



HEAD OFFICE
BMC HOUSE, NH-34,
CHUANPUR,
P.O: CHALTIA, BERHAMPUR,
DIST: MURSHIDABAD 742101

Tender Notice.No. BGVB/HO/P&D/11/2021-22

Date: 10.12.2021

NOTICE INVITING QUOTATION FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR FIRE EXTINGUISHERS (of various makes)

Sealed quotations are invited by the General Manager (P&D), Bangiya Gramin Vikash Bank, Head Office for Annual Maintenance Contract (AMC) for Fire Extinguishers (of various make) in 11 districts of West Bengal (Uttar Dinajpur, Dakshin Dinajpur, Malda, Murshidabad, Nadia, North 24 Parganas, South 24 Parganas, Purba Midnapore, Paschim Midnapore including part of Jhargram, Bankura and Purulia) for the period from January, 2022 (date of agreement) to December 31, 2022 on "As is Where is Basis" and "No complaint Basis". Contractors may apply in prescribed quotation forms available with the General Manager, P&D Department, Bangiya Gramin Vikash Bank, Head Office, 3rd Floor, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101. The quotation forms for above mentioned contract can also be downloaded from the Bank's website: <https://bgvb.in> under the link "<https://bgvb.in/tenders.aspx>".

The quotation, quoting the amount (excluding GST – if applicable) for carrying out the work, may be submitted in sealed envelope only super scribing "**Quotation for Comprehensive Annual Maintenance Contract for Fire Extinguishers for the period from January-2022 to December-2022**" addressed to the General Manager, P&D Department, Bangiya Gramin Vikash Bank, Head Office, 3rd Floor, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101 **so as to reach him not later than 03.00 p.m. December 30, 2021.** Quotation received after 03:00 P.M. on December 30, 2021 will not be accepted. Quotations will be opened on December 31, 2021 at 11:00 A.M. in the P&D Department, Bangiya Gramin Vikash Bank, Head Office, 3rd Floor, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101. The bidders are advised to be present in person or send an authorized representative duly authorized by issuance of an 'Authority Letter' for the purpose. *For more details, kindly refer the general instructions and terms & conditions for the contract (tentative) attached herewith.

For any queries regarding the quotation, the bidders may contact P&D Department, Bangiya Gramin Vikash Bank, Head Office, 3rd Floor, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101 Contact no: **72783 77949**.

The Bank reserves the right to reject any or all the quotations.


General Manager
Bangiya Gramin Vikash Bank
Head Office



Date: 10.12.21
Place: Berhampur

**BANGIYA GRAMIN VIKASH BANK
P&D DEPARTMENT
HEAD OFFICE**

**QUOTATION FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR FIRE
EXTINGUISHERS (of various makes)**

Details to be filled in by bidder

1. Name of the Bidder:
2. Address:

3. Telephone No.
4. Mobile No.
5. E-mail address:
6. Fax No.
7. PAN No.
8. TAN No.
9. Registration No. :
10. GST No.
11. Constitution of the Bidder (whether a company/ partnership firm/ proprietary concern, copy of document to be submitted):

12. Name/s of the proprietor/ partners/ Director (Copy of document to be submitted):

13. The bidder's Annual Turnover for last three Financial Years

Financial Years	Turnover (Rs. In Lakh)	Income Tax paid (Rs. In Lakh)*
2020-21		
2019-20		
2018-19		

*Income Tax returns for the last three years may be attached

14. Bankers Details:

Name of the Bank	Branch Address	Nature / Type of the Account	Account Number

15. Rates quoted for annual maintenance contract for all FIRE EXTINGUISHERS (of various make)

Sl No.	Item	Unit	Rate per machine in Rupees (in figures)*	Rate per machine in Rupees (in words)*
1	REFILLING OF FIRE EXTINGUISHERS (ABC type 5Kg/6Kg Capacity)	FIRE EXTINGUISHERS		
2	NEW SUPPLY OF FIRE EXTINGUISHERS (ABC type 6Kg Capacity)	FIRE EXTINGUISHERS	Not Applicable	Not Applicable
3	NEW SUPPLY OF FIRE EXTINGUISHERS (DCP type 6Kg Capacity)	FIRE EXTINGUISHERS	Not Applicable	Not Applicable

**Note: The rate should be quoted excluding taxes applicable.*

16. Details of the institution/s for which similar work have been or are being carried out:

Sl. No	Name of the Institution	Address	Telephone Number, e-mail, Fax No.

I / we hereby declare that I / we have read and understood the general instructions and special conditions for the bidder and also the contents of the standard agreement and accept the same. I/We declare that the particulars/information given by us is true.

