



Request For Proposal  
(RFP)

FOR

EMPANELMENT OF CONTRACTORS FOR  
FURNISHING/ELECTRICAL/CIVIL WORK

<u>Details:</u>		
1.	Date of commencement of sale of application form.	25.06.2008
2.	Last date and time for sale of application form.	01.07.2008 17.00 Hrs.
3.	Last date and time for receipt Of application form.	07.07.2008 17:00 HRS

## INSTRUCTIONS TO APPLICANT

### **1. INTRODUCTION:**

Punjab National Bank is a leading Public Sector Bank with more than 4000 Branches/Offices geographically located all across India. It's Dehradun circle having more than 80 branches/offices in the state and HQ at Dehradun caters to the banking needs in the districts of Dehradun, New Tehri & Uttarkashi.

Punjab National Bank, Circle Office , Dehradun invites technically complete applications from reputed and competent contractors for empanelment of contractors for the following work at its branches & offices situated in the above said 3 districts.

1. Interior and Furnishing Work( Wooden Furniture/Furnishing).
2. Civil Work.
3. Electrical Work.

Application forms are available in Circle Office, Dehradun, PNB House, Paltan Bazar, Dehradun – 248001.

Contractors desirous of empanelment for the above works may obtain the necessary application forms on any working day between 12.30 pm to 2.00 pm from 25.06.2008 to 01.07.2008 after submitting the request for application along with application fee of Rs. 50.00 for each application in the form of Demand Draft/Pay Order favouring Punjab National Bank, Zonal Office, Dehradun payable at Dehradun .

Applications complete in all respect should reach to the office of Chief Manager, Zonal Office, Punjab National Bank, PNB House Paltan Bazar, Dehradun latest by 5.00 pm on 07.07.2008.

### **ELIGIBLE CONTRACTORS:**

#### **1.Interior and Furnishing Work.**

Contractors who have satisfactorily completed:

- At least one work of similar nature and value amounting to Rs.5.00 lacs or more for any Bank/PSU/Govt. Undertaking.

Or

- Two works of similar nature and value amounting to Rs.3.00 lacs or more for any Bank/PSU/Govt. Undertaking.

Or

- Three works of similar nature and value amounting to Rs. 2.00 lacs or more for any Bank/PSU/Govt. Undertaking.

during last 2 years ending 31.03.2008.

The average annual turnover of the firm during the last three years, ending 31.03.2008 should be at least 10 lacs.

The firm should be in profit for the last 3 years.

## **2. Civil Work.**

Contractors who have satisfactorily completed:

- At least one work of similar nature and value amounting to Rs.3.00 lacs or more for any Bank/PSU/Govt. Undertaking.

Or

- Two works of similar nature and value amounting to Rs.2.00 lacs or more for any Bank/PSU/Govt. Undertaking.

Or

- Three works of similar nature and value amounting to Rs. 1 .50 lacs or more for any Bank/PSU/Govt. Undertaking.

during last 2 years ending 31.03.2008.

The average annual turnover of the firm during the last three years, ending 31.03.2008 should be at least 5 lacs.

The firm should be in profit for the last 3 years.

## **2. Electrical Work.**

Contractors who have satisfactorily completed:

- At least one work of similar nature and value amounting to Rs.1.00 lacs or more for any Bank/PSU/Govt. Undertaking.

Or

- Two works of similar nature and value amounting to Rs.0.60 lacs or more for any Bank/PSU/Govt. Undertaking.

Or

- Three works of similar nature and value amounting to Rs. 0.50 lacs or more for any Bank/PSU/Govt. Undertaking.

during last 2 years ending 31.03.2008.

The average annual turnover of the firm during the last three years, ending 31.03.2008 should be at least 3 lacs.

The firm should be in profit for the last 3 years.

**1. SCOPE OF WORK:**

- To supply residential and office furniture.
- Repair and maintenance work ( Civil/furnishing and electrical).
- Interior and Furnishing work.
- Civil work.
- Electrical work (including computer wiring and earthing)

**2. APPLICATION:**

The applicant is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding Documents. Failure to furnish all information required by the application Documents or submission of a application not substantially responsive to the application Documents in every respect will be at the applicant's risk and may result in the rejection of its bid.

