicant should, however, enclose the application form collected from the Bank or down loaded from web site along with the application
5. Applications containing false and/or inadequate information are liable for rejection.
6. Applicants shall furnish documentary evidence/certificates in support of their claims of work undertaken and work in hand, failing which the application will be liable for rejection.
7. Sealed and completed bids shall be sent / submitted at General Operation Department of BOKARO Zonal Office on the address mentioned above so as to reach latest by 12/11/2020 upto **03.00 pm**. No bid will be accepted after the stipulated time and date.
8. Technical Bids will be opened at **3.00 pm on 17/11/2020**. The bidders / their representatives should be present during the bid opening process. **No separate letter will be issued for attending the** Financial bids will be opened at a later date details of which will be intimated to all the bidders found eligible technically.
9. Clarifications, if any required, may be obtained from Corporate Services Dept. Bank of India, Zonal Office, Bokaro Zone, Tel. No 06542-231067. The minimum general Pre-qualification criteria shall be as stipulated in this form of application. However, mere fulfillment of minimum eligibility criteria will not entitle for Pre-qualification as Pre-qualification will be done after taking into account various parameters .The firms shall not have any discouraging/ adverse report against their past performance.
10. Decision of the Bank in regard to pre-qualification of Contractors shall be final. The Bank reserves the right to reject any or all applications without assigning any reason thereto.

Minimum Pre-qualification Criteria

- 1) The Firm / Service Provider should be in the profession for at least 3 years  
( Copy of proof must be enclosed)
- 2) The firm should preferably have experience in handling similar projects comprising electrical Chemical Earthings work of Govt./Public Sector Undertakings / Nationalized Banks and shall not have any discouraging /adverse report about their firm.
- 3) The firm should have a proper office structure at Bokaro / Giridih .
- 4) The Firm / Service Provider should have registration with State / Central / Local authorities for undertaking the profession. ( Self Attested Copies of Registration / License / TAN/PAN/GST etc to be enclosed)
- 5) The Firm / Service Provider, who have been black listed / removed earlier by any office of Bank of India should not apply
- 6) The Firm / Service Provider must give their acceptance to the Terms and Conditions as attached
- 7) The bidder should be an income tax assessee and should have filed income tax return for the last three assessment years.

Dy. Zonal Manager  
Bokaro Zone

**Terms & Conditions:**

- 1.** L1 prices shall be decided by taking into account the Price (including all taxes & charges etc.) , the vendor offered warranty period, and considering other conditions .
- 2.** The bidders are expected to acquaint themselves with the geographical spread of the Zone and location of Branches before quoting their rates. Rates should be quoted both in figures and words in the columns specified. All erasures and alterations made while filling the tender must be attested by initials of the tenderers.
- 3.** Price should be inclusive of Installation Charges at our branches of both district Bokaro and Giridih . The rate quoted will be valid for 12 months from the date of finalizing the Rate Contract. No other extra amount will be payable. Net Price payable by the bank will be Price offered, as indicated in **Annexure I**.
- 4.** The order will be placed as and when the demand arises from our various branches/offices. The task / work must be completed within 5 working days from the date of order.
- 5.** Bank of India reserves the right to accept or reject any or all Applications without assigning any reason thereof.
- 6.** Applications containing false and/or inadequate information are liable for rejection.
- 7.** The vendor must have a proper office in Bokaro/Giridih.
- 8.** The vendor is required to submit-(i) Copy of PAN card (ii) Copy of certificate of Authorized dealer( if applicable) (iii) Copy of income tax return for last 3 years (iv) Copy of GST Registration
- 9.** In case of failure to complete the work on or before the specified date/s, the Bank shall be at liberty to get the work done or such part thereof, as it may decide, from any other vender and the vender at default shall be liable to get work done and any loss or damage that the Bank may suffer due to such work or shall be called upon to pay to the Bank liquidated damages as provided under clause No. 12 hereunder.
- 10.** No advance payment will be made till the order is fully executed.
- 11.** No increase in cost for whatsoever reason will be entertained during the contract period.
- 12.** Liquidated damages: 1% per day of the total value of the order, beyond 5 working days from the date of order has been placed till execution of work / cancellation of work order by the Bank subject to maximum of 10%. However the bank reserves the right to cancel the work order if work is not completed within 5 working days or for any other reasons etc.
- 13.** Vender must give **warranty of 2 year** for Earthing and any repair/new earthing during the warranty period will be done on vendors cost.
- 14.** **8% of gross value of each interim bill will be retained by the bank towards retention money till the warranty expires.**
- 15.** **The Earnest Money Deposit(EMD) will be forfeited in case of withdrawal by the contractor who has been awarded the contract or/and fails to comply with any of the condition of the contract.**
- 16.** **No interest will be payable on EMD, Initial Security Deposit(if any) and Retention Money.**
- 17.** Any tender not in compliance with the above terms and conditions and the specification sheet will be liable to be rejected.
- 18.** Rate contract will be done for One Year.
- 19.** The Bank will have a right to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so.