Signature of the of the authorized personnel _____

Address_____

SEAL

Place:

Date:

Undertaking

Place:

Date:

The General Manager (P&D)
Bangiya Gramin Vikash Bank
Head Office

Dear Sir,

Comprehensive Annual maintenance contract for FIRE EXTINGUISHERS (of various make)

1. We have carefully examined the scope of work and services specified in the memorandum hereinafter set out, having acquired the requisite information relating thereto as affecting the Quotation. We hereby undertake to adhere to specifications and instructions in writing referred to in General Instructions to the Bidder and Special conditions and with such other materials as are provided for, and in all other respects, in accordance with such conditions so far as they may be applicable.

MEMORANDUM

a.	Description	Comprehensive Annual maintenance contract for FIRE EXTINGUISHERS (of various make) on "As Is Where Is Basis" and "No Complaint Basis".
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2. We also agree that our Quotation will remain valid for acceptance by the bank for 90 days from the date of opening of the Quotations and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing.
3. Should this Quotation be accepted, I/we hereby agree to abide by and fulfil all the terms and conditions of the Quotation and in default thereof, to forfeit and pay to you or your successor, or assignees or nominees such sums of money as are stipulated in the conditions contained in the Quotation together with the written acceptance of the Quotation.
4. I/we understand that you reserve the right to accept or reject any or all the Quotation either in full or in part without assigning any reason thereof.

Dated this _____ day of _____ 2021.

For and on behalf of M/s _____

(Signature with seal)

Name _____ Designation _____

(Certified true copy of the Power of Attorney of the above signatory should be enclosed

General Instructions to bidders and Special Conditions

1. Quotation in prescribed form shall be submitted in sealed envelope superscripting “Quotation for Comprehensive Annual Maintenance Contract for FIRE EXTINGUISHERS for the period from January 2022 to December 2022” and addressed to the General Manager, P&D Department, Bangiya Gramin Vikash Bank, Head Office and should reach the office not later than 1500 hours IST on December 30, 2021. Quotations submitted through Fax and E-mail shall not be accepted. The full name, postal address, e-mail address and telephone/mobile number of the bidder shall be written on the sealed envelope.
2. The Quotation, duly sealed, may also be deposited in the P&D Department, Bangiya Gramin Vikash Bank, Head Office, 3rd Floor, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101. No Quotation shall be received accepted after the stipulated time and date.
3. All copies of the Quotations should be completed in all respects with all attachments/ enclosures/ Annexure. If any of the documents is missing or unsigned, the Quotation may be considered invalid by the Bank at its discretion.
4. The Quotation form must be filled in and all entries must be made by hand and written with ball pen.
5. The Quotation, to be submitted shall contain:
 - The details of the Bidder in the prescribed format;
 - The undertaking and acceptance of the terms and conditions with sign in all pages;
 - In case of company/ firm, Power of Attorney/authorisation with the seal of the company/firm in the name of the person signing the Quotation documents;
 - Any other information the Bidder wishes to furnish.
 - The quotes have to be in Indian Rupees only with detailed break-up of price as per format, both in figures and words. Bidders should indicate the **Rate per machine for comprehensive annual maintenance contract for all Fire Extinguishers** that they offer to the Bank for consideration. The rate quoted shall be **exclusive and net** of all taxes, duties, levies, imposed by Central/State Government/ Local Bodies.
6. Quotations will be opened on December 31, 2021 at 1100 hours IST in the P&D Department, Bangiya Gramin Vikash Bank, Head Office, 3rd Floor, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101.

The bidders or their authorised (duly authorised by a letter issued by the bidder) representatives are advised and allowed to be present at the time and place of opening of the bids.

7. The Bank is not bound to accept any Quotation and reserves the right to reject any or all the Quotations, either in whole or in part without assigning any reasons.
8. On receipt of intimation from the Bank of the acceptance of his Quotation, the successful Bidder shall sign an agreement/contract within a **week**. However, the written acceptance of the Quotation by the Bangiya Gramin Vikash Bank will constitute a binding contract between the Bangiya Gramin Vikash Bank and the person so bidding, whether such formal agreement is subsequently executed or not.
9. The work period shall be from January..., 2022 /date of agreement to December 31, 2022 which can be extended by the Bank at its option with the consent of the bidder, for further period of two years in two stages of one year at a time subject to satisfactory performance.
10. Quotations will be evaluated on the basis of lowest quoted rate per machine (L-1). Rate quoted by the tenderer should be same for all the FIRE EXTINGUISHERS. Different rates for different machines cannot be quoted under any circumstances. Such quotations will be summarily rejected. L-1 will be decided solely on the basis of lowest quoted rate per machine for AMC contract for all FIRE EXTINGUISHERS.
11. The intending bidder should thoroughly go through and understand the above terms and conditions and only such of those who are willing to fulfil all the terms and conditions of the agreement should submit the Quotation.