The application shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to bind the bidder to the contract. The authorization shall be indicated by written power of attorney accompanying the Bid. All pages of the application except un-amended printed literature shall be initialed by the person or persons signing the application.

The application shall contain no interlineations, erasures or over writing except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the application.

**Asstt. General Manager,**  
Punjab National Bank,  
Circle Office, PNB House, Paltan Bazaar,  
DEHRADUN – 248001

**13. DEADLINE FOR SUBMISSION OF APPLICATION:**

Application must be received by the bank at the address specified in application Document not later than the specified date and time as specified in application Document. In event of the specified date for submission of application being declared a holiday for the bank, the application will be received up to appointed time on next working day. The bank may, at its discretion, extend this deadline for submission of bids by amending the application documents in accordance to clause 7, in which case all rights and obligations of the bank and application previously subject to the deadline will thereafter be subject to the deadline as extended.

#### **14.LATE APPLICATON:**

Any application received by the bank after the deadline for submission of application prescribed by the bank will be rejected.

#### **15.CONTENTES OF DOCUMENTS TO BE SUBMITTED:**

Applications are to be submitted in sealed envelope.

##### **Envelope**

Envelope shall contain 'Application Form', each page and correction duly signed by applicant as specified in the information and instructions to applicant . This envelope shall be super scribed "*APPLICATION FOR ENPANELMENT FOR CONTRACTORS FOR CIVIL/FURNISHING/ELECTRICAL WORK*". In this envelope, the applicant shall submit the following documents:

##### Documents required (Sealed Cover):

1. Supporting documents in respect of minimum qualification criteria.
2. Applicant's Information.
3. Any other document indicating the feature of the product
4. ISO Certification document, if any
5. Last three years audited balance sheet and profit and loss account statement.
6. IT Return for the last 3 years.
7. Performance Statement.
8. Sales Tax Registration and latest Sales Tax Return.

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information have been provided as underlined in the bid document, whether the documents have been properly signed, and whether bids are generally in order. Bids from agents without proper authorization from the manufacturer as per authorization form shall be treated as non-responsive.

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If the supplier does not accept the correction of the errors, its bid will be rejected. If there is discrepancy between words and figures, the amount in the words will prevail.

The bid determined as not substantially responsive will be rejected by the purchaser and may not be made responsive by the bidder by correction of the non-conformity.

The purchaser may waive any minor informality or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice to affect the relative ranking of any bidder.

**16. CONTACTING THE PURCHASER:**

Any effort by bidder to influence the purchaser in the purchaser's bid evaluation, bid comparison or contract award decision may result in the rejection of the Bidders' bid.

**17. PURCHASER'S RIGHT TO ACCEPT OR REJECT ANY BID OR ALL BIDS:**

The purchaser reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any

liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the purchaser's action.

## **18. SIGNING OF CONTRACT**

The successful bidder(s) shall be required to enter into a contract with PNB, within 7 days of the award of the tender or within such extended period as may be specified by the **Asstt General Manager, Punjab National Bank, Circle Office, PNB House, Paltan Bazaar, Dehradun**, on the basis of the Tender Document, the Tender of the successful bidder, the letter of acceptance and such other terms and conditions as may be determined by the Bank to be necessary for the due performance of the work in accordance with the Bid and the acceptance thereof, with terms and conditions shall be contained in a Memorandum of Understanding to be signed at the time of execution of the Form of Contract. The rate contract will be valid for **ONE YEAR**, unless terminated by the bank before that date.

## **19. GOVERNING LAW AND DISPUTES:**

All disputes or differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If, however, the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Indian Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award. Any appeal will be subject to the exclusive jurisdiction of courts at **DEHRADUN**.

The vendor shall continue work under the Contract during the arbitration proceedings unless otherwise directed in writing by the Bank or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator or the umpire, as the case may be, is obtained.

The venue of the arbitration shall be **DEHRADUN**.

## **20. USE OF CONTRACT DOCUMENTS AND INFORMATION:**

The supplier shall not, without the purchaser's prior written consent, make use of any document or information provided by Supplier in Bid document or otherwise except for purposes of performing contract.

## **21. PATENTS RIGHTS**

The supplier shall indemnify the purchaser against all third party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods, or any part thereof in India.

- The supplier shall, at their own expense, defend and indemnify the Bank against all third party claims or infringement of intellectual Property Right, including Patent,

trademark, copyright, trade secret or industrial design rights arising from use of the products or any part thereof in India or abroad.

- The supplier shall expeditiously extinguish any such claims and shall have full rights to defend itself there from. If the Bank is required to pay compensation to a third party resulting from such infringement, the supplier shall be fully responsible there for, including all expenses and court and legal fees.
- The Bank will give notice to the Supplier of any such claim without delay, provide reasonable assistance to the Supplier in disposing of the claim, and shall at no time admit to any liability for or express any intent to settle the claim.

**22. ASSIGNMENT:**

The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the Purchaser's prior written consent.

**23. DELAYS IN THE SUPPLIER'S PERFORMANCE:**

Delivery of the goods and performance of the Services shall be made by the supplier in accordance with the time schedule specified by purchaser. Any delay in performing the obligation by the supplier will result in imposition of liquidated damages and/or termination of rate contract for default.

**24. LIQUIDATED DAMAGES:**

If supplier fails to deliver any or all goods or perform services within stipulated time schedule, the purchaser shall, without prejudice to its other remedies under the rate contract, deduct from the ordered price, as liquidated damages, a sum equivalent to 1% of the price for each week of delay until actual delivery of the goods or until the cancellation of order. The purchaser has right to cancel the order in case delivery/services not affected within stipulated time schedule.

The purchaser is entitled to withhold (deduct) from the purchase price or any other amount which is due to supplier from this contract or any other contract.

**25.** The Purchaser will not be bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reasons whatsoever.

## **TECHNICAL REQUIREMENT FOR COMPUTER CONSUMABLES**

### **Storage Media:**

- |     |                            |                       |
|-----|----------------------------|-----------------------|
| (a) | 3.5" Floppy Disk:          | 1.44 MB               |
| (b) | Compact Disk – Recordable: | 700 MB                |
| (c) | Compact Disk – RW          | 700 MB                |
| (d) | CTD:                       | 525 MB                |
| (e) | DAT:                       | 2/4/8 up to 40 GB     |
| (f) | DLT:                       | 35/70 GB              |
| (g) | ZIP Media:                 | 100MB, 250 MB, 750 MB |
| (h) | USB Drive:                 | 256 MB, 512 MB, 1 GB  |

### **Printer Ribbons:**

- (a) DMP TVSE MSP 155/255/345
- (b) EPSON DFX 8000
- (c) HP DP 6000
- (d) Wipro HQ-2000 / HQ-2400
- (e) LIPI B-100/300/MT-661/MT-6050
- (f) Printronics P-5005/P-5010
- (g) Pass Book printer PR-2/ PR-2E / PR-50

### **Ink (Color & Black) Cartridges:**

- (a) HP DeskJet printer 840C/880C/910C/930C/3420/3650

### **Toner (Black):**

- (a) HP LaserJet printer 6L / 6L-GOLD / LJ-1000 / LJ- 1010 / MFP 3380

### **Printer Heads/Hammer:**

- (a) DMP TVSE MSP 155/255/345
- (b) EPSON DFX 8000
- (c) HP DP 6000
- (d) Wipro HQ-2000 / HQ-2400
- (e) LIPI B-100/300/MT-661/MT-6050
- (f) Printronics P-5005/P-5010
- (g) Pass Book printer PR-2/PR-2E/PR-50

### **Note:**

1. All relevant product information such as user manuals, technical specifications sheet etc should be submitted alongwith the offer. Failure to submit this information alongwith could result in disqualification of the bid.
2. The bidder should mention price detail for all the above specification against each item.

We undertake to supply the consumable items conforming to above specifications.

**Signature and Seal of Bidder**

## **TERMS AND CONDITIONS**

### **1. ACCEPTANCE OF ORDER:**

Bank has a right to cancel the order if the same is not accepted within a period of 7 days from the date of the order.

### **2. TAXES/TRANSPORTATION:**

The prices are F.O.D. at any office of the Zone and inclusive of all Taxes, Statuary levies etc., except Octroi/Entry Tax which will be paid on actual basis on production of relevant documents.

### **3. INSURANCE:**

Vendor will get the Insurance cover, for all risk, upto the delivery of the goods. The cost of the same will be borne by the vendor.

### **4. DELIVERY**

The goods are to be delivered with in one week & 2 weeks time from the date of order at Dehradun and other centers, respectively.

### **5. PENALTY**

The ordered items are to be delivered with in aforesaid time frame.

For this purpose delivery means:-

- Delivery means delivery of all the ordered items at the site.
- Penalty at the rate of 1% per week will be charged for late delivery. For this purpose, the period will commence from the date of order up to the date of last item delivered.
- The Bank reserves the right to cancel the order in case delivery is not affected within the stipulated time.

### **6. OBTAINING REQUISITE FORMS LIKE FORM 32 ETC.**

**Requisite form, like Form 32 (Road permit), shall be arranged by vendor wherever applicable. Bank may only give assistance.**

7. Bank/Bank's representative may inspect/test the goods at vendors' installation in order to ascertain that it conforms to stipulated specifications.

8. Vendor shall ensure that goods supplied to the Bank are exactly as per specifications indicated in order/ vendor's quotations and they shall be fully responsible for these in case of any dispute arising at any stage.

9. Vendor shall have to indemnify the Bank against any loss / expenditure incurred or any disputes / claims from anybody for having used / using patented designs in their goods. Any patented design used by Vendor shall be under manufacturer's license agreements and a copy of such agreement authorizing the vendor to use the patented designs shall be given to the Bank.

**10. Replacement of defective goods:**

- Vendor shall ensure that goods supplied to the Bank are exactly as per specifications indicated in order/vendor's quotations and they shall be fully responsible for these in case of any dispute arising at any stage.
- There shall be 100% replacement of defective goods supplied by the Vendor. All expenses towards replacement of such items shall be borne by the vendor.
- Vendor shall ensure that Expiry Date of goods supplied to the Bank is not less than 250 Days from the date of delivery and they shall be fully responsible for its replacement, if found otherwise.

11. The bank reserves its right to cancel the whole/or part of the order without assigning any reasons thereon and no damages/claims/payments shall be payable by the bank in lieu thereof.

**12. PAYMENT TERMS:**

- Payment will be made within 15 days of the delivery of goods by the concerned office, placing the order.

**13. In case of any dispute at any stage, the same shall be settled at a court of law situated within jurisdiction of DEHRADUN.**

IN TOKEN OF HAVING ACCEPTED ABOVE TERMS

**Signature and Seal of Bidder**

**NNEXURE-II**

<b>Bidders Information</b>
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Name:

Constitution:

Address:

Names & Addresses of the Partners if applicable:

Contact Person(s):

Telephone, Fax, e-mail:

Number of years of experience in Computer Consumables business:

Manufacturing/Stock capacity:

Sales Turnover for 3 years:

Please give brief financial particulars of the firm for the last 3 years (2000 to 2003) along with the volume of business handled.

(Attach copies of Audited Balance Sheets. The information will be kept confidential)

Net Profit:

Total Turnover:

Revenue earned (Consumables business):

Banker's Name:

Is company ISO Certified, if yes, provide information alongwith true copy of certificate.

**Signature and Seal of Bidder**

**COMPLIANCE STATEMENT**

**DECLARATION**

We hereby undertake and agree to abide by all the terms and conditions stipulated by the Bank

We certify that the items offered by us for tender conforms to the specifications stipulated by you with the following deviations

List of deviations

- 1)
- 2)
- 3)
- 4)

(If left blank it will be construed that there is no deviation from the specifications given above)

**Signature and Seal of Bidder**

ANNEXURE-IV

**PROFORMA FOR PERFORMANCE STATEMENT**  
**(FOR A PERIOD OF LAST 3 YEARS)**

**NAME OF BID**

**NAME OF FIRM**

Order Placed by Full Address of Purchaser	Order No.& Date	Description and Quantity of ordered Items	Value of Order	Date of Completion		<b>Remark:</b> Reason for late delivery	Performance (Attach certificate from customer)
				As per contract	Actual		

**Signature and Seal of Bidder**