- 20.** Vendor shall revise the agreed price downwards commensurate with any downward revision of Government Duties, Taxes, Cess etc., as the case may be.
- 21.** Earthing report should be between following range:-
- **P-E : 230V – 240V**
  - **P-N : 230V – 240V**
  - **E-N : 0.5V – 3V (should not be zero )**

• **TERMS OF PAYMENT**

a.	Date of commencement of work	Within 5 working days from the date of "letter of intent or work order" by Bank of India.
b.	Period of Contract	12 months from the date of commencement.
c.	Payment of bills by the Bank	Payment, subject to Cost of Earthing to be paid by the Zonal Office against successful earthing and on submission of following documents:- Reading screen short ,invoice reflecting taxes, duties and other charges; Earthing charges as per Price Bid. Bill to be submitted after successfully completion of the earthing (getting the above reading )and satisfactory recommendation of Branch Head , the same will be checked and passed within 15 days from date of receipt of bill.
d.	Escalation	The rates shall remain firm and shall not subject to variation for any reason whatsoever.

**(Signature of the Authorized Person with seal)**





08	Address of office through which the proposed work of the bank will be handed and the name & designation of the official in charge with contact number						
10	Yearly turnover of the Organization during last Three years. (year wise) – As certified by the Chartered Accountant (C.A's certificate has to be enclosed).					Rs. for 2017-18 Rs. for 2018-19 Rs. for 2019-20 (Provisional)	
12	Whether any Civil Suit/litigation /Arbitration arisen with Govt./Semi Govt./PSU/Banks etc. during the last 3 years/being executed now. If yes, please furnish the details in the proforma given below.						
	Sr. No.	Name of the project and employer	Nature of work	Work Order No. & date	Present stage of work	Value of contract (Rs.)	Brief details of the Dispute
	1.	2.	3.	4.	5.	6.	7.
13	GST Registration Details(Please attach Reg. Certificate)						

**(Signature of the Authorized Person with seal)**

**Part 2: Work capability and previous experience.**

- a. List of important WORKS executed by the organization during last 3 years.(Supporting documentary proofs such as copies of work order, satisfactory completion certificate of the work from clients etc. to be enclosed failing which the application will be liable for rejection)

Sr.No	Name of the Project and location	Name & full postal address of the owner Consultant. Also indicate whether Govt. or Private body with full postal address.	Contract Amount & date of award of work (Rs.)	Completion Period in months		Whether work was completed or not. If incomplete or contract was terminated from either side. Give full details.	Any other relevant information
				Stipulated	Actual		
1.	2.	3.	4.	5.	6.	7.	8.

**(Signature of the Authorized Person with seal)**

**Note:**

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure / as enclosed" unless unavoidable.
2. Information shall be limited to the Applicant. If any relevant data concerning the Group of Companies to which the Applicant belong is desired to be given, the same shall be given separately in a supplementary sheet.

**FINANCIAL BID**

Particulars	Rate per unit	GST Amount per unit	Total Amount per unit
1.) Pure Copper Earthing Electrode (Length 3Mtr.) Terminal Size(50x6), Inner Strip Diameter (Min)(25x3 mm)			
2.) Chemical Bag (25 KG) Back Fill Compound			
3.) 4MM Copper Wire (Rate per Mtr.)			
4.) Cotton insulated wire. (Rate per Mtr.)			
5.) Any other charges (Installation , etc. if any)			
6.) Total cost (1+2+3+4+5)			

**Total amount in Words**

“ \_\_\_\_\_ ”

- Bank reserves the right to decide L1 as per discretion of the bank without assigning any reasons thereof.
- The Bank reserves the right to reject any or all applications without assigning any reason thereof.

Date:  
Place:

Signature of the Authorized Person  
//Seal//