I / we hereby declare that I / we have read and understood the general instructions for bidder and also the contents of the standard agreement and accept the same.

Signature of the bidder_____

Address_____

SEAL

Place:

Date:

GENERAL TERMS & CONDITIONS FOR THE CONTRACT

DEFECT RECTIFICATION AND PREVENTIVE MAINTENANCE:

- (a) All service or maintenance calls from branches should be routed through concerned regional office and to be logged at your office and the Log Number and Date has to be forwarded to the branch and respective Regional Office by mail immediately. The issue has to be attended and rectified within two working days from time of registration.
- (b) The personnel deputed for defect rectification / service should take a feedback from the Branches in advance and should carry necessary spares, if required, during his visit.
- (c) The maintenance should be carried out without affecting the normal functioning of the branch in coordination with the respective Branch Managers and P&D Department, Regional Office.
- (d) Detailed Service Certificate for each Branch clearly mentioning maintenance carried out, defects rectified and details of spares used / replaced has to be submitted to the Branch Manager. A copy of the Service Certificate with signature of Branch Manager and Branch Seal has to be submitted at Regional Office at the end of every quarter.

SUPPLY AND INSTALLATION OF NEW FIRE EXTINGUISHERS:

- (a) New fire extinguishers for old Branches where the existing extinguishers have gone beyond economic repair and new Branches opening in future, if any, needs to be supplied and installed as instructed by Regional Office.
- (b) Installation work should be carried out without affecting the normal functioning of the branch in coordination with the respective Branch Managers and P&D Department of Regional Office.

LABOUR:

Technicians with valid Company ID Proof only should be deployed for any activity in the Bank's premises. Any loss / damage to the branch property during supply/ installation / maintenance work shall be borne by you. The Bank shall not, in any manner, be held responsible for any untoward incidents involving your workmen at site.

PAYMENT:

- (a) No advance payment will be made.

Defect Rectification, Service and Refilling: The payment for defect rectification or service would be made by concerned Regional Office as well as payment of refilling work would also be made by Regional Offices as per the approved rates. Copy of Bills for all works executed during the quarter should be submitted at Concerned Regional Office consolidated along with copies of Service Certificates. The service certificate should clearly mention maintenance carried out, defects rectified and also details of spares used / replaced and has to be signed by the Branch Manager along with Branch Seal.

(b) **New Supply and Installation or Replacement of Fire Extinguishers:** The payment for New Supply and Installation or Replacement of fire extinguishers would be made by **Concerned Regional Office ONLY on satisfactory completion of work.** The Installation Certificate duly signed and stamped by Branch Manager and work order / instruction copy are required to be submitted to respective Regional Office along with the bill for payment.

PENALTY

- (a) Installation of new fire extinguishers or complete replacement of old fire extinguishers, wherever instructed by Regional Office, should be completed within 14 days from date of issue of work order. Any delay would attract a penalty of 10 % of total bill amount.
- (b) Any delay in service or refilling after the due date will attract further penalty as decided by competent authority.
- (c) For every service call made /complaint attended, a copy of the service call certificate is required to be sent to the P&D Department, Regional Office through the Branch manager indicating the defects and repairs carried out. The service certificate should invariably bear the signature of the branch manager as well as the rubber stamp of the branch with date.
- (d) There should not be a gap of more than 100 days between two mandatory services. The quarterly maintenance visit schedule has to commence by or before 10-01-2022 upon awarding contract.
- (e) Annual Maintenance Contract will be non-transferable and the firm will not appoint any sub-contractor to fulfil any obligations accepted under the contract. Bank reserve the right of termination of this AMC without assigning any reason anytime, if services during the contractual period are found unsatisfactory or substandard.

DISCLAIMER

1. Bangiya Gramin Vikash Bank, P&D Department, Head Office, has prepared this document to give background information on the project to the interested parties. While Bangiya Gramin Vikash Bank has taken due care in the preparation of the information contained herein and believe it to be accurate, neither Bangiya Gramin Vikash Bank, nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.
2. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by BGVB in submitting the quotation. The information is provided on the basis that it is non-binding on Bangiya Gramin Vikash Bank or any of its respective officers, employees, agents or advisors.
3. Bangiya Gramin Vikash Bank reserves the right not to proceed with the project or to change the configuration of the Project, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest.